



# 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:	30/03/2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Walsden Cricket and Bowling Club		
Address:	Scott Street, Walsden, Todmorden		
		Postcode:	OL14 7SX

Name of person making the application.	Colin Greenwood	Position:	Development Officer and Trustee
Telephone Number:	[REDACTED]	Email Address:	[REDACTED]
Website:		Beneficiary Bank Account Sort Code and Account Number	[REDACTED]

### ORGANISATION DETAILS

What type of organisation are you?		
<input type="checkbox"/> Charitable Organisation	<input checked="" type="checkbox"/> Unregistered Club (CASC no. 00965)	
<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Charity Number	<input type="checkbox"/> Other (please state)
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 Members of the Lancashire Cricket League, affiliated to the Lancashire Cricket Club and England and Wales Cricket Board (ECB)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How long has your organisation been operating? 150 years this year		
How many trustees, volunteers and service users are there in your organisation? 4 Trustees, 40 volunteers and 300 plus members		
Have you been awarded funding from Todmorden Town Council before?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>PURPOSE OF GRANT APPLICATION (Tick all that apply)</b>		

Community Benefit ♦	Community Cohesion ♦	Core Funding □	Civic Pride □
Climate Change □	Environmental Projects □	Food Growing □	Skills Development □
Cultural Arts & Music □	Town Centre Improvement □ Safety/Promotion	Voluntary Sector Youth Engagement □	Social Exclusion/ Economic Difficulties ♦
Accessibility and Inclusivity – especially Dementia friendly ♦			

**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.**

The main aim of the club is to foster and promote participation in the amateur sport of cricket, providing facilities for playing cricket and bowls, providing opportunities for recreation, coaching and competition. The club is affiliated to the England and Wales Cricket Board through the Lancashire Cricket Board. The club has achieved Clubmark status for the last 10 years. We run 3 senior men's, a women's and 7 junior teams. We have seven bowls teams (including vets teams) who compete in local leagues. A local Community Amateur Sports Club (CASC), governed by an approved constitution and a development plan which is approved annually by the Lancashire County Cricket Board.

More importantly, the club is a non- profit making local community facility and is used by many groups and individuals for a variety of purposes (see web site for full details).

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

By publicity on the club website and acknowledgements in Social media Twitter and Facebook. We would also propose to erect a plaque adjacent to the n proposed disabled toilet, thanking sponsors and funders.

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

No implications in respect of climate change

**FINANCIAL INFORMATION – (Please complete/provide)**

Level of Reserves Held at application date	Audited Accounts/Annual Income Expenditure Statement See attached	Bank Statement(s) Balance at application date See attached	Total value of Assets Held See attached
£190,000			

**DETAILS OF FUNDING REQUESTED**

**What is the purpose of your request for a grant?** A contribution towards the cost of providing toilets with disabled cess.

- Town Hall Hire                       Core Funding                       Event  
 Project Delivery                       Other

<b>What is your project called?</b>	<b>Provision of Disabled Toilets</b>	
<b>When will your project start and finish?</b>	<b>Start Date: January 2020</b>	<b>Finish Date: February 2020</b>

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

The club is open and accessible to all. This is a conditional requirement for being a Community Amateur Sports Club and being awarded Clubmark status. The membership fees to join are very modest and affordable to most local people. Non-members are welcome to use the club and many parents of younger children who attend our junior coaching sessions regularly attend the club in support of the children.

The club has recently had an independent disability audit (see attached) which highlights the need for the provision of disabled toilets. The club is wheelchair accessible but there is no toilet facilities for disabled people. We have recently completed the installation of an elevated viewing platform with disabled access.

**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?**

The cricket club is very much the heart of the local community and information and news are disseminated through the local press, social media and via the club' website. Various local groups (specifically Age Concern and Todmorden Bridge Club) utilise the facilities all year round. Age Concern are very supportive of our application which will mean their members can use the new facility. This is not possible currently.

In addition the club is used as a polling station and provides a much needed and well used facility for celebratory events and occasions from naming parties to funerals (see web site for full details). The club is administered through a series of committees comprising approximately 30 – 40 members who live in the local community. All have verbally expressed support for the project. Our community club is supported by many local people and businesses who hold sponsor days to attract people to the club as well as the club putting on many social events over the year.

The Local Town Council and Calderdale District Council are very supportive of the club and its activities. The provision of disabled toilets will enhance the facilities provided by the club and consequently we hope to attract more local people, businesses and community groups to the club in the future.

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

**PROJECT COSTS AND FINANCES**

<b>Total Cost of Project:</b>	<b>£12900</b>	<b>Amount Requested:</b>	<b>£3000</b>
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<b>Have you previously applied for grant funding from Todmorden Town Council?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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<b>If yes, when did you apply and what amounts were awarded?</b>	
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<b>Have you or this group previously applied for or received any other grant for this project?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Applied to:</b>	Bruce Wake Charitable Trust	
<b>Date(s) applied for:</b>	25/11/2019	
<b>Received from:</b>	As above	
<b>Date(s) received:</b>	20/02/2020	
<b>Amount (s) received:</b>	£2000	

<b>Budget:</b> This budget should be for the <b>total cost</b> 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.	
<b>Expenditure items</b>	<b>Cost (£)</b>
<b>See attached quotation from approved contractor and approved plans</b>	<b>£12,900</b>
<b>A: Total Expenditure</b>	<b>£12,900</b>

<b>Other Income Sources (state from whom and whether confirmed)</b>	<b>Income (£)</b>
From your own resources (including public fundraising)	£900
Donation from local family (confirmed)	£2000
Bruce Wake Trust (confirmed)	£2000
Crook Hill Community Fund or other grant source – to be applied for	£5000
<b>B: Total Income</b>	<b>£9900</b>

<b>C: Sum requested from Todmorden Town Council</b>	<b>£3000</b>
<b>D: Total income (must be sum of B &amp; C above) and equal to figure</b>	<b>£12900</b>

<b>How much do you receive from your main funder ?</b>	<b>Per year £3000</b>
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**What other grants have you received in the last 3 years (amount and from who?)**

		Amount applied for	Amount awarded
Kitchen Refurbishment	Crookhill community fund - Grantscape	£4,000.00	£4,000.00
Sightscreens	CFFC - Todmorden Fund (windfarms)	£2,640.00	£2,640.00
Defibrillator	British Heart Foundation	£500.00	£500.00
Disabled Viewing Platform	Crookhill community fund - Grantscape	£10,000.00	£5,000.00
Disabled Viewing Platform	CFFC Accessibilty Fund	£10,000.00	£5,000.00
Fridge freezer and Glasswasher	ECB - cricket World Cup Fund 2019	£1,345.00	£1,000.00
Net refurbishment	CFFC	£3,361.00	£1,681.00
Flat sheet and Bowdry machine	ECB Small grant scheme	£2,280.00	£1,500.00

**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.**

<b>Personal Reference:</b>	<b>Reference contact details:</b>

**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).
- ◆ 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
- ◆ 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:** 

**Date:30/03/2020**

**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.

### EXPECTED CONTRIBUTION CRITERIA

<b>Existing Organisation/ Group</b>				
<b>Project Cost</b>	<b>Maximum Grant Award</b>	<b>*Volunteer / Time Matched Funding Contribution</b>	<b>Frequency of Grant</b>	<b>Subsequent year consideration</b>
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.