



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 Antiquarian Society
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
website	www.todmordenantiquarians.co.uk

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)	No
2d. How many trustees, volunteers and service users are there in your organisation?	57

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 TAS has endeavoured for decades now to preserve elements of Todmorden's heritage and history that might otherwise be lost or removed from the area. We hold a series of engaging and lively talks every year at Todmorden Learning Centre which cover not just topics of local historical interest but also incorporate the wider Lancashire and Yorkshire area. We have hosted talks by local men who worked in Antarctica, talks about cartoonists for the Cotton Factory Times, and talks about the planning and building of the Rochdale Canal, as just a small cross-section. We also publish books and pamphlets about the history of Todmorden.

For nine years we have had an arrangement with Todmorden Library whereby they have catalogued and maintained our holdings so that they could be accessed more easily by members and by the general public. As it will benefit both their local history collection as well as ours, both the library staff and the TAS are now seeking to raise funds to cover the cost of the shelving from the library service's furniture supplier, which has been quoted at £9507.90 (£11,409.48 plus VAT).

An extension to the library where our holdings were previously stored is being refurbished and their plan is to have the previously closed space opened up as a heritage room; however this will mean that glass-fronted, lockable shelving is required to keep everything secure (with the added bonus of being visually browseable and more visible to all visitors to the library). This will be at an expense which the library service cannot cover as their facilities budget is not held by them but by another arm of Calderdale Council who would only initially commit to replacing the existing shelving life-for-like, which would be incompatible with the heritage room concept and leave both organisations without secure and climate controlled storage for their holdings. Also, there have been delays to the building of the extension due to a legal dispute with the neighbouring property, and this has eaten further into the facilities budget meaning there is no wiggle room at all to fund this project from the Council side.

Being able to display our shared collections in a way which allows the public to see at a glance what is there and access it securely during normal opening hours will benefit the people of Todmorden by encouraging a greater interest in the history of our town. Our holdings are invaluable to family history and social history researchers alike and make up an interesting cross-section of past life that other Antiquarian Societies in West Yorkshire cannot always match. From personal diaries of weavers and schoolboys in the early 1800s to deeds and indentures for industrial buildings, survey maps from the late 1700s, death certificates, membership logs of mutual improvement societies, ceremonial chains and even a pair of glasses purportedly belonging to "Honest John" Fielden – all these items and more would be displayed alongside the library's collection of Town Board and Council minutes, family trees, literary works in local dialect, parish registers and much more.

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

No

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

The library will have a small plaque made acknowledging the contributions of the public and other organisations towards the cost of the shelving which will be affixed to the wall in the heritage room, and the Town Council would be included on it. We would also mention your assistance towards funding the shelving on our website and the library will mention it on their own social media and press releases following its installation.

3. Project Information

3a. Which Grant are you applying for?

Small Grant

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

	Project Delivery		Civic Pride
			Accessibility and inclusivity
Community Benefit			
Other (please state)			

3c. Project Name

3d. When will your project start?

Building works commence 6th March 2025

3e. When will your project finish?

Building works estimated to be completed for end of June 2025 – shelving to be ordered with approx. lead time of 6 weeks, but delivery can be flexible following end of building works.

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

The success of various library events across Calderdale such as Right Up My Street, Bodies Under The Library? etc. show that there is a real desire and appetite for doing both family history and social history research using the local history resources available within the library service

(physical and electronic). Being able to tap in to that interest within the wider community while also sharing our own resources will give people in Todmorden more opportunities to do this research themselves and to gain a more solid understanding of their own place within Todmorden's history. Today's present is tomorrow's history, after all! The library has had researchers from outside the area come to view our collected archival material, and the more this can be encouraged then the more economic benefit that research will have to the people of Todmorden - via (hopefully) increased tourism numbers and usage of other businesses and resources within the town.

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

The refurbishment of the library extension and plan to remove the closed meeting room space from the extension means that an opportunity to deliver a heritage space is now here without needing to find a new home for objects. The proposed "heritage centre" that originally formed part of the Town Deal plans has been reduced to something much smaller and, very reasonably, will focus more on objects rather than archives or maps, which is where *our* plan for an archive room can neatly dovetail with the other to provide a fully rounded heritage offer for the town. Todmorden Library has the largest local history collection of any library outside of Halifax Central Library, and our archives being displayed prominently alongside theirs makes this proposed heritage space unique amongst all the other non-Halifax towns within Calderdale. This will support and complement the current drive to encourage tourism within Todmorden by providing access to a fully-rounded archive of our history to residents and visitors alike during the library's opening hours (which include two evenings a week and Saturdays, allowing for maximum opportunity for access). Items from both collections will be reference-only so there is no risk of items going missing if the shelving is lockable as planned, ensuring the two archives are safe for future generations as well.

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

Every resident of Todmorden, theoretically – the library is free to visit and access to holdings will be to anyone who asks, regardless of residential status.

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

4. Financial Information/ Project Costs

4a. Total Project Costs	£9507.90		
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).	£1098.90		
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.)			No
4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)	Yes		
Applied to	Crook Hill Community Benefit Fund		
Dates of application	31 Jan 2025		
Received from	Decision pending early May 2025		
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 (£)
8m of archive-quality Uniflex shelving, with lockable glass doors, including delivery and installation fees (see quote) Amount is without VAT	£9507.90
	£
	£
	£
	£
	£
	£
A. Total Expenditure (must be = to 4a: Total Project Costs)	£9507.90

Other income	
Income Description	Cost (£)
Fundraising carried out by library staff to date	£1,150
TAS contribution to project	£3,000
Expected other fundraising (grants, private fundraising etc)	£4,259
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	£
B. Total Income	£8,409

C. Total Grant Requested from the Town Council*	£1098.90
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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	£7328
5b. Bank Statement(s) Balance at application date	£7328
5c. Total value of Assets Held	£0

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

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

Official Use Only

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

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