



TODMORDEN TOWN COUNCIL
SMALL GRANTS APPLICATION FORM – MAXIMUM GRANT
£3,000

CONTACT DETAILS

Applicants should familiarise themselves with the Discretionary Grants Policy and award criteria before submitting their Grant application.

Date of Application:	27 March 2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Handmade Parade		
Address: Unit 5, Victoria Works, Victoria Road, Hebden Bridge	Postcode: HX7 8LN		

Name of person making the application.	Laura Cockett	Position:	Operations Manager
Telephone Number:	[REDACTED]	Email Address:	Laura@handmadeparade.co.uk
Website:	www.handmadeparade.co.uk	Beneficiary Bank Account Sort Code and Account Number	[REDACTED]

ORGANISATION DETAILS

What type of organisation are you?		
<input type="checkbox"/> Charitable Organisation	<input type="checkbox"/> Unregistered Community Group/Club/Society (delete as appropriate*)	
<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Charity Number	<input checked="" type="checkbox"/> Other (please state) Community Interest Company
Do you have a constitution or a set of rules?(if yes, please enclose a copy of your constitution)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you part of a larger , national or regional organisation. If yes, please give details	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How long has your organisation been operating?	10 years	
How many trustees, volunteers and service users are there in your organisation?	Over 2000	
Have you been awarded funding from Todmorden Town Council before?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
PURPOSE OF GRANT APPLICATION (Tick all that apply)		

Community Benefit <input checked="" type="checkbox"/>	Community Cohesion <input checked="" type="checkbox"/>	Core Funding <input type="checkbox"/>	Civic Pride <input type="checkbox"/>
Climate Change <input type="checkbox"/>	Environmental Projects <input type="checkbox"/>	Food Growing <input type="checkbox"/>	Skills Development <input checked="" type="checkbox"/>
Cultural Arts & Music <input type="checkbox"/> X	Town Centre Improvement <input type="checkbox"/> Safety/Promotion	Voluntary Sector Youth Engagement <input type="checkbox"/>	Social Exclusion/ <input checked="" type="checkbox"/> Economic Difficulties
Accessibility and Inclusivity – especially Dementia friendly <input type="checkbox"/> X			

Tell us about your organisation, its aims and the work you undertake and your main activities and how you encourage engagement from all sections of the Todmorden Community.

Handmade Parade (HMP) is an award-winning outdoor arts organisation creating large-scale, accessible public-realm arts engagement events that astonish and enthrall our audiences. Since 2010 HMP has connected with over 1.5 million people, delighting & surprising audiences, teaching new creative skills and using the arts to connect communities. We involve the community in the creation and performance of our events, offering high-quality and accessible participation opportunities. Our events reflect the people and places they are created with and for, creating a powerful sense of ownership.

We deliver a programme of free public workshops that participants can access independently and we work with partners in disengaged and disadvantaged areas of communities to engage with vulnerable and hard to reach groups. Our workshops teach new and transferable skills, build confidence, develop social skills and support people to create new connection. In our events people of all ages, abilities, backgrounds, heritage and beliefs come together as participants and audience members, united in joy and common purpose.

We will encourage engagement from all sections of Todmorden by developing a marketing action plan that:

- Focuses on reaching our target groups
- Uses targeted social media adverts to reach the least engaged
- Works with partners in the community to share information with clients and service users
- The final event that these workshops connect to (Lamplighter), will draw between 7,000-8,000 diverse members of the community together

How will you acknowledge the Assistance of Todmorden Town Council on all promotional material - see Declaration at end of application.

We will acknowledge support from TTC by:

- Issuing a press release about the project that includes information about TTC's support and investment
- Announcing the award on our website, and carrying TTC's logo
- Sharing information about the award across our three social media platforms with our 10,500 followers
- Ensuring TTC's logo is on any printed and promotional materials
- Acknowledging TTC's support in any press and radio interviews
- Being open with freelance staff and participants about the publicly funded nature of the work and TTC's support.

Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact?

We will minimise the impact of our work in the following ways:

Materials: Handmade Parade is one of the most environmentally friendly arts organisations operating in the UK. Many of the materials we work with are recyclable, reclaimed or reused. We rarely work with plastics, preferring to work with materials that have a less damaging affect, such as card, paper and water-based paints. In this way, we minimise

the impact of our projects, and also encourage others (our participants) to consider how they can be creative in ways that are more sustainable.

