



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	Cornholme & Portsmouth Old Library
Address of Organisation	1 Parkside Road Todmorden OL14 8QA
Name of person making application	Silvia Dacre
Position in Organisation	Director & Secretary
Phone Number	[REDACTED]
Email address	[REDACTED]
website	Oldlibrarycornholme.org.uk

Organisation Details

What type of Organisation are you? (Delete as appropriate)	
Charitable organisation Limited Company 08226376	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
Are you part of a larger, national or regional organisation? (If yes, please give details)	No
How many trustees, volunteers and service users are there in your organisation?	5 Directors, 14 volunteers, 50 service users

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 run a community building for the use of residents of Cornholme and Portsmouth. This includes weekly food bank, providing space for the use of community groups offering support and activities for local residents.

The Old Library is operated by volunteers which include a management committee and team of dedicated volunteers who run a busy foodbank, look after the premises and work with the local community.

Our budget for 24/25 estimates anticipated expenditure of £13,560 and we have absolutely no guaranteed income. All funds are from donations and occasional small grants which we actively seek on an ongoing basis to provide a much-needed local community base and services for people from the area.

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

The community building has no specific impact on the climate emergency. Activities carried out in the building can and do, for instance growing fruit and vegetables in the community garden. We strive to reduce packing and recycle all that we cannot reduce.

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

We will publicly acknowledge Todmorden Town Council support in our literature, in our annual report and social media channels and website. We wish to promote use of the community centre and to assist with this will produce publicity for local media - the Town Council's assistance will be included in any such promotional information.

Project Information

Which Grant are you applying for?		
Small Grant		

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)			
Project Name	Cornholme & Portsmouth Old Library storage		
When will your project start?	On-going		
When will your project finish?	On-going		
How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).			
<p>The project is to buy and install storage units in the foyer of the Old Library. This area is where we meet and greet service users, particularly during our weekly Food Bank project. They register and collect dry goods – pasta, rice, cereals – which currently are simply left out on trestle tables, which is untidy. At the close of Food Bank any left-over food is transferred to our meeting room at the back of the building – leaving it lying out is not best practice as it could attract vermin.</p>			
Why is this project needed? What advantage will it bring to Todmorden?			
<p>The installation of storage facilities will allow secure storage of food. It would also free-up the meeting room which currently is being used for food storage. This will allow us to make better use of the meeting room for other organisations to use, thereby bringing in revenue to the Old Library.</p> <p>It would also have the advantage of offering better facilities and activities for the local community. Cornholme and Portsmouth is one of the most economically and socially deprived areas of Calderdale, with indices of poor health, housing problems, unemployment and poverty, particularly in that it is one of the most remote and isolated areas. The project should help to bring the local community together, promote community cohesion, and engage with advice and support services.</p>			
How many people within the Todmorden town boundary will benefit from the project?			

The Old library Community Centre acts as a lifeline to some of the most disadvantaged people in our local community. The population of Cornholme and Portsmouth is over 1,700 and all members of the community can benefit from the community centre.

Please include dates and venue of events if applicable (include a draft programme if available.)

No events

Financial Information/ Project Costs

Total Project Costs	£724.00
Amount requested from TTC	£434.00
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes
February 2022: £3,000 towards provision of a commercial kitchen and related works February 2021: £501.41 Food Bank Provision June 2018: £3,000 contribution to food bank costs December 2017: £3,000.00 contribution to food bank costs	
Have you or this group previously applied for or received any other grant for this project? (If yes please give details below/ separate sheet)	No
Applied to	
Dates of application	
Received from	
Date received/or due	
Amount received	

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 provide estimates/quotations of the proposed items of expenditure you may use as evidence on separate sheets. If you are unable to claim VAT back please ensure the gross value is put in here. And please do not round figures up)

Expenditure Description	Cost (£)
Purchase of cabinets and work top, plus associated fittings	£724.00
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Volunteer Hours (based on £10 per hour as for this project only)	
Total Expenditure	£724.00

Other income	
Income Description	Cost (£)
Our own funds	£290.00
	£
	£
	£
	£
	£
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	
Total Income	£290.00

Organisation Financial Information

Level of Reserves Held at application date	NIL
Bank Statement(s) Balance at application date	£10,979.28
Total value of Assets Held	£10,979.28

Name of signatory on the account 1	Silvia Dacre
Name of signatory on the account 2	Denis Skelton

Organisations Bank details	
Bank Account Name	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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 15th November 2023

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

Checklist

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

Official Use Only

Sum requested from Todmorden Town Council	
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Applicant contribution % = (B/A)%	40%
Todmorden Town Council Contribution % = (C/A)%	60%
Total income (must be sum of B & C above) and equal to figure A	724
Does applicant contribution % meet criteria – see end of application form	Yes
Volunteer Hours % contribution	
Does the volunteer hours contribution % meet criteria	Yes
Town Clerk confirmed Bank details and supporting documents.	Yes