



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:	23/8/23	Ref Number: <i>(official use only)</i>	
Name of Organisation:	Todmorden Food Drop In		
Address: Todmorden Learning Centre and Community Hub, Burnley Road Todmorden	Postcode: OL14 7BX		

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

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 checked="" type="checkbox"/> Registered Charity <input type="checkbox"/> Charity Number 1201934 <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"/> 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?	80 volunteers, including 8 Trustees. 353 registered service users plus their families	
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 Food Drop In has been providing vital support to people in the town for 10 years. The need is now greater than ever and the numbers using the Food Drop In are at a level we could never have anticipated back in 2013. Everyone is welcome, no referrals are needed and people can use the service for as long as they need it. Fresh food such as eggs, cheese, bread, fruit, and vegetables are always available and the range of standard items include different types of milk such as oat and almond, range of toiletries and nappies. In addition, every week there is a free café, and access to different advice organisations. During the winter months we provide bedding and warm clothing and also support people with their individual needs throughout the year.</p>		

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

Majority of people bring their own reusable bags and all are asked to do so. All recyclable packaging is taken to the recycling centre. The fresh fruit and veg we purchase is bought from a local stall on Todmorden market and we purchase the majority of our tinned food from Aldi next door to where Todmorden Food Drop In operates from. All of which is helping us to try and reduce our carbon footprint. We recycle wherever possible too.

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

On the website and any publicity, we will publicly thank the town council on our social media sites.

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
£64.097.59	Attached	£ 64.097.59	

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

- Town Hall Hire
 - Project Delivery
 - X Core Funding**
 - Civic Pride
 - Town Centre Improvement
 - Safety/Promotion
 - Environmental Projects
 - Climate Change
 - X Community Cohesion**
 - Cultural Arts & Music
 - Town Centre Event
 - Food Growing
 - Skills Development
 - Voluntary Sector Youth Engagement
 - xSocial Exclusion/Economic Difficulties**
 - X Accessibility and Inclusivity** – especially Dementia friendly
 - X Other (Please Specify) Health**
- Community Benefit

What is your project called?	Todmorden Food Drop In (Rent Charges)	
When will your project start and finish?	Start Date: 1 st November 2023	Finish Date: 1 st November 2024

<p>How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).</p> <p>When people are struggling to make ends meet and face problems at every turn, the Food Drop In is a vital community space which provides a warm welcome, practical support in the way of food bags, the café, signposting to the on-site advice agencies and help with individual needs. We know from talking to people every week, and the user survey we carried out in 2022, just how essential the Food Drop In is to the physical and mental well-being of a significant part of the local community.</p> <p><i>“Helpful, friendly, kind, supportive, like a family “ “Very friendly people and so understanding”</i> <i>“Couldn’t make myself come for a few weeks but when finally did, very welcoming. Has made a huge difference to me.” “Staff were so friendly -really helped. Fantastic. Really excellent” “Met other people, good to have company and make new friends. A big help emotionally, as well as financially.”</i> <i>“Doing an amazing job- you don’t realise what a difference you’re making to people” “I had no coat to go out in and was bought a warm and waterproof coat that was perfect.</i></p> <p>Disability Support Calderdale, Newground and Todmorden Emergency Support have all reported on the value of running advice sessions at the Food Drop In, and helping people who may not have received their support otherwise.</p>

<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> <p>The grant will be used to pay for the rent we are charged by the Todmorden Community and Learning Hub for use of rooms within the building. If successful, we will provide invoices as well as copies of bank statements to show that the grant has been used to cover the rental costs.</p> <p>The Food Drop In is needed because many people simply do not have enough money to live on. The situation has got much worse since the cost of living crisis and the sharp increase in every day food items and energy bills.</p> <p>In 2019 there were 219 households registered with an average attendance of 80-100 households. Currently there are 353 households registered, 557 adults and 344 children. Average attendance is around 140 -160 households with the highest ever recorded figure in February 2023 of 165 households, 236 adults and 145 children. That figure was almost matched this August with 163 households. The number of adults was higher though at 251 and the number of children one less at 144.</p> <p>Running the Food Drop In is now a major operation involving 80 volunteers and requiring a huge amount of volunteer time. There are 20 volunteers on duty every Saturday and throughout the week volunteers are buying food and other items, restocking shelves, preparing food for the café, collecting donations from supermarkets, drawing up volunteer rotas, doing funding applications, maintaining the website, Facebook book and other communication channels. During the winter months there is a considerable additional workload of providing people with bedding and matching up donated clothing to individual needs.</p> <p>The Food Drop In is entirely dependent on grants and support from the local community. Overheads have increased significantly due to the increasing numbers using the service and the sharp increase in the costs of food items. Due to inflation food prices have risen by 25% which has had a direct impact and shape increase in the amount we are now having to pay for the food we give out. . Although Food Drop In has reserves of £64,000 the current costs are now around £12,000 per month with expenditure often being about £5000 more than income. It is likely that our core costs</p>

and demand for the service will both continue to increase. There is also the risk that the support we receive from individual and community donations will decrease as the economic crisis continues.

