



TODMORDEN TOWN COUNCIL

## Discretionary Grants Policy

Prepared by: Naomi Crewe, Town Clerk

Date: Review date:

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### 1. Introduction

1.1 Todmorden Town Council (“the Council”) has the power, but not the obligation, under various sections of the Local Government Act 1972, to make discretionary grants to local community, voluntary and not-for-profit organisations.

1.2 The Council is funded by the residents of Todmorden through a precept on Council Tax collected by Calderdale Council. It therefore has a duty to ensure that public funds are used prudently, transparently and for demonstrable benefit to the Todmorden community.

1.3 Grants will be awarded in a fair, consistent and equitable manner, reflecting:

- the value and impact of the activity proposed;
- the benefit to Todmorden residents; and
- the extent of contribution made by the applicant organisation.

1.4 In all decisions, the Council will seek to achieve value for money for local taxpayers.

## **2. Aims of the Grant Making Programme**

2.1 The Council’s Grants Programme supports its Aims and Ambitions, specifically to *enable and facilitate* activities that add value to the Council’s core work and contribute to improving Todmorden for all residents.

2.2 The Council makes regular donations to:

- Cornholme & Portsmouth Old Library Limited (Foodbank – food provision)
- Todmorden Food Drop-In (Foodbank – food provision)
- Todmorden in Bloom
- Community Rights of Way Service (CROWS)

These donations fall outside the scope of this policy.

2.3 The Council provides a major grant to Todmorden Information Centre. Applications are assessed against this policy but, due to the value exceeding the standard maximum grant of £3,000, are considered by Full Council following initial consideration by the Resources Committee.

2.4 The Council also provides a major grant for the provision of Police Community Support Officers (PCSOs). This funding is not subject to the criteria within this policy and is considered by Full Council following initial consideration by the Resources Committee.

2.5 Through its Neighbourhood Plan and strategic priorities, the Council seeks to support projects contributing to one or more of the following themes:

- Community cohesion
- Community benefit and aspiration
- Accessibility and inclusivity, including dementia-friendly activities
- Food growing
- Sustainable environmental projects, including flood and water management
- Climate change mitigation and adaptation

- Skills development
- Civic pride
- Town centre improvement, promotion and safety
- Cultural arts and music development
- Voluntary-sector-led youth engagement
- Core costs (with match funding only)
- Health and wellbeing
- Promotion and use of Todmorden Town Hall, the Bandstand, the Pavilion and other community venues

2.6 The Council is keen to support organisations that:

- enable participation in voluntary and community activity
- improve the effectiveness of local voluntary groups
- meet the needs of people experiencing social exclusion or economic hardship
- ensure equality of access and opportunity for Todmorden residents; and
- improve or enhance the local environment.

2.7 Start-up grants of up to £500 may be awarded once only during an organisation’s first year following formal constitution, with the expectation that alternative funding streams will be developed.

2.8 Applications for funding towards core costs will only be considered where match funding is provided and a clear plan for future financial sustainability is submitted.

### **3. Applicant Contribution Criteria for Grants Assistance**

3.1 The Council’s annual grants budget will normally be phased into equal quarterly allocations, to ensure fairness and availability of funds throughout the financial year.

3.2 Grant funding is limited. Any in-year increase to the grants budget will be exceptional and subject to Full Council approval.

3.3 The maximum grant award to any organisation is £3,000 per financial year, regardless of organisational status or number of applications submitted.

3.4 Due to demand historically exceeding available funds, applicants are expected to contribute towards project costs, including through volunteer time or other match funding, in accordance with the criteria below.

3.4 Existing organisation applications

<b>Project cost</b>	<b>Maximum Grant award</b>	<b>Volunteer / Time Matched</b>	<b>Subsequent year consideration*</b>
Over £6000	£3,000	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award

£3,000 to £5,999	Up to 45%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
£1,000 to £2,999	Up to 55%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
£500 to £999	Up to 65%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
Up to £500	Up to 75%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award

\* No guarantee of subsequent year funding

### 3.5 New organisations –

Project cost	Maximum Grant award	Volunteer time Matched funding	Subsequent year consideration
Up to £500	100%	Not applicable	Subsequent years funding would be considered under the specifications paid out in section 3.4

3.6 The Council reserves the right to vary contribution requirements in response to demand or budget constraints.

3.7 Climate-related grants are subject to the same maximum award of £3,000 and are considered three times per year by the Climate Committee.

3.8 Grants must be claimed and spent within the financial year for which they are awarded. Funds cannot be carried forward.

## 4. Frequency of Distribution of Grants

4.1 The annual grants budget is approved by Full Council and phased quarterly.

4.2 Applications are considered:

- Quarterly by the Resources Committee; and
- Three times per year by the Climate Committee.

4.3 The grants timetable is published on the Council's website and is available on request from the Administration and Development Officer ([admin@todmorden-tc.gov.uk](mailto:admin@todmorden-tc.gov.uk)).

4.4 Completed applications must be received at least 14 working days before the relevant committee meeting. Early submission is strongly advised to allow officers to resolve any issues prior to agenda publication.

