



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	Disability Support Calderdale C.I.C.
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
website	www.disabiltysupportcalderdale.com

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)	Community of Interest Company No: 12898749
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 4 trustees, 6 volunteers and support around 60/80 people every month and offer training for future social workers.

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

We engage with all sections of the community in Todmorden and do this with our monthly drop-in meetings at Todmorden Health Centre and Todmorden College Food-Drop In. We also receive regular referrals from Todmorden Jobcentre regarding benefit and housing issues and our contact details are on Tod Morden Jobcentre literature that is issued to their customers.

We also receive referrals NHS Social Prescribers workers based at Todmorden Health Centre and we also receive referrals from Todmorden town councillors and housing worker's mostly from Together Housing and we liaise with Key choice on housing issues.

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

No, the project is focused on vulnerable people rather than climate emergency. Though, we will encourage the people that use our service to be active in recycling various office items such as inks and paper.

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

We will promote Todmorden Town Council and the funding that we have received for supporting vulnerable people in poverty in the form of a logo, literature, statistics and various social media outlets.

Project Information

Which Grant are you applying for?

Small Grant ✓

New Organisation

Climate

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)

Benefit decision reconsiderations and appeals.

Project Name	Todmorden Support Project
When will your project start?	01/02/2025
When will your project finish?	31/09/2025
How will your project benefit the local community within the Todmorden town boundary?	
<p>In 2023, we recouped £3.3 million in payments for the whole of Calderdale and this amounted to almost £800, 00.00 for Todmorden residents and we received close to enquiries. This work can be stressful for staff and some service-users can become aggressive and emotional and places added pressure on staff and volunteers and due to the cost of living issues we now receive more enquiries for support from older people for Attendance Allowance and Pension Credit applications. Another issue is that both people of working age and older people are applying for benefits to increase their income due to the increase in the cost of living and recent benefit changes by the DWP. We also now receive more enquiries for Children’s Disability Living Allowance applications and this is the most difficult and detailed benefit for us to complete. We also encourage our service-users to be more proactive with their benefit applications and information and not to panic about letters and information from the DWP. In 2024, we had 21 successful benefit outcomes and these appeals are stressful for both staff and volunteers and can be in different formats such as travelling to Bradford, Leeds and Rochdale for appeal hearings and these can also be appeals on the phone and decided on the paperwork, without the claimant being present. Another issue is that benefit applicants in the future will be asked to complete benefit applications online rather than face-to-face and some people who do this do not understand how to use computers or have only a mobile phone to this and these people need our support to complete online benefit applications. This happens now but applicants are given the choice to complete the PIP form either online or face-to-face.</p>	
Why is this project needed? What advantage will it bring to Todmorden?	
<p>The project is needed because Todmorden is our largest source of enquiries for support and this has been the same for a number of years and the project will support vulnerable people and improve their economic situation and mental health wellbeing. There is no other organisation working in Todmorden that offers a similar service to Todmorden residents and we also provide information and support for service-users to help themselves with basic benefit information and we also work with vulnerable people who have mental health issues and this number has increased significantly in the last few years.</p>	
How many people within the Todmorden town boundary will benefit from the project?	
<p>The project will support 750 vulnerable people from Todmorden and the format for this will be face-to-face meetings, phone calls and teams and zoom meetings and the work will be focused on benefit applications such as PIP, Universal Credit, Attendance Allowance and Pension Credit and people receiving ESA and Working Tax Credit are now being transferred to Universal Credit. There is also mandatory reconsideration applications and appeal work to complete.</p>	

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

We support local people with benefit and housing issues and have drop-in meetings at Todmorden Food Drop-In (1st Saturday of the month, 9.30 – 12noon) and at Todmorden Health Centre (2nd Tuesday of the month, 11-1pm).

Financial Information/ Project Costs

Total Project Costs	£5635.00		
Amount requested from TTC (Must be equal to the shortfall between Figure A. Expenditure and Figure B. Income below)	£2,990.00		
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes	<input checked="" type="checkbox"/>	No
14/12/2023 - 31/08/2024 = £3,726.40			
Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)	Yes		No <input checked="" type="checkbox"/>
Applied to			
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.

(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 (£)
Staff Salaries includes National Insurance	£2,640.00
Volunteer Contribution	£2,645.00
Printing Inks	£ 150.00
Office Costs – Stationary = £35, small meeting room costs = £20 x 6 = £120	£ 155.00
Staff and volunteer costs = 9 journeys x £5 = £40	£ 45.00

	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
A. Total Expenditure	£5,635.00

Other income	
Income Description	Cost (£)
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	£2,645.00
B. Total Income	£2,645.00

C. Total Grant Requested from the Town Council	£2,990.00
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Organisation Financial Information

Level of Reserves Held at application date	£7,805.43
Bank Statement(s) Balance at application date	£42,100.60
Total value of Assets Held	£350 (computers)

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	