



LISKEARD TOWN COUNCIL

GRANT AWARDING POLICY, CONTEXT AND APPLICATION FORM

Our Vision for Liskeard:

A thriving and inclusive community which serves as the commercial and cultural hub of South East Cornwall.

Our Values:

- Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live.
 - Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment.
 - Deliver the development priorities which the community has set out in the neighbourhood plan.
 - Improve social and leisure facilities in Liskeard.
 - Protect and enhance the culture and heritage of the town.
 - Facilitate the development of transport and technology infrastructure to meet our current and future needs.
 - Promote and market Liskeard as the commercial and cultural centre for South East Cornwall.
 - Develop and promote the Council's assets for the benefit of the community
- In support of these aims we will also:
- Sustain Liskeard Town Council as an effective and financially sound organisation which is in touch with the needs and wishes of local people.
 - Take pride in our Civic duties.

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

Eligibility Criteria

- 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. Income to cover necessary costs to carry out the project should not normally be considered as profit.
- An individual may not receive a grant, although a club, cadet force, association, or School (only for items that are not part of the statutory curriculum) can apply.
- A single business cannot receive a grant, although a Trade Association, Traders Association (including a project delivery Ltd. company) or Chamber of Commerce might put forward an eligible project.
- Applications are welcomed from community groups, social enterprises, trusts, Community Interest Companies (CIC), companies Ltd. by guarantee with charitable and / or beneficial aims and objectives 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.
- 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.
- Where more than one organization or group appear to be offering the same service, products or event already, the Town Council would encourage those groups to consider working together for the benefit of Liskeard before submitting applications for new projects.
- The Town Council may not lawfully give grant aid to a church for works to a church building. However, the funding of otherwise eligible items such as, equipment or events might be considered for grant support.
- A project of the Town Forum might be considered, if eligible.

What we don't fund

- Grants will not be awarded retrospectively to any project.
- Normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc. A genuinely new service might be supported.
- Each applicant will only be permitted one grant approval per financial year.
- 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).

Amounts to be awarded

- Normally awards of grant will be in the range of £50 £100 - £500 £750. For applications which the Council considers are exceptional, the Council can reserve the right to approve a grant of up to £5,000.

Conditions of use

- The money must be used within one year or capital projects two years of being awarded. Unless the works require anything that might need a longer period e.g. landowners consent, planning permission, approval of match-funding contributions etc.
- Any unspent element of the grant should be repaid to the Town Council.
- Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council and the town council logo is acknowledged in all relevant press releases, social media posts etc. and that the recipients of grants give report back to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
- Upon the completion of a project to submit a report on how the money was spent and how the people and community of Liskeard benefited.

Application process

- Applications must be made on the form supplied.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current bank statement of the funds and balances. For small oneoff projects or events, its sources of income and details of expected expenditure may be acceptable – please contact us for guidance.
- Applications to be sent by e-mail to the Town Clerk townclerk@liskeard.gov.uk or posted or handled into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Town Council. This meets on the last Tuesday of each month. Applications should be received on the Monday of the preceeding week. The applicant may attend the Council and present their application to the Council if the applicant wishes.
- If the proposed project does not comply with the above guidelines, it will not be considered by the Council, and the applicant advised accordingly.
- Approved grants will usually be released on production of an invoice or receipts for project costs.

Originally Adopted: 19 March 2019

Most recent revision adopted: 30 May 2023

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 e-mail it to the Town Clerk townclerk@liskeard.gov.uk or drop into the office mailbox:
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	Power Runs Cornwall – Run Together Group
Charity Number or Registered Company Number (if applicable)	n/a
Date of the Application	16 July 2024
Person to contact	Sandra Haynes
Position Held	Group Leader
What does your organisation do?	<p>Power Runs Cornwall is a local community-based running group that offers a social running programme and believes running/jogging is more fun and easier to become part of your lifestyle when shared with others. The group promotes physical, social and mental wellbeing through exercise and social interaction.</p> <p>Power Runs Cornwall is all about community, friendships and the opportunity to experience running in a way that interests the individual.</p> 

<p>Website or Social Media addresses</p>	<p>RunTogether / Power Runs - Cornwall / Home</p>
<p>How is your organisation funded?</p>	<p>We have received funding from Liskeard Town Council in 2022 and 2023 and also received funding from the National Lottery Community Fund.</p> <p>Our Run Leaders are all volunteers, and all of our sessions are free, there is no cost to take part or join the group, we feel this is important to make it as accessible and inclusive to everyone.</p>
<p>Give a brief description of your project.</p>	<p>Our project is an ongoing activity-based group which is offered to the local community of Liskeard to promote physical, mental and social well being through running, jogging and walking.</p> <p>The group started in October 2021 and has been growing and developing ever since. Having started with a group of 8 people for a 10 week couch to 5K course we now have approx. 60 group members who join us on a regular basis.</p> <p>As the group has developed, we have secured funding to enable us to train seven run leaders. All our leaders are people from within the group, they are a range of people from different backgrounds with different abilities and running experiences. They are all volunteers and give up their time to support others in the group. They have worked hard and shown commitment to take on training for a Leadership in Running Fitness qualification delivered by England Athletics. Each one brings their own unique qualities and connections with members of the group.</p> <p>The group meet every Monday and Wednesday evening locally in Liskeard and offers a variety of supported running sessions for runners and Jeffers. Jeffing is a run/walk technique that is perfect for those that find running continuously is not for them and also enables us to make the group more accessible and inclusive.</p>
<p>What benefits will your project give to the town, visibly or in the impact that the project will have on specific groups or the wider Community? Who in the Town will benefit?</p> <p>Are there currently any similar projects / services available? If so how is your project different?</p>	<p>The run together group promotes physical, social and mental wellbeing through exercise and social interaction within the community.</p> <p>The group is open to everyone but has attracted older people who would like to improve their health and fitness, both physically and mentally. It has also attracted women who feel safer running as a group rather than on their own. There is also now a run/walk option for those who find running continuously is not for them. Our sessions are fun, inclusive and non-competitive – we strive to make everyone feel welcome, valued and supported within the group.</p>

The group meet locally twice a week (Monday and Wednesday outside of Addington Stores) and are visible as a group around the town.



