



## **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 handed 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	Kernow Education Arts Partnership
Charity Number or Registered Company Number (if applicable)	KEAP is a Company Limited by Guarantee No. 4253902 and a Registered Charity No. 1095166
Date of the Application	16.06.2023
Person to contact	Helen Reynolds
Position Held	Development Manager
What does your organisation do?	<p>KEAP is a strategic arts organisation in Cornwall, and the creator of The Writers' Block – The Writing Centre for Cornwall.</p> <p>We deliver all of our activity through The Writers' Block, and through our emerging performer training programme, The Story Republic.</p> <p>We believe in the power of the written and spoken word to transform lives. It is everyone's right to express themselves through creativity, curiosity and imagination.</p> <p>We deliver this vision through creative writing and cross art form projects and workshops in our venue in Redruth, and across Cornwall, working with children, families, schools, and community.</p> <p>We excel at partnership and community work, bringing people together to share and celebrate stories and voices.</p>
Website or Social Media addresses	<a href="http://www.thewritersblock.org.uk">www.thewritersblock.org.uk</a>
How is your organisation funded?	<p>Grant funded, both restricted and unrestricted. Sources include Cornwall Council, Arts Council England, Garfield Weston Foundation plus grants for projects inc Awards for All, Cornwall Community Foundation, Feast.</p> <p>We also raise money through workshop fees and contracts.</p>

<p>Give a brief description of your project.</p>	<p><u>Liskeard Stories of Stuff</u></p> <p>Liskeard Stories of Stuff is a community story gathering and sharing project in Liskeard.</p> <p>It will see our writers working with community groups and individuals to shine a light on the wealth of real life stories, memories and experiences tightly bound up in the objects we have in our lives.</p> <p>Writers will visit community groups inviting people to bring objects that hold some kind of meaning for them, and to share that story with the writer.</p> <p>We will also train 6 emerging writers from the area in this story gathering technique, which is incredibly powerful and can be used in many other community projects, to enable voices to be heard and celebrate the stories of the community and place.</p> <p>The resulting stories will be written up as short stories, often full of humour or poignancy, which are shared through performance by The Story Republic. The stories and professional photos of the individuals and their objects will be exhibited in the Liskerrett Centre.</p> <p><b>Timeline</b></p> <p>September 2023 –</p> <ul style="list-style-type: none"> <li>• <b>One day open writing workshop</b> at Liskerrett and Liskeard Museum – writing from objects and short form stories. Widely advertised and open to all to attend. Led by Anna Maria Murphy.</li> <li>• <b>Open call to recruit 6 emerging writers</b> for the project.</li> <li>• <b>Developing initial relationships with community groups</b> and organisations our writers will work with – this will be led by local Project Manager Sarah Pym.</li> </ul> <p>November 2023 –</p> <p><b>Emerging Writers one day training</b> and mentoring in Museum led by Anna Murphy supported by staff and volunteers.</p> <p><b>2 x Story Gathering days with community groups.</b> Our 6 writers will visit 6 community groups to chat with individuals and collect their stories from their treasured objects. We will hold one open community Story Gathering and Cake session for individuals.</p> <p><b>Writing &amp; Editing</b> Our 6 writers will craft the collected tales into short stories ready for sharing through performance and postcards. They will be mentored by Anna.</p>
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	<p><b>Audio recording</b> - Real Ideas will record a selection of the stories. They are launching the refurbished library in September which will include a digital suite and will record a small number of stories for digital distribution and use in Liskeard Library. They are keen to work on this project to generate local content which could also feed into their light festival in November.</p> <p>December 2023 –</p> <p><b>Sharing and celebration events</b> at Liskerrett, Liskeard Library and Liskeard Museum. This could be a whole day of pop up performances by The Story Republic in Liskeard.  Selection of stories performed by The Story Republic.,  Immersive digital recordings available in Liskeard Library.  Printed postcards distributed in town, via Food bank, school, Liskerrett, Museum etc (we did something similar in Liskeard in lockdown which worked well)</p> <p>We will also exhibit the stories and objects for 4 weeks at the Liskerrett centre.</p>
<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>The project will bring together members of the community from disparate groups in a joint project, all stemming from stories from their own lives. Our recent experiences with community story collecting projects is that individuals are excited and honoured to have their stories listened to and crafted into sharable, interesting, well written tales, often with a lot of humour and a twist. And audiences can't wait to read them, love to hear them performed, and enjoy recognising parts of their town or its history and people retold.</p> <p>We believe this project will engender more community connections and understanding between individuals. The stories will spark conversations. In addition, this project will bring together 3 key cultural organisations in Liskeard in a joint project – Liskerrett, Library, Museum which we believe will foster new relationships and ways of working.</p> <p>This project fully embraces your value 'Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live.'</p> <p>Our confirmed partners are:  Liskerrett Centre – Sally Hawken. The centre has ambitions to bring writing and spoken word more to the fore of their own cultural offering, so this project which brings stories and community together is a perfect fit. (see letter of support)</p> <p>Real Ideas at Liskeard Library - Liskeard library is due to re-open in Autumn 2023, so this project will work well with their activity at this time, rebuilding their role as a key part of the community. They are particularly interested in involving the young people they support in the area. This project will give these young people the opportunity to have their stories heard and will add a valuable contemporary young person's perspective of life in Liskeard to the project. (see letter of support)</p> <p>Shallal Inclusive Theatre –Creative Director, Jo Willis, believes the group would 'benefit enormously from working with words and objects' alongside the art and dance they already engage with. (see letter of support)</p>



