



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:	24/05/2022	Ref Number: (official use only)	
Name of Organisation:	Music Makes You Ltd.		
Address:	[REDACTED]		
		Postcode:	[REDACTED]

Name of person making the application.	[REDACTED]	Position:	Director
Telephone Number:	[REDACTED]	Email Address:	[REDACTED]
Website:	[REDACTED]	[REDACTED]	[REDACTED]

ORGANISATION DETAILS

What type of organisation are you?		
<input type="checkbox"/> Other Music Makes You is a CIC Limited by Guarantee		
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	<input type="checkbox"/> Yes	<input type="checkbox"/>
Are you part of a larger, national or regional organisation? If yes, please give details	<input type="checkbox"/>	<input type="checkbox"/> No
How many trustees, volunteers and service users are there in your organisation?	3	
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		

Music Makes You is a co-operative for music practitioners in the Calder Valley which aims to provide quality music tuition and music engagement to the people of the area. Our members teach in Calder High School, and from teaching spaces in Todmorden, Hebden Bridge and Sowerby Bridge. We hope to support our community and enrich the lives of the people in it.

We are applying for funding to realise a project by [REDACTED], using technology which he developed with Arts Council funding in 2020/21. The project involves eight singers from Todmorden, and eight from our twin towns of Bramsche and Roncq. It culminates in a piece of work which will be performed in the local woodland of each town, and is open to everyone.

The initial stage of the project requires that eight people from Todmorden record themselves at home, in an environment which they particularly like. The singers wear headphones which guide them through a 40 minute session, alternating between silence and singing. The silence documents the sounds of personal spaces, and is complemented by the songs. Then we have eight recordings which, when played together, create a choir of voices and of places.

These recordings are sent to [REDACTED] who loads the files onto a unique set of speakers which are designed to play synchronised audio (see the video below). This means that each speaker will play one of the recordings, and the recordings play together as one piece of music. These speakers can be arranged in a wide circle, and the audience sits inside, surrounded by sound and singing. Rather than present this project in a building, however, the audience are invited into the woods above Centre Vale Park, where the speakers are positioned high in the trees. The performance is free, and anyone can come and listen to the sounds of Todmorden homes, and occasionally, the sound of Todmorden voices singing in harmony.

I have asked the people of our twin towns of Bramsche and Roncq to record themselves at home, in the same way, and their recordings can be played in the woods above Todmorden as a celebration of our places and people.

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

We will include the banner of Todmorden Town Council on all promotional material, and credit the council for its support in the written material. If there are other ways in which we can credit the town council, we are happy to do so.

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

The project will be completely realised remotely, using internet transfers and communication. The equipment will be brought to Europe by car for the exchange. Other than that, there will be no use of fossil fuel.

We believe that time spent in nature engenders a feeling of connection with the natural environment, and recognition of that relationship is the first step towards genuine care for the natural world. Bringing the project, respectfully, into the woods is a small restoration of this connection.

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
£0		£2,034	£0

DETAILS OF FUNDING REQUESTED

Is What is the purpose of your request for a grant?		
<input type="checkbox"/> Project Delivery <input type="checkbox"/> Community Cohesion <input type="checkbox"/> Civic Pride <input type="checkbox"/> Cultural Arts & Music Community Benefit		
What is your project called?	Twin Choirs	
When will your project start and finish?	Start Date: 01/07/2022	Finish Date: 01/10/2022

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

The pandemic was a time of enforced isolation, and it is important that we rekindle the connections within our communities. The project is focused on the individuals who create a town. It is connected to personal identities, and the intimacy of our homes, yet it is an open invitation to share our intimate spaces. This event is a way to further the identity of Todmorden as a place with enthusiasm for community, and as a place with a connection to the hillsides and woods which surround us. Todmorden is already seen as a town with a blossoming cultural diversity and great heritage, and this project is a unique and imaginative addition to that legacy. It is also an opportunity to share the tradition of group singing, which is kept alive by many small groups in the valley.

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?