The Town Council has supported the Food Drop In with grants over the years, which is very much appreciated. Due to the increasing need for the service and value to the community, we are now requesting a larger grant of £7,000 to help ensure the service can be maintained.

We would like to stress to the Town Council that for the last six months we have and are seeing unprecedented numbers of people coming on a weekly basis to get food parcels that are way above the highest amount we have seen in the last twelve and a half years of operating. This is also during the spring and summer months, and we face another winter of increased fuel and food prices. This will impact on us in two major ways; continuing numbers of people being forced to seek help with basic food items and an increase in the amount it costs us to purchase the food we give out in food parcels.

We would also like to stress that the short fall we now face of around £5,000-£6,000 each **MONTH** from our donations has to be filled via successful grant applications. As a result we are having to look for larger grant funding and also apply for a wider range and larger number of small. This is why your support in agreeing the larger grant would be extremely helpful.

We may seem to have healthy reserves but we are extremely conscious that with our monthly deficit; which is likely to increase as numbers of people seeking help increase; this is rapidly reducing and at the current rate if we were unsuccessful in being awarded any grants, would be spent in the next twelve months. The board of trustees have agreed a contingency plan to try and mitigate this on-going issue whilst also trying to maintain the level of support we offer people. This includes reducing the amount of food items given out and once 150 people have attended the remaining people who arrive are given smaller pre-packed bag. However we are keen to not have to put the plans into action.

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

Not applicable

PROJECT COSTS AND FINANCES

Total Cost of Project:	£144,000 costs for 2023-2024	Amount Requested:	£7,000
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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?	2013 - £1590. 2014 - £3063.85. 2017 - £500. 2020 - £316. 2021 - £500. 2022 £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:	See attached annual reports for details of all grant funding received in the last 3 years to May 2023. Since then, decisions are outstanding for applications to National Lottery, Churchill Foundation and Bremles Trust.	

	<p>We have applied to the National Lottery – Cost of Living Fund for £40,000 to cover all food bank costs including our rental costs. We will be told if we are eligible for a grant by the end of October and will then have to supply any additional information required before a decision is made. This money must then be spent by 31st March 2024 and can cover items purchased from 1st September 2024.</p> <p>To date we have had no reply or acknowledgement to an initial enquiry sent to see if we could be nominated to apply to the Churchill Foundation. There are no open applications and organisations must be nominated by an individual linked to the foundation. An e-mail was sent at the end of July as we have had no reply, it is unlikely we will be allowed to submit an application.</p> <p>We have applied to the Brelms Trust for £18,000 over three years, with the money being used to purchase expensive toiletries (such as female hygiene products and nappies) as well as household cleaning products such as laundry tablets which are expensive to buy. There is no closing date and grant applications can be made at anytime. Decisions are made quarterly throughout the year so we should expect here from them by the end of October.</p>
Date(s) applied for:	July and August 2023
Received from:	St George Martin Trust – this is to be used to purchase the fresh fruit and vegetables given out alongside the tinned and dry food items. And is part of our commitment to make sure people are offered a healthy range of food products.
Date(s) received:	5/7/2003
Amount (s) received:	£2000

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 (£)
Yearly cost of providing food, other items and sundries based on current monthly cost of £12,000	£134,735
Annual rental costs (including hire of room for advice agencies) based on current rent costs of £772.09 per month	£9,265
144A: Total Expenditure	£144,000

Other Income Sources (state from whom and whether confirmed)	Income (£)
Grant funding from your own resources (including public fundraising)	
Current account	£64,000
Fund raising from Local Giving, grant applications, community support	£73,000
B: Total Income	£ 137,000

C: Sum requested from Todmorden Town Council	£7,000
D: Applicant contribution % = (B/A)% - (official use only)	n/a – see below
E: Todmorden Town Council Contribution % = (C/A)% (official use only)	n/a – see below
D: Total income (must be sum of B & C above) and equal to figure A	£ 144,000
TTC use – does applicant contribution % meet criteria – see end of application form (official use only)	n/a as project cost exceeds £6,000 and grant amount requested exceeds £3,000 cap.

How much do you receive from your main funder ?	Per year £ N/A
What other grants have you received in the last 3 years (amount and from who?)	
Please see attached annual reports for details of all grants. Community Foundation for Calderdale has granted many but not all of our grant applications.	
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.	