



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.

- 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 Council considers are exceptional, the Council 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 Town Council. 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.

Adopted: 19 March 2019

Modified: As circumstances require

Reviewed: 25 March 2020

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	Community Treasure Chest CIC
Person to contact Position Held	Emma Julian Co/Director
How are you funded?	We are self-funded through sales of household items. This year we have received funding from National Lottery and Co-op Community Fund.
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	The project is open to everyone. We have a mixed client base. Some people use the fridge daily as they are financially struggling to eat, while others use the fridge to support the ethos of preventing food waste. We are also a space where people are comfortable and can chat to the volunteers so it has a lovely community feel. We also provide volunteering opportunities for the local people.
A brief description of your project	CTC CIC set up Liskeard Community Fridge in 2019 as a project. We are a team of volunteers who collect waste food from the supermarket. The food is then sorted at our base and displayed/offered to all the public to take. We operate a 'pay as you feel' policy. This ensures the project is open for all. It prevents good food from going to landfill, helps people who are struggling financially and promotes a 'sharing is caring' feel.
Have you previously received a grant from Liskeard Town Council? If 'Yes' please indicate	NO (a) When (Date) (b) Amount received £

<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>The Liskeard Community Fridge has ongoing costs. Fuel to collect the food and also the premises, etc. However, we have noticed a massive increase in usage and therefore we are asking for support for the total of £1200.00. We would use this money to help fund towards these costs.</p> <p>Brown Craft Bags 8x5 - £53.99 x 2 = £161.97 Brown craft bags 10 x 3 - £55.99 x 2 - £111.98 Clear Front Cellophane – 19.50 x 2 = £39.00 Blue Roll 6 pack - £9.50 x 6 = £57 Thermal Labels - £20.99 x 4 = £83.96 Ink Cartridges - £45.95 x 4 = 183.80 Disposable Table Cloths (50) - £28.12 x 2 = £56.24 Carrier Bags (100) £6.90 x 4 = £27.60 Bin Liners £24.95 Scales: £179.94 Total: £926.44</p> <p>We also would like to reprint our leaflets with the updated address if we are successful in relocating the fridge. Flyers (4000) - £167 Business cards - £58 We would like to get a sign for the shop to promote the fridge from the street. - £140.00 Approx. weekly fuel cost - £80 Glass Fronted Fridge - £699 New racking display - £450 plus VAT Other costs are rent and utilities.</p> <p>The Community Fridge is funded solely by Community Treasure Chest CIC. We have received some grants for the fridge in the last six months from Livewest Homes and Arnold Clark. We are looking for funding from other parish councils in the area along with a continued stream of applications to other funders (we aim for one application a month) We have received roughly £80 a month (since being in the current property) in cash donations from the users of the fridge</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do not sign your name in this box.</p> <p>Date</p>

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