



TODMORDEN TOWN COUNCIL

START UP GRANTS APPLICATION FORM – MAXIMUM GRANT £500

CONTACT DETAILS

Applicants should familiarise themselves with the Discretionary Grants Policy and award criteria before submitting their Grant application

Date of Application:	22/10/2020	Ref Number: <i>(office use only)</i>	
Name of Organisation:	Immortal Bloom		
	[REDACTED] [REDACTED] [REDACTED] [REDACTED]		
		Postcode:	OL14 8JA

Name of person making the application.	Rachel Rea	Position:	Artist/Project Manager
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]

ORGANISATION DETAILS

What type of organisation are you?		
<input type="checkbox"/> Charitable Organisation	<input checked="" type="checkbox"/> Unregistered Community Group/Club/Society (delete as appropriate*)	
<input type="checkbox"/> Registered Charity	<input type="checkbox"/> Charity Number	<input type="checkbox"/> 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"/> X	<input type="checkbox"/>
Are you part of a larger, national or regional organisation? If yes, please give details	<input type="checkbox"/>	<input checked="" type="checkbox"/> XNo
How many trustees, volunteers and service users are there in your organisation?	4	
PURPOSE OF GRANT APPLICATION (Tick all that apply)		

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

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

We are an emerging arts organisation whose objectives present sustainable, inclusive and accessible crafts from recycling of waste/end of life plastic products. Our aim is to inform and educate people about Circular Design, Circular Economy and the science and environmental issues surrounding our use of plastics.

The activity we propose is an online workshop, (live) from our studio in Todmorden (and available online afterwards), with a make-at-home craft activity to create Christmas ornaments from domestic plastic waste (“out of the recycling bin”). The idea is that people will try this craft activity, producing decorations from waste which can themselves be recycled after Christmas, and submit photos of their work to create an online gallery.

We propose to collaborate with organisations such as the community mosque and are looking to forward this as an arts vehicle to make it accessible across Todmorden in making online video crafts for those with disabilities/learning challenges and marginalised areas to kickstart minimising wasteful product.

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

We acknowledge any support that Todmorden Town Council may be able to give.
By using any council logos in support of our online material, collaborative partners in Leeds E.G Leeds Disabled Peoples Organisation and local communities in Todmorden. This is presented on our website and other promotional materials for the local public. We also intend to start a small 15 min podcast surrounding said themes and implementing resilience to support local culture.
By having a Zoom , participatory class online we would be reaching out to Todmorden inhabitants through the appropriate social network channels, Tod Squad, People of Tod, Council Information Centre etc.

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

Our principles are circularity, sustainability, recyclability and biomimicry- meaning we believe that our uses of materials and technologies are reusable and circular in their design.

PETShop ethos is ARCC, awareness, recyclability, circularity and creativity in response to making a series of upskilling crafts that repurpose waste products to enhance domestic and natural environments. By doing so this minimises our consumption to the waste supply chain. Another benefit that our workshops provide is that all the required materials needed for each art workshop can be readily sourced from within the home giving these products a second lease of life which in turn reduces the carbon footprint in relation to purchasing new materials and the travel involved in doing that.

A secondary benefit is that we hope that this will encourage people to view everyday products within the home in a different way. All our workshops will be delivered online which allows for greater access and also for artists from outside the area to engage with participants within Todmorden without the need to travel across the county.

Finally, Immortal Bloom draws heavily on response to the Climate Emergency to encourage a stay at home stay safe practice and includes partners involved in more direct approaches to material waste and circularity through organisations such as Our Future Leeds, Zero Carbon yorkshire and The Chartered Institute of Logistics and Transport.

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

Town Hall Hire
 Core Funding
 X Event
 X Project Delivery
 X Other (please specify) Educational accessibility workshop

What is your project called?	PETShop Xmas	
When will your project start and finish?	Start Date: November 14 th	Finish Date: 23 rd November

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

Help raise awareness on critical issues surrounding plastic waste, education in recycling and upskilling in craft. Making these workshops an online hub for members from marginalised groups to come together online and share knowledge/ideas without the boundary of travelling during this time, ready for the Christmas period. We are looking to directly connect with families and individuals, especially those that may be self-isolating due to Covid. We are aware of the rich tradition that Todmorden has of community participation within arts and cultural events and we feel that our arts vehicle will help in keeping that connection and involvement going whilst improving the mental wellbeing of individuals.

