



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:	26 May 2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Todmorden Book Festival		
Address:	2 The Fountain, Meadow Bottom Road, Todmorden, West Yorkshire Postcode: OL14 8BG		

Name of person making the application.	Claire Tuddenham	Position:	Marketing Lead
Telephone Number:	07718 483628	Email Address:	wilsonclairel@gmail.com
Website:	www.todmordenbookfestival.co.uk	Beneficiary Bank Account Sort Code and Account Number	30-91-91 40697266

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) Limited 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?			2 years 4 months
How many trustees, volunteers and service users are there in your organisation?			3,034
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 checked="" 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 checked="" type="checkbox"/>	Town Centre Improvement Safety/Promotion <input type="checkbox"/>	Voluntary Sector Youth Engagement <input type="checkbox"/>	Social Exclusion/Economic Difficulties <input checked="" type="checkbox"/>

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.

Todmorden Book Festival was established in 2018 by a team of volunteers. The Festival provides a vibrant and high quality annual programme of events designed to celebrate the written word and to challenge and inspire audiences. The programme includes new and established writers and reflects the rich industrial and cultural heritage of the town and the South Pennines landscape. The Festival aims to reach new audiences, support new writers and address inequalities of access to culture by exploring individual and collective stories and celebrating diversity.

The 2018 and 2019 Festivals brought leading authors to Todmorden for the first time, making their work accessible to new and underrepresented audiences. The programme also featured established and emerging local authors. Audience development, inclusivity, and place-making form a key part of our approach and the Festival continues to offer a broad programme and play a significant role in the cultural life of the town. Todmorden Book Festival focuses on what is unique about Todmorden in order to capitalise on its assets, engage and empower the community and reach wider audiences.

The development of a digital Festival is an exciting opportunity for Todmorden to host cultural events online for both local and wider audiences. We are developing a programme with broad appeal and free events to encourage wider participation, build community cohesion and reduce social isolation. The programme includes author readings, creative writing workshops, participatory events and an open mic event, and will engage audiences with stimulating discussions focusing on relevant and thought-provoking subjects.

Todmorden Book Festival engages local people and wider audiences through high quality cultural activities designed to attract diverse audiences and explore contemporary cultural debates. The Festival brings established writers to the town and showcases the work of emerging authors to engage audiences with events that inspire a love of books, build self-esteem and offer new opportunities for creative expression. The programme comprises different genres, forms of writing, storytelling and free events, which appeal to a wide demographic, engage diverse audiences and reflect the local community. Writers have been chosen for their ability to create compelling content for different target audiences, and the programme covers subjects that audiences connect with. The Festival will engage people as audience members and as active participants (eg in creative writing workshops). It will aim to move and empower, provoke curiosity and introduce audiences to unfamiliar work.

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

The Festival will acknowledge the contribution from Todmorden Town Council by:

- **Issuing a press release to local, regional and national press on the award of a grant**
- **Announcing the award and the amount on the Festival's website**
- **Announcing the award across the Festival's social media platforms**
- **Inclusion of the Todmorden Town Council crest on the Festival's website, ebulletins and any print marketing materials promoting the Festival**

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

In light of current public health concerns and the restrictions for public events that are likely to still be in place in November, Todmorden Book Festival has made the decision to deliver this year's events online. Local people and audiences from further afield will access the Festival digitally rather than travelling to events by car or public transport, which will have a positive impact on carbon emissions. A digital festival would require minimal print marketing materials, as events would be promoted online and in the press

and local media. Print marketing has a relatively short lifespan and uses considerable resources. The use of digital marketing would reduce the environmental impact of the Festival.

In addition to the above, the Festival has programmed an event with writer, broadcaster and commentator on environmental issues and sustainable development, Jonathon Porritt that tackles the issue of how we confront the climate emergency. The environmentalist has agreed to take part in an event specifically developed for Todmorden Book Festival, which will enhance Todmorden's profile as a town committed to tackling climate change.

