



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:	11 November 2022	Ref Number: <i>(official use only)</i>	
Name of Organisation:	Friends of Centre Vale Park		
Address:			
		Postcode:	

Name of persons making the application.	Bob Still & Leye Oladapo	Position:	Membership Secretaries
Telephone Number:		Email Address:	
Website:	www.friendsofcentrevaleprak.org.uk	Town Clerk confirmed Bank details and supporting documents <i>(official use only)</i>	yes

ORGANISATION DETAILS

What type of organisation are you?		
X Unregistered Community Group/Club/Society		
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 many trustees, volunteers and service users are there in your organisation?	Committee of 8 Members 67	
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		
<p>The aim of the Friends is to facilitate, promote, and maintain the recreational use of Centre Vale Park, in order to make it a safe, welcoming and enjoyable environment for all, without discrimination. Objectives:</p> <p>a) To work in partnership with Calderdale Metropolitan Borough Council (CMBC) for the general betterment of Centre Vale Park.</p> <p>b) To work in partnership with the local community, local agencies and local organisations to foster a sense of ownership and responsibility for Centre Vale Park.</p> <p>c) To improve and restore the parkland environment, and to help develop new and existing facilities at Centre Vale Park, including community recreation.</p> <p>d) Through education to promote the public understanding and appreciation of the natural environment and history of Centre Vale Park.</p>		

e) To apply to external funding bodies for contributions towards the costs of educational and environmental improvement projects.

Activities include • Hands-on projects such as woodland management, planting initiatives and path improvements. FoCVP has a team of regular volunteers who work in the park two mornings a month. • The planning and promotion of projects such as development of the park's facilities through fundraising and public awareness. Recent projects have included: - Creation of a Heritage Trail in partnership with Groundworks after £98k Heritage Lottery Fund - Design and installation of interpretation boards - Creation of Heritage Trail leaflet and guided tours - Creation of a schools' outdoor learning area - Research and publication of Stories of Centre Vale Trees, a trail booklet explaining the local, national and international significance of a dozen tree species - running Birdwatching guided walks - Ensuring the park is well maintained; monitoring and raising any issues that arise with local authority staff who oversee the park. - Holding monthly meetings to discuss future events and planning, review the effectiveness of past activities and organise work for volunteer days. - Running a 'Friends' membership scheme, with regular newsletters.

In June 2022 we produced the 'Jubilee Picnic in the Park' which included the premiere of the Todmorden Cantata, written by Daniel Bath of Music for the Many, as part of The Queen's Platinum Jubilee celebration. Grateful to Todmorden Town Council for the grant it contributed, the event was a huge success with over 500 people being present at the event.

A 12-minute video of the event, made possible by the grant provided by Todmorden Town Council, can be viewed here: <https://vimeo.com/725497255/79f340c052>

There was a great deal of interest in the lyrics of the Cantata, both on the day and since. Running for about 15 minutes, the lyrics are entirely Todmorden focused, and include a chorus line:

'Three Valleys, Two Rivers, One Community and No Divisions' – we attach a copy.

To ensure everyone has access to the lyrics we would like to produce a souvenir commemorative booklet. It would not only include the lyrics, but also illustrations relating to the lyrics, plus photos from the day, and other additional material that was captured as part of the event. The booklet would be A4 full colour and contain 24 pages.

The booklet would be available to anyone on a 'donation requested' basis.

As the event was a Jubilee celebration it will also be a fitting tribute and celebration of the late Queen. We anticipate that many people will want a copy to both celebrate Todmorden and The Queen.

The overall project cost will be £1,500 - c£1,000 actual costs and c£500 donated expertise and volunteer hours.

We ask Todmorden Town Council continue its support of the Jubilee Picnic in the Park project and be the sole funders for the souvenir commemorative booklet by providing a grant of £825 to cover 55% of the overall project costs.

