



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	DISABILITY SUPPORT CALDERDALE C.I.C.
Address of Organisation	Suite 38, Windsor Works, Victoria Road, Hebden Bridge, HX7 8LN
Name of person making application	David Naylor
Position in Organisation	Manager
Phone Number	
Email address	
website	www.disabilitysupportcalderdale.org

Organisation Details

What type of Organisation are you? (Delete as appropriate)	
Charitable organisation	Community of Interest Company (C.I.C.)
Registered Charity (Charity number please state below)	Other (please state below) 12898749
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes <input checked="" type="checkbox"/> No
Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes No <input checked="" type="checkbox"/>
How many trustees, volunteers and service users are there in your organisation?	We have 4 trustees, 12 volunteers and over 500+ service-users (everyone who has used our service is classified as a service-user).
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 are an advocacy organisation run by and for disabled people and became a community of interest company in 2020 and the aims of our organisation is to support disabled people and to raise awareness of the issues that disabled people face and to support them with benefit and housing issues but mostly benefit applications. We support more people in Todmorden, than any other location in Calderdale	

and we also have a weekly art project at Todmorden College. In 2022, we recouped £480,00.00 for the community people in Todmorden and in 2023, we are on target to almost double this total. In June 2022, we were awarded the Queens Award For Voluntary Service, for our work with volunteers. In the last 18 months, we have seen the number of enquires for support increase significantly and these requests for support has placed pressure on the organisation like never before and we are constantly looking to increase staff and volunteer resources to match the high demand that we are now experiencing. However, another outcome is our contribution to mental health wellbeing in the district and we meet many people who are unable to manage their household bills and finances and this causes a massive amount of anxiety and distress and this impacts on people in a negative way. We provide information and support to people in emotional distress and work with people to resolve these difficulties and to achieve a positive outcome to their problems. There is no doubt that most claims for PIP, are driven by the economic crisis to some extent because this benefit is not means tested unlike other benefits.

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

Not applicable.

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

If this funding application is successful, the grant will be acknowledged by our social media channels including facebook and twitter and the Todmorden Town Council logo will be displayed on our printed literature that we distribute at our local drop-in sessions at Todmorden Health Centre and Todmorden College.

Project Information

Which Grant are you applying for?

Small Grant ✓

New Organisation

Climate

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	Todmorden Community Support		

When will your project start?	15/01/2024
When will your project finish?	14/01/2025

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

Once again we have had a busy time supporting people from the Upper Valley and especially from the Todmorden district. In the last year we have continued to support Todmorden residents and have offered drop in sessions every month at Todmorden Health Centre and at Todmorden College-Food Drop In, this is twice monthly. We have also continued with our weekly community art sessions, that is now funded separately and the number of local people that we have supported has increased to over one thousand people and the amount of money that we have recouped for local people is £741,857.20 and this amount is likely to have almost have doubled for 2023. During 2022/23, we have seen a significant increase in the number of local people who need a great deal of support with welfare benefit issues and this has included PIP, ESA, Universal Credit, Attendance Allowance, Pension Credit and Children’s Disability Living Allowance.

We have also supported local people with PIP, and Universal Credit, Limited Work Capability Appeals and most of these have been by phone but a few have been by face-to-face at Bradford appeal centre and we have won all benefit appeals for Todmorden residents. We have also supported Todmorden residents with Mandatory Reconsiderations for PIP and UC and this is where individual case are decided by another decision-maker who reconsiders cases and see if the original decision can be changed in the applicant’s favour.

We now meet local residents with significant mental health issues and most of these people have mental health problems along with being in poverty and are unable to manage their finances and this causes anxiety, depression, panic attacks and posttraumatic stress disorder and we now receive a greater number of referrals from the NHS local social prescribers in addition to referrals from Todmorden jobcentre and Todmorden Food Bank Drop-In and self-referrals. We will also provide training to local people for them to gain an understanding of the benefit system and how to become more self-sufficient in terms of benefits and housing and how to manage benefit and housing issues on their own and without professional support and to people help people become more self-sufficient.

