



# 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:	3 <sup>rd</sup> November 2021	Ref Number: (office use only)	
Name of Organisation:	Walsden St Peter's Church		
Address:	Church Walk, Walsden		
		Postcode:	<b>OL14 6QU</b>

Name of person making the application.	██████████	Position:	<b>Volunteer fundraiser</b>
Telephone Number:	██████████	Email Address:	████████████████████
Website:	██████████████████	Beneficiary Bank Account Sort Code and Account Number	██████████ ██████████ ██████████

### 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 checked="" type="checkbox"/> Church of England Church 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 checked="" type="checkbox"/> Yes member of Church of England	<input type="checkbox"/> No
How long has your organisation been operating?	500 years +	
How many trustees, volunteers and service users are there in your organisation?	60	
Have you been awarded funding from Todmorden Town Council before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>PURPOSE OF GRANT APPLICATION (Tick all that apply)</b>		

Community Benefit <input type="checkbox"/> X	Community Cohesion X <input type="checkbox"/>	Core Funding <input type="checkbox"/>	Civic Pride X <input type="checkbox"/>
Climate Change <input type="checkbox"/> X	Environmental Projects X <input type="checkbox"/>	Food Growing X <input type="checkbox"/>	Skills Development <input type="checkbox"/>
Cultural Arts & Music <input type="checkbox"/> X	Town Centre Improvement <input type="checkbox"/> Safety/Promotion	Voluntary Sector Youth Engagement X <input type="checkbox"/>	Social Exclusion/ Economic Difficulties <input type="checkbox"/> X
Accessibility and Inclusivity – especially Dementia friendly <input type="checkbox"/> X			

**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.**

Our aim is to serve God and our community in the village of Walsden as part of the Church of England. We do this by providing a safe, friendly space for Christian worship and by offering the church building and grounds for use by the community. The church is open to everyone living in the parish of Walsden and the surrounding area.

Pre-Covid the church was used to host a parent and toddler group which restarted in September with some extra funding from our Diocese. We also provide a base for community events e.g. the Scarecrow Festival and allow groups to use the building for meetings and consultations. In addition, we provide a focus within the village for folk to mark major life events and have already had our first wedding, baptism and funeral since lockdown ended. The churchyard is also frequently visited by local historians and family members.

We are in the process of beginning a series of consultations with our community which will hopefully help us develop the church building into a community hub which can be used by local people for a wide variety of uses including a meeting space, venue for community groups etc. We are also seeking more ways to develop the church and its grounds, for instance we are looking at developing a peace garden in a small woodland area we have. The funding which we are applying for will allow us to carry out these consultations and engage with our local community both face to face and digitally.

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

We will acknowledge the assistance of Todmorden Town Council with this project in a number of ways including:

- By including the Town Council logo on leaflets, flyers and surveys which we will distribute
- By acknowledging the Town Council's assistance on St Peter's website
- By asking the Mayor of Todmorden to open the event & acknowledging the assistance in opening speeches
- By writing a press release acknowledging the Town Council's support and thanking them for it
- Through social media i.e. our Facebook page
- By creating a report after the event & survey(s) are complete, summarising what we have learnt and how this learning will influence St Peter's going forward and acknowledging town council assistance

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

**Our project will have a positive impact on work around climate change in a number of ways**

- 1. As part of developing the building into a community hub we are currently fundraising to remove our old inefficient heating system and replace it with air source heat pumps, this will save over 11 tonnes of carbon each year.**
- 2. We intend to develop a peace garden in some of the church grounds which will include building leaky dams – helping to slow the flow of water down to the valley bottom in times of heavy rain and helping to reduce flooding**
- 3. We are exploring the idea of developing allotments on glebe land which will help residents grow their own food & reduce food miles.**
- 4. We intend to plant willow and hazel trees on church grounds which will help to slow the flow of water into the valley bottom and improve biodiversity**

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

Level of Reserves Held at application date	Audited Accounts/Annual Income Expenditure Statement Income 2020 - £20,045.94 Expenditure 2020 - £15,177.64	Bank Statement(s) Balance at application date £	Total value of Assets Held
£5,000		£ 6,847.32	£ 5,000