Actual costs will be £998.69 :

- **£500 for design by Todmorden based Bankside House publishing (we negotiated a £100 discount as they produced the Jubilee Picnic in the Park publicity and can use this as the basis of the design)**
- **£423.69 for the printing of 200 copies**
- **£75 for launch publicity and an event at Todmorden Information Centre**

The additional actual costs of £174.69 (above the £825 requested grant) would be covered by the Friends. We managed to raise £182 through collecting tins at the Jubilee Picnic in the Park event.

The project will require quite a number of hours from the Friends in liaising with the designer and contributors, editing content, coordinating the publicity and distribution of the booklet.

The greatest actual production cost is for overall design and for each page design/layout. Friends volunteers would liaise with the designer in sourcing and selecting the additional images, contributions, materials and credits etc.

The printing is of a high quality, and the costs reduce the greater the number printed. We propose the initial printing of 200 copies.

We are incredibly grateful to Daniel Bath in waiving any potential fee for reproducing in print his lyrics.

We would hold a small launch event at Todmorden Information Centre to raise the profile of the booklet securing photo opportunities for press and other media. We would use a digital flyer to publicise the booklet through the Friends Membership and various social media channels.

Todmorden Information Centre is happy to be the central point for people to get a copy of the booklet; they would have a window display with A3 poster and copies available alongside a ‘donation request’ collection tin.

Monies raised through donation would go toward the project costs incurred by the Friends, and any additional monies go toward our next free event in the Park.

The Friends would organise and present copies to the schools and organisations that took part in the Jubilee Picnic in the Park, the funders, including yourselves; the local library and VIP guests.

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

The Todmorden Town Council logo will be incorporated into the front and back cover, and a big ‘thank you’ will appear as part of the Forward.

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

The brochure will be printed on recycled material, and the lyrics will be available on the Friend’s website should people want a no print/free version.

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
£702	Attached from 20/21	£702	£0 No fixed assets, just cash

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?		
<input type="checkbox"/> Town Hall Hire	<input checked="" type="checkbox"/> Community Cohesion	
<input type="checkbox"/> Project Delivery	<input checked="" type="checkbox"/> Cultural Arts & Music	
<input type="checkbox"/> Core Funding	<input checked="" type="checkbox"/> Town Centre Event	
<input checked="" 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 checked="" 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	
Community Benefit	<input type="checkbox"/> Other (Please Specify)	
What is your project called?	Jubilee Picnic in the Park (Sunday 19 June 2022) Commemorative Booklet.	
When will your project start and finish?	Start Date: As soon as funding is secured.	There is the potential for this publication to be available for years.

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

The project will highlight and give life to all of the original benefits from the Picnic in the Park – included below*.

In addition the project will give the people of Todmorden the chance to access the lyrics/libretto of the Todmorden Cantata. It will build civic pride and community cohesion by providing an accessible and inclusive reference to our town and all it celebrates.

It will be a resource that can be used for many years to come. It can be a resource for schools doing a local history project. A gift for both locals and visitors.

It will give the people of Todmorden a chance to celebrate the late Queen and give Todmorden a personalised tribute to the Queen, through the publication of this Jubilee event commemorative booklet.

From our previous successful grant application to Todmorden Town Council to support the picnic event:

* Our key target audience are the children and young people of Todmorden. In particular those through disadvantage who may not have the opportunity to engage with professionals in the creation of music and performance. Music for the Many has access to these children and young people, and has all the established links with the schools of Todmorden; the 90 children and young people will:

- Be involved in the rehearsal and public performance of a new musical composition
- Benefit from quality, professional music tuition – extending beyond their core school curriculum
- Have the opportunity to collaborate with other musical partners in the town
- Be part of a significant, local/national historical event
- Enjoy the satisfaction of achievement
- See their achievement acknowledged by family, friends and residents of Todmorden

Additionally, the family and friends of the young performers, and the wider community of Todmorden, will:

- Experience the talents and performance of young people in Todmorden
- Participate in a significant local celebration of a national milestone

We want an inter-generational event, where older residents of Todmorden – many of whom will have experienced increased isolation in recent years – will benefit from recalling and sharing reminiscences with the young people in the composition stage, and be attendant at the picnic to further share their memories of Centre Vale Park in a special ‘Park Memories’ space.

