



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:	JUNE 1 ST 2020	Ref Number: (office use only)	
Name of Organisation:	RICHARD NAYLOR CHARITY		
Address	[REDACTED]		Postcode: [REDACTED]

Name of person making the application.	DERRICK C KERSHAM	Position:	SECRETARY AND TREASURER OF THE CHARITY
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 checked="" 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 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 type="checkbox"/> Yes <input checked="" 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?	PRE 1953
How many trustees, volunteers and service users are there in your organisation?	10
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 type="checkbox"/>	Community Cohesion <input type="checkbox"/>	Core Funding <input checked="" 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 checked="" 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

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 Charity provides small grants to students from local high schools and similar establishments who live within the Ancient Chapelry of Heptonstall (which includes parts of Hebden Bridge, Mytholmroyd and Todmorden) who are going on to University or similar institution to assist them with the purchase of books necessary to their studies. The Governors and Trustees responsible for deciding on grant applications are members of local Councils within the old Ancient Chapelry of Heptonstall and comprise Councillors from Blackshaw, Heptonstall, Todmorden and Wadsworth Parish Council, additionally the Church Wardens of Heptonstall Parish Church are also Governors and Trustees.

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

ALL APPOINTED GOVERNORS AND TRUSTEES OF THE CHARITY CAN BROADCAST TO OTHERS THE WORK OF THE CHARITY AND DETAIL OF WHERE THE FUNDING ORIGINATES. ALSO STUDENTS WHO RECEIVE GRANTS CAN ALSO PROVIDE SUCH INFORMATION AS APPROPRIATE. DETAILS OF GRANT AWARDS ARE ALSO PROVIDED IN THE YEARLY MINUTES

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

NONE

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 £
£ —	✓	£ 3117.51	£ N/A

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?	RICHARD NAYLOR CHARITY	
When will your project start and finish?	Start Date: PRE 1983	Finish Date: UNDETERMINED

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

AWARD OF GRANTS WILL BE MADE TO STUDENTS WHO LIVE WITHIN THE TODMORDEN TOWN BOUNDARY WHO MAKE APPLICATION TO THE CHARITY

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?

TO PROVIDE ASSISTANCE (FINANCIAL) TO STUDENTS AS ABOVE TO ENABLE THEM TO HAVE ADDITIONAL FINANCE AVAILABLE TO THEM TO FURTHER THEIR STUDY

THE NUMBER OF PEOPLE WITHIN THE TODMORDEN BOUNDARY WHO BENEFIT FROM THE CHARITY DEPENDS ON THE NUMBER OF STUDENTS WHO MAKE APPLICATION

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

A ONCE YEARLY MEETING OF THE GOVERNORS AND TRUSTEES OF THE CHARITY DURING OCTOBER IS HELD TO DECIDE ON THE SUITABILITY OF GRANT REQUEST AND TO AGREE DISTRIBUTION OF FUNDS AS APPROPRIATE

PROJECT COSTS AND FINANCES

Total Cost of Project:	£ NOT KNOWN	Amount Requested:	£ 10 00 - 00
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Have you previously applied for grant funding from Todmorden Town Council? Yes No

If yes, when did you apply and what amounts were awarded?

2019 - £1000 AWARDED

Have you or this group previously applied for or received any other grant for this project?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Applied to:			
Date(s) applied	Grant payments to the Charity are received yearly from		
Received from	Blackshaw, Heptonstall, Todmorden and Wadsworth Parish Council		
Date(s) received	All award grants to the charity the amount dependant on the size and funding available to the individual Council		
	To date grants are expected from all Councils but payments are still awaited		
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 (£)
NOT KNOWN	NOT KNOWN
DEPENDS ON THE NUMBER OF STUDENTS WHO MAKE APPLICATIONS TO THE CHARITY FOR FUNDING	POSSIBLY £1500
	ANNUALLY
A: Total Expenditure	£

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	
NOT APPLICABLE	
B: Total Income	£

C: Sum requested from Todmorden Town Council	£ 1000 - 00
D: Total income (must be sum of B&C above) and equal to figure	£ 1000 - 00

How much do you receive from your main funder ?	Per year £ <i>N/A</i>
What other grants have you received in the last 3 years (amount and from who?)	
<i>HEPTONSTALL PARISH COUNCIL</i>	<i>£ 500.00</i>
<i>WADSWORTH PARISH COUNCIL</i>	<i>£ 25.00</i>
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

Date: JUNE 1st 2020

COMPLETED APPLICATION FORM TO:

TOWN CLERK

TOWN COUNCIL

TODMORDEN COMMUNITY COLLEGE

BURNLEY ROAD

TODMORDEN



J31A11016DNMBA0000037902001002 324 000

NAYLOR TRUSTEES R
 NAYLOR TRUSTEES R- CHARITY
 2 BEAUMONT STREET
 TODMORDEN
 LANCs
 OL14 5JZ



Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
 +44 1733 347338 (from Overseas)
 Visit us online: www.lloydsbank.com

Your branch: **HALIFAX**
 Sort code: **30-93-76**
 Account number: **02224444**
 BIC: **LOYDGB21118**
 IBAN: **GB72 LOYD 3093 7602 2244 44**

BUS BANK TRUSTEE
 NAYLOR TRUSTEES R - CHARITY



Account Summary

Balance On 29 November 2019	£2,367.51
Total Paid In	£1,000.00
Total Paid Out	£250.00
Balance On 17 December 2019	£3,117.51

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
29 Nov 19		BALANCE BROUGHT FORWARD			2,367.51
2 Dec 19	Faster Payment	NATIONAL SAVINGS A IB 904001110 09110335675921000N 608907 10 02DEC19 11:03		1,000.00	3,367.51
17 Dec 19	Cheque	000093 <i>JONES HOWLS</i>	250.00		3,117.51
17 Dec 19		BALANCE CARRIED FORWARD			3,117.51 ✓

Transaction Details

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

LAST STATEMENT AVAILABLE



Messages

For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>

Heptonstall Exhibitions - Naylor's		Account - 2224444, Lloyds - TSB	
Statement of Accounts to :-	31st March 2020		
<u>RECEIPTS</u>		<u>PAYMENTS</u>	
Balance in bank 31.03.19	3092.51	<u>Student Grants</u>	
<u>GRANTS RECEIVED</u>		Seven Grants	1500.00
Heptonstall Parish Council	500.00		
Todmorden Town Council	1000.00	Vicar of Heptonstall	0.00
Wadsworth Parish Council	25.00		
		Balance in bank 31.03.20	3117.51
	<u>£4,617.51</u>		<u>£4,617.51</u>
		Approximately £500 from the charity	
		will be invested following its	
		return from Charinco	