



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	Todmorden Photographic Society
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	
Email address	[REDACTED]
website	https://www.todmordenphotographicsociety.com/

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)		
	Unregistered Community Group/Club/Society	
2b. Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes	
2c. Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes	Yorkshire Photographic Society
2d. How many trustees, volunteers and service users are there in your organisation?	20	

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 photographic group meet every Wednesday in Todmorden Town Hall.

We hold an annual exhibition in November.

We host other photographic groups and visit other groups.

2f. 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. Most members are local and don't travel far to attend, limiting use of vehicles.

Minimising use of disposable materials such as mugs for refreshments.

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

The grant will be acknowledged on our website, and on social media. We also add the Town Council logo to our promotional material like banners and posters for the exhibition.

3. Project Information

3a. Which Grant are you applying for?

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

Town Hall Hire			
Community Benefit			Cultural Arts & Music
			Town Centre Event
Other (please state)			

3c. Project Name

2026 Annual Exhibition

3d. When will your project start?

November 2026

3e. When will your project finish?

November 2026

3f. How will your project benefit the local community within the Todmorden town boundary?

The annual exhibition provides entertainment and cultural enrichment to Todmorden.

The exhibition provides a channel for our photographers to show off their work and invite members of the public in to see the photos and give their feedback.

The exhibition adds to the great calendar of events that happen in Todmorden, especially at this time of year, just before the Christmas period kicks off.

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

The exhibition draws in a lot of members of the public, in a central location. People will visit the Town Hall and then visit other parts of town, like the market, cafes, bars and restaurants.

It also entices more people to take up photography, which can give someone the opportunity to leave the house, meet new people and better their social lives, which is important for mental health.

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

We anticipate 400+ people will visit the exhibition over the weekend. Our members will benefit as they take part in the delivery of the exhibition and will be involved in speaking with members of the public who visit, providing the opportunity to talk about their work.

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

Exact date TBC but the exhibition will take place in November 2025 in the Town Hall.

4. Financial Information/ Project Costs

4a. Total Project Costs	£6099.47		
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).	£1017.80		
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		
2025 – £1690.60 – Exhibition costs and Town Hall Hire 2024 – £419.00 – Exhibition Room Hire 2023 – £419.00 – Exhibition Room Hire 2022 – £564.64 – Exhibition Room Hire			

4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below).		No
Applied to		
Dates of application		
Received from		
Date received/or due		
Amount received		

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 (£)
Town Hall Hire – 46 weeks @ £54 p/week	£2484.00
Exhibition – Room Hire	£862.80
Exhibition – Refreshments/ Judges Dinner	£75.00
Exhibition – Marketing	£60.00
Exhibition – Public vote Prize	£20.00
Music License	£47.67
Calendars – Design, print and envelopes	£2550.00
A. Total Expenditure (must be = to 4a: Total Project Costs)	£6099.47
Other income	
Income Description	Cost (£)
Raffle	£100.00
Donations (anticipated, using 2025 figure)	£146.90
Subscriptions	£825.00
Calendar sales	£3200.00
Contribution from own funds	£809.77
B. Total Income	£4271.90

C. Total Grant Requested from the Town Council*	£1017.80
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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	£9556.30
5b. Bank Statement(s) Balance at application date	£9556.30

5c. Total value of Assets Held	£9556.30
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