



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 Information Centre Trust
Address of Organisation	15 Burnley Road, Todmorden, OL14 7BU
Name of person making application	
Position in Organisation	
Phone Number	
Email address	info@visittodmorden.co.uk
Website	visittodmorden.co.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) Unincorporated Trust
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?	12 Trustees, 10 volunteers
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>Todmorden Information Centre is a vital community asset and one of the few remaining information centres in the region. Its continued presence is a significant coup for the town, offering invaluable resources and services to residents, visitors, and businesses. This unique facility serves as a gateway to</p>	

the local community, providing essential information, promoting tourism, and fostering a sense of connection and belonging.

Todmorden Information Centre is committed to serving as a cornerstone of the local community, fostering economic growth, community cohesion, and a positive town image. Our primary objectives are:

- **Economic Development:** To stimulate the local economy by showcasing local artists, artisans, and authors, promoting local businesses through events and partnerships, and driving footfall to Todmorden's attractions.
- **Community Engagement:** To create a welcoming and inclusive community by providing a platform for diverse groups, hosting community-focused events, and offering essential resources to residents.
- **Local Promotion:** To enhance Todmorden's reputation as a vibrant and attractive destination by collaborating with regional tourism boards, celebrating local heritage, and actively promoting the town's unique qualities.
- **Sustainable Operations:** To ensure the long-term sustainability of our organisation by diversifying funding sources, leveraging volunteer contributions, and partnering with like-minded organisations.

Through these core aims, we strive to empower residents, attract visitors, and contribute to the overall well-being of the Todmorden community.

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

Our project will have implications for the climate emergency; as a community-based information centre, our operations contribute to the town's overall carbon footprint. However, we are committed to minimising this impact through various sustainable practices.

Our strategies include:

- **Reducing our physical footprint:** By adopting digital platforms for information dissemination, sourcing locally, and implementing energy-efficient measures, we aim to minimize our resource consumption and reduce our carbon emissions.
- **Promoting sustainable choices:** We collaborate with local organisations to advocate for sustainable practices, promote eco-friendly tourism, and educate the community on sustainable living.
- **Continuous improvement:** We regularly assess our environmental impact and seek innovative solutions to reduce our carbon footprint further.
- **Research:** Our manager's ongoing Tourism MSc research in regenerative tourism will inform our future practices. By adopting regenerative tourism principles, we aim to create a more sustainable and positive impact on Todmorden.

Our focus will ensure our initiatives prioritise community well-being, environmental protection, cultural preservation, and economic benefits. Through these efforts, we strive to be a positive force for climate action in Todmorden and contribute to a more sustainable future.

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

The support from Todmorden Town Council is acknowledged throughout the signage in the Information Centre, on all written correspondence (physical and virtual) and is addressed on the Visit Todmorden

website. Any press releases sent out also acknowledge the gratefully received and vital support from the Town Council.

Project Information

Which Grant are you applying for?		
<u>Small Grant</u>	New Organisation	Climate

What is the Purpose of grant request (delete as appropriate)			
Town Hall Hire	Project Delivery	<u>Core Funding</u>	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	Todmorden Information Centre Manager's Salary Costs		
When will your project start?	April 2025 – Grant application for the financial year		
When will your project finish?	March 2026		

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

Todmorden Information Centre is a cornerstone of the Todmorden community, providing a range of invaluable services that directly benefit residents and contribute to the town's overall prosperity.

Key benefits include:

- **Economic Growth:** Our initiatives, such as promoting local businesses, hosting events, and attracting visitors, contribute to a vibrant local economy and generate revenue for the town.
- **Community Engagement:** We serve as a platform for diverse groups, fostering a sense of belonging and providing essential resources that enhance residents' quality of life.
- **Heritage Preservation:** Our efforts to showcase Todmorden's history and culture strengthen local identity and civic pride.
- **Sustainable Development:** We promote eco-friendly practices, collaborate with sustainable initiatives, and educate residents on environmental issues, contributing to a greener and more sustainable future for Todmorden.

By supporting the TIC, Todmorden Town Council is investing in a project that delivers tangible benefits for the entire community. These benefits include:

- **Increased economic activity:** Our initiatives contribute to a thriving local economy by attracting visitors, promoting local businesses, and generating revenue.
- **Enhanced community cohesion:** We foster a sense of belonging and connection among residents by providing a platform for diverse groups and activities.

- **Improved brand awareness:** Our efforts to promote Todmorden as a destination contribute to a positive town image and attract new residents and visitors.
- **Sustainable development:** We are committed to environmental sustainability and are taking steps to reduce our carbon footprint and promote eco-friendly practices.