## 5. Over subscription of applicants to availability of funds

5.1 Where applications exceed available funds, the Council will apply an additional scoring process to ensure fair and transparent decision-making.

## 6. Which organisations/ groups can apply

6.1 Grants will normally be awarded to organisations operating within Todmorden that can demonstrate a clear benefit to local residents.

6.2 Organisations based outside Todmorden may be considered where the activity provides a direct and demonstrable benefit to Todmorden residents and complements existing provision.

6.3 Eligible applicants include:

- Constituted voluntary groups and societies
- Clubs
- Not-for-profit organisations
- Community Interest Companies
- Registered charities

6.4 At the Council's request, applicants must be able to provide evidence of appropriate governance arrangements, which may include (but is not limited to) governing documents, management or trustee structures, policies and procedures, and evidence of financial controls.

6.5 Organisations may only apply for grant funding in respect of their own activities and projects and must be the direct delivery body responsible for the use of the funds. The Council will not accept applications submitted on behalf of another organisation. An organisation may not act as an intermediary, sponsor, accountable body, or grant administrator for the purpose of securing or managing funding for any other organisation. Applications designed to circumvent the eligibility criteria or other requirements of this policy will be rejected.

## **7. Activities that will not be supported**

7.1 Grants will not be awarded for:

- Applications from individuals
- General funding for regional or national organisations (unless for a specific Todmorden-based project)
- Commercial or profit-making activities
- Activities that are the statutory responsibility of another authority
- Seed funding
- "Upward funding" to parent or headquarters organisations
- Political parties or political activity
- Predominantly religious activities
- Multiple applications exceeding the £3,000 annual cap
- Fundraising activities where surplus income is donated elsewhere
- Routine maintenance of buildings or equipment
- Projects that would increase unrestricted reserves
- Projects generating surplus income used for unrelated purposes
- Activities where animals are the primary beneficiaries
- Improvements to land or buildings not owned by the applicant, or without a lease of at least 25 years

## **8. Conditions of Awards**

8.1 All grants are subject to the following conditions:

- Funds must be used solely for the approved purpose
- Any variation must be approved in writing by the Council
- Unused or misapplied funds must be repaid
- Evidence of expenditure must be provided on request
- Grants do not constitute ongoing funding commitments
- A new application is required for each award
- No retrospective funding will be awarded
- Significant reserves (twice the grant requested) may reduce priority
- Feedback must be submitted within three months of project completion
- Failure to submit feedback will result in repayment
- The Council reserves the right to discontinue the programme
- For grants of £1,000 or more, applicants are requested to attend the relevant committee meeting.

## **9. Application Process**

9.1 Applications will only be considered where:

- The Council's approved application form is used
- A constitution and management details are provided
- Authorisation is confirmed by two trustees or board members
- Quotes, estimates and specifications are supplied where relevant
- Latest accounts or income and expenditure statements are included
- A dual-signatory bank account is evidenced
- Membership details demonstrate benefit to Todmorden residents
- Relevant policies (insurance, safeguarding, health & safety) are provided
- Six months of bank statements are submitted
- Only information presented on the application form will be considered at the Committee meetings. No supplementary documents will be presented.

9.2 Successful applicants must acknowledge Council funding on promotional materials, social media and websites, in line with guidance provided.



# TODMORDEN TOWN COUNCIL

## GRANT APPLICATION FORM 2026/27

Item 7b  
Resources Committee  
March 2026

Before applying for a grant from Todmorden Town Council, 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. If you require any guidance whilst filling out this form, please contact the office at [admin@todmorden-tc.gov.uk](mailto:admin@todmorden-tc.gov.uk) in advance of the application deadline. Deadlines can be found on our website - <https://todmorden-tc.gov.uk/upcoming-grant-deadlines/>

If you have been awarded a grant from us previously, please ensure you have sent us the required feedback for that grant before applying for another as the Council will not consider a second grant until completion of the first grant which includes the feedback being submitted.

Following receipt of your application, the office may need to contact you about you for further information or clarification purposes. Please ensure the contact details provided are for someone who will be contactable following submission and can speak on the application.

***If your application is late or incomplete, it may not be processed until the following grant round.***

<b>Name of Organisation</b>	
<b>Project Name/ Purpose of application</b>	
<b>Grant Amount Requested from TTC</b>	£

<b>Below is the list of supporting documents required with your grant application. If you are unable to provide one of these for any reason, please contact the office in advance of the application deadline.</b>	<b>Included with application.</b>	
	Yes	No
Full and complete copies of your latest signed, certified and audited accounts. <i>(For those applying under the New Organisation Stream: If your organisation is less than twelve months old, please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position, and the projected income and expenditure for the next 12 months. You must also supply one person and one business reference.)</i>		
A copy of your organisation's constitution or set of rules.	Yes	No
Copies of your bank statements for the last six months.	Yes	No
A copy of your organisation's safeguarding policy/policies.	Yes	No
Copies of two written estimates/ quotes if applying for a grant for equipment or capital item.	Yes	No
Evidence of any other awards received towards the cost of the project e.g. copy of award.	Yes	No
A certified copy of the resolution of the organisation to apply for a grant or letter of approval signed by two trustees/ board members.	Yes	No
Any other information that is relevant to this application e.g. insurance cover, health and safety issues, planning/ events permissions.	Yes	No

