



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	Handmade Productions
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
website	https://handmadeproductions.org.uk

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)
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes No
Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes No
How many trustees, volunteers and service users are there in your organisation?	We have a board of 8, and volunteers and participants are dependent on each project

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

Handmade Productions is an arts organisation based in West Yorkshire, who specialise in producing community focused parades and events. Bringing artists into communities to create parades, festivals and stunning celebrations. We have a fantastic, talented and generous team of professional carnival artists, puppeteers, makers, musicians, stilt walkers and performers and our signature events include the Hebden Bridge Handmade Parade, and the Lamplighter Festival.

We are one of the Culturedale key commissions – Tales and Trails – and are working in 4 neighbourhoods across the borough taking a hyper local approach. The district from Todmorden that is involved is Cornholme, partnering with Calder Community Cares who will ensure engagement and support for participants. We are also working in partnership with the Folklore Centre who have an overall advisory role for the project and the Makery

For more information on the Tales and Trails project please see pp.8-9 of this application

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

Handmade Productions reuse materials wherever possible: the project does not have any implications in respect of the climate emergency

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

All promotional material for Todmorden will acknowledge the assistance of TTC. This includes press releases and our landing page for the project

Project Information

Which Grant are you applying for?

Small Grant	New Organisation	Climate
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What is the Purpose of grant request (delete as appropriate)

Town Hall Hire	Project Delivery	Core Funding	Civic Pride
Town Centre Improvement	Voluntary sector youth Engagement	Social Exclusion	Accessibility and inclusivity
Community Benefit	Community Cohesion	Safety/promotion	Cultural Arts & Music
Environmental project	Climate change	Food Growing	Town Centre Event

Skill development	Economic difficulties	Health & Wellbeing	Community Room Venue Hire
Other (please state)			
Project Name	Tales and Trails: Threshold		
When will your project start?	Sept 2024		
When will your project finish?	March 2025		
How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).			
<p>The project has a specific focus on Cornholme, but will also be accessible more generally via the Folklore Centre and the Makery. It will make a difference to the individuals / communities involved by celebrating their ideas about where they live, developing new skills and bringing people together. There will be a legacy from and for the locations using sound recording and capturing audio We have a strong track record of delivering large community processions in central locations, but placing things in neighbourhoods is a new way of working for us - hyper local and co-created, led by and with the communities informing a place based approach. We are keen to develop this model further as part of a future approach working in partnership and co-creating</p>			
Why is this project needed? What advantage will it bring to Todmorden?			
<p>We are taking a collective and collaborative approach, with a long lead in to ensure partnership throughout the project which starts in late summer 2024 and culminates in February 2025. People will know about it due to locating it in the heart of their communities and offering numerous points for engagement which then shape the finale celebrations taking place on the street outside people's houses but also in a central community hub for refreshments and to bring people together. We will deliver a programme of community workshops and celebrations in four locations across Calderdale that traditionally do not access culture due to multiple barriers – and this is the primary reason the project is needed. This will happen in partnership with four organisations who are embedded and central to those locations / communities and will steer and guide things from the start to end of the project (including establishing themes), reflecting their focuses, ideas and voices, with the final celebration taking place in all four locations. Cornholme and Calder Community Cares are the principal delivery partners in Todmorden</p>			
How many people within the Todmorden town boundary will benefit from the project?			
<p>Directly (as participants, volunteers and decision makers) 50 Cornholme / 20 Makery Indirectly (as audience) 250</p>			
Please include dates and venue of events if applicable (include a draft programme if available.)			
<p>We will deliver initial workshops in June / July and engage with the Folklore Centre (funding is already in place for this) Making and creative workshops will happen in Autumn 2024 in both Cornholme and at the Makery with the final celebration event happening in February 2025</p>			

Financial Information/ Project Costs

Total Project Costs	£54,290	
Amount requested from TTC	£2,985	
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	<u>Yes</u>	No
£4,000. For the Lamplighter project in Todmorden		
Have you or this group previously applied for or received any other grant for this project? (If yes please give details below/ separate sheet)	<u>Yes</u>	No
Applied to	See below – other income	
Dates of application		
Received from		
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 (£)
Cornholme, Todmorden Specific Expenditure:	
Creative technologist – audio recordings from workshops & event: Makery	£900
Research and creation workshops – devising and stories: in Cornholme	£710
Contribution towards the Folklore Centre element	£250
Large puppet, materials and prep for sessions at Cornholme – part contribution	£500
Celebration costs – contribution towards, including road closures and food	£625
Sub Total & Grant Request to Todmorden Town Council	£2,985
Summary of Other Project Expenditure (Detail seen by Town Clerk)	
WALKABOUT CREATION & PERFORMANCE	£10,960
RESEARCH AND CREATION PROJECTS	£3,210
PROJECT DELIVERY FEES	£5,350
SKILLS DEVELOPMENT (Artist Intern, 4 weeks)	£1,668
MATERIALS	£2,700
TRANSPORT AND TRAVEL	£2,350
SUBSISTENCE	£590
EVENT AND PRODUCTION COSTS	£4,300

COMMS AND MARKETING	£1,500
MISC – CONTINGENCY (TODMORDEN NOT ASKED TO FUND THIS)	£1,772
AUTUMN AND LATE WINTER PROJECT DELIVERY COSTS	£11,545
SUMMER PROJECT DELIVERY COSTS	£5,360
Total of Other expenditure (excluding Todmorden specific project costs)	£51,305
Total Project Expenditure	£54,290

Other income	
Income Description	Cost (£)
Culturedale – confirmed	£24,000
Creative Minds - confirmed	£2500
Awards for All – pending decision due late August	£17,530
Hebden Royd Town Council – pending decision due early July	£3,400
CFFC – pending decision due September	£3,875
Total Income	£51,305

Organisation Financial Information

Level of Reserves Held at application date	£55,726.29
Bank Statement(s) Balance at application date	£108,052.50 NB this includes restricted funds
Total value of Assets Held	

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	██████████

██████████ 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.