



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.

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	Baby Basics Cornwall
Person to contact	Becca Bell
Position Held	Centre Manager
How are you funded?	We are funded exclusively by fundraising and voluntary donations. We have some regular givers who cover our regular outgoings, and we have received support from Asda green token scheme this year.
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>We provide baby equipment, clothing and toiletries to children across Cornwall. A good proportion of our bundles go to local families given our location in Liskeard.</p> <p>Health professionals and social workers apply to us for items for families they visit and then deliver the items, so we remain a confidential service. This system also encourages families to keep in touch with the support systems they should be using, such as Health Visitors.</p> <p>The project benefits families with children aged 5 and under who are struggling financially. We do not have any criteria for referral, but leave this to the health professional's discretion, so we meet the needs of those who may not qualify for other help.</p>

<p>A brief description of your project</p>	<p>We provide equipment, clothing and toiletries for children aged 5 and under.</p> <p>our stock is all donated. Some comes from national companies via Baby Basics Uk, some is donated by local families, and some is bought for us, either via Morrisons Grab bags, through church congregations, or via our amazon wish list.</p> <p>Our volunteers sort and store all our donations in our unit on Trevecca Industrial estate (next door to foodbank!) and arrange the bundles that our collected from there.</p> <p>Councillors would be really welcome to visit on a Wednesday between 10&1 to see what we do (and probably be given a job!!)</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>YES</p> <p>(a) When May 2021</p> <p>(b) Amount received £400</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>Our project costs around £4000 per year which we fundraise ourselves.</p> <p>We are looking for £500 to buy some more GoPak tables and some more chairs for our unit. Our increased referral rate means that we currently struggle for surface space to sort the bundles, and our volunteer group has grown so we need some more chairs! Flat pack tables are important for us as we need our space to be flexible, and to be able to fold chairs out of the way when not in use.</p>

Charity Number or Registered Company Number (if applicable)	Please do not sign your name in this box. We run our account through Menheniot Parish Church which is an excepted Charity. Date 12/10/2022
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IF POSSIBLE, PLEASE PROVIDE AN UP TO DATE COPY OF THE ORGANISATIONS ACCOUNTS