



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	Friends of Centre Vale Park
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
website	www.friendsofcentrevalepark.co.uk

Organisation Details

What type of Organisation are you? (Delete as appropriate)	
Unregistered Community Group/Club/Society	
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, organisation?	No
How many trustees, volunteers and service users are there in your organisation?	Management Committee of 7 and 120 Members
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	
<p>The Friends of Centre Vale Park is a diverse group of 120 local residents which aims to facilitate, promote, and maintain the recreational use of Centre Vale Park - safe, welcoming and enjoyable for all. Key objectives from our constitution:</p> <p>a) To work in partnership with CMBC for the general betterment of Centre Vale Park.</p> <p>b) To work in partnership with the local community, local agencies and local organisations to foster a sense of ownership and responsibility for Centre Vale Park.</p> <p>c) To improve and restore the parkland environment, and to help develop new and existing facilities at Centre Vale Park, including community recreation.</p> <p>Our activities have included • hands-on projects such as woodland management, planting initiatives, pond restoration and path improvements - we have a team of regular park work volunteers including some teenage boys with complex behavioural needs from Compass School who work in the park two mornings a month. • the planning and promotion of projects to develop the park's facilities – in collaboration with CMBC and Todmorden Town Deal - recent projects have included: creation of a Heritage Trail and leaflet - schools' outdoor learning area - Stories of Centre Vale Trees, a trail booklet explaining the local, national and international significance of a dozen tree species - running birdwatching guided walks - monitoring and raising issues that arise with park staff - Jubilee Picnic in the Park with musical entertainments - maintain our website, park noticeboard and quarterly newsletters.</p> <p>We hope to hold our 3rd annual free-entry Picnic in the Park, providing a family and friends occasion to relax and be entertained. We intend to have Todmorden Brass Band and a Steel Drum Band; family fun entertainer and games; plants and 'grow your own' stall with free seed potting for kids.</p>	
Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact?	
<p>We will be reusing our large plastic banners – simply changing the date</p> <p>We will provide mixed recycling bins at the event</p>	

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

With your logo on the banners, leaflets, posters and publicity on social media
Thanks will be said at the event

Project Information

Which Grant are you applying for?

Small Grant

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

Community Cohesion	Community Benefit	Accessibility and inclusivity	Civic Pride
Voluntary sector youth Engagement	Health & Wellbeing	Food Growing	Cultural Arts & Music

Project Name Picnic in the Park 2024

When will your project start? Planning has started, delivery Sunday 16 June 2024

When will your project finish? End of June 2024 following review and evaluation

How will your project benefit the local community within the Todmorden town boundary?

This would be our third annual Picnic in the Park. From this experience we have seen many benefits to individuals and the local community as a whole, and wish to repeat them.

Our goal is to be as inclusive of the local community as possible – in particular families on low incomes – the event is open to everyone with no entry fee – we publicise the event heavily through the primary schools within Todmorden and through our previous collaborators, Music for the Many.

The family entertainment, magic/balloons/clown, would be provided without fee; the plant and ‘grow your own’ stall simply asks for donations, will have free expert advice, and ‘seed potting’ for children. We have good links with Age Concern from our Jubilee Picnic in the Park event and ensure our publicity reaches the elders. Todmorden Brass Band is much loved by the local community, in particular those with longer memories, giving much joy to see and hear them perform within the park.

We locate the event in the place most accessible for those with mobility challenges – the picnic is held within the foundations of the old mansion which enables people to either sit on the ground, bring their own collapsible chair, or sit on the raised stonework – we hire an extra wide accessible portaloos.

We believe the shared enjoyment of music and entertainment by the diverse community of Todmorden strengthens our bonds and deepens our collective civic pride.

Holding the picnic in the park, places the park as a destination where fond memories are made and greater care of our shared ‘green space’ is generated.

The event brings together a group of 8 volunteers from within the Friends of Centre Vale Park who benefit from working as a team in creating and holding an event for the benefit of their community – making connections which all add to greater integration and cohesion.

The wider membership of Friends of Centre Vale Park, currently 120, have an opportunity to come together and connect – instilling a sense of identity as a Friend, and with Centre Vale Park.

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

The community of Todmorden need occasion to come together and have shared enjoyment – the simplicity of a ‘bring your own’ picnic ensures maximum opportunity for inclusion. It provides an opportunity for a group of friends, close or wider family to get together outdoors in a beautiful setting.

The date of the annual Picnic in the Park falls on Father’s Day, so gives an event to attend collectively whilst marking Father’s Day. The advantage to Todmorden is difficult to measure, though the resounding success of the first two Picnic in the Park events (attended by hundreds) seems to give evidence of enjoyment.

The annual Picnic in the Park shows how regular residents of Todmorden can come together and hold an event enjoyed by everyone.

How many people within the Todmorden town boundary will benefit from the project?
Estimate c.250 attend the picnic 15 members of Todmorden Brass Band 120 members of the Friends of Centre Vale Park 15 stewards on the day 8 volunteers on the Planning Group
Please include dates and venue of events if applicable (include a draft programme if available.)
Centre Vale Park Sunday 16 June 12.30pm – 3.30pm

Financial Information/ Project Costs

Total Project Costs	The overall project cost will be £1,803 £1,243 actual costs and £560 donated expertise and volunteer hours.	
Amount requested from TTC	£693	
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes	
Over the years for small grants – planting schemes, printing of leaflets, Tree Booklet; more recently £550 for musical entertainment at Jubilee Picnic in the Park; last year £825 printing and launch of Commemorative Booklet of Jubilee Picnic in the Park.		
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	
Applied to	CultureDale Event Enhancement Fund £550 for Steel Drum Band (Trio)	
Dates of application	Anticipated to be in February 2024	
Received from	Outcome unknown	
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 (£)
Bankside Design – redesign of publicity materials	£60
Creative Solutions – printing of fliers and posters	£110
Affordable Signs – date change	£20
Portaloos hire – one accessible unit	£198
CMBC event license	£75
Family Fun Entertainer	£180
Todmorden Brass Band - conductor	£50
Steel Drum Band (Trio)	£550
Volunteer Hours (based on £10 per hour as for this project only)	£560
Total Expenditure	£1,803

Other income	
Income Description	Cost (£)
CultureDale Event Enhancement Grant	£550
Volunteer Hours (this should match the figure in the expenditure table)	£560
Total Income	£1,110

Organisation Financial Information

Level of Reserves Held at application date	£646.26
Bank Statement(s) Balance at application date	£646.26
Total value of Assets Held	£646.26



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

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

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	No
Copy of your organisation's constitution or set of rules	Yes	No
Copies of your bank statements for the last six months	Yes	No
Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item	Yes	No
Evidence of any other awards received towards the cost of the project e.g. copy of award letter.	Yes	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	No
Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received)	Yes	No
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	£693	
Applicant contribution % = (B/A)%	61	%
Todmorden Town Council Contribution % = (C/A)%	39	%
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	