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

The work of DSC staff and volunteers has created positive outcomes for Todmorden residents and the local community by improving their financial situation and enhancing the local economy and we always do our very best to support local people in difficult and complex situations and in the last year we have seen people in more intractable situations than ever before. The support work we do also positively impacts on the mental health of local residents and enables them to resolve difficult issues and to move forward with their lives and the following is a case study of a Todmorden resident that we have supported recently with a number of health problems including mental health problems:

We worked with a man with a number of health issues including agrophobia and physical and mental health issues and he applied for PIP in late 2022 and after gathering medical information, he applied for PIP and was refused this and awarded zero points. DSC became involved at the Mandatory

Reconsideration stage and there was no change to the original award following this and he then applied to appeal the decision. The wait for the appeal took around 10 months and in this time we obtained more medical evidence and also sent an information template to the tribunal requesting that the tribunal consider certain descriptors and points regarding PIP. DSC, represented the man at the appeal and from zero points, the man was awarded the maximum enhanced rate for daily living and mobility and was awarded £6,000+ in back pay and the award was for 10 years and the amount was £178, per week. The man was extremely happy with this award and paid tribute to DSC, whose hard work and skill enabled him to obtain this award.

We also improve the mental health wellbeing of the local community and work with local people and listen to their issues and they can become anxious, agitated and depressed and can take their anger frustration out on our staff and volunteers and this has increased with the high number of people that we now meet and the support that we and provide and information and a plan on what to do next regarding individual cases and this year we have seen more referrals to Gateway To Care with concerns about a person's mental health problems and as a result some cases need the intervention of a social worker. When we attend Todmorden Food Drop-In, we normally meet 10+ people per session and it is the same for Todmorden Health Centre and the cases can be complex and difficult to unpick in a short time.

The continuation of the funding will mean that the residents of Todmorden will have continued support on benefit and housing issues and in the long-term the project will enhance the economic prospects of the people who use our service and in turn spending money from successful cases will also enhance the local economy and this provides added social value to the local community.

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

The number of people who will benefit from the project in 2024, will be 500+, due to the high demand for our support service.

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

Todmorden Health Centre, second Tuesday of every month, Rooms 6 and 7, 11 – 1pm.
 Todmorden Food Drop-in first Saturday of every month, 9.30 – 12 noon.
 Todmorden Colloge, Art Sessions, Flower Scar Room, Every Friday, 1-3pm.

Financial Information/ Project Costs

Total Project Costs	£5,826.40		
Amount requested from TTC	£3,726.40		
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes	✓	No
The amount requested in 2022/23 was £4,064.20			
Have you or this group previously applied for or received any other grant for this project? (If yes please give details below/ separate sheet)	Yes		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 (£)
Staff Salary – 21 hours per month x £12 per hour + National Insurance	£3,326.40
Stationary – Paper, Pens and Files	£80.00
Inkjet Printer Costs 10 x £20	£200.00
Volunteer Costs	£120.00
Volunteer Hours (based on £10 per hour as for this project only) 210 hours x	£2,100.00
Total Expenditure	£5,826.40

Other income	
Income Description	Cost (£)
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table 210hours)	£2,100.00

Total Income	£2,100.00
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Organisation Financial Information

Level of Reserves Held at application date	£4,800.00
Bank Statement(s) Balance at application date	£41,611.09
Total value of Assets Held	£1,200.00 (laptops)

Name of signatory on the account 1	David Naylor
Name of signatory on the account 2	Joe Ogden

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 David Naylor

Application Date 08/11/2023

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 <input checked="" type="checkbox"/> No
Copy of your organisation's constitution or set of rules	Yes <input checked="" type="checkbox"/> No
Copies of your bank statements for the last six months	Yes <input checked="" type="checkbox"/> No
Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item	Yes <input type="checkbox"/> No
Evidence of any other awards received towards the cost of the project e.g. copy of award letter.	Yes <input type="checkbox"/> 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 <input checked="" type="checkbox"/> No
Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received)	Yes <input checked="" type="checkbox"/> No
If you are unable to supply this information, please contact the Town Council office for advice prior to submission.	

Sum requested from Todmorden Town Council	£3,726.40
Applicant contribution % = (B/A)%	36%
Todmorden Town Council Contribution % = (C/A)%	64%
Total income (must be sum of B & C above) and equal to figure A	
Does applicant contribution % meet criteria – see end of application form	No (exceeds by 14%)
Volunteer Hours % contribution	
Does the volunteer hours contribution % meet criteria	No (exceeds by 11%)
Town Clerk confirmed Bank details and supporting documents.	Yes