



## **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 and 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 organisation's 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 press releases, Facebook posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded.
- 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 external investment into the town.
- Applications must be made on the form supplied
- Applications to be sent by e-mail to the Town Clerk [townclerk@liskeard.gov.uk](mailto: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 and 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 by the Town Council 19 January 2016

Modified 25 July 2017


Review January 2018

## 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**

**When you have completed this form please send it to:  
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	Sterts Arts & Environmental Centre
Person to contact	Andrew Mullen
Position Held	Contract Funding Manager
Address	Sterts, Upton Cross, Liskeard, PL14 5AZ
Telephone	07939520049
Email	Andrew.mullen@alusen.co.uk
How are you funded?	Sterts is a registered charity and achieves its funding through Box Office sales, fundraising and grant applications.
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	Sterts is one of 3 prestigious arts centres and theatres in Cornwall and attracts many local residents and visitors, approx 17,500 per year. Many Liskeard residents are involved in either volunteering or performing at Sterts including 13 members of the Youth Theatre.
A brief description of your project	<p>Sterts Theatre has received a confirmed National Lottery grant of £7,000 for a World War 1 1918-2018 heritage project. The project will mean that the members of the Sterts Theatre Company, the volunteer community of Sterts, and the members of the Linkinhorne History and Community Archive Group will work together to research, design and create an exhibition of artefacts and information around the effect of the WW1 on the parish of Linkinhorne and its surrounding area, its people and its activities. They will work with museums and records offices in the county and with that information they will create a piece of performance art which will be performed at Sterts this Autumn.</p> <p>The Autumn Season at Sterts will be named 'Remembrance' and all productions and performances in this period will have the common theme of the First War and of Remembrance. Part of the Youth Theatre Group's remit will be to take their production, or parts of it, to local schools, groups and community events throughout the Phase. We would also like to restore the Linkinhorne Parish Roll of Honour for the First World War which is fading and in need of professional restoration. This would be a lasting record for the parish and the work of the Youth Theatre Group will be an ongoing legacy for use in schools and events in the area.</p>

<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p><b>NO</b></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></p> <p>STARTS%20WW1%20PROJECT%20COSTS</p> <p>The attached insert is the breakdown of the project finances as agreed with the Heritage Lottery Fund. You will note that we have already received some additional funding, apart from the HLF grant, but we are still £2000 short of our budget requirements. A contribution of £500 from Liskeard Town Council would be greatly appreciated and help us to achieve our objectives. Approaches will be made to other local organisations in order to complete our funding profile.</p>
<p>Name of your Bank Account (Account Payable to)</p>	

Charity Number or Registered Company Number (if applicable)	Registered Charity 293973
	Signed
	Date
	1 August 2018

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