



TODMORDEN TOWN COUNCIL

SMALL GRANTS APPLICATION FORM – MAXIMUM GRANT £3,000

CONTACT DETAILS

Date of Application:	03/02/22	Ref Number: (office use only)	
Name of Organisation:	Old Library Cornholme & Portsmouth Ltd		
Address: 1 Parkside, Cornholme, Todmorden	Postcode OL14 8NH		

Name of person making the application.	██████████	Position:	Co-Chair & Director
Telephone Number:	██████████	Email Address:	██████████
Website:	Under construction	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"/> non-profit Limited Company (currently apply for charitable status)	
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 long has your organisation been operating?			
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"/> X Yes <input type="checkbox"/> No
PURPOSE OF GRANT APPLICATION (Tick all that apply)			
Community Benefit <input checked="" type="checkbox"/>	Community Cohesion <input checked="" type="checkbox"/>	Core Funding <input type="checkbox"/>	Civic Pride <input type="checkbox"/>
Climate Change <input type="checkbox"/>	Environmental Projects <input type="checkbox"/>	Food Growing <input checked="" type="checkbox"/>	Skills Development <input checked="" type="checkbox"/>
Cultural Arts & Music <input type="checkbox"/>	Town Centre Improvement Safety/Promotion <input type="checkbox"/>	Voluntary Sector Youth Engagement <input checked="" type="checkbox"/>	Social Exclusion/ Economic Difficulties <input checked="" type="checkbox"/>
Accessibility and Inclusivity – especially Dementia friendly <input checked="" type="checkbox"/>			

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.

The Old Library is operated by volunteers which include a management committee and team of dedicated volunteers who run a busy foodbank, look after the premises and work with the local community.

The operations at the centre were severely affected by the pandemic which coincided with the end of revenue funding from the National Lottery. Over the last two years the organisation has worked hard to continue providing services (albeit on a reduced basis) and has raised enough money and support to get through what was a difficult period.

Coming out of the pandemic and with a revitalised band of volunteers we want to improve and expand our offer to the local community.

We currently operate a food bank which is much in demand, help operate activities for children during holiday times, act as a drop in for advice on a growing range of issues including health, benefits and work. We also provide a community base for organisations and groups to hold events and activities for the local community.

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

We will publicly acknowledge Town Council support in our literature, in our annual report and social media including the Town Council website. We wish to promote use of the community centre and to assist with this will produce publicity for local media to advertise refurbishment of the kitchen and the Town Council's assistance will be included in any such promotional information.

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

Building materials will meet BS and only be purchased from reputable suppliers. Any waste arising from the improvement works will be properly disposed of. The upgrading of the kitchen will help support our plans to develop community growing and cook and eat programmes on site which assist with less consumption of packaged and processed foods. An element of the planned cook and learn group activities will cover environmental considerations in food purchase and preparation.

FINANCIAL INFORMATION – (Please complete/provide)

Level of Reserves Held at application date £1,000	Annual Income Expenditure Statement Oct 20 -Sept 21 Income 11,652 Expenditure 8,575	Bank Statement(s) Balance at application date £ 7,547.30 (07/2/22)	Total value of Assets Held £Nil
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Town Clerk note – Bank Statement seen as at 28th Jan 2022 balance £8592

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

- Town Hall Hire Core Funding Event
- X Project Delivery Other

What is your project called?	Kitchen Refurbishment Project	
When will your project start and finish?	Start Date: June 22	Finish Date: September 22

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

The upgrading of the kitchen will help sustain a much needed community resource and will help enable the development of the community centre activities and services.

We plan to increase use of the kitchen facility, and this includes more use by local community groups and also to develop cook and eat activities which will benefit people who have limited resources and also who wish to learn more about healthy eating. Alongside this will be the relaunching of a community garden at the community centre site and we hope to grow some vegetables which can then be cooked in the kitchen.

**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 Cornholme area is one of the most deprived areas of Calderdale with indices of poor health, housing problems, unemployment and poverty.

There are no other local community venues to bring people together. The provision helps promote cohesion and addresses food poverty which is forecast to rise with rising fuel costs resulting in more people having to choose between heating and eating. We are involved in the Food Poverty Forum which is a network of voluntary groups across Calderdale.

The Old library Community Centre acts as a lifeline to some of the most disadvantaged people in our local community. The population of Cornholme and Portsmouth is over 1,700 and all members of the community can benefit from the community centre. A number of agencies use the centre as a point of contact and this currently includes the mental health support agency Healthy Minds and a Jobs Advisor.