We have been involved in many fundraising initiatives for Cornwall Air Ambulance, Race For Life, the Children's Hospice, and Diabetes UK. We have also helped to raise funds for local causes too, such as A Voice for Sam, for which we did a relay run to raise funds and awareness for a family member of one of our groups who needed specialist equipment to improve her quality of life. We support community initiatives such as the Liskeard and Looe Food Bank and the Adopt A Street Campaign.

We have raised awareness on our runs, for example, running a route that incorporates the defibrillators that are located around Liskeard, to raise awareness of them and where they are situated.

We are often featured in The Cornish Times for our activities, recently having been announced as the top team fund raisers at this year's Plymouth Race for Life 10K and 5K events, being awarded with a plaque and medal.



	<p>There are similar services available in the form of running clubs, two local ones are East Cornwall Harriers and Looe Pioneers. Our group differ from these as you do not need to 'join' the group and pay a yearly membership to access the group. We also offer a more social and non-competitive environment for people to run and jeff in. Many people do not feel confident or 'good enough' to join a running club and can find it intimidating. Our group encourages people of all abilities, and focuses more on the social and mental benefits of running and jeffing. We feel that as our group has grown so consistently year on year demonstrates that there is a need for it and it is well supported by our community. We would also encourage people to move on to a club if they decide they would like to push themselves further or become involved in more competitive events and races.</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>YES</p> <p>(a) Applied 05 July 2022</p> <p>(b) Amount received £290</p> <p>(c) To train an additional run leader – Ray Olver (£190) and a contribution towards the cost of group t-shirts/vests so they can be offered at discounted price (£100)</p> <p>(a) Applied 18 April 2023</p> <p>(b) Amount received £350</p> <p>(c) To train an additional run leader – Joanne Richards (£190) and a contribution towards the cost of group t-shirts/vests so they can be offered at discounted price (£160)</p>
<p>What is the total cost of your Project?</p>	<p>We have no weekly running costs for our group as it is volunteer based but we do require funding to enable the group to operate safely, as in training qualified run leaders.</p> <p>We have been building a group identity, so our group is recognisable, and people feel a sense of belonging. We have done this by providing a range of t-shirts and vests, offering a discount on the cost to enable people to purchase them. The tops have the Liskeard Town Council logo and National Lottery Community Fund logo to enable us to acknowledge the funding support we have received so far.</p> <p>We also from time to time need to purchase equipment such as first aid supplies and equipment to enable us to offer fun sessions.</p>
	<p>The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs.</p>

<p>What sum of money are you looking for from the Town Council?</p> <p>What exactly will it be used to support?</p>	<p>We would like to request the sum of £400 to be used as follows:</p> <p>Some of the funding we received last year enabled us to offer discounted group branded t-shirts and vests which provided our group with an identity.</p> <p>We would now like to offer branded windbreaker jackets, that would promote group name and acknowledge the support of the Liskeard Town Council (having the Liskeard Town Council logo on the top of the sleeve).</p> <p>The more units (jackets) we order the cheaper they are – we would hope to offer 40 jackets to the group for £15 each rather than £25 using the £400 to reduce the cost of each jacket by £10 and hopefully making it a more affordable option to everyone in the group.</p> <p>A collective identity promotes the group when we enter events or are taking part in our sessions in the town and makes us more noticeable as a community presence. We also feel with our changeable weather the jackets will be popular and people will also wear them when taking part in non- group activities which would hopefully promote and showcase our group (and the Liskeard Town Council) further to the wider community.</p> <p>Although the sum above is what we would ideally like, we would be grateful for any contribution.</p>
<p>How will the rest of your project be funded?</p> <p>Have these monies all been confirmed?</p>	<p>We are actively exploring other funding sources too so hope that we will be able to achieve our goal, however we cannot submit to the National Lottery Community Fund now until the end of the year but having some funding now would be favourable to enable us to provide the jackets going into the Autumn and Winter season.</p> <p>No</p>
<p>Has your organisation adopted its own Safeguarding Policy?</p>	<p>Yes, as part of our run leader training we have to pass a safeguarding module which then needs to be redone every three years to ensure that it is relevant and up to date. We apply the England Athletics Safeguarding Policy to our group and adhere to this.</p>
<p>Does your organisation conduct DBS checks on staff and volunteers?</p>	<p>Yes, all of our run leaders have a valid and current DBS check which is undertaken by England Athletics during their training and renewed every three years.</p>
<p>Have you attached a copy of the accounts of your organisation?</p>	<p>No, as we do not charge anything for our sessions we have no income, and no formal set of accounts. Any funding we have received has been spent on run leader training, equipment and kit. Any costs not covered by funding comes out of my own pocket.</p>