



## 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	Todmorden Book Festival
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
[REDACTED] Number	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	Todmorden book <a href="http://festival.co.uk">festival.co.uk</a>

#### 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) Ltd company run by volunteer committee
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes X      No
Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes      No X

<p><b>How many trustees, volunteers and service users are there in your organisation?</b></p>	<p>8 members of the committee and up to 15 event volunteers.</p>
<p><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>	
<p>The volunteer committee has run the festival since 2018. It's purpose is to stimulate interest in the written word either as an audience member or as a potential/actual writer, to bring enjoyment and visitor footfall to the town and to give young people an insight into the joys of reading and writing. We are run entirely by volunteers and fund our work through grants and ticket sales. Young volunteers learn skills which have in the past proved useful to them in the academic and career journeys. This year as usual we will bring a professional storyteller into each of our primary schools, hold a spoken and musical event for students at the High School, and a community all day event in the Community College including a parents and toddler session, a Music for the Many event where a poet working with a primary school captures the words of the children who then participate on the day reading their poem which is translated into music through the M4M young peoples orchestra. In addition we will hold a creative masterclass with a professional writer in the High school. All of these are free. We offer free tickets at all our events for young people and a concessionary discount for those on low income or benefits.</p> <p>The rest of our programme is run across community venues including The Hippodrome, St Mary's, Fielden Centre, The Folklore Centre and hopefully the library and all our authors stay in local accommodation.</p> <p>We are a festival of words and stories so it matters that we offer a diverse range of events to appeal to all ages and tastes. This year we have nationally renowned fiction and non fiction prize winning authors as well as our own local talented wordsmiths, masterclasses on a range of writing genres and have linked with our local second hand book shop to offer an event themed around UFOs and Todmordens reputation in that field.</p> <p>All our events are accessible and have a loop system where possible.</p>	
<p><b>Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact?</b></p>	
<p>All our literature will encourage visitors to come by public transport, and information will be on recycled paper or digital.</p>	
<p><b>How will you acknowledge the Assistance of Todmorden Town Council on all promotional material - see declaration attend of application.</b></p>	
<p>We always include the Town Council logo on all our promotional material.</p>	

## Project Information

Which Grant are you applying for?		
Small Grant X	New Organisation	Climate

What is the Purpose of grant request (delete as appropriate)			
	Project Delivery.		Civic Pride
Community Benefit	Voluntary sector youth Engagement Community Cohesion	Social Exclusion	Accessibility and inclusivity Cultural Arts & Music
			Town Centre Event
Skill development	Economic difficulties		Community Room Venue Hire
Other (please state)			
Project Name	Todmorden Book Festival 2024		
When will your project start?	We are in the middle of the planning already but the events starts on November 8th.		
When will your project finish?	November 16th.		
How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).			
<p>Everything we do, we do for the people of Todmorden. We know that our festivals have brought recognition and visitor interest in our town to help our many small businesses, pubs and restaurants . Our offer of magical storytelling and meet the author events at both primaries and secondary schools stimulate creativity in the classrooms and help build confidence as we further invest in them through the creative masterclasses. Our free community event celebrates local talent and is an open door for families and individuals to have a great fun day , meet others in the community and get involved with writers and musicians should they wish to. Our festival attempts to breakdown any sense that 'literature is not for them', by offering a welcoming introduction, a cup of tea or just a chance to chat and remember days gone by.</p>			

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

Todmorden has the only Book Festival in the Upper Valley. From previous experience it attracts visitors from Greater Manchester, East Lancashire and West Yorkshire but the bulk of its support comes from Todmordians themselves, who tell us how much they appreciate the diversity of the offer and the enjoyment it brings.

It's programme is ambitious and inclusive.

It's aim is to inspire the next generation of writers, to engage residents of all ages and cultures in a fun daytime or evening event and to bring additional revenue to the towns businesses.

Unlike other festivals across the country, we have no paid staff so our costs are low, enabling us to offer free places and low ticket prices.

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

We estimate we touch about 2000 residents including children.

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

November 8/9/10 at the Hippodrome will be our headliners. (In the past we have had Sally Wainwright, Lemn Sissay and Mick Herron for example). These will all be well known writers of national renown.

During the day over this weekend we will hold masterclasses at the Community College and events from poetry recitals to books about community gardening, feminism and UFOs using St Mary's, the college and the Fielden Centre.

During the week we have local storytellers in all our primaries and the Bookshop Band in the High School talking to students about their favourite books and offering musical accompaniments to some of them

Our final event is at the College and involves library staff, a local secondhand bookseller and Music for the Many poetry concert with young people from both primary and secondary schools.

### **Financial Information/ Project Costs**

<b>Total Project Costs</b>	<b>£ 16,831</b>
<b>Amount requested from TTC</b>	<b>£3,000</b>

Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)		Yes X	No
We were allocated £3k last year.			
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 X	No
Applied to	Calderdale Community Foundation		
Dates of application	2024		
Received from	CCF		
Date received/or due	2024		
Amount received	£5000		

**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 (£)
Author Fees	6,850.00
Author Expenses	2,600.00
Venue Hire	2,206.00
Print Marketing/Advertising	1,300.00
Website	600.00
Feedback cards	100.00
Social media/marketing/Web	1,500.00
Sound Engineer	1,000.00
Launch event	350.00
ICO and Company House Fees	55.00
Insurance	270.00
<b>A. Total Expenditure</b>	<b>£ 16,831.00</b>

Other income	
Income Description	Cost (£)
Ticket sales. Estimate	£4,631
CFFC Grant	£5,000
Bank interest	£200
Culturedale Grant	£4,000
<b>Total Income</b>	<b>£13,831</b>

### Organisation Financial Information

Level of Reserves Held at application date	£9119 including CCF £5000
Bank Statement(s) Balance at application date	£ 9119 including CCF £5000
Total value of Assets Held	£ 9119 including CCF £5000

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

[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]