



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:	17 th April 2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	EMpowered people		
Address:	[REDACTED]		
		Postcode:	[REDACTED]

Name of person making the application.	Simon Lord	Position: Trustee Chairman	Chairman Trustee
Telephone Number:	[REDACTED]	Email Address:	Simon.lord@empoweredpeople.co.uk
Website:	www.empoweredpeople.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 checked="" type="checkbox"/> Registered Charity Yes <input checked="" type="checkbox"/> Charity Number 1153703 <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"/>
Are you part of a larger, national or regional organisation. If yes, please give details	<input type="checkbox"/>	<input checked="" type="checkbox"/> No
How long has your organisation been operating?	April 2013	
How many trustees, volunteers and service users are there in your organisation?	5 trustees, 30 volunteers, 65 service users	
Have you been awarded funding from Todmorden Town Council before?	<input type="checkbox"/>	<input checked="" type="checkbox"/> No
PURPOSE OF GRANT APPLICATION (Tick all that apply)		

Community Benefit <input type="checkbox"/>	Community Cohesion <input 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 type="checkbox"/>
Cultural Arts & Music <input type="checkbox"/>	Town Centre Improvement <input type="checkbox"/> Safety/Promotion	Voluntary Sector Youth <input type="checkbox"/> Engagement	Social Exclusion/ Economic Difficulties <input type="checkbox"/>
Accessibility and Inclusivity – especially Dementia friendly <input type="checkbox"/>			

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.

EMpowered people is a Todmorden based charity which started in April 2013, and the aim of the charity is listed below:-

To inspire people with additional needs to take up cycling as a means of increased wellbeing, independence and fitness.

To put fun and excitement back into the lives of people with disabilities through the power of cycling.

To provide advice, training, support and encouragement for new cyclists or those re-engaging with cycling after injury or illness.

To offer grants towards the purchase of specialist equipment.

To challenge perceptions of disabled cycling by participation in high profile rides and events.

June 2019 the charity acquired a new centre which is based within Todmorden town centre and offers good access for all, easy parking, and a facility that enables everyone who wants to enjoy Inclusive Cycling.

The charity promotes Inclusive Cycling from the new All Ability Cycling Centre

We have a 12month calendar that covers all the aspects of cycling from your first experience of the charity, Open days, Taster days to try the full range of our cycles, Social rides, and fully supported distance rides.

Open days

The purpose of our open days are for anyone to come along and see what the charity is all about, meet the team, and see our cycles and the various projects that we are building for our beneficiaries.

The kettle is always on and it's good to have a sit down and talk about the issues which might be affecting our visitors, in this way they could become our new EMpowered riders, or become involved within the charity as volunteers.

Taster days are promoted to encourage those who wish to come and see what the charity offers, and try the comprehensive range of Inclusive cycles. We offer open days, basic maintenance courses, or just open house were the kettle is always on and we are open for anyone to come and see what the charity is all about

Social rides are organised one per month and mainly run from our centre with a distance of around 20 miles. We have support riders and our welfare vehicle is always present.

Distance rides, we usually organise 2 per year, and these events are designed for our riders who wish to challenge themselves. They are fully supported from start to finish and run over several days.

To help and support a person who has been affected through conditions that have limited their ability to be independent, incredible results happen when they are given the right tools which allows them the independence they had been wishing for.

The smiles and the excitement from our EMpowered riders when they have experienced the feel of wind on their face is so powerful.

We promote the charity activates through social media, displays within Council properties, NHS based departments, and local press

The number of people who would visit our new centre and be part of the charities activities are based on previous years events.

Open days every Saturday 12 people x 50 weeks = 600

Taster days first Sunday each month 20 people x 12 months = 240

Social rides one month from March to November 25 people x 9 months = 225

Fully supported distance rides two each year 30 people x 2 each year =60

Total number of people who would be in visiting the charity and become involved with our Inclusive Cycling

activities would be around **1,125**

Additional EMpowered people events

3 Hills of the Edge. This is our main charity cycle event which starts and finish from our All Ability Cycling Centre. This ride attracts over 200 riders (The entries are made up from local riders, and keen cyclist from around the Country) who bring a great commercial opportunity for the Town.

These numbers indicate the amount of people that the charity can attract and promote Inclusive Cycling, and bring visitors into the town.

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

We will promote confirmation of the Councils support for the charity through media channels (EMpowered Facebook, Twitter, and website. Calderdale social and media groups including Calderdale Council. Media and press
Promotional displays boards within our centre, acknowledgement on our posters and banners for our annual charity cycle event which starts and finishes in Todmorden (200 entry), and logo on our welfare support vehicle.

