

Friends of Centre Vale Park



The Town Clerk,
Todmorden Town Council,
c/o Community College,
Burnley Road,
Todmorden.

May 21st 2020

Re. Application to Amenities Committee for grant funding

Dear Mr Hill,

As Chairman of the Friends of Centre Vale Park I am writing to provide authorisation for the group's "Stories of Centre Vale Trees" project.

I have, along with other members, received emails that have given a good explanation of what it is the Booklet aims to achieve for the benefit of visitors to the park, schools and families, and on behalf of the group I am able to authorise our Secretary to go ahead and find funding for the project.

In normal times we would have had a meeting at which this project would have been discussed and a certified copy of the minute of the decision would be available. However we have been unable, during the lockdown, to get the committee together, and all our volunteers are currently unable to work in the usual park-work teams.

This project will be very heavy on a different sort of volunteer time. Writing up research, photos, editorial work and sorting out illustration all fill a gap in the Friends group activities very well. As Chairman of the Friends I certainly support the idea that we take this project forward.

With kind regards,



Karen Andrews, FOCVP Chairman.



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:	26/05/2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Friends of Centre Vale Park		
Address:	[REDACTED]		

Name of person making the application.	[REDACTED]
Telephone Number:	[REDACTED]
Website:	[REDACTED]

ORGANISATION DETAILS

What type of organisation are you?	
<input type="checkbox"/> Charitable Organisation	<input checked="" type="checkbox"/> YES Unregistered Community Group
<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)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you part of a larger , national or regional organisation. If yes, please give details	No <input type="checkbox"/>
How long has your organisation been operating?	9 years
How many trustees, volunteers and service users are there in your organisation?	37
Have you been awarded funding from Todmorden Town Council before?	Yes <input type="checkbox"/>

PURPOSE OF GRANT APPLICATION (Tick all that apply)

Community Benefit <input type="checkbox"/> Yes	Community Cohesion <input type="checkbox"/>	Core Funding <input type="checkbox"/>	Civic Pride <input checked="" type="checkbox"/> Yes
Climate Change <input type="checkbox"/>	Environmental Projects <input checked="" type="checkbox"/> Yes	Food Growing <input type="checkbox"/>	Skills Development <input checked="" type="checkbox"/> Yes
Cultural Arts & Music <input type="checkbox"/>	Town Centre Improvement Safety/Promotion <input type="checkbox"/>	Voluntary Sector Youth Engagement <input checked="" type="checkbox"/> No	Social Exclusion/ Economic Difficulties <input type="checkbox"/>

Accessibility and Inclusivity – especially Dementia friendly <input checked="" type="checkbox"/> Yes
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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.

We aim to facilitate, promote and maintain the recreational use of Centre Vale Park, in order to make it a safe, welcoming and enjoyable environment for all. To fulfil this aim we work with our volunteers on woodland tasks, path improvements, and gardening to enhance the park experience for all. Alongside the culmination of three years work on the successful Heritage Lottery funded Heritage Trail, we have sought funding and carrying out smaller projects such as new benches and new small gardens. This has also opened up the membership of the group to a wider public through the new website and leaflets to encourage involvement so we can "look after the Park we love" (see enclosed with hard copy).

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

The booklet will acknowledge Town Council support on the front page. The publicity around the publication of the booklet will feature the support given by the Town Council, and that support will also appear on the Friends' website.

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

This is a woodland information project to increase awareness of our environment, but it does not have direct climate emergency implications.
Environmental costs of printing will be minimising by limiting the number of printed copies required. All skills and costs will be kept local. All information from the booklet will be provided as a link on our website so more people can access the information.