**DETAILS OF FUNDING REQUESTED**

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

Town Hall Hire                       Core Funding                      X  Event  
 X Project Delivery                       Other X Community use of church building

<b>What is your project called?</b>	St Peter's for Walsden	
<b>When will your project start and finish?</b>	Start Date: 22 <sup>nd</sup> January 2022	Finish Date: 22 <sup>nd</sup> February 2022

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

The project will benefit the local community by:

- Supporting the development of a community focused hub open to all in Walsden and the surrounding area. The hub will bring communities together in a shared, friendly space.
- Supporting the community in Walsden in having a voice in and influence over the development of the proposed hub
- The development of the community hub will help a local landmark building be more widely used, supporting the heritage of Walsden and the surrounding area
- Local residents will be able to attend a free family fun day giving them something to look forward to after a difficult couple of years

**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?**

The project we are asking Todmorden Town Council to fund is a consultation and engagement exercise which will allow St Peters Church to gauge local interest in developing the church building and its grounds into a community hub and community resource. Without carrying out this exercise we will be unable to assess local interest, gather the ideas and aspirations of local residents or begin involving local people in developing a community hub in the area.

The project will give local people a say in how the church building and grounds develops and how it is used. This will allow projects and activities to be organised by local people tailored to local needs and aspirations. Development of a community hub will potentially increase volunteering and volunteering opportunities. The consultation will provide evidence of consultations which have been carried out plus evidence of the need and wishes of the community, this evidence will be used to develop projects within the church building and its grounds and will also underpin funding bids

Walsden currently has a population of around 2000 people, all of whom could potentially benefit from the development of the church building as a community hub.

The church building, churchyard and grounds will also be open for use by groups and residents outside Walsden potentially increasing the number of beneficiaries.

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

Our consultations will include:

- A free family friendly event to be held in the church building on Saturday 22<sup>nd</sup> January, 11am to 2pm. The theme of the event will be new life/ new beginnings/moving forward/ hope for the future and will involve a selection of activities including family friendly craft activities, games, growing micro greens, a chance to offer to volunteer, an opportunity to find out more about our plans and an opportunity to give views
- An online survey launched on the 22<sup>nd</sup> of January to gather residents' thoughts on developing the church building and grounds as a community hub and gathering their ideas and offers to volunteer.
- A paper survey allowing people who don't have or are not comfortable using the internet to give their input
- An opportunity to find out about this project and contribute to it using social media e.g., the church's Facebook site and website
- A chance to become part of a working group of interested people who will move this work forward

## PROJECT COSTS AND FINANCES

Total Cost of Project:	<b>£4355</b>	Amount Requested:	<b>£1355</b>
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Have you previously applied for grant funding from Todmorden Town Council?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No X
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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 checked="" type="checkbox"/> No X
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Applied to:	
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Date(s) applied for:	
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Received from:	
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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 (£)
Craft activities at the open day	£585
Growing activities at the open day	£150
Fairtrade Refreshments at the open day	£60
Design and printing of leaflets	£60
Distribution of leaflets	£250
Miscellaneous Costs (paper, cardboard, pens, plant pots etc)	£250
If applicable - Volunteer hours at £10 per hour	300 volunteer hours = £3000
<b>A: Total Expenditure</b>	<b>£4355</b>

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	300 volunteer hours = £3000
<b>B: Total Income</b>	<b>£3000</b>

<b>C: Sum requested from Todmorden Town Council</b>	<b>£1355</b>
<b>D: Applicant contribution % = (B/A)%</b>	<b>69 %</b>
<b>E: Todmorden Town Council Contribution % = (C/A)%</b>	<b>31 %</b>
<b>D: Total income (must be sum of B &amp; C above) and equal to figure A</b>	<b>£4355</b>
<b>TTC use – does applicant contribution % meet criteria – see end of application form</b>	<b>Yes/No</b>

How much do you receive from your main funder ?	Per year £ 0 We are self funding
What other grants have you received in the last 3 years (amount and from who?)	

Bishop of Leeds Development Fund - £3000 ( for revitalised toddler group)

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 Cllr m Taylor       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: 26<sup>th</sup> October 2021**

**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)**