



# 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.**

<b>Date of Application:</b>	09/09/2024	<b>Ref Number:</b> <i>(official use only)</i>	
<b>Name of Organisation:</b>	Heptonstall Exhibitions & Richard Naylor Trusts		
<b>Postcode:</b>			

<b>Name of person making the application.</b>		<b>Position:</b>	Chair
		<b>Email Address:</b>	
<b>Website:</b>	via Todmorden Town Council Website	<b>Town Clerk confirmed Bank details and supporting documents</b> <i>(official use only)</i>	

### ORGANISATION DETAILS

<b>What type of organisation are you?</b>		
<input type="checkbox"/> Charitable Organisation <input type="checkbox"/> Unregistered Community Group/Club/Society (delete as appropriate*) <input checked="" type="checkbox"/> X Registered Charity <input type="checkbox"/> Other (please state)		
<b>Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)</b>	<input checked="" type="checkbox"/> X Yes	<input type="checkbox"/> No
<b>Are you part of a larger, national or regional organisation? If yes, please give details</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> X No
<b>How many trustees, volunteers and service users are there in your organisation?</b>	8	
<b>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</b>		
<p>We make small grants to students in the locality. We advertise on Todmorden Town Council website, Todmorden Library, and Parish Council websites. Personal approaches are made to representatives of all sections of the community. At their annual prizegiving, students leaving Todmorden High School were advised of the Trust and its activities as well as how to apply.</p>		
<b>How will you acknowledge the Assistance of Todmorden Town Council on all promotional material - see declaration attend of application.</b>		
<p>The application form is on the Town Council website and acknowledgement will be made in our covering letter to successful applicants.</p>		

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

**We do not anticipate climate emergency implications from our work.**

**FINANCIAL INFORMATION – (Please complete/provide)**

<b>Level of Reserves Held at application date</b>	<b>Audited Accounts/Annual Income Expenditure Statement</b>	<b>Bank Statement(s) Balance at application date</b>	<b>Total value of Assets Held</b>
<b>£ 3,990.35</b>	<b>£2,200</b>	<b>£3,999.66</b>	

**DETAILS OF FUNDING REQUESTED**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Town Hall Hire<br><input type="checkbox"/> Project Delivery<br><input type="checkbox"/> Core Funding<br><input type="checkbox"/> Civic Pride<br><input type="checkbox"/> Town Centre Improvement<br><input type="checkbox"/> Safety/Promotion<br><input type="checkbox"/> Environmental Projects<br><input type="checkbox"/> Climate Change<br><br><input checked="" type="checkbox"/> Community Benefit | <input type="checkbox"/> Community Cohesion<br><input type="checkbox"/> Cultural Arts & Music<br><input type="checkbox"/> Town Centre Event<br><input type="checkbox"/> Food Growing<br><input checked="" type="checkbox"/> Skills Development<br><input checked="" type="checkbox"/> Voluntary Sector Youth Engagement<br><input checked="" type="checkbox"/> Social Exclusion/Economic Difficulties<br><input type="checkbox"/> Accessibility and Inclusivity – especially Dementia friendly<br><input checked="" type="checkbox"/> Other (Please Specify)<br><br>We assist with costs associated with education e.g. tools, uniforms fees, books, ICT, travel, accommodation etc |
|---|---|

<b>What is your project called?</b>	<b>Heptonstall Exhibitions &amp; Richard Naylor Trust</b>	
<b>When will your project start and finish?</b>	<b>Start Date: October 2024</b>	<b>Finish Date: October 2024</b>

<b>How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).</b>
The Charity provides assistance to applicants under 25 who live within the Ancient Parish of Heptonstall with expenses associated with their education.
<b>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?</b>
The work of the charity assists needy students who would otherwise find paying for their education more difficult. Assistance is especially needed in the current cost of living crisis.
<b>Please include dates and venue of events if applicable – please include a draft programme if available.</b>
We have no events

### PROJECT COSTS AND FINANCES

<b>Total Cost of Project:</b>	<b>£3,500</b>	<b>Amount Requested:</b>	<b>£ 2,000</b>
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<b>Have you previously applied for grant funding from Todmorden Town Council?</b>	<input checked="" type="checkbox"/> X Yes	<input type="checkbox"/> No
<b>If yes, when did you apply and what amounts were awarded?</b>	£2,000 in 2023. The whole amount was awarded in grants.	

<b>Have you or this group previously applied for or received any other grant for this project?</b>	<input checked="" type="checkbox"/> X Yes	<input type="checkbox"/> No
<b>Applied to:</b>	Blackshaw Parish Council, Wadsworth PC, Erringden PC & Heptonstall Parish Council.	
<b>Date(s) applied for:</b>	Blackshaw Parish Council, Wadsworth PC, Erringden PC: reminded on 3 <sup>rd</sup> May Heptonstall Parish Council: 2 <sup>nd</sup> January	
<b>Received from:</b>	Heptonstall PC £500	
<b>Date(s) received:</b>	Heptonstall PC: 12 <sup>th</sup> April	
<b>Amount (s) received:</b>	Heptonstall PC: £500	

**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 (£)
Grants to Students	Up to £3,500
<b>If applicable - Volunteer hours at £10 per hour</b>	
<b>A: Total Expenditure</b>	<b>Up to £3,500</b>

Other Income Sources (state from whom and whether confirmed)	Income (£)
Heptonstall PC	£500
Wadsworth PC – to be confirmed	
Blackshaw PC – to be confirmed	
Erringden PC – to be confirmed	
<b>If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)</b>	
<b>B: Total Income</b>	<b>To be confirmed</b>

<b>C: Sum requested from Todmorden Town Council</b>	<b>£2,000</b>
<b>D: Applicant contribution % = (B/A)% - (official use only)</b>	<b>%</b>
<b>E: Todmorden Town Council Contribution % = (C/A)% (official use only)</b>	<b>%</b>
<b>D: Total income (must be sum of B &amp; C above) and equal to figure A</b>	
<b>TTC use – does applicant contribution % meet criteria – see end of application form (official use only)</b>	<b>Yes/No</b>

<b>How much do you receive from your main funder ?</b>	<b>Per year £2,000</b>
<b>What other grants have you received in the last 3 years (amount and from who?)</b>	
Blackshaw Parish Council £750 Heptonstall Parish Council £1,500	
<b>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.</b>	

**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.**

<b>Personal Reference:</b>	<b>Reference contact details:</b>

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

X Cllr Greenwood Yes       No

<b>Beneficiary Bank Account Sort Code and Account Number</b>		
<b>Bank Account Name</b>	<b>Sort Code</b>	<b>Account Number</b>

**CHECKLIST AND SUPPORTING DOCUMENTS**

<b>Please enclose the following documents with your application. We will only process your application once we have received them.</b>	
<input type="checkbox"/>	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).
<input type="checkbox"/>	Copy of your organisation's constitution or set of rules
<input type="checkbox"/>	Copies of your bank statements for the last six months
<input type="checkbox"/>	Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item
<input type="checkbox"/>	Evidence of any other awards received towards the cost of the project e.g. copy of award letter.
<input type="checkbox"/>	A certified copy of the resolution of the organisation to apply for the grant
<input type="checkbox"/>	Any other information that is appropriate or relevant to this application (e.g. insurance cover, health and safety issues, planning permission received)
<b>If you are unable to supply this information, please contact the Town Council office for advice prior to submission.</b>	

**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.

**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.**

**Applicant Signature:**

**Please submit your completed application form and supporting documents to:  
Todmorden Town Council, Todmorden Town Hall, Bridge Street, Todmorden, OL14 5AQ**

**Or**