



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. We also provide a guidance document to help you with the completion of this form.

1. Contact Details

Name of Organisation	FRIENDS OF CENTRE VALE PARK
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
website	www.friendsofcentrevalepark.org.uk

2. Organisation Details

2a. 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)
2b. Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes No
2c. Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes No
2d. How many trustees, volunteers and service users are there in your organisation?	110 members Committee of 7

2e. 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. (Please aim for a minimum of 200 words)

The aims of the FoCVP are to protect, improve, promote and enhance Centre Vale Park.

Activities include hands on projects such as woodland management, planting projects and path improvements as well as the planning and promotion of projects such as the development of the parks facilities through fundraising and awareness raising. In the last year we have held a Bird Walk, a Tree Walk, Picnic in the Park and Community Litter Pick. We ensure the park is well maintained by the local authority and monitor any issues that arise.

FoCVP was constituted in May 2012. We hold monthly committee meeting to discuss forward events and planning, review the effectiveness of past activities, and raise issues with Calderdale MBC Managers and park staff who maintain the site.

The first two Objectives in the constitution read as follows:

- “To help develop new and existing facilities at Centre Vale Park, to improve, create and restore the environment, and increase usage and accessibility for all sections of the community.
- “To work in partnership with Calderdale MBC and to involve residents and local groups in the management of the Park

2f. Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact?

None that we are aware of.

2g. How will you acknowledge the assistance of Todmorden Town Council on all promotional material (Please see Section 7 below)

- Acknowledging the grant provided on our website and other comms such as our Newsletter.
- Including the Council’s crest on the new trail booklets/alongside the QR code displayed at the start of the trail/on the mansion house interpretation board.

3. Project Information

3a. Which Grant are you applying for?

Small Grant

New Organisation

Climate

3b. What is the Purpose of grant request (delete as appropriate)

Project Delivery

3c. Project Name

Enhancement and Updating of the Heritage Trail

3d. When will your project start?

January/February 2025

3e. When will your project finish?	February/March 2025
3f. How will your project benefit the local community within the Todmorden town boundary?	
<p>The trail is currently difficult to fully appreciate or navigate due to the reasons stated under 3g.</p> <p>The trail was a popular activity and many people would like to see the trail back to full use.</p> <p>The relevance of many of the remaining historical features are poorly understood by park users partly due to a lack of signage and interpretation, and partly due to their locations within inaccessible parts of the park therefore the trail is key to addressing this.</p> <p>To continue improved educational information and activities aimed at children, young people and their families.</p> <p>To continue to promote increased interest in the history of the park and of Todmorden as a whole.</p> <p>Improve the level of knowledge and understanding by local residents and visitors of the parks history, and remaining historical features.</p> <p>Improve the level of knowledge and understanding by local residents and visitors of the parks natural heritage.</p> <p>Safeguard and enhance remaining historical features for the community.</p> <p>Provide safe access to the main heritage features in the park for as many people as possible.</p> <p>Encourage residents to take part in practical activities to enhance the park during and after the project.</p> <p>Enable FoCVP to continue to host guided bird walks and tree walks along the trail.</p>	
3g. Why is this project needed? What advantage will it bring to Todmorden?	
<p>In 2017 FoCVP created a heritage trail that allowed people to access, view and understand the significant history of the park. A survey revealed that many residents were unaware of this history. The trail consists of a 2.3km pathway with 17 key features with trail markers. Stretches of the existing path are in poor condition and need improvement to make them accessible to a wider audience. The trail includes trail maps, finger posts, historical markers, and interpretation boards. (see attached 17 Markers).</p> <p>Due to deterioration/wear and tear of materials used and incidents of vandalism, the heritage trail needs a complete overhaul as we currently feel it is not fit for purpose.</p> <ul style="list-style-type: none"> • We intend to replace the current existing wooden marker posts with stainless steel that will be fitted over existing posts (17 in total). These will each have a new steel number on the top and will be substantial in terms of longevity and preventing vandalism. • To limit possible future vandalism we are not replacing the interpretation boards other than the mansion house one which we feel is significant being central to the park. • A QR code giving online access to all the heritage trail information will be displayed at the start of the trail in a purchased outdoor lockable noticeboard alongside other relevant information. • To accommodate visitors who do not wish to access via the QR code we would like to redesign and print a new trail booklet leaflet that will also contain the interpretation board information. 	
3h. How many people within the Todmorden town boundary will benefit from the project?	

It is hard to estimate in numbers. We know there has been 500 original trail maps printed and reprinted - distributed through FoCVP's activities, available in the Coachyard at the start of the trail, but mostly through Tod Information Centre. The Heritage Trail had been a key suggestion to tourists and Tod visitors wanting a nearby walk which involves both beautiful natural scenery and puts Todmorden's social, economic and political history in a very tangible way.

3i. Please include dates and venue of events if applicable (include a draft programme if available.)

December 2024 – submit application to TTC
 February 2025 – commission work as per quotes
 March/April 2025 – relaunch trail

4. Financial Information/ Project Costs

4a. Total Project Costs	£4,927.07		
4b. Amount requested from TTC (This figure must be equal to the shortfall between Figure A. Expenditure and Figure B. Income at item 4e below).	£2,477.07		
4c. Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details of grants received from the Town Council over the last 5 years.)	Yes	No	
2023/24: £693 toward summer Picnic in the Park 2022/23: £825 toward Commemorative Jubilee Booklet 2022/23: £550 toward entertainments at the Jubilee Picnic in the Park 2020/21: £678.50 toward Trees of Centre Vale Book design and printing			
4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)	Yes	No	
Applied to	Heritage Lottery Fund		
Dates of application	January 2017		
Received from	HLF via Groundwork		
Date received/or due	In phases from March 2017 to March 2018		
Amount received	£92,550		

4e. 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. (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 (£)
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Manufacture and fitting of 17 galvanised post. Manufacture and fitting of numbering to the above posts	£1,981.67
Redesign and increase content of heritage trail booklets	£648
Printing of booklet – 200 copies	£207.40
Remove damaged mansion house interpretation board and replace with full colour metal sign and 2 new posts.	£660.00
Exterior lockable noticeboard to display QR code	£230.00
120 hours volunteer time @£10 per hour – planning, commissioning, favours from other Tod volunteers to remove damaged posts, project management, redrafting materials, design liaison, relaunch of trail	£1,200
A. Total Expenditure (must be = to 4a: Total Project Costs)	
	£4,927.07

Other income	
Income Description	Cost (£)
Friends' funds	£750
Ward Forum Grant (within financial year 2024/2025) going in Dec 24	£500
Volunteer Hours (this should match the figure in the expenditure table)	£1,200
B. Total Income	
	£2,450

C. Total Grant Requested from the Town Council*	£2,477.07
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*This figure must be equal to the difference between Figure A and Figure B above. Please put this figure in box 4e. Amount Requested from TTC)

5. Organisation Financial Information

5a. Level of Reserves Held at application date	£1656.97
5b. Bank Statement(s) Balance at application date	£1656.97
5c. Total value of Assets Held	£1656.97

5d. Name of signatory on the account 1	
5e. Name of signatory on the account 2	

5f. Organisations Bank details	
Bank Account Name	
Bank (HSBC, Virgin etc)	
Sort Code	
Account Number	