



## 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

<b>Name of Organisation</b>	Todmorden Photographic Society
<b>Address of Organisation</b>	[REDACTED]
<b>Name of person making application</b>	[REDACTED]
<b>Position in Organisation</b>	[REDACTED]
<b>Phone Number</b>	[REDACTED]
<b>Email address</b>	
<b>website</b>	Todmordenphotographicsociety.com

#### Organisation Details

<b>What type of Organisation are you? (Delete as appropriate)</b>	
	Unregistered Community Group/Club/Society
<b>Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)</b>	Yes
<b>Are you part of a larger, national or regional organisation? (If yes, please give details)</b>	Y.P.U
<b>How many trustees, volunteers and service users are there in your organisation?</b>	20
<b>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</b>	
<p>We have a meeting every Wednesday at the Town Hall and hold an annual exhibition in November. This year the town hall hire for our weekly meetings has increase, this is the first time that the prices have increased in 10 years.</p>	

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

The climate impact for weekly meetings and exhibition are minimal but we will use the Town Hall mugs not disposable ones for refreshments.

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

Website acknowledgement that Todmorden Town Council has provided a grant, and the amount provided on any literature promoting the exhibition.

## Project Information

**Which Grant are you applying for?**

Small Grant		
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**What is the Purpose of grant request (delete as appropriate)**

Town Hall Hire			
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Other (please state)

<b>Project Name</b>	Annual Exhibition and increase in room hire fees
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<b>When will your project start?</b>	April 2025
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<b>When will your project finish?</b>	March 2026
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**How will your project benefit the local community within the Todmorden town boundary?**

The Annual Exhibition provides entertainment and cultural enrichment to the community and the weekly meeting are a regular support for those who attend and we welcome new members

<b>Why is this project needed? What advantage will it bring to Todmorden?</b>
To help with social exclusion and support those who wish to participate in this art form. The annual exhibition will showcase the society's work and encourage others to join.
<b>How many people within the Todmorden town boundary will benefit from the project?</b>
400+ people will visit the exhibition. 12 volunteers will benefit from skills development by taking part in the creation and delivery of the exhibition.  16 people attend each week.
<b>Please include dates and venue of events if applicable (include a draft programme if available.)</b>
The exhibition will take place in the Town Hall in November 2025 – exact dates to be confirmed due to the building work.

### Financial Information/ Project Costs

<b>Total Project Costs</b>	£3,449
<b>Amount requested from TTC (Must be equal to the shortfall between Figure A. Expenditure and Figure B. Income below)</b>	£1690.60
<b>Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)</b>	Yes
22/23 – Exhibition room Hire - £564.64 23/24 - Exhibition room Hire - £419 – 16 <sup>th</sup> September 2023 24/25- Exhibition room Hire - £419 – 12 <sup>th</sup> June 2024	
<b>Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)</b>	No
<b>Applied to</b>	
<b>Dates of application</b>	
<b>Received from</b>	
<b>Date received/or due</b>	
<b>Amount received</b>	

**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)*

<b>Expenditure Description</b>	<b>Cost (£)</b>
Exhibition - Town Hall Hire	£720
Exhibition - Judges Dinner	£75.00
Exhibition materials	£20.00
Exhibition - Refreshments	£150.00
Town Hall weekly Hire (46 weeks)	£2484.00
<b>Volunteer Hours (based on £10 per hour as for this project only)</b>	
<b>A. Total Expenditure</b>	<b>£3449</b>

<b>Other income</b>	
<b>Income Description</b>	<b>Cost (£)</b>
Raffle	£109.00
Refreshments	£31.00
Door Income	£165.00
Subscription	£800
Fund raising/ donations	£653.40
<b>Volunteer Hours (this should match the figure in the expenditure table)</b>	
<b>B. Total Income</b>	<b>£1758.40</b>

<b>C. Total Grant Requested from the Town Council</b>	<b>£1,690.60</b>
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### Organisation Financial Information

<b>Level of Reserves Held at application date</b>	£4,546.83
<b>Bank Statement(s) Balance at application date</b>	£4,546.83
<b>Total value of Assets Held</b>	£0

Name of signatory on the account 1	
Name of signatory on the account 2	

<b>Organisations Bank details</b>	
Bank Account Name	
Bank (HSBC, Natwest etc)	
Sort Code	
Account Number	

**Official Use Only**

<b>Sum requested from Todmorden Town Council</b>	<b>£</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>	<b>Yes</b>
<b>Volunteer Hours % contribution</b>	
<b>Does the volunteer hours contribution % meet criteria</b>	<b>yes</b>
<b>Town Clerk confirmed Bank details and supporting documents.</b>	<b>Yes</b>