We are available to work with Community groups and schools within Todmorden and are currently in discussion with a number of these about delivery of our online workshops. What we are looking to create with the Christmas project is artwork from items that would go into the waste cycle that can be displayed within the home or outdoors, added to and reused each year. To document the project we will invite participants to up load pictures of what they've created and the environment that they've displayed them in to form an online gallery of work created in Todmorden by the people of Todmorden.

This project is a follow on from "PET shop", which we delivered with funding from Leeds Inspired in response to COVID-19 lockdown restrictions, and which is a series of online workshops with added subtitles and audio description, developed in collaboration with Leeds Disabled People's Organisation to address the barriers many disabled people face in accessing traditional craft workshops.

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 directly addresses issues in circularity, sustainability and climate change, by kickstarting a new way of socialising bridging disability and bringing ethnic groups together to integrate in a fun and creative practice. It will improve communication and creativity skills and form stronger family and social bonds within the community. We are aware of the impact that Covid has had on our younger people and also the most vulnerable in our society and our platform is a vehicle to that will aide in developing people's confidence and communication skills and within that : -
 . Improve their wellbeing and social skills

. Personal aspirations and sense of achievement

. Problem solving and motor skills

By providing this platform we are looking to energise people's hidden creative skills so that when we are able to meet face to face again participants in this project can share their new found skills and knowledge within Todmorden with others in the community.

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

Date of Christmas art workshop, Saturday 14th Nov

Gallery release 23rd- Nov

Broadcast venue, Robinwood mill,

Venue, home based online

PROJECT COSTS AND FINANCES

Total Cost of Project:	£500	Amount Requested:	£500
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Have you or this group previously applied for or received any other grant for this project? If yes, please complete below.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Applied to:	Leeds Inspired , Leeds City Council	
Date(s) applied for:	26/03/2020	
Received From	Leeds Disabled Peoples organisation	
Date(s) received	04/04/2020- 19/07/20	
Amount(s) received	£1000	

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 (£)
Camera Operator	£240
Studio Rental	£200
Marketing Materials	£170
A: Total Expenditure	£500

Other Income Sources (state from whom and whether confirmed)	Total (£)
From your own resources (including public fundraising)	
Crowdfunder- gofundme	£1000 target to allow future delivery of workshops
	£375 confirmed
B: Total Income	Up to £1000

C: Sum requested from Todmorden Town Council	£500
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D: Total income (must be sum of B & C above) and equal to figure A	£1500
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How much do you receive from your main funder?	Per year N/A
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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.

Applicants must supply one reference.	
Reference Name	Reference contact details
Cllr Ken White	Cllr.kwhite@todmorden-tc.gov.uk

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

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"/>	You are required to supply one reference.
<input checked="" type="checkbox"/>	Copy of your organisation's constitution or set of rules or general statement of intent to provide such for the organisation.
<input checked="" type="checkbox"/>	Details of the groups/associations bank account sort code and account number.
<input checked="" type="checkbox"/>	Evidence of any other awards received towards the project cost e.g. copy of award letter.
<input checked="" type="checkbox"/>	A copy of the organisation's decision to apply for the grant signed by a minimum of two of the organisation's members.
<input checked="" 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.**

GUIDELINES FOR START UP GRANT APPLICATIONS

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 START UP GRANT APPLICATIONS

- 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 if successful for this grant application.
- 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 £500. However, please bear in mind that the Town Council has very limited resources and grants usually range from £100 - £250 for start-up core funding.
- 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.
- 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.

	New start up Organisation / Group			
Project cost	Maximum Grant award	*Volunteer/ time Matched funding considered as contribution	Frequency of Grant	Subsequent year consideration
Up to £500	100%	Not applicable	One-off grant	Not for ongoing revenue support but consideration under existing organisation grant criteria