**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?**

All of the information from the original application is still relevant and is included below*.

This project sustains and gives longevity to the original outcomes. It also gives, as previously stated, Todmorden’s permanent celebration of not only itself, but the historic occasion of a 70 year Jubilee, and of the Queen.

Many will have the opportunity to benefit from the project from copies available from TIC (donation requested) or by accessing copies available at schools and the library, or downloading via our website.

** The experience for the children and young people will be of a high quality, engaging with professionals in the arts. The project requires them to go on a journey of learning, development and improvement. They will contribute to the very design of the composition, gain understanding of Britain’s royal history and how that is entwined with Todmorden history – have some ownership of the production, then gain a sense of achievement as they rehearse and perfect their individual contribution and collectively feel a sense of accomplishment.*

We consider the project and event will have a lasting memory for the children and young people involved. The recording will be shown locally and available online, a record forever.

There is a need to bridge ever widening generational gaps; the world of a young person accelerates exponentially in the eyes of many older people. There is the exciting opportunity to connect the generations and expose young people to the relevance of the 70 year timeline of Queen Elizabeth’s reign with the living elders in Todmorden.

The event will further reinforce the recognition of Centre Vale Park as a very special place; extending community use; access to beauty, physical and mental health; appreciation of natural environment; less vandalism; more people involved in looking after the park and looking out for each other.

The reduction of community interaction and cohesion during the covid pandemic has been all too stark for many people in Todmorden. Our project and event will contribute to revitalising peoples of the town. Music has the unique power to raise people up. It helps to improve confidence and wellbeing, enabling us to communicate and interact better with those around us and to express emotion.

The project and event will bring together many different people and musical groups within Todmorden and thereby strengthen their ties; this collaboration will make the future different by paving the way for further working together between schools, artists and community organisations in the town.

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

Not applicable. But the project can go into the design process as soon as the funding is secured.

PROJECT COSTS AND FINANCES

Total Cost of Project:	£1,499.69	Amount Requested:	£825.00
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Have you previously applied for grant funding from Todmorden Town Council?	X Yes	
If yes, when did you apply and what amounts were awarded?	Over the years for small grants – planting schemes, print of leaflets, Tree booklet – to part fund the event that this project captures.	

Have you or this group previously applied for or received any other grant for this project?		X No
Applied to:		
Date(s) applied for:		
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 (£)
Bankside House design	500.00
Bankside House Printing - 200 copies	423.69
Launch and publicity, posters, nibbles and drinks for launch event, taxis for VIP guests	75.00
Photography#	150.00
Project management/content/coordination/delivery*	350.00
A: Total Expenditure	1,498.69

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (Friends account)	174.69
#Rowenna Baldwin, has agreed to waive her £7.50 per print fee for 20 photos	150.00
* Volunteer hours 35 @ £10 per hour <ul style="list-style-type: none"> Liaison with contributors/designer/printer 14 hours £140 Editing and proofreading the booklet 6 hours £60 Publicity and launch event 9 hours £90 Booklet distribution and presentation 6 hours £60 	350.00
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	
B: Total Income	674.69

C: Sum requested from Todmorden Town Council	825.00
D: Applicant contribution % = (B/A)% - (official use only)	45%
E: Todmorden Town Council Contribution % = (C/A)% (official use only)	55 %

D: Total income (must be sum of B & C above) and equal to figure A	1,499.69
TTC use – does applicant contribution % meet criteria – see end of application form (official use only)	Yes

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

**Ward Forum Grant of £486 in February 2022
Reeps Moss Grant (Grantscape) £372 in October 2020
Todmorden Town Council - £550 in May 2022 (to part fund the event that this project commemorates)
Arts Council Lets Create £3800 in April 2022**

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.

We have public liability insurance with Zurich – just paid the £100 annual fee