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 £
£0	£3,149.52	£2,353.58	£0

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

Town Hall Hire
 Core Funding
 Event
 Project Delivery
 Other

What is your project called?	Todmorden Book Festival 2020	
When will your project start and finish?	Start Date: 6 November 2020	Finish Date: 14 November 2020

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

This year more than ever, we hope to lift the spirits of the local community through poems and stories, and highlight what's great about our town and its countryside. Using film and social media, we believe this year could be the most inclusive book festival to date, with Todmorden residents able to both listen and engage with our events at specific times, and also have access to events at times and in settings that best suit them. We aim for a mini festival that caters for a broad range of tastes. Stories from the Yorkshire Shepherdess Amanda Owen's book will be combined with the stories of our own Todmorden women farmers, reflecting on the past but looking to the potential of a stronger local food economy. Our own poet patron Andrew McMillan will read his poems in familiar Todmorden settings from Stoodley Pike to our canals and valley bottoms. Jonathon Porritt will explore themes of adaptation to climate change, which we hope will attract a younger audience. Local writers events and Festival Fringe events, including A Play and a Pint and other participatory events, will be delivered digitally. We are particularly keen to engage the local South Asian community by developing an event with the Kashmiri Ramblers group as they reflect on the joy of walking across our uplands and bring their experiences to a much wider audience. A festival for the whole of Todmorden, wherever they are.

**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?**

Todmorden needs its own book festival for economic, social and environmental reasons. Our hospitality and small business sector have been severely hit by Covid-19. By promoting our town, its people and its countryside we will keep its profile at the front of people's minds for when travelling restrictions are relaxed or, if that's already happening, ensure they think of us when they want a day out. By then our businesses will hopefully be in a position to benefit from increased footfall and spend, or respond to shopping requests online. We could even see the creation of new businesses inspired to create their own income streams. For local residents, the story of our local farmers will stimulate an interest in their products, and the fantastic local views captured on film will reinforce the benefits of getting out there in good weather. The challenges around climate change adaptation will inspire more local people to get involved in tree planting, growing food or other environmental groups. All of this helps our physical and our mental wellbeing whatever our age or culture and demonstrates the resilience of our Todmorden community and the volunteers who are determined to lift the spirits of their neighbours. In order to make the Festival as inclusive as possible, we are exploring a buddy scheme where people lend laptops and devices to those without access to devices, which we believe might be a national first.

We have also taken into consideration new research, conducted by the Centre For Towns and the University of Southampton, which indicates that Todmorden is among the 10% of towns in England and Wales most economically at risk from the Covid-19 crisis.

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

The digital programme is still in development. Unless the current restrictions around public gatherings change significantly in the run-up to the Festival, all events will be filmed remotely from authors' homes or other locations where social distancing is possible. The Festival hope to use smaller venues in the town for filming digital events, if possible.

PROJECT COSTS AND FINANCES

Total Cost of Project:	£6,637.98	Amount Requested:	£3,000
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Have you previously applied for grant funding from Todmorden Town Council?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when did you apply and what amounts were awarded?	2018 (£3,000), 2019 (£3,000)	

Have you or this group previously applied for or received any other grant for this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Applied to:		
Date(s) applied for:		
Received from:		

Date(s) received:	
Amount (s) received:	

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 (£)
Filming, editing and technical support for digital events	£800
Website costs for digital events delivery	£880
Author and workshop leader fees	£2,000
Digital marketing and website maintenance costs	£1,734
Social media marketing	£700
x2 Zoom Pro accounts (1 month)	£23.98
Contingency	£500
A: Total Expenditure	£6,637.98

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	£3,637.98 (not confirmed)
B: Total Income	£3,637.98

C: Sum requested from Todmorden Town Council	£3,000
D: Total income (must be sum of B & C above) and equal to figure	£6,637.98

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

Grant Income 2018
Arts Council National Lottery Project Grants £10,500
Community Foundation for Calderdale £5,000
Calderdale Council Ward Forum grant £500
Todmorden Pride £500

Grant Income 2019

Community Foundation for Calderdale £1,500

Calderdale Council Ward Forum grant £500

Todmorden Civic Pride £150

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).
- 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: Claire Tuddenham

Date: 26 May 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

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.