



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:	25/05/2023	Ref Number:	
		<i>(official use only)</i>	
Name of Organisation:	Todmorden Book Festival		
Address:			
		Postcode:	

Name of person making the application.		Position:	
Telephone Number:		Email Address:	
Website:		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 Unregistered Community Group <input type="checkbox"/> Registered Charity <input type="checkbox"/> Charity Number <input checked="" type="checkbox"/> Other (please state) Not for profit company ltd by guarantee but run by local,volunteers		
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	X Yes	<input type="checkbox"/> No
Are you part of a larger, national or regional organisation? If yes, please give details	<input type="checkbox"/> Yes	X No
How many trustees, volunteers and service users are there in your organisation?	9	
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 started in 2019. Our aim is to bring the joy of the written word to as many local people as possible and through that inspire young and old alike to realise their gifts. Understanding the pressures many people are under, we aim to lift the spirits of local people, improve their mental well-being and inspire their creativity. We also aim to spotlight local talent and encourage budding poets and novelists to realise their potential. We always include a significant community engagement strand in our festivals and aim to reach out with free events to primary and secondary school children, the community at large and through collaboration with other community groups reach as wide an audience as possible. The feedback we get from each festival helps us when planning the next to be as inclusive and accessible as possible. We aim to be the book festival for everyone, whether a book lover or someone who is a little nervous of them.

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

We always include the Town Council logo on all publicity materials and reference the support in all written publications and press releases. Town Councillors and our clerk will of course be invited to our launch.

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

Environmental sustainability is at the heart of the festival approach. We prefer to publicise through digital means but for those for whom this is not appropriate we publish on biodegradable and recycled materials. We reuse items like lanyards year on year. We encourage all participants to travel by public transport, use local hospitality and products, and this year will produce a walking map of the town and our venues.

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
£ 3,800.	To follow	£3800	£ 3800. We hold no assets other than our bank balance.

DETAILS OF FUNDING REQUESTED

Is What is the purpose of your request for a grant?		
<input type="checkbox"/> Town Hall Hire <input checked="" type="checkbox"/> X Community Cohesion <input checked="" type="checkbox"/> X Project Delivery <input type="checkbox"/> X Cultural Arts & Music <input type="checkbox"/> Core Funding <input type="checkbox"/> Town Centre Event <input type="checkbox"/> Civic Pride <input type="checkbox"/> Food Growing <input type="checkbox"/> Town Centre Improvement <input type="checkbox"/> Skills Development <input type="checkbox"/> Safety/Promotion <input type="checkbox"/> Voluntary Sector Youth Engagement <input type="checkbox"/> Environmental Projects <input type="checkbox"/> Social Exclusion/Economic Difficulties <input type="checkbox"/> Climate Change <input type="checkbox"/> Accessibility and Inclusivity – especially Dementia friendly <input checked="" type="checkbox"/> X Community Benefit <input type="checkbox"/> Other (Please Specify)		
What is your project called?	Todmorden Book Festival	
When will your project start and finish?	Start Date:17/11/2023 (actual festival). Prep already started but promotion and training starts July.	Finish Date:25/11/2023 (actual festival) Final evaluation 11/12/2023.

How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).
<p>Arts and creativity can be a lifeline to people in difficult times. Our festival reaches out to as many local people of all ages and backgrounds as we possibly can. We are all local volunteers.</p> <p>Our schools programme includes storytelling in three primary schools, and an authors panel in the High School to inspire and help children realise their own creative potential and simply have fun.</p> <p>Our Soundscapes project aims to take the stories of local older people which we collected as part of our last festival and create legacy recordings which will be available for people to listen to in the local library and hopefully through organisations like the Talking Newspaper.</p> <p>Our collaboration with Music for the Many will culminate in a free event at the Hippodrome involving musicians, a poet and local school children. The poet will work in a local school to create with students a poem which will then inspire Music for the Many to create a new piece of work which in turn will be performed by local children. This will be a first in Todmorden.</p> <p>Our three workshops on poetry, novel and short story writing will support our talented local people as they consider their future writing career.</p> <p>Our venues are all accessible and stretch across the centre of Todmorden from the Hippodrome, to the College, Town Hall, church, Working men’s club, Folklore Centre and Fielden Hall.</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?

We know from our previous years feedback forms that the festival is enjoyed by a wide cross section of local people as well as attracting visitors to our town.

We've endured the pandemic, cost of living crisis and real pressures on the mental health of many in our community. The festival is one way of bringing joy to residents and help them reconnect with others either in person or through the Soundscapes legacy project or recordings of some of the events which we would hope to put on our website.

We know we have talented writers and storytellers locally who can sometimes feel overlooked by national arts bodies, and this festival is an opportunity to invest in their talents and help them on the first rung of a creative ladder through our workshops.

We have free community and schools events but some of our events are ticketed because of need to cover author fees and travel etc. However all events are free to under 16s and we have discounted prices for those less able to pay.

We know our festival has a good reputation. Information from previous years shows we do attract visitors to our town who stay and spend locally and to encourage more support for local businesses we are producing a walking map of venues and places to eat and drink in Todmorden.

We get great support from the TIC.

We estimate that across events and the Soundscapes project about 2000 people will benefit from the festival.

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

17/11/2023. Launch and first event at Town Hall. (Mick Herron, author).

18/11/2023. Workshops at Library, events at Community College, St. Marys and Fielden Hall. Soundscapes available at library.

19/11/2023. Events at Hippodrome, (Joelle Taylor) and Fielden Hall.

20/11/2023 to 24/11/2023. Schools events, primary and secondary.

22/11/2023. Event at Folklore Centre.

24/11/2023. Event at Working Man's club.

25/11/2023. Music for the many poetry event at Hippodrome.

PROJECT COSTS AND FINANCES

Total Cost of Project:	£ 16,000	Amount Requested:	£ 3000
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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?	2021 £3000	

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:	Calderdale Community Foundation Arts Council	
Date(s) applied for:	May 2023	
Received from:	Not received	
Date(s) received:	N/A	
Amount (s) received:	Nil to date.	

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 (£)
4 Primary schools/secondary school events	£1,000
Music for the Many	£2,000
Soundscapes	£2,000
Authors fees and expenses for other events.	£6,900
Marketing and publicity ,website and social media.	£2,000
Venue hire and technical support	£2,100
If applicable - Volunteer hours at £10 per hour	
A: Total Expenditure	£16,000

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	£1,400 as hold low reserves
Calderdale Community Foundation (Not confirmed. Unlikely to get all)	£5,000 Possibly £2,000
Arts Council (Not confirmed. Told 50% chance)	£9,600
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	
B: Total income	£13,000

C: Sum requested from Todmorden Town Council	£3,000
D: Applicant contribution % = (B/A)% - (official use only)	10.7%
E: Todmorden Town Council Contribution % = (C/A)% (official use only)	18.75%
D: Total income (must be sum of B & C above) and equal to figure A	£16,000
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 £. No main funder but Town Council supported us a lot in past.
What other grants have you received in the last 3 years (amount and from who?)	
<p>2022. None. Used CCF underspend as funds for small schools programme. CCF agreement.</p> <p>2021. Town Council £3000. CCF £5000. Arts Council £10500 Ward Forum £500.</p> <p>2020. On line festival. Town Council £3000. Ward Forum £500. Active Calderdale. £1000</p>	
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.	