



## **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	LIGHTHOUSE COMMUNITY CENTRE CIC
Person to contact	CLARE BEVAN
Position Held	CEO
How are you funded?	Event and Hire Income Grants and Donations Fund Raising
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>Lighthouse Community Centre CIC is expanding on the great work it is already doing in the community of Liskeard and the surrounding areas by offering free and affordable paddlesports, bushcraft, cycling and Emotional Logic Coaching.</p> <p>These additional activities will improve people's overall health and wellbeing which is especially beneficial for those living in an area of deprivation like Liskeard. Our watersports which is already proving to be very popular, is all about having fun on the water, it's refreshing, picturesque and a perfect workout. Bushcraft and cycling will commence once the remaining funding and training for these activities has been completed, both of which will be an excellent addition to our programme and fantastic for the community.</p> <p>Emotional Logic Teaching is a life-long learning method that helps people to face life's challenges, develop positive character, and promote good health. It is both person centered and solution focused. It helps people to understand the useful purposes of their emotions and teaches how to turn unpleasant emotions into positive action in a calm and effective way, restoring hope and giving a sense of purpose to life. We all have emotional logic we just need to learn how to activate it. Once qualified our coaches will be equipped to teach people in the family and community how to untangle their emotions to see where they all fit together, showing them they are not the problem but a part of the solution, understanding this will help</p>

	<p>them to cope better with day to day set-backs and disappointments. The newly qualified coaches will initially be working with 9 'difficult to engage families' in Liskeard as a pilot scheme for the Emotional Logic Centre and the Cornwall Council, funded by CRCC. If successful, this could continue to improve the lives of many other families in Liskeard and across Cornwall.</p>
<p>A brief description of your project</p>	<p>In order to provide the activities mentioned above it is essential that the Lighthouse Community Centre has enough up to date First Aid trained staff and volunteers. Up until recently it had two people trained in First Aid however one of these has just expired leaving only person to cover all the activities, clubs, workshops and events that are provided. This isn't a sufficient number for the additional activities that are being added to the present program therefore funding is being sought for additional First Aid training on the following course: QNUK Level 3 Award in First Aid at Work (RQF)</p> <p>Lighthouse would like to put the following people through the training to ensure that every activity will be covered at a sufficient level:</p> <ul style="list-style-type: none"> <li>• Paddlesport Coaches – 2 coaches will be trained so that they can take groups out separately or together</li> <li>• Emotional Logic Coaches – two coaches will be trained to cover all aspects of this work</li> <li>• Children's Worker – Covering the rest of the Children's clubs and activities</li> </ul> <p>A total of 5 people on the Lighthouse Team will be fully trained in EFAW Level 3.</p> <p>This is a one day course and will cost £80 per person.</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p><b>YES / NO</b></p> <p>(a) When (Date) 27/11/2018</p> <p>(b) Amount received £279.00</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>The total cost of the project is £400.  The sum of money the Lighthouse is looking for from the Town Council is £300  The difference of £100 will be funded by the Lighthouse Community Centre.</p>

Charity Number or Registered Company Number (if applicable)	Please do <b>not</b> sign your name in this box. 11324703  Date 24/04/2018
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**IF POSSIBLE, PLEASE PROVIDE AN UP TO DATE COPY OF THE  
ORGANISATIONS ACCOUNTS**

