



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	John Lennon Liskeard Lights UP
Person to contact Position Held	John Lennon Chairman
How are you funded?	Voluntarily from local businesses, organisations and the Public.
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	It provides a starting point for Christmas celebrations for the whole of the community within the Town and surrounding areas. Organisations, schools, businesses and individuals will benefit.
A brief description of your project	From August onward organisations, schools and individuals start to design and make lanterns for inclusion in the Parade It takes place on 30 November by which time the rigging and fitting of the street lighting will be completed. It continues with a lantern parade through the main part of the Town, finishing on the main street. There will be music from the Silver Band; three other musical groups will march with the Parade. A sound system will be provided and a fireworks display will be held. Food will be made available in the Public Hall on completion

	Other activities will take place during the day in the Town.
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>YES</p> <p>(a) When (Date) for the 2018 event</p> <p>(b) Amount received £1500</p>
<p>What is the total cost of your Project?</p> <p>What sum of money are you looking for from the Town Council and what exactly will it be used to support?</p> <p>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>A sum of £2000 would go a long way toward meeting the costs which are in the region of £6000.</p> <p>The difference will be funded by donations from local businesses and from members of the Public.</p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>Please do not sign your name in this box.</p> <p>3784846</p> <p>Date</p>

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

Name of Applicant / Organisation	
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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.

Person to contact Position Held Address Telephone Email	
Name of your Bank Account (Account Payable to)	
If you a prefer BACS payment please complete: Account Number	
Sort Code	

Office Use Only:	
Grant Awarded	Yes / No
Amount of Grant	£
Date	