## 1. Contact Details

Address of Organisation	
Name of person making application	
Position in Organisation	
Phone Number	
Email address	
Website	

## 2. Organisation Details

<b>2a. What type of Organisation are you? (Delete as appropriate)</b>		
Charitable organisation	Unregistered Community Group/Club/Society	
Registered Charity (Please state Charity number)	Other (please state below)	
<b>2b. Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)</b>	Yes	No
<b>2c. Are you part of a larger, national or regional organisation? (If yes, please give details)</b>	Yes	No
<b>2d. How many trustees, volunteers and service users are there in your organisation?</b>		
<b>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)</b>		
<b>2f. Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact? (Please aim for a minimum of 200 words)</b>		

**2g. How will you acknowledge the assistance of Todmorden Town Council on all promotional material (Please see Section 6 below)**

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**3. Project Information**

**3a. Which Grant are you applying for?**

Small Grant	New Organisation	Climate Grant
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**3b. What is the Purpose of grant request (delete as appropriate)**

Venue 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	Other (Please state)

**3c. When will your project start?**

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**3d. When will your project finish?**

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**3e. How will your project benefit the local community within Todmorden?**

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**3f. Why is this project needed? What advantage will it bring to Todmorden?**

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**3g. How many people within the Todmorden town boundary will benefit from the project?**

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

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#### 4. Financial Information/ Project Costs

The total grant requested must equal the shortfall between expenditure (Fig A) and income (Fig B) in section 4e.

For example, if expenditure = £7500 and income = £4750, your grant request would be a maximum of £2750.

<b>4a. Total Project Costs</b>	<b>£</b>		
<b>4b. Amount requested from TTC</b>	<b>£</b>		
<b>4c. Have you previously applied for grant funding from Todmorden Town Council?</b> (If yes please give details of grants received from the Town Council over the last 10 years).	Yes	No	
<b>4d. Have you or this group previously applied for or received any other grant for this project?</b> (If yes please give details below)	Yes	No	
<b>Applied to</b>			
<b>Dates of application</b>			
<b>Received from</b>			
<b>Date received/or due</b>			
<b>Amount received</b>			



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

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

## 6. Acknowledging the Contribution from Todmorden Town Council

As this grant is funded by public money, it is important to acknowledge the support provided by Todmorden Town Council. Successful applicants are required to promote the Council's contribution to their project and ensure the correct use of the Council's logo.

### This includes, where applicable:

- Issuing a **press release** announcing the grant award.
- Acknowledging the grant and amount provided on your **website**.
- Posting about the grant on your organisation's **social media**, tagging Todmorden Town Council's accounts on Facebook, Instagram, and Twitter (handles will be provided in the award letter and are available on the grants page of our website).
- Including the Council's crest in any **literature** promoting the project or purpose of the grant.
- Displaying the Council's crest on your **letter footer** as a funder/part funder.

To ensure proper use of the Council's logo, you must use the official version provided in your grant award email, where detailed usage instructions are also available. Screenshots or altered versions of the logo must not be used.

By signing the declaration below, you confirm your understanding and acceptance of this condition.

Failure to comply with these requirements may affect future applications.

## 7. Declaration

- I am authorised to make this application on behalf of the above organisation.
- I certify that the information contained in this application is correct.
- I confirm that I have read and understood the Council's Grant's Policy and criteria for its small grants scheme.
- If the information in the application changes, I will inform Todmorden Town Council as soon as possible.

- I give permission for Todmorden Town Council to record the details of my organisation electronically and contact organisation by phone, mail or email with information from time to time
- I agree to the terms and conditions of the grant criteria stipulated on this form and will provide evidence to the Council to show that the grant has been used in the manner it was intended and will repay any funds that have not been used towards the grant
- I acknowledge that if my application is successful, it is a condition of the grant to promote Todmorden Town Council's contribution and use the correct logo for this purpose, including tagging the Council in social media posts.
- I agree to comply with any other terms and conditions that the Council may attach to the grant.
- I agree to return any unspent grant monies awarded.

Applicants Signature:	
Application Date:	

## 8. Submitting your Application

Please submit your completed application form and all supporting documents to:

Todmorden Town Council, Todmorden Town Hall, Bridge Street, Todmorden, OL14 5AQ  
or via email to [admin@todmorden-tc.gov.uk](mailto:admin@todmorden-tc.gov.uk)

### *Official Use Only*

<b>Sum requested from Todmorden Town Council</b>	
<b>Applicant contribution % = (B/A)%</b>	<b>%</b>
<b>Todmorden Town Council Contribution % = (C/A)%</b>	<b>%</b>
<b>Total income (must be sum of B &amp; C above) and equal to figure A</b>	

<b>Does applicant contribution % meet criteria – see end of application form</b>	Yes	No
<b>Volunteer Hours % contribution</b>	Yes	No
<b>Does the volunteer hours contribution % meet criteria</b>	Yes	No
<b>Town Clerk confirmed Bank details and supporting documents.</b>	Yes	No