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

The charity uses only vehicle which is our EMpowered people welfare vehicle when supporting our events which is less than three thousand miles per year
We use our cycles for all other events which have a minimum effect on the environment
We recycle and re-use all of our products
We recondition all of our batteries from our E-bikes, re-wire electric motors, and refurbish all of our cycles.

FINANCIAL INFORMATION – (Please complete/provide)			
Due to the flooding of our new centre in December and the cancellation of our Grand Opening, 2 fully supported rides (April & October), and the 3 Hills of the Edge (main charity event)			
The approximate financial loss to the charity is £5,000.00			
We have attached our bank statement which show figure of £12,167.22, £5,125.00 are the deposits paid by our riders for the two fully supported events postponed until next year, £500. Rent paid out			
We have also commitments for a security door £925.00, Insurance costs £950.00, vehicle running costs £960.00, Accountants, three months rent £1,500.00. This leaves a working balance for the charity of £2,207.00.00			
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 £10,160.00
£ 2,200.00	Attached	£6,542.00 see comments	£

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?	EMpowered people Todmorden Community Project	
When will your project start and finish?	Start Date: 20th April 2020	Finish Date: 31st December 2020

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

To inspire people with additional needs to take up cycling as a means of increased wellbeing, independence and fitness.
To put fun and excitement back into the lives of people with disabilities through the power of cycling.
To provide advice, training, support and encouragement for new cyclists or those re-engaging with cycling after injury or illness.
To offer grants towards the purchase of specialist equipment.
To challenge perceptions of disabled cycling by participation in high profile rides and events.

June 2019 the charity acquired a new centre which is based within Todmorden town centre and offers good

access for all, easy parking, and a facility that enables everyone who wants to enjoy Inclusive Cycling. The charity promotes Inclusive Cycling from the new All Ability Cycling Centre We have a 12month calendar that covers all the aspects of cycling from your first try, taster days to try the full range of our cycles, social rides, and fully supported distance rides.

**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?**

**EMpowered people is a unique charity and has been created to help the community of Todmorden and Calderdale to become independent through Inclusive Cycling ,there is no other organisation in the country that is able to offer the help and support that EMpowered people can create.
The charity has a range of Inclusive cycles and a cycle library that people can try and then loan.
Grants can be offered subject to financial conditions and criteria.
It is hard to put a number on the amount of people that have benefited from the charity. To date we have directly helped 10 Todmorden based residents with new Inclusive cycles, adaptations to their current bikes, and ongoing adoptions and alterations which allow the person to achieve their goals.
The unit cost of one of our cycles can start from £2,000.00 up to £10,000.00, and ongoing adoptions could amount to £500.00 per year.
EMpowered people have been able to achieve this amount of support through funding projects and high profile rides, which have generated sufficient funds that would allow the charity to continue to support our current and new riders. However the current situation has dramatically stopped all of the charities activities and makes its future uncertain.
Our aim of EMpowered people All Ability Cycling Centre is to offer this unique facility that makes such a strong statement for Inclusive Cycling and put Todmorden on the map of Inclusive Cycling.
Yorkshire has become a huge area for all types of Cycling and EMpowered people are the missing part of the cycling jigsaw that has been missing for a long time.**

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

We have enclosed a copy of our event calendar for this year which show the range of events that we have had to cancel due to the current situation.

PROJECT COSTS AND FINANCES

Total Cost of Project:	£9,300.00	Amount Requested:	£3,000.00
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Have you previously applied for grant funding from Todmorden Town Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when did you apply and what amounts were awarded?		

Have you or this group previously applied for or received any other grant for this project?	<input type="checkbox"/> Yes	<input 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 (£)
12 months rent £500 per month	6,000.00
Insurance	950.00
Accounts	625.00
Welfare support vehicle costs (Insurance, road tax, maintenance)	960.00
Utility charges	150.00
Security roller shutter door	925.00
A: Total Expenditure	£9,610

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	
£3,000.00 from our charity funds	£3,000.00
£3,000.00 Calderdale Wind Farm Trust	£3,000.00

B: Total Income	£6,000.00
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C: Sum requested from Todmorden Town Council	£3,000.00
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D: Total income (must be sum of B&C above) and equal to figure	£9,000.00
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How much do you receive from your main funder ?	Per year £
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What other grants have you received in the last 3 years (amount and from who?)

Donations and our EMpowered riders sponsorship , plus a grant from Screw Fix £4300.00, Bruce Wake Trust £4,000.00, Ashton Masons Trust £3500.00, Todmorden Rotary £250.00

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.

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:

Simon Lord

Date: 21st April 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.