

Community Fund Terms & Conditions

USE OF THE GRANT

The Town Forum is set up to promote Liskeard as a vibrant centre for shopping, commerce, culture and community activities, and to revitalise and regenerate the town. The community grants we give are designed to help us achieve these aims, and your application needs to show how you will help us achieve this.

If you are successful, the grant you have been awarded can only be used for the purpose for which you originally applied. You cannot use the money for something else after we have made our decision. The Forum cannot award you more money than you have applied for.

We may need to see receipts for items you have purchased that we have funded.

If the final cost for an item is higher than your original application or the costs over run, your organisation will be responsible for paying the difference.

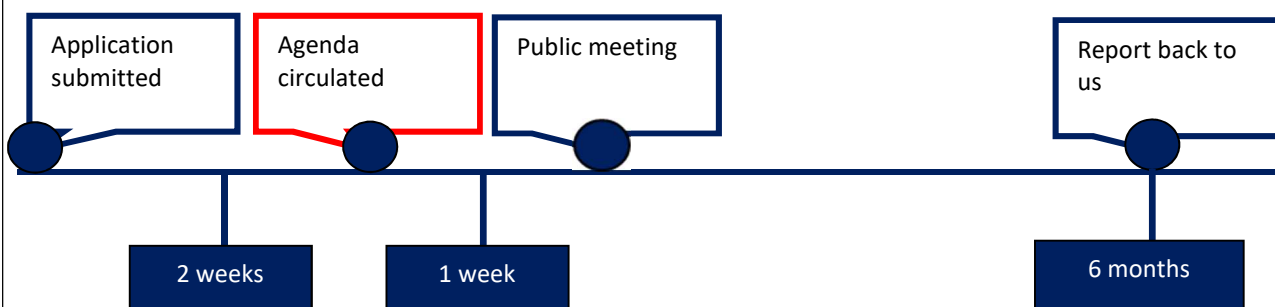
Liskeard Town Forum cannot claim back the VAT on your behalf.

As Liskeard Town Council provided the original funds for the Liskeard Town Forum, Liskeard Town Forum and Liskeard Town Council will not support the same grant request for the same project. Applicants should either approach Liskeard Town Council or Liskeard Town Forum.

MAKING YOUR APPLICATION

Your application will be decided by the Finance Committee of the Town Forum immediately prior to its public meeting. In order for us to be able to review your application, it must be submitted to us at least two weeks before our agenda is circulated so that we have sufficient time to consider what you have asked for. Check for our meeting dates on the website or email info@liskeardforum.org.uk. Members of the Committee may wish to ask you questions about your application. Your application may be disadvantaged if you or a delegate is unable to attend to answer questions. The decision will be made at that meeting and presented to the public membership for endorsement. If you cannot attend or send a delegate, you may wish to submit a written piece to support your application: if you do, please limit it to 200 words maximum.

Finance Committee meetings are open to forum members as observers.



WHAT CAN WE USE THE MONEY FOR?

You will need to explain what benefits your project will give to the town. This grant is for the economic regeneration of the town. To be eligible for a grant a project should achieve at least one of the following: improving the appearance of the town, provide a tourist facility, provide or

improve a sports or cultural facility, improve local resident sense of pride about their town, provide advice for local businesses, support local voluntary organisations, improve open space, set up a youth crime prevention initiative. This list is not exhaustive if you have a project that you think will benefit the economic regeneration of the town and are unsure about its eligibility please contact your forum.

IF YOU ARE SUCCESSFUL

Permissions

If your project requires permissions to take place, this must be granted before we will pay you the money. This may include planning permission, street licences or public liability insurance. It is your responsibility to check beforehand.

Publicity

When you publicise your event, please acknowledge the support of the Liskeard Town Forum in your printed material and online.

Our Equalities Statement

By accepting this grant, you must also commit to working in an inclusive and legal way. This means that:

'This group/project is committed to working in a way which values and treats all people with respect and dignity. The group or project, through its practices, will ensure that no member of the public, employee, volunteer or job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, disability, faith, race, gender, gender identity, marriage and civil partnership, pregnancy and maternity or sexuality.'

We expect you to consider the needs of the people you work with (paid or unpaid) and visitors to your event or project, so that no-one loses out on the opportunity to participate and enjoy themselves.

Our Safeguarding Statement

If you come into contact with children or vulnerable adults (either as volunteers or people attending your event), we expect you to have thought through how they will be supported and protected. If you don't have a policy, this is what we expect you to sign up to:

'This group is committed to ensure that its organising committee, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.'

This means that everyone who works with you (paid or unpaid) has an awareness of what safeguarding means, and are clear on what action they should take if they have any concerns. This will include designating a key person in your project team who can listen to any concerns and decide what best course of action to take if necessary.

Feed Back to the Forum

After your project is completed (or after you have purchased the item we agreed to fund), Town Forum members need to understand what a difference their grant has made to your community. We will send you a monitoring form which you'll to complete and return to us. Tell us how you have used the money; how many people have benefitted; what difference it has made to their lives or their community. You can write to us or send us pictures to explain. We would also ask that you return to the Forum and explain this in person. That way, we can see how worthwhile our grant has been, and what value the community has received.

Contact Liskeard Town Centre Forum

Web	www.liskeardforum.org.uk
Email	info@liskeardforum.org.uk
Phone	01579-342437

