



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:	16 March 2023	Ref Number: <i>(official use only)</i>	
Name of Organisation:	Todmorden Country Fair		
Address:			
	Postcode:		

Name of person making the application.		Position:	Trade Secretary
Telephone Number:		Email Address:	
Website:	www.todmordencountryfair.com	Town Clerk confirmed Bank details and supporting documents <i>(official use only)</i>	YES

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"/> Other (please state) CIC organisation
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?	10	
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>Todmorden Country Fair (TCF) is run by volunteer's since the first show in 2017. (there was no show in 2020 & 2021 due to the pandemic). TCF is yearly show which will take place on the 24 June 2023, the show will see a traditional approach to country pursuits. Within the main ring, we will have camel racing, a favourite for the locals having not had them since 2019 and many of the locals have asked for the camel to return, as well as terrier racing and falconry displays. We have a keen emphasis on local business with traders being from the local area as well as having an arts and craft tent for local people to sell their arts and crafts. There will be trade stands selling a range of food and drinks, such as pies, thai food, burgers, sausages, cakes and sweets. There will also be other trade stands selling other items such as clothing, garden equipment, tools and hanging basket brackets. There will also be PAWS attending which there will be a have a go agility course for dogs as well as a dog show for people to enter their dogs. Also, there will be a horse show for equestrians to show their horse, both ridden and in hand. TCF will have other activities going on through out the day such as Target shooting, a funfair for the children, donkey's, Llamas, Sheep shearing showing, Bradford Spinners showing the local</p>		

community how wool is created from sheep's wool, Jasper the Jester who has different workshops for children such as balloon modelling, spinning tops and much more. Incredible Edible will also be at the show and have been at the show since the beginning.

There will also be a variety of charity stands at the show and as a way of supporting the charity, TCF will return their pitch fees as a way of supporting the charity.

There is a handicraft and produce competition for local people of any age to enter, where this years theme is 'by the sea'

The whole purpose of the show is to bring local people of Todmorden to enjoy a local day out.

We would like Todmorden Town Council to sponsor the main event – the Camel Racing.

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

We will be asking vendors to use items that are biodegradable and able to recycle. We will have a variety of bins around the site asking for litter to be put in the recycle bins. We will try and recycle as much rubbish as we can.

As the show is on Centre Vale Park, we will be asking locals to walk to the show rather than driving.

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

TCH would put out a statement thanking Todmorden Town Council for the Grant as well as acknowledgement on the web site and Social Media.

Any literature that we have, such as banners, posters and flyers will have the Town Council Logo on.

Announcements on the day will be referenced to the grant and Todmorden Town Council.

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 £
£0.00	Provided	£2,456.41 (16.03.23)	0

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

- Town Hall Hire
- Project Delivery
- Core Funding
- Civic Pride
- Town Centre Improvement
- Safety/Promotion
- Environmental Projects
- Climate Change
- Community Cohesion
- Cultural Arts & Music
- X Town Centre Event

Community Benefit

What is your project called?	Todmorden Country Fair	
When will your project start and finish?	Start Date: 24 June 2023	Finish Date: 24 June 2023

How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).
<p>TCF is a one day event, where voluntary groups /charities within the local area will be attending. As explained earlier the pitch fees received for any charity / voluntary groups will be returned to them as a way of saying thank you and supporting their charity. Not only will being at the show promote their charity / voluntary group but they will get to meet local people who can join the voluntary group and their activities, should they wish.</p> <p>Pennine Animal Welfare Society (PAWS) will have a stand at the show where there will be a have a go agility course for dogs and their owners as well a dog show throughout the day for anyone to enter. Any money that PAWS make will helps their organisation to provide shelter for dogs and cats.</p>

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?
<p>The show has been taking place since 2017 and has been growing ever since. It is a one day event which provides an opportunity for a wide range of organisations to demonstrate produce; artefacts and services which are available to the local community and this contributes to their well being and potential growth. Not only will being at the show promote a variety of organisations / Charities and Voluntary groups.</p> <p>TCF want to ensure that the show is inclusive for all members of the public offering opportunities for all residents of Todmorden. TCF's aim is to provide a safe family day out to promote Todmorden and for local people to come together and be part of a brighter future.</p>
Please include dates and venue of events if applicable – please include a draft programme if available.
<p>24 June 2023 Centre Vale Park Todmorden</p> <p>Last years programme is attached.</p>

PROJECT COSTS AND FINANCES

Total Cost of Project:	£34,014.54	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
If yes, when did you apply and what amounts were awarded?	2017 £3,000	

Have you or this group previously applied for or received any other grant for this project?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Applied to:	National Lottery, Community Foundation For Calderdale	
Date(s) applied for:	24 June 2023	
Received from:	Only applied recently	
Date(s) received:	Only applied recently	
Amount (s) received:	Only applied recently	

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 (£)
Camels	£3,270.00
Silverback group - set up / dismantle the show	£2,290.03
Marquees	£7,946.40
Toilet Hire	£1,662.00
First Aid (Based on 2022 cost)	£460.80
Security (Based on 2022 cost)	£2,062.80
Fencing	£1,488.00
Dance floor & Electricity	£1,015.00
Lancashire PA Hire	£1,500.00
Hire of Generators	£1,254.83
Licences (Based on 2022 cost – Insurance, Market, CMBC Event)	£2,162.69
Entertainment during the show (Based on 2022 cost)	£2,867.50
Adverting the show (Based on 2022 cost –Programmes, adverts. Banners, Posters)	£1,885.25
Rosettes / Trophies (Based on 2022 cost)	£903.62
Food (Based on 2022 Costs)	£1,581.00
3 x Judges (Based on 2022 Costs for judging the horses)	£225.00
Post office	£110.92
Shopping (Items needed for the show)	£109.15
Hire of Water Tap for the show	£519.56
Making of the blackboards	£469.99
IVC's	£130.00
Competition Prize Money	£100.00
If applicable - Volunteer hours	at £10 per hour
A: Total Expenditure	£34,014.54

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	
Ticket sales on the day (ESTIMATE)	£17,589.79
Sponsorship	£5,000
Advertising (Programme / Banners	£495.00
Donations (ESTIMATE)	£4,500
Trade Stands	£7,809.00
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	
B: Total Income	£35,393.79

C: Sum requested from Todmorden Town Council	£3,000
D: Applicant contribution % = (B/A)% - (official use only)	Complies with policy criteria
E: Todmorden Town Council Contribution % = (C/A)% (official use only)	9 %
D: Total income (must be sum of B & C above) and equal to figure A	£32,393.79
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 £0.00
What other grants have you received in the last 3 years (amount and from who?)	
Over the past three years we have not applied for any grants, due to COVID as there wasn't a show in 2020 & 2021. The first show back from COVID was in 2022, but the committee didn't apply for any grants.	
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:

CHECKLIST AND SUPPORTING DOCUMENTS

Please enclose the following documents with your application. We will only process your application once we have received them.

- X 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).
- X Copy of your organisation's constitution or set of rules
- X Copies of your bank statements for the last six months
- X Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item
- N/A Evidence of any other awards received towards the cost of the project e.g. copy of award letter.
- X A certified copy of the resolution of the organisation to apply for the grant
- X Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received) – **CMBC PERMIT FOR CV PARK IS OUTSTANDING DUE TO DELAYS AT CMBC CAUSED BY WORKS ON THE MAIN FIELD IN THE PARK.**

If you are unable to supply this information, please contact the Town Council office for advice prior to submission.