



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	St Martin's Church (on behalf of a group of Churches Together, and various churches in Liskeard and surrounding area)
Person to contact Position Held	Niall Dunne Worship leader (event organiser)
How are you funded?	The project so far has been funded by churches allowing time for workers to organise. There will also be a crowdfunding campaign that will start in November (we raised £500 through doing a crowd-funder last year).
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	Those directly present, but also those who live in the surrounding area, will get to hear carols sung live. It will enable the church community in Liskeard to come together and worship at a time that is so important for Christians. But also many others who just want to come together and enjoy something special for Christmas.

<p>A brief description of your project</p>	<p>We are running 'Car Park Carols' again on December 19th at 7pm, in Morrisons Car Park. Once again Morrisons have been extremely helpful with hosting the event, which can happen as they close at 4pm on a Sunday.</p> <p>This will be an outdoor carol service for the town, and will feature local musicians from St Martin's, and other churches represented.</p> <p>We're hiring in a big sound system, with stage and lights to help create a festival feel. This year if we can raise enough funds, we would also like to have a big mobile LED screen, so that we can have song words, videos from different organisations in Liskeard (we're hoping particularly to work with schools on this) and to have a live camera set up, so people can see what's happening better. This year will be slightly different hopefully, as the restrictions are different, so hopefully we will be able to have a bigger pedestrian section, so potentially more people can come. Last year, though it was free entry, it was a ticketed event, and all the tickets went very quickly.</p> <p>Morrisons have kindly offered to have a tea/coffee station for people to come and get refreshments.</p> <p>Last year Liskeard Silver Band played carols for people as they arrived, which was wonderful, and we have asked them again, and await confirmation – though they seem keen.</p> <p>If restrictions get tightened again, we will revert back to last year's 'drive-in' plan, which worked well.</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p><u>YES</u> / NO</p> <p>(a) When (Date) November 2020</p> <p>(b) Amount received £500</p>

<p>What is the total cost of your Project? What sum of money are you looking for from the Town Council and what exactly will it be used to support? 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 think costs will total approximately £1500. We are looking for £500 as this will help hugely with the costs of hiring the sound, stage and lights, LED screen, and will mean we don't have to raise as much money with our Crowdfunder campaign</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do not sign your name in this box. 1130720</p> <p>Date 11/10/21</p>

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