



## 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	Tod Kindness Crew CIC
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	Director and Coordinator
Phone Number	[REDACTED]
Email address	[REDACTED]
website	

#### Organisation Details

What type of Organisation are you? (Delete as appropriate)	
Charitable organisation	Unregistered Community Group/Club/Society
Registered Charity (Charity number please state below)	Other (please state below) CIC Limited by guarantee
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?	No trustees, Tod Kindness Crew has 3 directors (One of who is also coordinator for the peoject) We currently have 5 volunteers but are in the process of recruiting more. We aim to work in

partnership with Tod Support to start with who have already identified several people who could benefit from the service we are offering.

**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**

Tod Kindness Crew is a not for profit community group who's aim is to offer help to people in Todmorden with practical day to day tasks. In particular our aim is to help people in the community who are struggling with resources, ill health, isolation and people who have a limited or non existent support network.

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

We will encourage the use of public transport where possible for our volunteers or coordinate car sharing where appropriate.  
We will aim to use eco friendly cleaning products on and jobs that involve cleaning.

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

Will send out press release  
Put out a post on our social media  
Will include Crest on letter/flyer footers and on any literature promoting the project.

## Project Information

**Which Grant are you applying for?**

New Organisation

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

	Project Delivery		
		Social Exclusion	Accessibility and inclusivity
Community Benefit	Community Cohesion		
Skill development	Economic difficulties	Health & Wellbeing	

Other (please state)

Project Name	Tod Kindness Crew
When will your project start?	asap
When will your project finish?	Ongoing

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

This project will benefit the local community in the following ways:

- Enhancing physical and mental wellbeing of individuals
- Enhancing and improving physical environments both inside and out (ie. Tidying an unruly garden that is visible to neighbouring properties)
- Being able to signpost people to additional help
- Bringing together volunteers from the community for a common aim
- Helping to remove the stigma around asking for help
- Forging meaningful connections within the community

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

There are many people in our community who are unable or who would struggle to complete practical tasks around the home and outside space for a wide range of reasons including economic hardship and ill health. A tidier, cleaner and brighter home or outside space would increase a sense of wellbeing for individuals and improve the environment for the wider community.

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

We are aiming to deliver our service weekly every Monday, the number of people who will benefit will depend on the nature and size of jobs we undertake. Typically we would be looking to help between one and three people each week.

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

### Financial Information/ Project Costs

Total Project Costs	£ongoing
Amount requested from TTC	£500
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	No
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	CFFC
Dates of application	6/6/24
Received from	CFFC
Date received/or due	2/9/24
Amount received	£1,495.49 This was awarded specifically to enable TKC to buy tools and kit needed to deliver this project.

**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 (£)
We would like to apply for the full grant of £500 and would put this towards 15 weeks of costs for a paid Co-ordinator (co-ordinator will cost £35/day and work 1 day a week. We estimate that the co-ordinator will do at least 4 hours a week unpaid.	£525
<b>Total Expenditure</b>	<b>£525</b>

Other income	
Income Description	Cost (£)
Own Contribution	£25.00
<b>Total Income</b>	<b>£25.00</b>

### Organisation Financial Information

Level of Reserves Held at application date	£0.00
Bank Statement(s) Balance at application date	£2,156.63
<b>Total value of Assets Held</b>	<b>£0.00</b>

Name of signatory on the account 1	[REDACTED]
Name of signatory on the account 2	[REDACTED]

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

### 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.

Signature

[Redacted Signature]

Application Date 19/09/24\_\_\_\_\_

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](mailto:admin@todmorden-tc.gov.uk)

#### Official Use Only

Sum requested from Todmorden Town Council	£500
Applicant contribution % = (B/A)%	n/a as new organisation can receive 100% of amount requested up to £500
Todmorden Town Council Contribution % = (C/A)%	95%
Total income (must be sum of B & C above) and equal to figure A	n/a
Does applicant contribution % meet criteria – see end of application form	n/a
Volunteer Hours % contribution	n/a
Does the volunteer hours contribution % meet criteria	n/a
Town Clerk confirmed Bank details and supporting documents.	Yes