In conclusion, the Todmorden Information Centre is a valuable asset to the community that provides a wide range of benefits. By supporting our project, Todmorden Town Council is investing in the town's future and ensuring a vibrant, inclusive, and sustainable community for all.

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

Todmorden Information Centre is vital to the community because Calderdale Council does not provide or support any other information centres within the borough. It offers a range of essential services that benefit both residents and visitors.

Key reasons for the project's necessity include:

- **Economic Driver:** We champion local businesses, artists, and events, attracting visitors and stimulating the local economy. We have supported over 18 local organisations in terms of ticket sales and marketing:

<ol style="list-style-type: none"> 1. Todmorden Hippodrome Theatre 2. Todmorden Choral Society 3. Todmorden Orchestra 4. Festivals des Panards 5. Todmorden Folk Festival 6. Todmorden Comedy Club 7. Dementia Friendly Tod 8. Story Magic Theatre 9. Todmorden Book Festival 	<ol style="list-style-type: none"> 10. Todmorden Scouts 11. Frou Frou Club 12. Todmorden Town Hall Tours 13. Three Valleys Gospel Choir 14. St. Joseph's Pantomime 15. Hebden Bridge Burlesque Festival 16. Hebden Bridge Film Festival 17. The Queer Cabaret 18. Throne Events
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- **Community Hub:** We serve as a platform for connecting residents, empowering participation, and fostering a sense of belonging. We have supported diverse community groups to connect with residents and visitors, ranging from Todmorden in Bloom to Todmorden Flood Group and CROWS to Walsden Scarecrow Festival.
- **Town Advocate:** We showcase Todmorden's unique charm, enhancing its image and attracting visitors. Our website, which promotes over 70 local businesses and community groups, has over 15,000 visitors from across the globe per year. Our website is unique in Todmorden.

The advantages that this project will bring to Todmorden include:

- **Thriving Economy:** Increased visitor numbers, increased local spending, and strong business support will contribute to a more prosperous economy.
- **Stronger Community:** Inclusive events, essential resources, and a platform for connection will foster a stronger and more cohesive community.
- **Positive Image:** An enhanced town brand, celebrated heritage, and civic pride will contribute to a more positive perception of Todmorden.
- **Sustainability:** Responsible resource management and a long-term focus on sustainability will ensure the project's positive impact on the community.

In conclusion, the Todmorden Information Centre is a crucial asset to the town. It provides essential services and contributes to a vibrant, inclusive, and sustainable community.
How many people within the Todmorden town boundary will benefit from the project?
All residents, 16000+, are welcomed to Todmorden Information Centre. Approximately two-thirds of in-person users are residents, and between 8000 and 10000 will have benefited in 2024/25. Online Todmorden users are approximately, 7000-9000 beneficiaries. Also, all visitors will benefit.
Please include dates and venue of events if applicable (include a draft programme if available.)
Todmorden Information Centre, 15 Burnley Road, Todmorden, OL14 7BU Ordinary hours: Monday – Saturday 10am – 3pm Extra hours are included depending on the events occurring in Todmorden or the Centre, which can include evenings and Sundays.

Financial Information/ Project Costs

Total Project Costs	£32,336.72
Amount requested from TTC	£21,936.72
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes
£15,380 awarded 2024 for 2024/2025 (original request for £20,911.40) £9,032 awarded 2023 for 2023 (£20,116 requested but reduced to £9,032 for clawback of total underspend from previous two years). £15,380 awarded in 2022 (£17,000 requested less partial underspend reduction of £1,620) £23536 awarded in 2021 £19000 awarded in 2020 £19000 awarded in 2019	
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
Dates of application	April 2024, August 2024
Received from	Refused
Date received/or due	
Amount received	£0

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 (£)
Manager Salary – 5 days per week @ £13/hour, 27.5 hours including pension and NI contributions	21,936.72
Volunteer Hours (based on £10 per hour as for this project only)	£10,400.00
Total Expenditure	£32,336.72

Other income	
Income Description	Cost (£)
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	£10,400.00
Total Income	£10,400.00

Sum requested from Todmorden Town Council	£21,936.72
Applicant contribution % = (B/A)%	32%
Todmorden Town Council Contribution % = (C/A)%	68%
Does applicant contribution % meet criteria – see end of application form	
Volunteer Hours % contribution	
Does the volunteer hours contribution % meet criteria	
Town Clerk confirmed Bank details and supporting documents.	