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 £
£ N/A	Yes	£250.75	£272.78

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

- Town Hall Hire
 Core Funding
 Event
 Yes. Project Delivery
 Other

What is your project called?	Stories of Centre Vale Trees	
When will your project start and finish?	Start Date: August 2020	Finish Date: November 2020

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

The project provides 100 booklets of 32 pages; a web link from the Friends website; 50 complimentary copies distributed to schools, members, and libraries; and 50 copies (initial print-run) for sale at the TIC. Text on the botanical and local information on 12 individual tree species will be provided in an easily accessible and attractive way, using photos, and pen and ink/colour-wash illustrations providing work for a local artist. The project is designed to increase our community's understanding and appreciation of Centre Vale Park's natural and planted woodlands, as well as linking each tree with some of the estate's history. It will be an aid for schools, families and individuals wishing to learn about their environment, and identify our common, and not so common, tree species. Every small increase in understanding of our natural world carries wide public benefit, and it is our hope that public appreciation of Centre Vale Park and its woodland management will be increased by the information the project provides.

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?

Centre Vale Park is a Council owned asset that is much used and loved by Todmorden residents and many visitors to the town, yet the woodland behind the main formal areas is not well understood and sometimes abused. During our Heritage Trail Walks we become aware that there are big gaps in people's understanding of the woodlands. We were asked for more information by people, particularly children of all ages, who wished to know more. We realised there is no specialist publication available that focuses on and explains the lives of some of the park's individual trees, and the need to care for and manage the woodland. Increased public information of the woodland life, management and history will increase appreciation of the woodlands and help to protect them for the future. However, Centre Vale Park is a very well-used public open space and we will not be able to calculate how many Todmorden people and visitors will benefit; beyond the 100 who might have a copy of the publication, and increased website access.

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

n/a

PROJECT COSTS AND FINANCES

Total Cost of Project:	£1456	Amount Requested:	£678.50
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Have you previously applied for grant funding from Todmorden Town Council?	Yes	
If yes, when did you apply and what amounts were awarded?	Jan 2015 £179 Insurance Sept 2015 £2000 for HLF preparation work	

Have you or this group previously applied for or received any other grant for this project?		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 (£)
Artist – for 11 illustrations	£407
Printers studio (3hrs @ £40.00ph + VAT)	£144
Printing	£225
If applicable - Volunteer hours 68 at £10 per hour	£680
A: Total Expenditure	£1456

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	
Volunteer hours – research 20hrs; Layout and design – 48hrs	
Sales through TIC – 50 copies @ £1.95 (35% discount)	£97.50
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	£680
B: Total Income	£777.50

C: Sum requested from Todmorden Town Council	£678.50
D: Applicant contribution % = (B/A)%	53.4%
E: Todmorden Town Council Contribution % = (C/A)%	46.6%
D: Total income (must be sum of B & C above) and equal to figure A	£1456
TTC use – does applicant contribution % meet criteria – see end of application form	Yes/No

How much do you receive from your main funder?	Per year £ N/A
What other grants have you received in the last 3 years (amount and from whom?)	
2017 Jan: Ward Forum, £500. 2017-2019 Heritage Lottery Fund, £92,046 2018 Mar: Reaps Moss Community Benefit Fund, £519 2019 Apr: Ward Forum, £344 2020 May: Reaps Moss £415 (to be received in September)	
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:
N/A	N/A

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.	
<input checked="" type="checkbox"/>	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). <i>Electronic copy available if required.</i>
<input checked="" type="checkbox"/>	Copy of your organisation's constitution or set of rules <i>Electronic copy sent.</i>
<input checked="" type="checkbox"/>	Copies of your bank statements for the last six months
<input checked="" type="checkbox"/>	Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item
<input type="checkbox"/>	Evidence of any other awards received towards the cost of the project e.g. copy of award letter. <i>n/a.</i>
<input checked="" type="checkbox"/>	A certified copy of the resolution of the organisation to apply for the grant
<input checked="" type="checkbox"/>	Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received) <i>Safeguarding and Volunteers Policy. Letter encouraging membership and involvement.</i>
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.**

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BURNLEY ROAD
TODMORDEN**