



# 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

|                                          |                                      |
|------------------------------------------|--------------------------------------|
| <b>Name of Organisation</b>              | Todmorden Information Centre Trust   |
| <b>Address of Organisation</b>           | 15 Burnley Road, Todmorden, OL14 7BU |
| <b>Name of person making application</b> |                                      |
| <b>Position in Organisation</b>          |                                      |
| <b>Phone Number</b>                      |                                      |
| <b>Email address</b>                     |                                      |
| <b>Website</b>                           |                                      |

### 2. Organisation Details

|                                                                                                               |                                                           |           |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------|
| <b>2a. What type of Organisation are you? (Delete as appropriate)</b>                                         |                                                           |           |
| Charitable organisation                                                                                       | Unregistered Community Group/Club/Society                 |           |
| Registered Charity (Charity number please state below)                                                        | Other (please state below)<br><b>Unincorporated Trust</b> |           |
| <b>2b. Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)</b> | <b>Yes</b>                                                |           |
| <b>2c. Are you part of a larger, national or regional organisation? (If yes, please give details)</b>         |                                                           | <b>No</b> |
| <b>2d. How many trustees, volunteers and service users are there in your organisation?</b>                    | 11 Trustees, 10 volunteers                                |           |

**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 Todmorden Information Centre Trust is a vital community asset and one of the few remaining information centres in the region, offering invaluable resources and services to residents, visitors, and businesses alike. For over 37 years, we have championed Todmorden, empowering residents and attracting visitors. Our core aims are to serve as a cornerstone of the local community, fostering economic growth, community cohesion, and a positive town image.

Our primary objectives include:

- **Economic Development**, where we 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. In 2025-26, we have actively supported over 20 local organisations with ticket sales and marketing, including the Todmorden Hippodrome Theatre, Todmorden Choral Society, and Todmorden Orchestra, among many others. We also facilitate "Meet the Maker" events for local artisans, which we now plan to extend to community groups. Additionally, our own sales figures remain robust, demonstrating our continued economic impact.
- **Community Engagement**, we create a welcoming and inclusive environment by providing a platform for diverse groups and hosting community-focused events. We are continuing to reposition ourselves to connect residents and empower participation, supporting groups from Todmorden in Bloom to Todmorden Flood Group and CROWS. We are expanding the exhibition space we offer to community groups on a rolling basis, similar to the successful displays for Bridestones Rewilded and CROWS, and have sought funding to open on Sundays for community group meet-and-greet sessions. To further engagement, we plan to proactively reach out to a broader range of community groups and host joint events or workshops, such as a "Todmorden History Day" with the Antiquarian Society, leveraging our space to address the community's desire to feel more heard and engaged. This builds on new research regarding community engagement in Todmorden.
- **Local Promotion**, we 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. Our collaboration with the CMBC Tourism team resulted in a Todmorden itinerary being featured in The Times. We have a growing online presence with new blog posts and listings, and our website, which promotes over 70 local businesses and community groups, attracts over 15,000 visitors globally each year. A recent social media post for International Women's Day reached an exceptional 16,687 people on Facebook.
- **Sustainable Operations**, we work to ensure our long-term viability by diversifying funding sources, leveraging volunteer contributions, and partnering with like-minded organisations. We have recently expanded our retail offerings with locally produced goods from local artists, and continue to seek sustainable and locally produced items that align with our vision. We are also exploring advertising packages for businesses to promote experiences that align with conscious purchasing habits, and we continue to solicit sponsorship from local companies.

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

As a community-based information centre, our operations inherently contribute to the town's overall carbon footprint. However, the Todmorden Information Centre is deeply committed to minimising this impact through various sustainable practices.

Our strategies include:

- **Reducing our physical footprint:** We adopt digital platforms for information dissemination, source locally, and implement energy-efficient measures, such as utilising LED lighting and optimising heating/cooling systems, to minimise resource consumption and reduce carbon emissions. We source goods locally, such as the Todmorden Tea Towel and artwork from local artists like Lucy Parker, to minimise transportation emissions.
- **Promoting sustainable choices:** We actively collaborate with local organisations like Todmorden Climate Action and Friends of Centre Vale Park to advocate for sustainable practices. We promote eco-friendly tourism, educate the community on sustainable living and align ourselves with the shift towards "conscious purchasing" among visitors who prefer memories over material goods.
- **Continuous improvement:** We regularly assess our environmental impact and seek innovative solutions to further reduce our carbon footprint, with an aim for long-term carbon neutrality.
- **Research:** Our manager's recently completed Tourism MSc research in regenerative tourism will inform our future practices, ensuring our initiatives prioritise community well-being, environmental protection, cultural preservation, and economic benefits. By adopting regenerative tourism principles, we aim to create a more sustainable and positive impact on Todmorden, striving to be a positive force for climate action.

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

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.