	<p>Liskeard Museum – The museum are delighted to host our writers on their story gathering training, as they see it as an excellent opportunity to engage more visitors in the stories behind their objects and artefacts. It will also involve the new Museum Manager in a community project, and give her a new perspective on some of their collection. (see letter of support)</p> <p>We will focus some of our writer visits to health support groups such as Next Step Stroke Support Club, the Macular Support group and the Breathers group. Older people and those with chronic health conditions or disabilities can feel unseen and unheard. Individuals who may have led incredibly interesting lives but who now feel a little left behind by the modern world. This project is a way of helping those with chronic health issues to stay part of the community, and be part of a project beyond their condition.</p> <p><b>Reach:</b></p> <p>15 x participants in open short form story workshop</p> <p>6 x emerging writers mentored by Anna Murphy.</p> <p>Story collecting:  12 participants in 6 community groups = 84  20 participants in open Story Gathering &amp; Cake session</p> <p>Audience for sharing:  50 at Liskerrett  30 at Liskeard Museum  30 at Liskeard library</p> <p>Viewers of exhibition over 4 weeks: 400  Audio listeners – 200 (also ongoing as audio will be available in Library for many months)  Postcards 500</p> <p><b>TOTAL PARTICIPANTS: 125</b>  <b>TOTAL AUDIENCE: 1210</b></p> <p>We are not aware of other community projects of this nature.</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>(c) Purpose</p>
<p>What is the total cost of your Project?</p>	<p><b>£11885</b></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> <p>We would like to request £500 from Liskeard Town Council.</p> <p>It will be used to support the fees for the writers to visit the chronic health support groups listed.</p>
<p>How will the rest of your project be funded?</p> <p>Have these monies all been confirmed?</p>	<p>£4185 Arts Council England (confirmed)  £4900 Feast (application submitted, decision by 30 June)  £500 Real Ideas to cover cost of audio recording (confirmed)  £300 earned income  £1500 Trusts and foundations (applications ongoing to support our community activity)</p>
<p>Has your organisation adopted its own Safeguarding Policy?</p>	<p>Yes</p>
<p>Does your organisation conduct DBS checks on staff and volunteers?</p>	<p>Yes</p>
<p>Have you attached a copy of the accounts of your organisation?</p>	<p>Yes</p>

**From:** [Amanda Harris](#)  
**To:** [Helen Reynolds](#)  
**Subject:** Fwd: Liskeard Stories of Stuff  
**Date:** 01 June 2023 15:01:39

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Sent from my iPhone

Begin forwarded message:

**From:** Volunteer <[contact@liskeardmuseum.co.uk](mailto:contact@liskeardmuseum.co.uk)>  
**Date:** 1 June 2023 at 10:56:47 BST  
**To:** Amanda Harris <[amanda.harris@keap.org.uk](mailto:amanda.harris@keap.org.uk)>  
**Subject:** **Liskeard Stories of Stuff**

Good morning Amanda.

Liskeard & District Museum are very keen to be involved in your 'Liskeard Stories of Stuff' project. The project will fit nicely into the Museum's aim to reach out to a wider public; encouraging visitors to not only view items in our Collection, but also hear and read of the stories behind them. We have many objects, photographs and documents on display with many more in storage, which we will be happy to bring out and, hopefully, inspire Cornwall's storytellers and writers. You have the full support of the volunteer team at Liskeard & District Museum, and of Liskeard Old Cornwall Society of which, as you know, I'm the current President, and we look forward hearing how we can help on a practical basis.

