



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:	20 July 2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Upper Stoodley Residents' Association (USRA)		
Address:	c/o Spencer House Farm, Sisley Lane, Todmorden, West Yorkshire		
	Postcode: OL14 6HW		

Name of person making the application.	Chris O'Gorman	Position:	Chair
Telephone Number:	07951 588746	Email Address:	usrachair@gmail.com
Website:	www.usra.org.uk www.upperstoodley.org.uk	Beneficiary Bank Account Sort Code and Account Number	HSBC plc 40-39-01 62091240

ORGANISATION DETAILS

What type of organisation are you?		
<input type="checkbox"/> Charitable Organisation	<input checked="" 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 checked="" type="checkbox"/> Yes	<input 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?	Constituted 23 October 2018	
How many trustees, volunteers and service users are there in your organisation?	7 committee members, 30 volunteers	
Have you been awarded funding from Todmorden Town Council before?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

PURPOSE OF GRANT APPLICATION (Tick all that apply)

Community Benefit <input checked="" type="checkbox"/>	Community Cohesion <input checked="" 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 type="checkbox"/>
Cultural Arts & Music <input type="checkbox"/>	Town Centre Improvement <input type="checkbox"/>	Voluntary Sector Youth Engagement <input type="checkbox"/>	Social Exclusion/ Economic Difficulties <input type="checkbox"/>
	Safety/Promotion		

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.

Upper Stoodley Residents' Association exists to promote the common interests of all the residents within the membership area, an area which is of great natural beauty, heritage value and agricultural significance; the Association seeks to promote and preserve these qualities so that they can be enjoyed by everyone, residents and visitors alike.

The Association has existed as a formal body since October 2018. Since that time it has:

- Fundraised for and obtained two public access automated external defibrillators from the British Heart Foundation, once sited near Harvelin Park and one in the car park of the Top Brink Inn. These AEDs are available for everyone, resident or visitor and training provided by Yorkshire Ambulance NHS Trust was open to everyone
- Fundraised for and obtained two additional heavy-duty litter bins for the Harvelin Park area to reduce littering and improve the environment for everyone
- Organised multiple litter-picking events, using equipment funded by Calderdale MBC, collecting many square metres of litter and refuse across the area (the equipment is also loaned from time to time to individuals to collect litter on their own)
- Responded to the Covid-19 emergency by establishing a dedicated email and mobile phone line, a dedicated pool of volunteers with their own training and support, and a scalable response to meeting the needs of vulnerable and isolated residents
- Organising training in tackling rural isolation and loneliness open to all residents (unfortunately postponed owing to the Covid-19 emergency)
- Produced a regular newsletter made available to every household in the area providing progress reports on individual projects and on matters of shared interest

The Association is clear, as our constitution states, that 'The residents of the area ... are diverse in background, ethnicity, disability, political views, sexuality, religious views, age, gender and colour. All residents have equal standing in the Association and all members are committed to welcoming and treating everyone with respect, consideration and courtesy.' We take this ethos into all our work with the community and with the many visitors who come to enjoy the local area.

Within our area we have particular issues about social isolation and loneliness and, as already noted, we have started raising awareness and providing training to build our knowledge and skills to address this issue. We have a programme of social events including barbeques, pub meals, quizzes and other competitions which we are using to strengthen community cohesion and to help address isolation.

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

We will include the assistance of TTC on our web site and will advise all residents of our area and members of the Association through our regular newsletter

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

Indirectly through information signage to discourage visitors to Gaddings Dam, there will be less car pollution in the area and reduced degrading of the pathways and surrounding vegetation.

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 £693.26 (unreserved)
£693.26 (unreserved)	See annual report attached	£1,226.12 (includes reserved funds)	£532.86 (reserved)

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

Town Hall Hire Core Funding Event
 Project Delivery X Other – signage provision

What is your project called?	Gaddings Signage	
When will your project start and finish?	Start Date: on approval of funding	Finish Date: by end of August 2020

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

Increasing visits by car to Gaddings Dam are creating a range of issues for residents in terms of unlawful parking along Lumbutts Road (long stretches either side of Shepherd’s Rest) preventing access and egress as well as causing obstructions and traffic back up into the wider upper Stoodley area. Locals know where to park safely and to access other routes up to the Dam

There is increasing risk of damage to the common especially the use of unauthorised footpaths and danger of fire arising from use of barbecues.

By providing clear information signage we hope to persuade motorists entering the area not to park on double yellow lines and either walk back to the entrance opposite the Shepherd’s Rest.

**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?**

As part of a joint working group with Calderdale MBC and TTC trying to address the issue of Gaddings Dam being promoted as a tourist destination but without the infrastructure to support it as such, there is a need to reduce the impact of inconsiderate tourists who are abusing parking, causing obstructions and other anti-social behaviour.

The benefit to residents of alleviating some of these issues will be immense and effective over the approximately 380 households within the USRA area. The most impact will be felt by those living on the Lumbutts Road but every household in the area will benefit from reductions in road blockages, reductions in the volumes of litter and in the improved environmental sustainability of the area arising from a managed reduction in visitors to Gaddings Dam.

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

Not applicable

PROJECT COSTS AND FINANCES

Total Cost of Project:	£2000	Amount Requested:	£500
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Have you previously applied for grant funding from Todmorden Town Council?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, when did you apply and what amounts were awarded?	Not applicable	

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:	Calderdale MBC Ward Members Grants Forum, £500	
Date(s) applied for:	20 July 2020	
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 (£)
Signage	2,000
(TTC will procure)	
If applicable - Volunteer hours 10 at £10 per hour (erect signage)	100
A: Total Expenditure	2,100

Other Income Sources (state from whom and whether confirmed)	Income (£)
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From your own resources (including public fundraising)	
Calderdale Ward grant	500
TTC direct funding	1,000
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	100
B: Total Income	1,600

C: Sum requested from Todmorden Town Council	500
D: Applicant contribution % = (B/A)%	76 %
E: Todmorden Town Council Contribution % = (C/A)%	24 %
D: Total income (must be sum of B & C above) and equal to figure A	2,100
TTC use – does applicant contribution % meet criteria – see end of application form	Yes

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 who?)	
Calderdale Ward Forum, £500, for litter bins Calderdale MBC, £1,625, small grant for litter picking equipment, newsletter production, loneliness training and website design and hosting	
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:
Upper Stoodley Residents' Association known to Stoodley Ward Councillors	

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: 20 July 2020

PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO:
THE TOWN CLERK
TODMORDEN TOWN COUNCIL
TODMORDEN COMMUNITY COLLEGE
BURNLEY ROAD
TODMORDEN

****IMPORTANT NOTE**** DURING THE COVID-19 RESTRICTIONS YOU MAY SUBMIT YOUR APPLICATION VIA EMAIL TO
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

Existing Organisation/ Group				
Project Cost	Maximum Grant Award	*Volunteer / Time Matched Funding Contribution	Frequency of Grant	Subsequent year consideration
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.