



LISKEARD TOWN COUNCIL

GRANT AWARDING POLICY

Aim: Liskeard Town Council allocates a grants budget annually to assist other organisations within the town to achieve projects, services, exhibitions and events of benefit to the town and its residents.

Eligibility Criteria to assist potential applicants and Councillors on the Finance, Economic Development & General Purposes Committee.

- Applications can only be considered if they can demonstrate that the grant aid will be of benefit to the community of Liskeard.
- Grants will only be given to non-profit making organisations.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current statement of the funds and balances.
- An individual may not receive a grant, although a club or association can apply.
- A single business cannot receive a grant, although a Trade Association or Chamber might put forward an eligible project.
- Grants will not be awarded retrospectively to any project.
- Grants will not be given for normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc.
- Normally awards of grant will be in the range of £50 - £500. For applications which the Committee considers are exceptional, the Committee can reserve the right to approve a grant of up to £5,000. The approval of a larger sum would need to be ratified by the Town Council under Financial Regulation 5.8 of the Revised Regulations adopted on 20 October 2015.
- The money must be used within two years of being awarded.

- Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council is acknowledged in all relevant press releases, social media posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
- Applications are welcomed from community groups, social enterprises, trusts and charities.
- Should the project be appropriate the Town Council would encourage applicants to seek the support of other grant bodies including from those outside of the town. This will help to draw down the maximum amount of external investment into the town.
- That a project seeking town council grant assistance should not already have been approved for the award of a Town Forum grant. (Note – funds held by the Town Forum have been provided by the Town Council).
- Each applicant will only be permitted one grant approval per financial year.
- Should the grant fund the purchase of an asset or service, which could be used by other community groups when not required, the applicant is encouraged to share the benefit.
- Applications must be made on the form supplied.
- Applications to be sent by e-mail to the Town Clerk townclerk@liskeard.gov.uk or posted or handed into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Finance, Economic Development & General Purposes Committee of the Town Council. The applicant may attend the Committee and present their application to the Committee if the applicant wishes.
- If the proposed project does not comply with the above guidelines, it will not be considered by the Committee.

LISKEARD TOWN COUNCIL
GRANT APPLICATION FORM

Do not complete the Application Form until you have read the Grant Awarding Policy and believe that you comply with it.

By making the application you are giving consent for the information to be shared with Councillors and the public

**When you have completed this form please send it to:
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	Tracy Adams (Deputy Chair) – Liskeard Traders Association
Person to contact	Tracy Adams
Position Held	Trader, owner of Jane Louise
How are you funded?	n/a
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>The children of Liskeard want to see a 'Santa's Grotto' in the town and want the experience to be magical as it was last year in 2021.</p> <p>The requests that the Fat Frog café is getting from its customers has been overwhelming, so we believe that it is definitely something that will benefit the whole town.</p> <p>The community of Liskeard is being impacted by the cost of living. Hopefully, an affordable fee will allow families less fortunate to still take their children to see Santa and get a present.</p> <p>Hopefully, along with all the other activities this will bring greater footfall and Christmas cheer to the community of Liskeard.</p>
A brief description of your project	<p>To set up a Santa's grotto within the Fat Frog café the same as last year, the cost of setting this up will be funded once again by the café itself.</p> <p>What is required is a contribution from the town council to help fund the purchase of presents for the children.</p> <p>Three consecutive Saturdays' in December (3rd, 10th and 17th) a Santas' Grotto will be set up in the Fat Frog Café as part of the wider Christmas themed activities in the town.</p>

	<p>It is hoped that by asking for a affordable amount this year this will enable the event to be more financially sustainable next year.</p> <p>This year the event will be promoted via the use of leaflets in local schools. Therefore, a greater number of children will be brought into the town than in the previous year.</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>Not in the current financial year - To support some of the costs associated with the 26th March 2022 – Cakey Tea Event / Tea Dance Event.</p> <p>(a) When (Date) – 22nd February 2022 – Finance Committee</p> <p>(b) Amount received £546.</p>
<p>What is the total cost of your Project?</p> <p>What sum of money are you looking for from the Town Council and what exactly will it be used to support?</p> <p>How is the difference to be funded?</p>	<p>The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs.</p> <p>We have a estimated target of £1500 to purchase the presents and currently have raised £700 towards this amount and we continue to encourage donations and fundraising efforts.</p> <p>We are asking for a contribution of £700 from the town council that will leave us £100 to raise prior to the end of November.</p> <p>Regarding the Liskeard Traders Association Accounts - Please note that the Liskeard Traders Association has been awarded a project specific grant which has not been spent but which cannot be spent against anything other the approved project (£1,200)</p> <p>Also there is an annual insurance cost needed to cover public liabilities of £400.</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do not sign your name in this box.</p> <p>Date – 25/10/2022</p>

IF POSSIBLE, PLEASE PROVIDE AN UP TO DATE COPY OF THE ORGANISATIONS ACCOUNTS