



CLIMATE EMERGENCY COMMITTEE

TODMORDEN TOWN COUNCIL

Grant Application Form – Maximum Grant £250

The Climate Emergency Committee of Todmorden Town Council wish to invite small grant applications from local individuals and organisations for local projects to alleviate climate change. By the very nature of the grant, these projects will likely be small scale but provide creative ways for local individuals and organisations to make a difference. The types of projects for which Todmorden Town Council invites grant applications are at Appendix 3.

The total annual amount available for grants is £2,500 and each grant a maximum of £250. It is expected that most applications will be for less than £250.

Applications will be considered at the quarterly formal meetings of the Climate Emergency Committee. The schedule is at appendix 2.

Applicants should familiarise themselves with the award criteria at appendix 1 before submitting their grant application.

CONTACT DETAILS			
Date of Application:		Ref Number: <i>(office use only)</i>	
Name of Organisation/individual:			
Address:			
Postcode:			

Name of person making the application.		Position:
Telephone Number:		Email Address:
Website:		Beneficiary Bank Account Sort Code and Account Number

DETAILS OF ORGANISATION

What type of organisation are you?

- | | | |
|--|--|---|
| <input type="checkbox"/> Charitable Organisation | <input type="checkbox"/> Unregistered Individual/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)

Are you part of a larger , national or regional organisation? If yes, please give details

How long has your organisation been operating?

How many trustees, volunteers and service users are there in your organisation?

Please tell us about your organisation, its aims and the work you undertake and your main activities.

What is your project called?

When will your project start and finish?

Start Date:

Finish Date:

What will be the benefit of your project to Todmorden and the climate emergency ?

Continue on separate sheet if necessary

Total Cost of Project:	£	Amount Requested:	£
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Have you previously applied for grant funding from Todmorden Town Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, when did you apply and what amounts were awarded?	
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Have you or this group previously applied for or received any other grant for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applied to:	
Date(s) applied for:	
Received from:	
Date(s) received:	
Amount (s) received:	

DECLARATION

- I am authorised to make this application (if on behalf of this organisation)
- I certify that the information contained in this application is correct
- I confirm that I have read and understood the criteria set for this small grants scheme by the Climate Emergency Committee
- If the information in the application changes, I will inform the Assistant Town Clerk 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.

Applicant Signature:

Date:

Please submit your application by email to assistanttownclerk@todmorden-tc.gov.uk.

Alternatively, it can be posted to:

**The Assistant Town Clerk
Todmorden Town Council
Todmorden Community and Learning Hub
Town Clerk's Office,
Burnley Road,
Todmorden
OL14 7BX**

Appendix 1 - CRITERIA FOR APPROVAL OF GRANT APPLICATIONS

The criteria for approval are:

- All applications must be on this application form.
- The project must benefit Todmorden residents and help alleviate the climate emergency.
- The individual/organisation must be not-for-profit.
- The individual/organisation must be locally based.
- The individual/organisation must not be primarily one of a predominantly religious doctrine.
- The individual/organisation must not be applying for sponsorship.
- The project will not be funding an activity where there is a statutory duty on central or local government to fund the activity.
- Grant applications can be for some or all of the project cost.
- Any grant awarded under this scheme must not be donated to another cause.
- A short summary of progress/achievement should be provided to the Climate Emergency Committee when the project is completed (normally within 6 months of the award)..
- No grant 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.
- Retrospective funding will not be agreed.

Appendix 2 - TIMETABLE FOR THE APPROVAL OF GRANT APPLICATIONS

Submission of Grant application	Check of Criteria and validation of compliance	Consideration by Committee	Award of Grant	Feedback Summary
January to March	Within 7 days of receipt and applicant advised as eligible	June	July	January
April to June	Within 7 days of receipt and applicant advised as eligible	September	October	March
July to September	Within 7 days of receipt and applicant advised as eligible	December	January	July
October to December	Within 7 days of receipt and applicant advised as eligible	March	April	October

Appendix 3 - TYPES OF PROJECTS INVITED FOR GRANT APPLICATION

To deliver a project providing urban drainage systems (SuDS) (such as water butts) or schemes for the 'greening up ' and the 'cooling down in hot weather' such as providing planters with fruit trees) for residents wanting this in the terrace streets in Todmorden, especially those with a history of flooding.

To help Todmorden Town Council identify a practical list of SuDS options that TTC can advertise on the TTC website for the guidance of others and to be used by the Development Committee when responding to Calderdale MBC on planning applications.

To help Todmorden Town Council support residents to understand the support and grants available for flooding such as from organisations such as DEFRA by producing a summary for the TTC website.

To deliver projects to enhance the natural flood defences such as leaky dams and attenuation ponds in the uplands around Todmorden.

To deliver projects to redevelop the peatland ecosystem around Todmorden.

To help Todmorden Town Council support residents to reduce their energy bills in practical ways by increasing their energy efficiency by producing a summary for the TTC website and to provide information events on this for residents.

To help Todmorden Town Council support residents to understand the ways they can recycle and upcycle rather than by buying new, by producing a list that TTC can put on its website and by providing information events on this for residents.

To deliver projects to plant trees and bushes in Todmorden.

To deliver projects to increase the number of benches in Todmorden.

To deliver a project to set up a local scheme for the collection of fluorescent and low energy lightbulbs in Todmorden.

To deliver a project in Todmorden to set up a local scheme for shops to provide 'non-packaged goods' such as flour and fruit.