

**Todmorden Town Council**  
**Report Back Form for Todmorden Town Council Grants**

It is a condition of Town Council grants that a report of how the grant was used is made to the Council within six months of receipt of the grant.

Therefore, you are requested to fill in this report form and return it to the Clerk of the Council within six months of receiving a Town Council cheque. If you have not yet spent the entire grant, please return this form with an interim report and then submit a final report within a further six months.

Name of Organisation: Age Concern Todmorden.....

Contact Person Name: Alexandra Boyle.....

Address: 11 Burnley Road, Todmorden OL14 7BU.....

Telephone: 01706 817 926.....daytime.....evening/weekend

e-mail: ageconcerntodmorden@gmail.com.....

Grant amount awarded: £3000 .....

Date grant awarded: Sept 2019.....

Please describe how your grant was used:

Please see attached

What were / are the results so far in relation to the use of the Town Council grant:

Our aim was to increase our presence on the High Street, and to ensure we highlighted ourselves to people who may need our services but be unaware of our existence. We held a Christmas Raffle with local business vouchers as prizes, partly to raise funds, but also to raise awareness of Age Concern amongst local organisations, especially the market stalls, which was a success. The window decals have been installed, but work to install illuminated window signs and repair the outside lights have been suspended due to Covid-19 (new electrics need to be installed), and therefore some remaining funding will be spent on this. All the activities and events that we had planned from March onwards have also been cancelled-many of these involved enhancing local knowledge about our offer and gathering feedback.

We have used the money to pay staff wages for this period. Please see the appendix for the work we have carried out especially during Covid-19, much of which is with people who have not previously been aware of Age Concern.

*Please try to provide numbers, wherever relevant (number of visitors to events, number of volunteers to events, number of young people catered for or trees planted etc.) Please use additional sheets of paper if necessary.*

How many members/activists took part in your project/event?

Sept 19-March 20: 960 lunch club meals served. 120 attendees of winter afternoon teas. 360 attendees of Tai Chi classes. 65 attendees of tablet classes. 150 attendees for bus meeting. 20 attendees of scams workshop. 500 copies of 2 editions of newsletter distributed.

How many people benefited from your project/activity?

Sept 19-March 20: 360 clients requiring information. Covid-19 related assistance has helped 400 local older people. Approximately 50% of these people have either had no contact, or very little with us previously.

What other funding (if any) was used? Abraham Ormerod fund to support general running costs.

Grants from: Abraham Ormerod- £15,000 per year. Co-Op Local Community Fund- £8,000.

(Please name the funds and the amounts given)

Members' contributions: .....

Street collections or other fundraising from general public (please specify details)

£950 Raised through Christmas raffle. ....

Volunteer time: 29 volunteers=350 hours.....  
(number of volunteers x number of hours)

***For grants of £1,000 or over, you should provide accounts for the use of the grant. If the grant was provided for a project, you should provide accounts for the whole project. Please provide documentary evidence of how the grant money was spent (bills, receipts, invoices, letters of intent etc).***

**We would be grateful if you could provide copies of any publicity material you used, press cuttings and other publicity achieved. We are also happy to receive any other material or information about your project (e.g. photographs), which you may like to supply.**

**A.G. Boyle**

Signature of person filling in the form

Date 26/6/2020

**Alexandra Boyle**

Full name

Manager .....

Position in organisation/group

PLEASE RETURN TO: The Clerk, Todmorden Town Council, Todmorden Community College  
Burnley Road, TODMORDEN OL14 7BX  
email: admin@todmorden-tc.gov.uk  
tel: 01706 548135