Although there are only 8 people from Todmorden directly involved in the realisation of the project, everyone in Todmorden will have an opportunity to attend a performance. Once complete, the project can be repeated any number of times, as an immersive snapshot of our community.

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

TBC
I would hope to present this project in Todmorden at the beginning of September, and once again for the Folk Festival in 2023.

PROJECT COSTS AND FINANCES

Total Cost of Project:	£5420	Amount Requested:	£2640
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Have you previously applied for grant funding from Todmorden Town Council?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/> 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

Expenditure items	Cost (£)
Project Management	£400
Music Production	£400
Hire of synchronising speakers (8 speakers @ £40/day for 2 days)	£640
Vocal arrangements	£400
Living costs and project delivery in Europe	£400
Fuel and ferry costs to Europe	£400
Contingency fund	£400
Support in kind - Hire of synchronising speakers at development stages CONFIRMED	£960
Support in kind - Hire of synchronising speakers for one performance in Europe CONFIRMED	£320
Support in kind - 16 singers home recordings (£10/hr 5hrs per recording) CONFIRMED	£800
Support in kind - Design and promo material CONFIRMED	£300
Support in kind - 8 singers home recordings (£10/hr 5hrs per recording) UNCONFIRMED	£400
A: Total Expenditure	£5820

Other Income Sources (state from whom and whether confirmed)	Income (£)
B: Total Income	£0

C: Sum requested from Todmorden Town Council	£2640
D: Applicant contribution % = (B/A)% - (official use only)	55%
E: Todmorden Town Council Contribution % = (C/A)% (official use only)	45%
D: Total income (must be sum of B & C above) and equal to figure A	£5820
TTC use – does applicant contribution % meet criteria – see end of application form (official use only)	Yes/No

How much do you receive from your main funder ?	Per year £0
What other grants have you received in the last 3 years (amount and from who?)	
£2750 from Hebden Royd Town Council on 22/10/2020	

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.

As a member of the Musician's Union, [REDACTED] has £10,000,000 Public Liability Insurance.

All equipment is regularly P.A.T. tested.

Music Makes You is exempt from paying ICO fee, but conforms to data protection laws.

I have asked singers to contribute their time as a portion of the Support In Kind. Here are details of confirmed contributors.

CONFIRMED LOCAL SINGERS:

[REDACTED] - Guitar tutor and composer

[REDACTED] - Piano and vocal tutor

[REDACTED] - Vocal Tutor and member of DistantSING

[REDACTED] - Singer and director of Todmorden Folk Festival

[REDACTED] - Choirmaster of Three Valleys Gospel Choir (TVGC)

[REDACTED] - Soprano TVGC

[REDACTED] - Tenor TVGC

[REDACTED] - TVGC

TWIN TOWN ASSOCIATION (Todmorden) INVOLVEMENT:

[REDACTED] has been very enthused by the proposal. He has offered his support and has contacted the twin town associations of Bramsche and Roncq.

TWIN TOWN ASSOCIATION (Roncq/Bramsche) INVOLVEMENT:

[REDACTED] has received the following response from the Twin Town Association in Roncq;

"I read the project request to share voices between our two cities. I love this idea!

I will share it at our next meeting on June 8th.

I hope that the project will be validated. I will take the opportunity to do a survey to find the choir best suited to your needs.

be well both of you

Sincerely

[REDACTED]

He is awaiting a response from Bramsche TTA.

PERMISSION FROM THE COUNCIL:

I have spoken to Peter Vardy from Todmorden Council about the event, and without electricity, catering or vehicular access, he can see no reason it should pose any issues. In 2019 I hosted an event there, so I am familiar with the process and restrictions encountered when hosting a small public event in the park. I have not submitted an application to host the event in Centre Vale Park yet because I have no specific date in mind.

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
- No

Beneficiary Bank Account Sort Code and Account Number

Bank Account Name	Sort Code	Account Number
████████████████████	██████	██████

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.

Applicant Signature:



Date: 25/05/2022

Please submit your completed application form and supporting documents to:
Todmorden Town Council, Todmorden Community College, Burnley Road, Todmorden, OL14 7BX

Or

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

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.