Travel: Freelance staff working on the project will be employed from Todmorden or the surrounding areas to minimise travel and invest in local talent. Staff will be encouraged to use public transport to travel to sessions. Where this isn't possible staff will be asked to car share.

FINANCIAL INFORMATION – (Please complete/provide)

Level of Reserves Held at application date	Audited Accounts/Annual Income Expenditure Statement	Bank Statement(s) Balance at application date £	Total value of Assets Held £
£4,610.00	Provided	£19,884.04	£15,000

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

Town Hall Hire Core Funding Event
 X Project Delivery Other

What is your project called?	Lamplighter Community Participation Programme	
When will your project start and finish?	Start Date: 29/07/2020* *Under the circumstances of the coronavirus outbreak, these dates are provisional and we will defer project delivery if required.	Finish Date: 13/11/2020

How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).

Through the Lamplighter Community Participation Programme (LCPP), we will engage with local disadvantaged groups to address inequalities and support the development of a stronger community.

We will partner with Todmorden High School to work with vulnerable young people, and Healthy Minds Todmorden to work with adults with mental health difficulties. Groups will work with professional artists to create artwork for Lamplighter 2020, the annual community lantern festival on 25 October (date subject to change under current circumstances). This involves a community lantern parade through Todmorden to Centre Vale Park where there will be art and sound installations, street bands and walkabout theatre.

This grant will enable us to deliver 5 x 3-hour workshops to 12 adults with mental health issues identified by Healthy Minds. Evidence shows that men particularly welcome activities to support mental wellbeing, rather than talking therapies. We will deliver 8 x 2-hour workshops for the school's Nurture Group for 20 children

aged 11-16 who require additional support with learning, social or emotional needs. Evidence shows that children who engage with arts activities perform better in maths and English and have improved motor skills and social development.

This project will deliver an inclusive community programme working with vulnerable groups to ensure equality of access to high quality arts provision.

**Why is this project needed? What advantage will it bring to Todmorden?
How many people within the Todmorden town boundary will benefit from the project?**

This project is needed in order to help participants to develop communication skills, form stronger social connections, develop new and transferable skills and improve mental wellbeing, helping them to have the confidence to participate in and contribute to a strong community.

The 20 vulnerable young participants (11-16) will see the following positive changes:

- Improved academic performance – arts participation improves achievement in core subjects including English and maths
- Increased aspiration – developing new skills and exploring new aptitudes increases aspiration amongst young people
- Improved problem solving and motor skills
- Increased confidence and better social skills

The 12 adults with mental health issues will:

- Have improved confidence and social connectedness
- Engage collaboratively resulting in reduced anxiety and stress leading to better mental wellbeing
- Develop their transferable skills including project management, team work, design and drawing
- Enjoy a sense of achievement and recognise their positive impact on a community project
- Have improved chances of regular employment and stable relationships

All participants will see their final creations exhibited for the whole community to see as part of the Lamplighter Parade, resulting in increased confidence, a sense of achievement and wellbeing and connectedness to their community.

We have partnerships in place with Todmorden High School and Healthy Minds; they have submitted testimonies about the need for this work.

‘The Hive’ - group of vulnerable students supported by a nurture programme to improve social, communication and life skills.

‘Creating 3D art with Handmade Parade fills a creative gap in our art curriculum. Sculpture is especially beneficial to students who don't possess the finer motor skills to create effective fine art outcomes. Students gain life and academic experiences and vocational inspiration, preparing them for the outside world. It helps create community cohesion and gives kids something to be proud of. For many kids it will be the only time in their lives they ever exhibit anything they have created in a public forum.’

Lee Freeman, Todmorden High School

Healthy Minds Todmorden - mental health charity.

‘Our groups love taking part... the small, safe and familiar environment allows people to experiment creatively, learn new skills, build friendships and feel connected to their local community. Men especially prefer activities

to talking groups and HMP workshops are fun, creative and practical. It unites our different service users in a common purpose.' Deborah Corbyn, Healthy Minds Lead

Please include dates and venue of events if applicable – please include a draft programme if available.

Healthy Minds sessions: Commencing week beginning 27 July 2020 and fortnightly for 10 weeks to 2 October (5 x 3 hour sessions, every other week)

Nurture Group: Commencing week beginning 7 September, weekly sessions with the group. (Final week will include 2 sessions, to prepare for the Lamplighter Parade on 25 October).