### 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)**

|                         |                                   |                     |                               |
|-------------------------|-----------------------------------|---------------------|-------------------------------|
| Town Hall Hire          | Project Delivery                  | <b>Core Funding</b> | 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)    |                                   |                     |                               |

**3c. Project Name**

Todmorden Information Centre Core Staffing Costs 2026/27

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

April 2026 – Grant application for the financial year

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
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| 3e. When will your project finish?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | March 2027 |
| 3f. How will your project benefit the local community within the Todmorden town boundary?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |
| <p>The Todmorden Information Centre is a cornerstone of the Todmorden community, providing a range of invaluable services that directly benefit all residents within the town boundary and contribute to the town's overall prosperity. Approximately two-thirds of our in-person users are residents, with between 8,000 and 10,000 benefiting in 2024/25, and an additional 15,000 online users.</p> <p>Key benefits include:</p> <ul style="list-style-type: none"> <li>• <b>Economic Growth:</b> We are a key driver for the wider economy. Our initiatives, such as promoting over 70 local businesses and artists, hosting events, acting as a central ticket agent, and attracting visitors, contribute to a vibrant local economy by increasing visitor numbers, stimulating local spending, and generating revenue for the town. Our collaboration with the Town Deal Board and CMBC on Christmas events will ensure the town is busy in the run-up to the festive period to boost economic activity. Additionally, we have secured funding from CMBC for 5000 new town maps, printed locally and designed by a local artist, to be printed and distributed throughout Todmorden, encouraging repeat quality visits.</li> <li>• <b>Community Engagement:</b> We serve as a vital platform for diverse groups, fostering a sense of belonging and providing essential resources that enhance residents' quality of life. Our plans to expand space for community groups and facilitate weekend meet-and-greet sessions will further strengthen community cohesion and address the recently discovered fact that residents feel informed but not heard, which we aim to proactively address in the coming year.</li> <li>• <b>Heritage Preservation &amp; Positive Image:</b> Our efforts to showcase Todmorden's unique history and culture strengthen local identity, civic pride, and enhance the town's brand awareness, attracting new residents and visitors. The reprinting and successful sale of the "History of Todmorden" book, funded in part by the Todmorden Antiquarian Society, is a testament to our role in preserving and promoting local heritage. Our social media success, with posts reaching tens of thousands, significantly boosts town visibility and civic pride.</li> <li>• <b>Sustainable Development, Regenerative Tourism and Quality of Life:</b> We actively promote eco-friendly practices, collaborate with sustainable initiatives, and educate residents on environmental issues, contributing to a greener and more sustainable future for Todmorden. The manager's dissertation explicitly aims to help Todmorden realise its full potential in regenerative tourism. By better "storytelling" around the town's circularity and strengthening local identity, we will create a more authentic visit experience and proactively develop sustainable livelihoods. This aligns with the community's support for regenerative tourism and its desire to be more engaged, ultimately improving the quality of life for residents.</li> </ul> <p>By supporting the Todmorden Information Centre, the Town Council is investing in a project that delivers tangible benefits for every residents, building a more vibrant, inclusive, and sustainable community for all.</p> |            |
| 3g. Why is this project needed? What advantage will it bring to Todmorden?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
| <p>This project is critically needed because the Todmorden Information Centre is a unique and indispensable asset that provides essential services that no other organisation in the town currently offers for the cost to the Town Council. We are the central hub that connects all the key players—</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |

from Town Deal partners to community groups and local businesses, fostering a cohesive approach to local development.

Key reasons for our continued necessity include:

- **Economic Driver:** We are the champion of local businesses, artists, and events, directly attracting visitors and boosting the local economy. In the last year, we have supported over 20 local organisations through ticket sales and marketing, and promoted over 70 local businesses on our website with 15,000 annual global visitors, clearly demonstrating this impact. No other organisation offers this comprehensive, town-wide economic support.
- **Centralised Coordination:** The Centre is the only entity that provides a neutral, centralised point of contact for a wide range of community groups, businesses, and Town Deal partners. We coordinate events, sell tickets, and disseminate information, ensuring that all these efforts are cohesive and effective. A recent example is our proactive work with CMBC to coordinate town-wide Christmas and event planning to avoid confusion and increase footfall.
- **Community Hub:** We serve as the primary platform for connecting residents, empowering participation, and fostering a vital sense of belonging. Our planned expansion of community group space and Sunday opening for engagement will directly address the community's desire for more involvement.
- **Strategic Vision for Todmorden:** We are preparing a roadmap informed by the manager's dissertation for the town to become a leader in regenerative tourism. The Information Centre is uniquely positioned to implement this, focusing on "storytelling" around the town's circular economy, which strengthens local identity and creates an authentic visitor experience. This strategic direction, supported by community feedback, would be lost without the Centre.
- **Leveraging External Funding:** While we require Town Council support for our core costs, our proactive efforts to secure diverse funding, including ongoing discussions about re-applying for charity status and exploring digital products and sponsorships, demonstrate our commitment to long-term sustainability. We are also working with partner organisations, such as the Town Deal Board, to apply for funding from the Community Foundation for Calderdale and the Arts Council, to bring over £30,000 in grant funding into Todmorden for community events. The Centre, as the anchor organisation, is a key party in seeking this funding.

