



# 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.

<b>Date of Application:</b>		<b>Ref Number:</b> <i>(office use only)</i>	
<b>Name of Organisation:</b>			
<b>Address:</b>			
	<b>Postcode:</b>		

<b>Name of Applicant:</b>		<b>Position:</b>	
<b>Telephone Number:</b>		<b>Email Address:</b>	
<b>Website:</b>		<b>Cheque Payable to: (if successful)</b>	

### ORGANISATION DETAILS

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

**How will you acknowledge the Assistance of Todmorden Town Council.**

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

**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  
£**

**£**

## DETAILS OF FUNDING REQUESTED

<b>What is the purpose of your request for a grant?</b>		
<input type="checkbox"/> Town Hall Hire	<input type="checkbox"/> Core Funding	<input type="checkbox"/> Town Centre Event
<input type="checkbox"/> Project Delivery	<input type="checkbox"/> Other	

<b>What is your project called?</b>		
<b>When will your project start and finish?</b>	<b>Start Date:</b>	<b>Finish Date:</b>

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

<b>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?</b>

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

## PROJECT COSTS AND FINANCES

Total Cost of Project:	£	Amount Requested:	£
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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:		
Received from:		

**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 (£)
<b>A: Total Expenditure (must be sum of A above)</b>	<b>£</b>

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	
<b>B: Total Income</b>	<b>£</b>

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

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

**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 supply one business and 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>Business Reference:</b>

**TOWN COUNCILLOR SUPPORT**

**Please ensure this section is completed by a Town Councillor who is representing your ward (prior to submitting the application to the Town Council Office).**

<b>Todmorden Town Council Ward:</b>		<b>Town Councillor:</b>	
<b>Signature:</b>			

**DECLARATION OF INVOLVEMENT WITH THE APPLICANT: To your knowledge are any of the following likely to benefit in any way if this application is successful. Either directly or indirectly.**

**Another Town Councillor/Relative/Friend/Business Acquaintance/Yours**

Yes       No

**If yes, please give details, i.e. who and how?**

## 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 towards the project e.g. lottery funding, other bodies
- 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

**Applicant Signature:**

**Date:**

**PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO:**

**THE TOWN CLERK  
TODMORDEN TOWN COUNCIL  
TODMORDEN COMMUNITY COLLEGE  
BURNLEY ROAD  
TODMORDEN**

## GUIDELINES FOR SMALL GRANT APPLICATIONS

### 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, e.g. fundraisers for Registered Charities or local good causes or other grant funding to others.
- Any award that contributes towards general routine maintenance of buildings or equipment
- Where the outcome for the grant results in a situation where the applicants 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 SMALL GRANT APPLICATIONS

- 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 the effect of such is to increase that organisation’s reserves then 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, subject if awarded, to annual reduction of 5% in award. No guarantee of second/subsequent year funding