** Given the current coronavirus pandemic, all dates are provisional and we can confirm our ability to be flexible and to work with partners to postpone delivery if required, while still achieving the same outcomes and outputs.

PROJECT COSTS AND FINANCES

Total Cost of Project:	£8,100	Amount Requested:	£3,000
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Have you previously applied for grant funding from Todmorden Town Council?	<input checked="" type="checkbox"/> X Yes	<input type="checkbox"/> No
If yes, when did you apply and what amounts were awarded?	2018 - £4,000 awarded to Lamplighter Festival 2017 - £4447 awarded to Lamplighter Festival	

Have you or this group previously applied for or received any other grant for this project?	<input checked="" type="checkbox"/> x Yes	<input type="checkbox"/> No
Applied to:	Todmorden Windfarm Fund	
Date(s) applied for:	Submitted on 17 February 2020	
Received from:		
Date(s) received:	We were notified of success on 25 March 2020	
Amount (s) received:	Awarded £1,960 towards this project.	

Budget: This budget should be for the **total cost** of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you

have done this work already. Please also provide estimates/quotations of the proposed items of expenditure you may use.

Expenditure items	Cost (£)
Full budget breakdown attached	
A: Total Expenditure	£

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	£500
Todmorden Windfarm Fund (confirmed)	£1,960
Arts Council England (some of Lamplighter funding will be for community engagement)	£2640
B: Total Income	£5,100

C: Sum requested from Todmorden Town Council	£3,000
D: Total income (must be sum of B & C above) and equal to figure	£8,100.

How much do you receive from your main funder ?	Per year £14,000 pa from CMBC
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What other grants have you received in the last 3 years (amount and from who?)
2019, Arts Council – Handmade Parade Summer Parade, £48k 2019, Hebden Royd Town Council, towards Summer Parade - £7,200 2019, CMBC Culture Fund, £7k 2018, Arts Council – Handmade Parade Summer Parade, £15k 2018, Hebden Royd Town Council, Summer Parade, £6,500 2018, Community Foundation for Calderdale, £2,145 2018, Calderdale Festival and Events Funding, £4,200 2018, Arts Council, Lamplighter Festival Todmorden, £48k 2017, Arts Council, Parading the North (inc Lamplighter), £81k 2017, Community Foundation for Calderdale, £10,000, 2017, Hebden Royd Town Council, £8143, 2017, Awards for All, £10,000 2017, Calderdale Metropolitan Borough Council Events and Festival: £7150, 2017, Youth Social Action Fun, £2,000, 2017, Todmorden Wind Farm, £5,000

2017, Creative Minds £4850

Please attach any other information you think is appropriate for this project, e.g. insurance cover, health and safety issues, planning permission received, quotations from suppliers and any other relevant information to support your application.

If your group has been set up or has been running for less than a year, applicants must provide one personal reference. You must also provide a copy of your latest bank statement with a statement of income and expenditure of other financial information which indicates your financial position.

Personal Reference:

Reference contact details:

TOWN COUNCILLOR SUPPORT – is this application supported by your ward Town Councillor?

Yes No

CHECKLIST AND SUPPORTING DOCUMENTS

Please enclose the following documents with your application. We will only process your application once we have received them.

- Full and complete copies of your signed, certified and audited latest annual accounts (if your organisation is less than twelve months old, please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position, and the projected income and expenditure for the next twelve months. You are also required to supply one personal and one business reference). * A hard copy has already been supplied.
- Copy of your organisation's constitution or set of rules
- Copies of your bank statements for the last six months
- Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item
- Evidence of any other awards received towards the cost of the project e.g. copy of award letter.
- A certified copy of the resolution of the organisation to apply for the grant **PENDING** following board meeting
- Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received)

If you are unable to supply this information, please contact the Town Council office for advice prior to submission.

DECLARATION

- I am authorised to make this application on behalf of the above organisation
- I certify that the information contained in this application is correct
- I confirm that I have read and understood the Council's criteria for its small grants scheme
- If the information in the application changes, I will inform Todmorden Town Council as soon as possible
- I give permission for Todmorden Town Council to record the details of my organisation electronically and contact organisation by phone, mail or email with information from time to time
- I agree to the terms and conditions of the grant criteria stipulated on this form and will provide evidence to the Council to show that the grant has been used in the manner it was intended and will repay any funds that have not been used towards the grant
- I agree to promote Todmorden Town Council in all publicity activities in support of the grant awarded
- I agree to comply with any other terms and conditions that the Council may attach to the grant
- I agree to return any unspent grant monies awarded.

