



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 handled 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	St Martin's Church, Liskeard
Person to contact	Niall Dunne
Position Held	Worship leader/Overseer of Youth activity
How are you funded?	Self-raised
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>The last two years we have gathered people from around Liskeard for an outdoor carols concert called 'Car Park Carols', first in Morrisons car park, then in Westbourne car park in Liskeard. Both were well attended, and people from all around the community wanted to join.</p> <p>This year we are planning to change the format slightly, calling it 'Car Park Christingle' and combining it with our annual community Christingle service, on December 4th, which is always well attended in the church.</p> <p>In doing this we want to develop the event to be bigger and have more to it – more like a family festival than a concert only (though the concert element will remain). So we're planning activities for children, as well as a donation based café.</p> <p>We have also been in touch with both Foodbank and Christians Against Poverty (CAP) and have invited them to have a presence in the festival, to hopefully draw attention to the work both organisations are doing in our community, but also to signpost people at the festival who may be struggling financially at this difficult time, to these organisations and hopefully help some get the support they need.</p> <p>The proceeds from the café will be donated to both Foodbank and CAP.</p>

<p>A brief description of your project</p>	<p>Having taken on board the council's suggestion of using a public car park last year, and having had a really successful event in Westbourne car park, we are also aware that for the event to have the potential to develop, it has probably already reached its limit in Westbourne, so Liskeard School and Community College have kindly allowed us to use their tennis courts and car park this year, which allows us to do more with the space, without worrying about public car parking.</p> <p>Here is a list of what will be involved in the event:</p> <ul style="list-style-type: none"> - Carol Concert with modern versions of well-known carols - Liskeard Silver band playing traditional versions of carols (to be confirmed – have been asked, and played the last two years) - 'Pay-as-you-feel' café, with donations going to local foodbank and CAP - Short Christingle service as part of the carol service. - Christingle and other activities for children and young people to participate in.
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p><u>YES / NO</u></p> <p>(a) When (Date) December 2021</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>We are expecting the total cost of the event to be approximately £1500 and we would like to apply to the council for £500 towards the cost of hiring the sound/stage/lights for the event, as well as towards the cost of materials and resources for activities and café.</p> <p>We will be self-raising the rest.</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do not sign your name in this box.</p> <p>1130720 - THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MARTIN, LISKEARD</p> <p>Date 18/10/22</p>

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