



# 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>(official use only)</i>	
<b>Name of Organisation:</b>			
<b>Address:</b>			
	<b>Postcode:</b>		

<b>Name of person making the application.</b>		<b>Position:</b>	
<b>Telephone Number:</b>		<b>Email Address:</b>	
<b>Website:</b>		<b>Town Clerk confirmed Bank details and supporting documents</b> <i>(official use only)</i>	

### 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"/> 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, national or regional organisation? If yes, please give details</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>How many trustees, volunteers and service users are there in your organisation?</b>		
<b>Tell us about your organisation, its aims and the work you wish to undertake and your main activities and how you encourage engagement from all sections of the Todmorden Community</b>		
<b>How will you acknowledge the Assistance of Todmorden Town Council on all promotional material - see declaration attend of application.</b>		

**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**

**What is the purpose of your request for a grant?**

- |  |   |
|--|---|
| <input type="checkbox"/> Town Hall Hire          | <input type="checkbox"/> Community Cohesion   |
| <input type="checkbox"/> Project Delivery        | <input type="checkbox"/> Cultural Arts & Music  |
| <input type="checkbox"/> Core Funding            | <input type="checkbox"/> Town Centre Event  |
| <input type="checkbox"/> Civic Pride             | <input type="checkbox"/> Food Growing   |
| <input type="checkbox"/> Town Centre Improvement | <input type="checkbox"/> Skills Development   |
| <input type="checkbox"/> Safety/Promotion        | <input type="checkbox"/> Voluntary Sector Youth Engagement                            |
| <input type="checkbox"/> Environmental Projects  | <input type="checkbox"/> Social Exclusion/Economic Difficulties                       |
| <input type="checkbox"/> Climate Change          | <input type="checkbox"/> Accessibility and Inclusivity – especially Dementia friendly |
|  | <input type="checkbox"/> Other (Please Specify)                                       |

Community Benefit

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

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

--

**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?**

--

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

**PROJECT COSTS AND FINANCES**

Total Cost of Project:	£	Amount Requested:	£
------------------------	---	-------------------	---

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:		

<p><b>Budget:</b> This budget should be for the <b>total cost</b> 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.</p>	
Expenditure items	Cost (£)

<b>If applicable - Volunteer hours</b>	<b>at £10 per hour</b>
<b>A: Total Expenditure</b>	

<b>Other Income Sources (state from whom and whether confirmed)</b>	<b>Income (£)</b>
From your own resources (including public fundraising)	
<b>If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)</b>	
<b>B: Total Income</b>	

<b>C: Sum requested from Todmorden Town Council</b>	
<b>D: Applicant contribution % = (B/A)% - (official use only)</b>	<b>%</b>
<b>E: Todmorden Town Council Contribution % = (C/A)% (official use only)</b>	<b>%</b>
<b>D: Total income (must be sum of B &amp; C above) and equal to figure A</b>	
<b>TTC use – does applicant contribution % meet criteria – see end of application form (official use only)</b>	<b>Yes/No</b>

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

<b>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.</b>	
<b>Personal Reference:</b>	<b>Reference contact details:</b>

**TOWN COUNCILLOR SUPPORT – is this application supported by your ward Town Councillor?**

Yes       No

Beneficiary Bank Account Sort Code and Account Number		
Bank Account Name	Sort Code	Account Number

## 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:**

**Please submit your completed application form and supporting documents to:  
Todmorden Town Council, Todmorden Community College, Burnley Road, Todmorden, OL14 7BX**

**Or**

**Via email to [admin@todmorden-tc.gov.uk](mailto:admin@todmorden-tc.gov.uk)**

## 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

<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, but no guarantee of second/subsequent year funding.