Acknowledging the contribution from Todmorden Town Council

This is public money used to support local good causes. We would expect Residents to be made aware of this wherever your organisation is able to do so through use of the Council's crest and commentary wherever the opportunity arises.

- **Press Release on award of Grant.**
- **Web Site acknowledgement that Todmorden Town Council has provided a Grant and the amount provided.**
- **Social media post on award being given.**
- **Any literature promoting the project and or purpose of the grant.**
- **Inclusion of crest on letter footer as funders/part funders of organisation.**

Applicant Signature: Laura Cockett

Date: 31 March 2020

**PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO:
THE TOWN CLERK
TODMORDEN TOWN COUNCIL
TODMORDEN COMMUNITY COLLEGE
BURNLEY ROAD
TODMORDEN**

GUIDELINES FOR GRANT APPLICATIONS UP TO £3000

Activities that will not be supported

- Applications by individuals.
- Regional or National organisations, unless they are for a specific project benefitting Todmorden residents, not part of their core funding responsibilities
- Commercial organisations.
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- “Upward funders” i.e. local groups where fund-raising or a tithe of all funds is sent to a central HQ.
- Political parties.
- Activities of a predominately religious doctrine.
- Multiple applications by the same organisation in one year will not be supported.
- Any activity that is used as a means of raising funds for subsequent donation to another cause.
- Any award that contributes towards general routine maintenance of buildings or equipment
- Where the outcome for the grant results in a situation where the applicant’s overall income for the event/project, excluding donations, exceeds expenditure and the surplus is then used to donate to another cause. Any applicant intending to raise funds for a good cause should do so by way of donations of a voluntary nature and separate to the event activity net cost of delivery itself.
- Sponsorship

CONDITIONS FOR GRANT APPLICATIONS UP TO £3000

- Only applications using the approved form will be considered.
- Retrospective funding will not be agreed.
- Only organisations with volunteer involvement will be considered.
- The organisation needs to have a bank account controlled by more than one signatory.
- The organisation needs to have a constitution and/or governing document.
- The group/organisation should be active within the borders of the Township of Todmorden.
- The group/organisation should normally provide a benefit, service, support, entertainment or information.
- Todmorden Town Council will provide grants both for projects and core funding.
- The Town Council will only provide funding up to a maximum of £3,000. However, please bear in mind that the Town Council has very limited resources and grants usually range from £250 - £1,000.
- The whole sum required will not normally be provided, and it is expected that the group
- will provide either some funding or volunteering time themselves (i.e match funding should not just be other grant scheme funding).
- Completion and submission of the Grant Report Back form is essential within six months of receipt of the grant payment. This is required by the Council to be able to show tax-payers how their money has been spent in order to comply with the law and audit requirements.
- When applying for a grant of £1000 or more the applicant or a nominated representative will be required to attend the next Amenities Committee Meeting at which the application is being considered and agree to answer any questions concerning the application.
- Applications will need to be submitted at least one week in advance of the next Amenities Committee meeting.
- It is important that all information provided is accurate and up to date, as incorrect information may affect the outcome of the application.
- No award will be given if the effect of this is to increase that organisation’s reserves which will then be available for use on other projects not approved by Todmorden Town Council.

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EXPECTED CONTRIBUTION CRITERIA

Existing Organisation/ Group				
Project Cost	Maximum Grant Award	*Volunteer / Time Matched Funding Contribution	Frequency of Grant	Subsequent year consideration
Over £6000	£3,000	Up to £1000	One per year	Yes, subject if awarded, to annual reduction of 20% in award. No guarantee of second /subsequent year funding.
£3,000 to £5,999	50%	Up to 25% of total project cost	One per year	Yes, subject if awarded, to annual reduction of 15% in award. No guarantee of second /subsequent year funding
£1,000 to £2,999	55%	Up to 35% of total project cost	One per year	Yes, subject if awarded, to annual reduction of 10% in award. No guarantee of second /subsequent year funding
£500 to £999	60%	Up to 40% of total project cost	Two per year. Second application in last quarter	Yes, subject if awarded, to annual reduction of 5% in award. No guarantee of second /subsequent year funding
Up to £500	75%	Up to 40% of total project cost	Two per year second application in last quarter	Yes, but no guarantee of second/subsequent year funding.