



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:	03/02/2023	Ref Number: <i>(official use only)</i>	
Name of Organisation:	Todmorden Information Centre Trust		
Address:	15 Burnley Road, Todmorden		Postcode: OL14 7BU

Name of person making the application.		Position:	Chair
Telephone Number:	01706818181	Email Address:	info@visittodmorden.co.uk
Website:	visittodmorden.co.uk	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 type="checkbox"/> Registered Charity <input type="checkbox"/> Charity Number <input checked="" type="checkbox"/> Other (please state) Trust		
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?	22 (unable to quantify service users as we are visitor centre)	
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		

Please see enclosed document.

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

The assistance of Todmorden Town Council is acknowledged on Todmorden Information Centre’s website, visittodmorden.co.uk. There is signage in the Centre acknowledging the support. All leaflets etc produced by the Trust acknowledge and the support is acknowledged in the email signature as well as on the letterhead for printed correspondence.

The official Todmorden Town Council crest is used as well as the words “Supported by Todmorden Town Council”.

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

Todmorden Information Centre Trust actively encourages visitors to the area to travel responsibly and ethically. The Trust also aims to encourage and promote the use of local services and businesses, and the supporting of local artists, artisans and authors, to residents and visitors alike.

The Trust is committed to sustainable practices and wishes to reduce it’s impact on the climate in every way possible.

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 £1000
£ Please see reserves policy.	See attached	£ see attached	

DETAILS OF FUNDING REQUESTED

Is What is the purpose of your request for a grant?

- | | |
|--|---|
| <input type="checkbox"/> Town Hall Hire | <input type="checkbox"/> Community Cohesion |
| <input type="checkbox"/> Project Delivery | <input type="checkbox"/> Cultural Arts & Music |
| <input checked="" type="checkbox"/> Core Funding | <input type="checkbox"/> Town Centre Event |
| <input type="checkbox"/> Civic Pride | <input type="checkbox"/> Food Growing |
| <input type="checkbox"/> Town Centre Improvement | <input type="checkbox"/> Skills Development |
| <input type="checkbox"/> Safety/Promotion | <input type="checkbox"/> Voluntary Sector Youth Engagement |
| <input type="checkbox"/> Environmental Projects | <input type="checkbox"/> Social Exclusion/Economic Difficulties |
| <input type="checkbox"/> Climate Change | <input type="checkbox"/> Accessibility and Inclusivity – especially Dementia friendly |
| <input type="checkbox"/> Community Benefit | <input type="checkbox"/> Other (Please Specify) |

What is your project called?	Todmorden Information Centre Staff Wages	
When will your project start and finish?	Start Date: 01/04/2023	Finish Date: 31/03/2024

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

Please see enclosed document.

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?

Todmorden Information Centre is now the only visitor centre within Calderdale (Halifax has a small pop-up information point run by Halifax BID) and the wider local area. As foreign holidays were curtailed due to the covid-19 restrictions Todmorden received an upsurge in day and overnight visitors to the area throughout 2021 which continued into 2022. This was felt throughout the town, with many accommodation providers being fully booked. We are sure that this will be a continuing trend, enhanced by the continuing success of renowned annual events such as the Folk Festival. Todmorden now has the unique advantage over other local towns of having a Centre that is open for interactions with visitors and potential visitors.

The Centre is a partner and supporter of many other organisations in Todmorden, such as the Hippodrome Theatre, Todmorden Orchestra, Todmorden Choral Society, Lamplighter, the Country Fair, Incredible Edible Todmorden and Todmorden Agricultural Show. Without the central hub provided by the Centre many events would be unable to effectively promote themselves or engage with their audience. All residents of Todmorden benefit from having an engaging, welcoming, and open Information Centre.

For further details please see enclosed document.

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:	£37506.65	Amount Requested:	£15224
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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?	February 2022 for staff wages £17k	

Have you or this group previously applied for or received any other grant for this project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Applied to:	Investigation has shown no availability of grants for core funding. Discussions have been held with CMBC and CFFC regarding other avenues for funding, none have been successful.	
Date(s) applied for:		
Received from:		
Date(s) received:		
Amount (s) 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 also provide estimates/quotations of the proposed items of expenditure you may use.

Expenditure items	Cost (£)
Wages	26207.92
Contingency	898.73
If applicable - Volunteer hours 1040 at £10 per hour	10400
A: Total Expenditure	37506.65

Other Income Sources (state from whom and whether confirmed)	Income (£)
From your own resources (including public fundraising)	898.73
Previous underspend from Tod TC (balance 20/21 £4860 + £6124 for 21/22)	10984.00
If applicable - Volunteer hours 1040 at £10 per hour - (Match with Figure in Expenditure)	10400
B: Total Income	22282.73

C: Sum requested from Todmorden Town Council	£15224
D: Applicant contribution % = (B/A)% - (official use only)	%
E: Todmorden Town Council Contribution % = (C/A)% (official use only)	%
D: Total income (must be sum of B & C above) and equal to figure A	£37506.65
TTC use – does applicant contribution % meet criteria – see end of application form (official use only)	Yes/No

How much do you receive from your main funder?	Per year £ TTC are the main funder
What other grants have you received in the last 3 years (amount and from who?)	
None for core funding	
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.	

If your group has been set up or has been running for less than a year, applicants must provide one personal reference. You must also provide a copy of your latest bank statement with a statement of income and expenditure of other financial information which indicates your financial position.	
Personal Reference:	Reference contact details:

TOWN COUNCILLOR SUPPORT – is this application supported by your ward Town Councillor?

X Yes No