



# 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:	12.10.21	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Calder Community Cares		
Address: Town Hall, St Georges St Hebden Bridge HX7 7BY	Postcode:		

Name of person making the application.	██████████	Position:	Chair
Telephone Number:	██████████	Email Address:	██████████
Website:	www.caldercares.org.uk	Beneficiary Bank Account Sort Code and Account Number	██████████ ██████████ ██████████

### ORGANISATION DETAILS

What type of organisation are you?			
<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 checked="" type="checkbox"/> Other Constituted Group	
Do you have a constitution or a set of rules?(if yes, please enclose a copy of your constitution)			<input type="checkbox"/> Yes
Are you part of a larger , national or regional organisation. If yes, please give details			<input type="checkbox"/> Yes
How long has your organisation been operating?			18 months
How many trustees, volunteers and service users are there in your organisation?			700
Have you been awarded funding from Todmorden Town Council before?			<input type="checkbox"/> No
<b>PURPOSE OF GRANT APPLICATION (Tick all that apply)</b>			
Community Benefit Y	Community Cohesion Y	Core Funding <input 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 Safety/Promotion <input type="checkbox"/>	Voluntary Sector Youth Engagement <input type="checkbox"/>	Social Exclusion/ Economic Difficulties Y
Accessibility and Inclusivity – especially Dementia friendly Y			

**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.**

"It's a Wrap"- Christmas Kindness all wrapped up

1. "4families" - Christmas in a box
2. "4 COGs" (for Calderdale Older Generation in Todmorden) - Christmas in a bag
3. "4kids" - Christmas with a bow

**Challenge 1 - Families: "4families" - Christmas in a box**

Last year we had 2 CffC10k October and winter grant to assist with Food Poverty for families on Free School Meals- This is not available in this format this year- so we still want to supply our families with some little extra's that will take some strain of their Christmas shopping. We think this is even more important this year with the reduction of Universal Credit and the increase in heating bills. Early indications from the schools who are contacting us, is that we will have even more families referred to us this winter. This Element will be called 'Christmas Kindness All Wrapped Up 4 Families' and will be a beautiful Christmas decorated (recycled or recycle able) box with a big bow on the top- inside will be a variety of Christmas related items, including Christmas Crackers, Selection boxes, table décor, hand-made Christmas baubles, mince pies, stollen, Christmas cake etc etc the value of each box is anticipated to be around £25.00 each and will be supplied from the kindness of our local businesses, stores and the community.

**Challenge 2: Our Older Generations "4 COGs" (for Calderdale Older Generation) - Christmas in a bag**

Similarly, we want to supply our Older Generations with a Christmas Smile- which is a Christmas in a bag containing cards from the local school children, crafted items, 2 Christmas Crackers, a wrapped magnifying Glass and other items to decorate the table or treat over the festive period. Our volunteers will take 5 mins to 'check in and chat' with our older folks, to make sure they know they are appreciated and important people in our community. The value of each of these bags is anticipated to be around £10.00 per bag.

**Challenge 3: Individual presents to children - Christmas with a bow**

We want to provide wrapped gifts to children - these ideally, will be sourced locally, with the gift matching the age range and gender of each child.

We are currently sponsored by: Morrisons, Lidl, Aldi and The Coop- And we are in talks with Bam Nuttal (who have sponsored us over the last 18 months) and would like to apply to Tod and Hebden Royd Rotary to sponsor the content of some of our bags

Calder Community Cares was set up in the pandemic to support families and the vulnerable and older generations. We supported the work of Your Tod Squad in the initial months, and that has now been successfully incorporated into CCC to enable synergy and cost savings for volunteer insurances and deployment of volunteers etc.

We now have over 450 people on our data base supported by over 260 volunteers.

We estimate that 40-45% of these volunteers and 'Community Friends' (the name we give to those people we support) Live in the Todmorden Community and we are asking for a proportional contribution towards the cost of the room hire, environmentally friendly packaging, design, print and postage and other costs etc

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

We will display the logo on our website, on printed materials and on our social media platforms

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

Our intention is to use recyclable materials wherever possible and hire rooms to set up local 'hubs' to minimise on the amount of fuel needed to deliver our project and source gifts locally wherever possible.

