



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 handled 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	ICOMOS-UK
Person to contact	Jo Buchanan
Position Held	ICOMOS-UK ICH Committee member
How are you funded?	Membership
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>ICOMOS-UK (an international NGO that advises UNESCO) is applying to the National Heritage Lottery Fund for support towards organising and facilitating four one-day workshops in Wales and England to increase awareness of Intangible Cultural Heritage. The latter is a term used by UNESCO that encompasses living or everyday 'heritage' better known as stories passed down, folklore, performance (music, dance, songs), social practices (festivals, rituals, carnivals), heritage crafts and traditional knowledge/practices. It includes language as a vehicle for the expression of ICH for example Cornish traditional songs. This is 'heritage' expressed, valued and performed by community or practitioners.</p> <p>As part of this ICOMOS-UK project Cornwall has been chosen as one of the regions for workshops. We have in-kind support pledged for workshop venues in Bude, Redruth, and would like to include SE Cornwall and think that Liskeard would be a great place to hold a workshop. Importantly these workshops are to be co-produced with local cultural heritage-related groups and will increase the visibility of their heritage as part this wider regional project and national project to increase awareness of ICH in Cornwall. Groups involved to date providing in-kind support include the Federation of the Old Cornwall Societies, Gorsedh Kernow and Cornish Heritage Trust. The workshop in Liskeard will be co-ordinated with these partners and aims to engage with diverse audiences and have on-going impacts.</p>

	<p>The outcomes of the workshops will be disseminated to all stakeholders involved and feed into discussion with DCMS, the cultural heritage sector, universities and contribute to a wider heritage movement to recognise ICH as equal importance as built heritage within the Cornwall and the UK.</p> <p>This pilot project is therefore about community ideas of heritage, led by and for culture bearers in Liskeard. The event will bring together for one day, the diverse stakeholders that support and practice ICH including NGOs civil society, community groups and the cultural heritage sector. Interlinked, in awareness raising is recognition of cultural diversity and minority heritage and the workshops will increase the visibility of Cornish culture and other ICH practised and valued by Liskeard community and the surrounding areas. Through this increased awareness is advocacy, aiming to create a framework for longer -term sustained support of community-led heritage in this area.</p>
<p>A brief description of your project</p>	<p>In December 2021 ICOMOS-UK ICH Committee organised a roundtable to explore potential of ratification of the UNESCO Convention on the Safeguarding of the Intangible Cultural Heritage (2003) by the UK Government. Following on from this event ICOMOS-UK is planning workshops on increasing awareness of ICH and looking for regional partners willing to take part in the project and deliver four workshops and contribute ‘in-kind’ support in the form of venues and a local contact person to identify participants and work with ICOMOS in tailoring these workshops to Cornwall.</p> <p>The workshop aims to increase awareness of ICH in community or tradition/culture bearers, civic society, the cultural heritage sector and future practitioners.</p> <p>The objectives are</p> <p>To develop and an understanding and awareness of the term ICH in the context of UNESCO Convention and take into account the local community definitions and how they are ‘safeguarding’ their heritage.</p> <p>Explore local ICH actions that have, or are being undertaken to promote ICH</p> <p>‘Take stock’ of the safeguarding in this area including documentation, archiving, mapping projects</p> <p>Explore ways to provide sustained support for practicing communities. The latter includes the potential benefits (and dis-benefits) from ratification of the UNESCO Convention 2003 on Safeguarding of the ICH within the UK</p>

	<p>The workshops will explore the concept of ICH, 'and what is needed to help further support the intergenerational transmission or passing down of these cultural practices to the next generation.</p> <p>Importantly this project is community-driven and a process of empowerment and capacitation. As outlined previously we are in communication with heritage-related groups in Cornwall to co-produce these workshops.</p> <p>We would appreciate any 'in-kind support' for example venue hire for a workshop and support in creating a workshop in Liskeard.</p> <p>Timescale: The workshop should be taking place October 2022.</p> <ul style="list-style-type: none"> • Workshops will be a one-day event for 30-50 people, taking place in October 2022. • We need a room that can take this number of participants with equipment for PowerPoint presentations and space for break out groups (taking into account social spacing due to COVID) • Area for refreshments <p>If there is interest from local stakeholders, a performance of ICH in Liskeard could also be added to the event during the workshop or in the evening. A separate application to FEAST would be made if practitioners are identified and wish to take part.</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>NO</p> <p>(a) When (Date)</p> <p>(b) Amount received £</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 on-going operating costs of organisations. This application should not contain such costs.</p> <p>Total cost of project: £15,000 (including all workshops, evaluation and report)</p> <p>Sum of money from Town Council</p> <p>Hire of venue of Liskeard Public Hall for one day.</p> <p>Total: £311.00 (based on hire costs on 16/3/22)</p>

	<p>The sum of money required includes:</p> <p>Room hire for 50 participants and space for breakout groups all seated. Access to catering* and toilets £243.00</p> <p>Preparation of room £36.00</p> <p>Hire projector and screen for PowerPoint presentations £14.00</p> <p>Clear up £18.00</p> <p>*Room for refreshments: We will need help to provide tea and coffee on arrival, breaks x 2 and cold lunch. Help serving these or contact for catering would be appreciated.</p> <p>How is the difference to be funded:</p> <p>The workshops rely on the granting of funding from National Heritage Lottery Funding.</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do not sign your name in this box.</p> <p>Date 16th March 2022</p>

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