



## LISKEARD TOWN COUNCIL

### YOUTH GRANT AWARDING POLICY

#### **Our vision for Liskeard**

A thriving and inclusive community which serves as the commercial and cultural hub of South East Cornwall.

#### **Our values**

- ❖ We welcome and encourage participation
- ❖ We are proud of Liskeard and optimistic about its future
- ❖ We are here to serve the whole community, especially those in most need
- ❖ We co-operate with others to achieve our goals
- ❖ We focus on getting things done

#### **Grants**

Liskeard Town Council allocates a youth grant budget (£4,000 in the 2019/20 financial year) to assist other organisations within the town to achieve projects, services, exhibitions and events of benefit to young people in the town.

#### **Eligibility Criteria**

- Applications can only be considered if they can demonstrate that the grant will be of benefit to young people in Liskeard.
- Grants will only be given to non-profit making organisations.
- 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 of Commerce may be considered.
- 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 bring a maximum amount of external investment into the town.
- 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.

#### **What we don't fund**

- Retrospective projects which have already started.
- Normal repairs or maintenance.
- Normal operating costs of an organisation, e.g. wages, rents, stock etc.

- Organisations which have received a grant from Liskeard Town Council within the current financial year.
- Projects which have received or are seeking an award from the Liskeard Town Forum (Note – funds held by the Town Forum have been provided by the Town Council).

### **Amounts to be awarded**

- Maximum amount £500.
- Larger sums may be possible by applying to our general grant fund.

### **Conditions of use**

- The money must be used within two years of being awarded.
- Any grant received from the Town Council must be acknowledged in all press releases, website/social media posts etc. (including our logo where appropriate).
- Feedback on the use of the grant is required within 3 months of completion of the project, or interim feedback after 12 months of receipt if your project has not yet completed. This could include presenting information at the public Annual Town Meeting.

### **Application process**

- Applications must be made on the form supplied
- All grant applications must be accompanied by the latest set of accounts for your organisation. If this is not available a statement of the organisation's funds, its sources of income and details of expected expenditure may be acceptable – please contact us for guidance.
- Applications to be sent by e-mail to the Town Clerk [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk) or delivered to the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Youth Council, who will make a recommendation to the Finance, Economic Development and General Purposes Committee of the Town Council (dates on which this committee meets are detailed below). The applicant may attend the Youth Council and/or committee meeting to present their application if they wish.
- If the proposed project does not comply with the above guidelines, it will not be considered, and the applicant advised accordingly.
- Approved grants will usually be released on production of an invoice or receipts for project costs.

### **Finance, Economic Development and General Purposes committee meeting dates:**

- 19 November 2019
- 21 January, 17 March and 19 May 2020

Meetings are held at 7.30pm in the Council Chamber at the Public Hall

**LISKEARD TOWN COUNCIL**  
**YOUTH GRANT APPLICATION FORM**

- Do not complete the Application Form until you have read the Youth 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 or email [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk)

<b>Name of Applicant / Organisation</b>	
<b>Charity Number or Registered Company Number (if applicable)</b>	
<b>Date of application</b>	
<b>Person to contact</b>  <b>Position held</b>	
<b>What does your organisation do?</b>	
<b>Website or Social Media addresses</b>	
<b>How is your organisation funded?</b>	
<b>Give a brief description of your project</b>	
<b>How will your project benefit young people in the town?</b>	

<p><b>Include approximately how many young people will be involved</b></p> <p><b>Does your project provide something which is not currently available for young people in the town?</b></p> <p><b>Will there be any benefits for young people in the town after your project has completed?</b></p>	
<p><b>Have you previously received a grant from Liskeard Town Council?</b></p> <p><b>If YES, please give details</b></p>	<p><b>YES / NO</b></p> <p><b>(a) When (date)</b></p> <p><b>(b) Amount</b></p> <p><b>(c) Purpose</b></p>
<p><b>What is the total cost of your project?</b></p>	
<p><b>Amount – how much money are you requesting?</b></p> <p><b>What will this be used for?</b></p>	
<p><b>How will the rest of your project be funded?</b></p> <p><b>Have these monies all been confirmed?</b></p>	
<p><b>Has your organisation adopted its own Safeguarding Policy?</b></p>	<p><b>YES / NO</b></p>
<p><b>Does your organisation conduct DBS checks on staff and volunteers?</b></p>	<p><b>YES / NO</b></p>
<p><b>Have you attached a copy of the accounts for your organisation?</b></p>	<p><b>YES / NO</b></p>

**The information on this page of the Application Form will not be made public. It will be used for processing the application and remain confidential.**

<b>Name of Applicant / Organisation</b>	
<b>Person to contact</b>	
<b>Position held</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Bank details:</b>	Payments are usually made direct to your bank account
<b>Bank</b>	
<b>Account name</b>	
<b>Sort code</b>	
<b>Account number</b>	
<p><b>The Town Council has established a Youth Network to join together Youth organisations in the town – if you are not already a member of this network would you like us to add your details to keep you informed?</b></p> <p style="text-align: right;"><b>YES / NO</b></p>	
<b>Signed</b>	
<b>Date</b>	

**Office Use Only**

<b>Grant Approved</b>	<b>YES / NO</b>
<b>Amount of Grant</b>	<b>£</b>
<b>Evidence of expenditure received</b>	
<b>Date paid</b>	