**FINANCIAL INFORMATION – (Please complete/provide)**

<b>Level of Reserves Held at application date</b>	<b>Audited Accounts/Annual Income Expenditure Statement</b>	<b>Bank Statement(s) Balance at application date £</b>	<b>Total value of Assets Held £2,000</b>
£10,167	£19,000	£13,187.50	£2,000

## DETAILS OF FUNDING REQUESTED

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

Town Hall Hire
  Core Funding
  Event  
 Project Delivery
  Other

<b>What is your project called?</b>	Calder Community Cares- "It's a Wrap"-Christmas All Wrapped Up 4 Kids, 4 Families and 4 Cog's (Calder Older Generations) in Todmorden	
<b>When will your project start and finish?</b>	<b>Start Date:</b> Mid November	<b>Finish Date:</b> 20 <sup>th</sup> January 2022

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

Our community will benefit as we aim to 'Harness the Kindness of people' in this strong community to collect donated presents and gifts to wrap and pass to families dropping into poverty and to provide a smaller bag of treats a smile and doorstep natter to the elderly and the lonely of this community

**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?**

It is going to be a very difficult time for some Todmorden Families, with UC being dropped, and utility bills rising etc- so we want to collaborate with other local charities and schools to make sure we provide a much-needed financial support to as many families as we can buy providing all the little extra's that can eat into the weekly budget over Christmas- We will be asking the community and local businesses to help supply the gifts but need help with room hire at Tod College, environmentally appropriate packing materials and gift boxes, print, design and postage costs etc

Similarly, our Calder Older Generations (COGs) are now facing increased infection rates from Covid, winter viruses and suffering even more form fear and anxiety when leaving their homes. This coupled with many external venues still remaining closed. So, our previous delivered events: 'Soup, Sarnie and a Smile and 'Spring Surprise Bags' have all gone down so well- with tears of happiness seen by those delivering the bags and those receiving them

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

Call to the Community for support to go out in Mid-November  
 Gifts to be collected and logged from beginning of December  
 Gifts wrapped and stored at Todmorden College and Hebden Royd Methodist Church until 20<sup>th</sup> December  
 Gifts distributed from 20<sup>th</sup> to 24<sup>th</sup> December  
 Room cleared in January  
 Evaluation of project and agree outline learning for the next year's event, Jan- March '22

## PROJECT COSTS AND FINANCES

Total Cost of Project:	For both Tod and HB £23,788.83	Amount Requested:	£1,531.65
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Have you previously applied for grant funding from Todmorden Town Council?		<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"/> No
Applied to:		
Date(s) applied for:		
Received from:		
Date(s) received:		
Amount (s) received:		

<b>Budget:</b> 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 (£)
SEE ATTACHED BUDGET SHEET	
A: Total Expenditure	£23,788.83

Other Income Sources (state from whom and whether confirmed)	Income (£)
SEE ATTACHED BUDGET SHEET	
B: Total Income	£18,683.33

C: Sum requested from Todmorden Town Council	£1,531.65 (PLUS £2,552.75 FROM HEBDENROYD)
D: Applicant contribution % = (B/A)%	85%- £18,683.33 PLUS £1,021.11 (FROM RESERVES) = £19,704.43 TOTAL
E: Todmorden Town Council Contribution % = (C/A)%	15% (PLUS 10% FROM HEBDENROYD)
D: Total income (must be sum of B & C above) and equal to figure A	£23,788.83
TTC use – does applicant contribution % meet criteria – see end of application form	Yes



How much do you receive from your main funder ?	Per year £000
What other grants have you received in the last 3 years (amount and from who?)	
Community Foundation for Calderdale £12,000	
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

**CHECKLIST AND SUPPORTING DOCUMENTS**

Please enclose the following documents with your application. We will only process your application once we have received them.
<input type="checkbox"/> 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).  <input type="checkbox"/> Copy of your organisation's constitution or set of rules  <input type="checkbox"/> Copies of your bank statements for the last six months  <input type="checkbox"/> Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item  <input type="checkbox"/> Evidence of any other awards received towards the cost of the project e.g. copy of award letter.  <input type="checkbox"/> A certified copy of the resolution of the organisation to apply for the grant  <input type="checkbox"/> Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received)
<p>If you are unable to supply this information, please contact the Town Council office for advice prior to submission.</p>

## 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: 15.10.21**

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](mailto:ADMIN@TODMORDEN-TC.GOV.UK)**