Very little money has been spent on the fabric of the building for a number of years with the recent focus being on providing a foodbank service during the pandemic. Upgrading of the kitchen facilities is now a pressing need both to continue being able to provide services but also develop the range of options and activities. Because the kitchen provides food to the public we are required to equip it to a standard using equipment which meets the required standards. Whilst we have been able to raise funds to keep the centre operating through small grants, individual donations, fund raising and occasional room hire we need help to get the kitchen to a standard fit for the future.

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

PROJECT COSTS AND FINANCES

Total Cost of Project:	£ 8,759.02	Amount Requested:	£3,000
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Have you previously applied for grant funding from Todmorden Town Council?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, when did you apply and what amounts were awarded?	2020 £1,000 from COVID Fund 2015 £5,000
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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"/> 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 (£)
1 Sink Unit	639.92
2 Shelf, Wall Mounted	170.91
1 Shelf, Wall Mounted	75.03
3 Shelf, Wall Mounted	170.91
1 Work Table	256.10
1 Work Table	399.94
Flooring Pre & Flooring	2,393.95
Decoration	507.69
Installation	1,250
Strip out works	608.97
Waste Removal	160.26
VAT	1,325.34
If applicable - Volunteer hours 100 at £10 per hour	1,000
A: Total Expenditure	8,959.02

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	977.02
Unspent previous grant from TTC	482
Reaps Moss Windfarm (awaiting decision)	3,500
If applicable – 100 Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	1000
B: Total Income	5,959.02

C: Sum requested from Todmorden Town Council	3,000
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D: Applicant contribution % = (B/A)%	66 %
E: Todmorden Town Council Contribution % = (C/A)%	34 %
D: Total income (must be sum of B & C above) and equal to figure A	8,959.02
TTC use – does applicant contribution % meet criteria – see end of application form	Yes

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

TOWN COUNCILLOR SUPPORT – is this application supported by your ward Town Councillor?

X Yes No

CHECKLIST AND SUPPORTING DOCUMENTS

Please enclose the following documents with your application. We will only process your application once we have received them.	
<input checked="" 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 checked="" type="checkbox"/>	Copy of your organisation’s constitution or set of rules
<input checked="" type="checkbox"/>	Copies of your bank statements for the last six months
<input checked="" type="checkbox"/>	Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item Only possible to obtain one quote. Company are competitive & recommended.

Town Clerk comment – Charitable Co
Article seen

Town Clerk – quote seen –

- 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 Town Clerk- Resolution seen
- 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.**

Town Clerk note – scanned signature to application held on file

Applicant Signature: [REDACTED]

Date:3/2/22

YOU CAN SUBMIT YOUR COMPLETED APPLICATION FORM TO US BY POST OR EMAIL

BY POST TO:

**THE TOWN CLERK
TODMORDEN TOWN COUNCIL
TODMORDEN COMMUNITY COLLEGE
BURNLEY ROAD
TODMORDEN**

BY 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 be available for use on other projects not approved by Todmorden Town Council.

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.

TOWN COUNCILLOR CONTACTS

Central Ward

Cllr Graham Kent	cllr.gkent@todmorden-tc.gov.uk
Cllr Steve Martin	cllr.smartin@todmorden-tc.gov.uk
Cllr Denis Skelton	cllr.dskelton@todmorden-tc.gov.uk

Cornholme Ward

Cllr Tony Greenwood	cllr.agreenwood@todmorden-tc.gov.uk
Cllr Pat Ripley	cllr.pripley@todmorden-tc.gov.uk
Cllr Kenneth White	cllr.kwhite@todmorden-tc.gov.uk

Langfield

Cllr Jane Williams	cllr.jwilliams@todmorden-tc.gov.uk
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Stansfield

Cllr Andy Hollis	cllr.ahollis@todmorden-tc.gov.uk
Cllr Liz Thorpe	cllr.lthorpe@todmorden-tc.gov.uk
Cllr Louisa Needham	cllr.lneedham@todmorden-tc.gov.uk

Stoodley Ward

Cllr Ruth Coleman–Taylor	Cllr.rcoleman@todmorden-tc.gov.uk
Cllr Margareta Holmstedt	cllr.mholmstedt@todmorden-tc.gov.uk
Cllr Linda Levick	cllr.llevick@todmorden-tc.gov.uk
Cllr Patricia Taylor	Cllr.ptaylor@todmorden-tc.gov.uk

Walsden Ward

Cllr Mary Carrigan	cllr.mcarrigan@todmorden-tc.gov.uk
Cllr Mick Taylor	cllr.mtaylor@todmorden-tc.gov.uk