



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	Calder Community Cares
Address of Organisation	St Georges Street, Town Hall, Hebden Bridge, HX7 6ND
Name of person making application	Caroline Beardsmore
Position in Organisation	Lead for Operations
Phone Number	
Email address	
website	Caldercares.org.uk

Organisation Details

What type of Organisation are you? (Delete as appropriate)	
Charitable organisation	
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?	500 in all 250 in Todmorden
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	
Calder Community Cares works to provide opportunities in Todmorden. Foodshare is provided five days a week, reducing food waste and hunger.	
Families are supported through a range of activities including groups for Women and children, including Todmorden Lionesses. CCC provides opportunities for physical activities working in partnership with Active Calderdale.	
We would like to take on the responsibility for organising and delivering KidsFest. We have the experience to develop further the relationships with other organisations in the town. We are experienced in the organisation of activities with access for all.	
Fun and enjoyment for all is the theme of our plans for Kids Fest and all communities coming together to experience equal opportunities and cohesion.	
We want to build on the successful legacy of Kids Fest which is undoubtedly a unique celebration in that everyone attends and welcomes.	
We would share the information through social media, relationships with the schools and nursery provision and of course involve the town councillors. We have already approached the Town Crier to share in our voice.	

The organisation will be the responsibility of The Lionesses who are all women from Todmorden, supported by the Calder Community Cares. This is an opportunity for development of the community members.

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

We may have some children's activity stalls with contents touching on green issues, species extinction and climate change. We are also planning to have a storyteller for the youngest children and she may include stories with this type of content. Ask Slow the Flow to attend and provide an activity.

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

We will acknowledge any grant from the Town Council when we advertise Kidsfest on Social media, on posters and hand-outs (if any) and in the local press when announcing Kidsfest and in reports when it has taken place.

Project Information

Which Grant are you applying for?

Small Grant

What is the Purpose of grant request (delete as appropriate)

Town Hall Hire

Project Name

KidsFest 2023

When will your project start?

Saturday 16th December 2023

When will your project finish?

Saturday 16th December 2023

How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).

Data from Calderdale and the Coop wellbeing index provides us with the information regarding poverty, housing, social and emotional wellbeing. We know this opportunity is needed in that finances are very challenging for many families within Todmorden and particularly Walsden and Cornholme villages. One of the complaints in Todmorden is the lack of activities for children and young people. Kidsfest is a happy and interesting day for all children providing incentives for the development of new activities, hobbies and skills for both children and parents as well as the organisers.

Kidsfest is an annual craft fair for children & their families. It has been held every year apart from lock-down for at least 15 years. There are usually 20+ stalls organised by a number of local voluntary organisations from Churches Together to various scout groups. Past stalls include badge making, face painting, Indian hand painting, making Christmas cards and Christmas tree decorations, masks out of paper plates, hair decorations and many other activities. Entry and all activities are free of charge and stall holders nor the organising group receive any income from the event. The cafeteria is offered to a

local charity and they will be allowed to charge for drinks, cakes and sandwiches. This year the cafeteria has been offered to Todmorden Mosque.

In the past there have been between 200 to 300 Todmorden children of all ages participating with parents and other family members. Each stall is organised and staffed on the day by on average two to three volunteers from different community organisations. Members of the Lionesses will participate as the support team on the day and are planning to organise a stall and activities like face painting.

Kidsfest is probably the most diverse event in Todmorden including groups which do not usually come to other events, attracting both children from the South East Asian community and families who are Food Drop-In users. The very popular hand painting stall is organised by women from the Mosque.

Kidsfest is important for Todmorden children and their families. At a recent meeting of parents with small children the general opinion voiced was “We can’t have Christmas without Kidsfest”. There is a focus on opportunities for all especially those experiencing poverty and social exclusion.

Why is this project needed? What advantage will it bring to Todmorden?

One long standing complaint by both children, young people and parents is that there are few activities for children. KidsFest is only one day a year but gets children (and often parents as well) involved in different crafts and activities which provides inspiration for activities at home, which is particularly important for children from vulnerable homes. Stall holders can also be inspired by other stalls holders to new activities in their own organisations.

How many people within the Todmorden town boundary will benefit from the project?

Probably up to 400 parents and children attend KidsFest each year. Two Community Wardens manage the entrance with clickers to ensure that there are only 300 individuals in the Ballroom at any one time during the three hours that the event is open to the public.

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

KidsFest 2023 will be take place on Saturday 16 December. There will be 20+ stalls with activities for children, possible also a story teller and some music.

Various Todmorden providers and wider provisions will be approached to ensure variety and quality of delivery. Safeguarding will be managed through Calder Community Cares and a named individual. Risk assessments will be in place and managed by Calder Community Cares . A full itinerary will be developed and made available by the end of November 2023.

Financial Information/ Project Costs

Total Project Costs	£768.65
Amount requested from TTC	£468.65
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes
The Town Council has paid the Town Hall hire for Kidsfest every year since at least 2010. There was no KidsFest organised in 2020 & 2021 due to COVID. The Town council last paid the room hire for Kidsfest in 2019. KidsFest was at that time organised by a small team of three people, two of whom are members of Incredible Edible Todmorden.	

Calder Community Cares received a grant from the Town Council of £3000 for a cost of living crisis/vulnerable persons support scheme which is ongoing until February 2024. Feedback is due after project completion.

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
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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 (£)
Storyteller	£150
Materials for some craft stalls	£150
Town Hall Hire	£468.65
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Volunteer Hours (based on £10 per hour as for this project only)	£
Total Expenditure	£768.65

Other income	
Income Description	Cost (£)
Entry and all activities are free of charge and KidsFest and the organising group does not receive an income from the event. The cafeteria will be offered to a local charity and they will be allowed to charge for drinks, cakes and sandwiches. All costs other than Town Hall hire will be met from Calder Community Cares reserves.	£300
Volunteer Hours (this should match the figure in the expenditure table)	
Total Income	£300

Organisation Financial Information

Level of Reserves Held at application date	£pending
Bank Statement(s) Balance at application date	£pending
Total value of Assets Held	£pending

Name of signatory on the account 1	Pending
Name of signatory on the account 2	Pending

Organisations Bank details	
Bank Account Name	
Bank (HSBC, Natwest etc)	
Sort Code	
Account Number	

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: *Caroline Beardsmore*

Application Date: 15 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).	Pending
Copy of your organisation's constitution or set of rules	Yes
Copies of your bank statements for the last six months	Pending
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.	n/a
A certified copy of the resolution of the organisation to apply for the grant or letter of approval signed by 2 trustees/board Members	Pending
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	£468.65
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	
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 No