



# TODMORDEN TOWN COUNCIL

## GRANT APPLICATION FORM – MAXIMUM GRANT £3,000

Applicants should familiarise themselves with the Discretionary Grants Policy and award criteria before submitting their Grant application. Please complete all the highlighted boxes on this application form

### Contact Details

Name of Organisation	
Address of Organisation	
Name of person making application	
Position in Organisation	
Phone Number	
Email address	
website	

### Organisation Details

What type of Organisation are you? (Delete as appropriate)	
Charitable organisation	Unregistered Community Group/Club/Society
Registered Charity (Charity number please state below)	Other (please state below)
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes No
Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes No
How many trustees, volunteers and service users are there in your organisation?	

**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**

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

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

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**Project Information**

**Which Grant are you applying for?**

Small Grant	New Organisation	Climate
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**What is the Purpose of grant request (delete as appropriate)**

Town Hall Hire	Project Delivery	Core Funding	Civic Pride
Town Centre Improvement	Voluntary sector youth Engagement	Social Exclusion	Accessibility and inclusivity
Community Benefit	Community Cohesion	Safety/promotion	Cultural Arts & Music
Environmental project	Climate change	Food Growing	Town Centre Event
Skill development	Economic difficulties	Health & Wellbeing	Community Room Venue Hire
Other (please state)			

<b>Project Name</b>	
<b>When will your project start?</b>	
<b>When will your project finish?</b>	
<b>How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).</b>	
<b>Why is this project needed? What advantage will it bring to Todmorden?</b>	
<b>How many people within the Todmorden town boundary will benefit from the project?</b>	
<b>Please include dates and venue of events if applicable (include a draft programme if available.)</b>	

### Financial Information/ Project Costs

<b>Total Project Costs</b>	£		
<b>Amount requested from TTC</b>	£		
<b>Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)</b>	<b>Yes</b>	<b>No</b>	



	£
	£
	£
<b>Volunteer Hours (this should match the figure state in the project expenditure)</b>	£
<b>Total Income</b>	£

### Organisation Financial Information

<b>Level of Reserves Held at application date</b>	£
<b>Bank Statement(s) Balance at application date</b>	£
<b>Total value of Assets Held</b>	£

<b>Name of signatory on the account 1</b>	
<b>Name of signatory on the account 2</b>	

<b>Organisations Bank details</b>	
<b>Bank Account Name</b>	
<b>Bank (HSBC, Natwest etc)</b>	
<b>Sort Code</b>	
<b>Account Number</b>	

### 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.

### 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.

Applicants Signature \_\_\_\_\_

Application Date \_\_\_\_\_

**Please submit your completed application form and supporting documents to:  
 Todmorden Town Council, Todmorden Town Hall, Bridge Street, Todmorden, OL14 5AQ or via email to  
[admin@todmorden-tc.gov.uk](mailto:admin@todmorden-tc.gov.uk)**

## Checklist

<b>Please enclose the following documents with your application. We will only process your application once we have received them.</b>		
<b>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).</b>	<b>Yes</b>	<b>No</b>
<b>Copy of your organisation's constitution or set of rules</b>	<b>Yes</b>	<b>No</b>
<b>Copies of your bank statements for the last six months</b>	<b>Yes</b>	<b>No</b>
<b>Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item</b>	<b>Yes</b>	<b>No</b>
<b>Evidence of any other awards received towards the cost of the project e.g. copy of award letter.</b>	<b>Yes</b>	<b>No</b>
<b>A certified copy of the resolution of the organisation to apply for the grant or letter of approval signed by 2 trustees/board Members</b>	<b>Yes</b>	<b>No</b>
<b>Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received)</b>	<b>Yes</b>	<b>No</b>
<b>If you are unable to supply this information, please contact the Town Council office for advice prior to submission.</b>		

**Official Use Only**

<b>Sum requested from Todmorden Town Council</b>	
<b>Applicant contribution % = (B/A)%</b>	<b>%</b>
<b>Todmorden Town Council Contribution % = (C/A)%</b>	<b>%</b>
<b>Total income (must be sum of B &amp; C above) and equal to figure A</b>	
<b>Does applicant contribution % meet criteria – see end of application form</b>	<b>Yes          No</b>
<b>Volunteer Hours % contribution</b>	
<b>Does the volunteer hours contribution % meet criteria</b>	<b>Yes          No</b>
<b>Town Clerk confirmed Bank details and supporting documents.</b>	<b>Yes          No</b>