The advantages this project will bring to Todmorden are significant:

- **Thriving Economy:** Our initiatives will lead to increased visitor numbers, greater local spending, and stronger business support, contributing to a more prosperous economy.
- **Unified Town Vision:** We provide the central coordination and "storytelling" necessary to integrate the Town Deal projects, Christmas events, and broader regenerative tourism principles, ensuring a cohesive and impactful future for Todmorden.
- **Stronger Community:** By fostering inclusive events, providing essential resources, and creating a platform for connection, we will build a stronger and more cohesive community.
- **Positive Image:** An enhanced town brand, celebrated heritage, and increased civic pride will solidify a more positive and attractive image of Todmorden.
- **Leadership in Regenerative Tourism:** With our explicit focus on regenerative tourism principles, Todmorden will be uniquely positioned as a leader in sustainable and authentic tourism practices, attracting mindful visitors and creating long-term benefits for the town.

Without the Todmorden Information Centre, the town risks losing its central coordinating body for events, a key economic driver for local businesses, and the strategic leadership needed to fully

realise its potential as a leader in regenerative tourism. The cost to the Town Council is a highly efficient investment given the breadth and depth of the services we provide.

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

All residents, approximately 16,000, are welcomed into Todmorden Information Centre. Approximately two-thirds of in-person users are residents, and between 8,000 and 10000 will have benefited in 2024/25. Online Todmorden users are approximately 7000-9000 beneficiaries. Also, all visitors will benefit.

**3i. 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: Tuesday – Saturday 10am – 3pm  
 Extra hours are included depending on the events occurring in Todmorden or the Centre, which can include evenings and Sundays.

## 4. Financial Information/ Project Costs

|                                                                                                                                                                                    |                                     |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--|--|
| <b>4a. Total Project Costs</b>                                                                                                                                                     | £38,857.97                          |  |  |
| <b>4b. Amount requested from TTC</b> (This figure must be equal to the shortfall between Figure A. Expenditure and Figure B. Income at item 4e below).                             | £25,701.97                          |  |  |
| <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 5 years.) | <b>Yes</b>                          |  |  |
| 2019/20 - £19,000<br>2020/21 - £19,000<br>2021/22 - £24,000<br>2022/23 - £17,000<br>2023/24 – £20,116<br>2024/25 - £15,380<br>2025/26 - £13,000                                    |                                     |  |  |
| <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)                                          | <b>Yes</b>                          |  |  |
| <b>Applied to</b>                                                                                                                                                                  | Community Foundation for Calderdale |  |  |
| <b>Dates of application</b>                                                                                                                                                        | August 2025                         |  |  |
| <b>Received from</b>                                                                                                                                                               |                                     |  |  |
| <b>Date received/or due</b>                                                                                                                                                        | Awaiting outcome                    |  |  |
| <b>Amount received</b>                                                                                                                                                             |                                     |  |  |

**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 (£)          |
|--------------------------------------------------------------------|-------------------|
| Manager's Salary                                                   | £21,123.44        |
| Assistant's Salary                                                 | £3,280.02         |
| Additional Manager's Hours                                         | £254.88           |
| Contingency Cover                                                  | £1,043.63         |
| <i>Volunteer Hours</i>                                             | <i>£13,156.00</i> |
|                                                                    |                   |
| <b>A. Total Expenditure (must be = to 4a: Total Project Costs)</b> | <b>£38,857.97</b> |

| Other income                                                                   |                   |
|--------------------------------------------------------------------------------|-------------------|
| Income Description                                                             | Cost (£)          |
|                                                                                | £                 |
|                                                                                | £                 |
|                                                                                | £                 |
|                                                                                | £                 |
|                                                                                | £                 |
| <i>Volunteer Hours (this should match the figure in the expenditure table)</i> | <i>£13,156.00</i> |
|                                                                                |                   |
| <b>B. Total Income</b>                                                         | <b>£13,156.00</b> |

|                                                        |                   |
|--------------------------------------------------------|-------------------|
| <b>C. Total Grant Requested from the Town Council*</b> | <b>£25,701.97</b> |
|--------------------------------------------------------|-------------------|

\*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

|                                                          |                                      |
|----------------------------------------------------------|--------------------------------------|
| <b>5a. Level of Reserves Held at application date</b>    | £ 52,000 (explanation in Appendix 2) |
| <b>5b. Bank Statement(s) Balance at application date</b> | £339.95                              |
| <b>5c. Total value of Assets Held</b>                    | £1000                                |

|                                               |
|-----------------------------------------------|
| <b>5d. Name of signatory on the account 1</b> |
| <b>5e. Name of signatory on the account 2</b> |

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