Brian Oldham, Museum Volunteer and Honoured Burgess of Liskeard

Sent from [Mail](#) for Windows



Liskerrett Community and Arts Centre  
Varley Lane, LISKEARD, Cornwall, PL14 4AP  
Tel: 01579 340307  
Email [admin@liskerrett.co.uk](mailto:admin@liskerrett.co.uk)

11<sup>th</sup> December 2022

To Whom It May Concern,

I am the Centre Manager of the Liskerrett Centre, where recently we have been hosting workshops for playwrights as part of the RSC/Hall for Cornwall 37 Plays programme, managed by The Writers' Block.

Our centre is a busy, friendly and vibrant community resource, owned and managed by the community. We provide a supportive space for emerging and established creative practitioners, a wide range of services and activities promoting community wellbeing and a meeting place for people of all ages.

We would like to build on our arts and cultural offer around spoken word and writing, so working with The Writers' Block on their community story project, Stories of Stuff, would fit perfectly with our ambitions. We have a variety of community groups meeting here at the centre, and are incredibly well connected in the wider community, so this project would be beneficial in bringing many people, and their stories of Liskeard together, providing genuine community focus.

We wish The Writer's Block success in their application and look forward to working together again soon.

Kind Regards,

A handwritten signature in black ink that reads 'Sally Hawken'. The signature is fluid and cursive, with a long horizontal flourish at the end.

Sally Hawken  
Centre Manager, Liskerrett Community & Arts Centre





0330 223 4158  
info@realideas.org  
realideas.org

Real Ideas Organisation,  
Devonport Guildhall,  
Ker Street, Plymouth  
PL1 4EL

Real Ideas Organisation  
CIC: 6076462

**Ref:**

**Letter of Support**

**From:**

Kate Reed  
Chief Operating Officer

**To:**

Amanda Harris/ Helen Reynolds  
KEAP/ Writers Block

Dear Amanda and Helen,

We were really excited about the work that you intend to do in Liskeard through your potential project Liskeard Stories of Stuff.

We'd highly support this project happening and are keen to work alongside you as it would really enhance the re-opening of Liskeard Library in the autumn, provide some exciting opportunities for some of the young people we are supporting in the area and link with the bicentenary of Passmore Edwards. Furthermore, having worked in Liskeard for many years it provides a fantastic opportunity for the residents across Liskeard to engage in cultural activity, brings together some of the cultural partners inside the town- Liskerrett, the museum and the library who would greatly benefit from working alongside you to bring this project to life. From the work you've done already in Redruth we know that you'd make this a resounding success.

Yours sincerely

*Kate Reed*

Kate Reed  
Chief operating Officer  
07817122339  
Kate.reed@realideas.org



7-9 High Cross Street  
St Austell  
PL25 4AB

[admin@shallal.org.uk](mailto:admin@shallal.org.uk)

24 May 2023

Support for Stories of Stuff

To Feast

Shallal is a dance and arts charity based in Cornwall, committed to access and equity, celebrating diversity, ability and community in a range of creative practices. Shallal runs on-going community groups, specialist sessions, a visual arts studio and a main dance theatre company.

Several of the members of Shallal Studios group in Redruth participated in a Story Republic/Writers block project and they got a lot of joy and pride from seeing and hearing their stories. We therefore heartily support a Stories of Stuff project. Shallal runs a regular weekly session at the Liskerett Centre where much of the project would be held and the Shallal community group would love to be involved in it. It would extend the mediums they work in, primarily they do dance and art and they would benefit enormously from having the opportunity to work with words and objects, I can imagine it would build confidence and social integration, as well as expand creative expression. We hope they are successful and look forward to it.

Jo Willis

Shallal Creative Director

RSA Fellow

<https://shallal.org/>

<https://www.facebook.com/ShallalArts>

[www.instagram.com/shallalarts](http://www.instagram.com/shallalarts)

[www.facebook.com/shallalconnectcreate](http://www.facebook.com/shallalconnectcreate)

[www.shallal-arts.blogspot.co.uk](http://www.shallal-arts.blogspot.co.uk)

<https://www.youtube.com/channel/UCHqXvGvul--aNrXo-NoGtsA/featured>

Charity no : 1166404