



## **LISKEARD TOWN COUNCIL**

### **GRANT AWARDING POLICY, CONTEXT AND APPLICATION FORM**

#### **Our Vision for Liskeard:**

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

#### **Our Values:**

- Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live.
  - Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment.
  - Deliver the development priorities which the community has set out in the neighbourhood plan.
  - Improve social and leisure facilities in Liskeard.
  - Protect and enhance the culture and heritage of the town.
  - Facilitate the development of transport and technology infrastructure to meet our current and future needs.
  - Promote and market Liskeard as the commercial and cultural centre for South East Cornwall.
  - Develop and promote the Council's assets for the benefit of the community
- In support of these aims we will also:
- Sustain Liskeard Town Council as an effective and financially sound organisation which is in touch with the needs and wishes of local people.
  - Take pride in our Civic duties.

**Aim:** Liskeard Town Council allocates a grants budget annually to assist other organisations within the town to achieve projects which might include physical works, services, exhibitions, and events of benefit to the town and its residents.

## **Eligibility Criteria**

- 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. Income to cover necessary costs to carry out the project should not normally be considered as profit.
- An individual may not receive a grant, although a club, cadet force, association, or School (only for items that are not part of the statutory curriculum) can apply.
- A single business cannot receive a grant, although a Trade Association, Traders Association (including a project delivery Ltd. company) or Chamber of Commerce might put forward an eligible project.
- Applications are welcomed from community groups, social enterprises, trusts, Community Interest Companies (CIC), companies ltd. by guarantee with charitable and / or beneficial aims and objectives 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.
- 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.
- Where more than one organization or group appear to be offering the same service, products or event already, the Town Council would encourage those groups to consider working together for the benefit of Liskeard before submitting applications for new projects.
- The Town Council may not lawfully give grant aid to a church for works to a church building. However, the funding of otherwise eligible items such as, equipment or events might be considered for grant support.
- A project of the Town Forum might be considered, if eligible.

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

- Grants will not be awarded retrospectively to any project.
- Normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc. A genuinely new service might be supported.
- Each applicant will only be permitted one grant approval per financial year.

- 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).

### **Amounts to be awarded**

- Normally awards of grant will be in the range of £50 £100 - £500 £750. For applications which the Council considers are exceptional, the Council can reserve the right to approve a grant of up to £5,000.

### **Conditions of use**

- The money must be used within one year or capital projects two years of being awarded. Unless the works require anything that might need a longer period e.g. landowners consent, planning permission, approval of match-funding contributions etc.
- Any unspent element of the grant should be repaid to the Town Council.
- Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council and the town council logo is acknowledged in all relevant press releases, social media posts etc. and that the recipients of grants give report back to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
- Upon the completion of a project to submit a report on how the money was spent and how the people and community of Liskeard benefited.

### **Application process**

- Applications must be made on the form supplied.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current bank statement of the funds and balances. For small oneoff projects or events, 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 posted or handled into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Town Council. This meets on the last Tuesday of each month. Applications should be received on the Monday of the preceding week. 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, and the applicant advised accordingly.
- Approved grants will usually be released on production of an invoice or receipts for project costs.

Originally Adopted: 19 March 2019

Most recent revision adopted: 30 May 2023

**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 e-mail it to the Town Clerk [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk) or drop into the office mailbox:  
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	
Charity Number or Registered Company Number (if applicable)	
Date of the Application	
Person to contact Position Held	
What does your organisation do?	
Website or Social Media addresses	
How is your organisation funded?	
Give a brief description of your project.	

<p>What benefits will your project give to the town, visibly or in the impact that the project will have on specific groups or the wider Community? Who in the Town will benefit?</p> <p>Are there currently any similar projects / services available? If so how is your project different?</p>	
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p><b>YES / NO</b></p> <p>(a) When (Date)</p> <p>(b) Amount received £</p> <p>(c) Purpose</p>
<p>What is the total cost of your Project?</p>	
<p>What sum of money are you looking for from the Town Council?</p> <p>What exactly will it be used to support?</p>	<p>The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs.</p>

How will the rest of your project be funded?  Have these monies all been confirmed?	
Has your organisation adopted its own Safeguarding Policy?	Yes / No
Does your organisation conduct DBS checks on staff and volunteers?	Yes / No
Have you attached a copy of the accounts of your organisation?	Yes / No

**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.**

Name of Applicant / Organisation  Person to contact.  Position held	
Address  Telephone  Email	
Bank details:  Bank  Account Name  Sort Code  Account Number	Payments are usually made direct to your bank account.
Signed  Date	

**Office Use Only**

Grant Approved	Yes / No
Amount of Grant	£
Evidence of expenditure received.	
Date Paid	