



## **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](mailto: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.

Adopted: 19 March 2019

Modified: As circumstances require

Review March 2021

**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	Sterts Arts & Environmental Centre
Person to contact	Andrew Mullen
Position Held	Contract Fundraising Manager
How are you funded?	Grants and sales from Box office and merchandising.
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>Sterts is very much part of the local community with many performers and volunteers being drawn from Liskeard and the surrounding area. Sterts, in a normal year, will attract over 18000 visitors to our performances and events, many from the local area but equally many who are visiting Cornwall on holiday. Sterts is very much a community asset with many of our 130 volunteers and pool of 300 performers, children, young people and adults, being drawn from Liskeard residents. In June 2020 we were delighted to receive the Queen's award for Voluntary Service.</p> <p>Since January 2020 we have been developing a Community Hub with activities for our rural community. Our local area is made up of small villages and hamlets that are remote from the main towns and thus are very limited in terms of the services they are able to offer such as education courses, lifestyle courses or activities that encourage community cohesion. Sterts is using its facilities to fill this gap and provide much needed opportunities to our local rural population. This project has seen Sterts open its resources to the wider community by offering activities such as a Memory Cafe, A Men's Shed, Pilates, Yoga, Craft Workshops and a Women's Group. Sterts already hosts Junior and Senior Youth Theatre groups with capacity to increase and bring in more local children to enjoy our courses and participate in our productions. All of these sub projects were underway and are well supported by the local community and heavily subscribed.</p>

	<p>Sadly Covid 19 stalled our progress. As we eased ourselves out of successive lock downs we offered as full a range of activities as we could under the Covid limitations. This entailed re-establishing those clubs and activities that necessarily had to close due to the pandemic and open those that were ready to start but had to close before they got going. In this way we are helping our community to recover quickly from the effects of the long periods of isolation, and no community interpersonal activity, save what has been done on-line. We re-opened our theatre in late July last to offer a programme of performing arts which was based around our in house performers who had used 'lock down' time for virtual rehearsals; these shows were very well subscribed by both local and visiting audiences.</p>
<p>A brief description of your project</p>	<p>As part of our recovery programme and capacity building for the future we are building, with assistance from Cornwall Council, a new box office and administration office, out of a reclaimed cricket pavilion, and into this we wish to include a 'Changing Places' disabled toilet. Full details, including costs and construction details, are at <a href="http://www.changing-places.org/">http://www.changing-places.org/</a>. The improvement of our offer to our disabled visitors has been a long held ambition and the opening of our facilities to greater community use all year round has added new impetus to that plan. Of note there are only 5 Changing Places toilets in the whole of east &amp; mid Cornwall and we would be the only dedicated changing facility for disabled people within a large area that includes the whole of Bodmin Moor.</p> <p>Here are some comments made on social media in support of our appeal:</p> <p><i>'...a fantastic facility just a shame they are so rare'</i></p> <p><i>'This will be brilliant for Cornwall and for the 1 in 260 people who depend on these facilities in order to go out. Last year, when public toilets were closed, people were horrified and disgusted. Yet the reality of life for Changing Places users is that there are very few usable toilets anywhere. So a huge 'well done' to all involved in getting this started.'</i></p> <p><i>'Many campaigners have told us that it feels like the wrong time to approach businesses and organisations about Changing Places toilets. But maybe it isn't? It is brilliant to see an organisation like Sterts Community Hub recognising the value of Changing Places toilet users in their covid recovery plan. Small organisations have a habit of leading the way and showing the bigger ones how to be better.'</i></p>

<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p><b>YES</b></p> <p>(a) When (Date) August 2018</p> <p>(b) Amount received £500</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>This will be a large fundraising effort for us in the current climate. The total cost of the installation based on the details provided by 'Changing Places' would be £17,000. We will be involving Cornwall Council, local disability groups and the general public in our appeal and we have launched, at the end of January 2021, a £10,000 Crowdfunder appeal. To underpin this ambitious Crowdfunder we are also seeking direct support from grant funding charities such as yourselves. A contribution of £500 from Liskeard Town Council would provide us with considerable support for our appeal.</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do <b>not</b> sign your name in this box.</p> <p>118924 – May 2020 as CIO</p> <p>293973 – March 1986 to May 2020 as registered charity</p> <p>Date</p>

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