



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	Friends of Centre Vale Park
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
website	www.friendsofcentrevalepark.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?	Management Committee of 7 and 123 Members

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)
<p>The Friends of Centre Vale Park is a diverse group of 123 local residents which aims to facilitate, promote, and maintain the recreational use of Centre Vale Park - safe, welcoming and enjoyable for all. Key objectives from our constitution:</p> <p>a) To work in partnership with CMBC for the general betterment of Centre Vale Park.</p> <p>b) To work in partnership with the local community, local agencies and local organisations to foster a sense of ownership and responsibility for Centre Vale Park.</p> <p>c) To improve and restore the parkland environment, and to help develop new and existing facilities at Centre Vale Park, including community recreation.</p> <p>Our activities have included • woodland management, planting initiatives, pond restoration and path improvements - we have a team of regular park work volunteers including some teenage boys with complex behavioural needs from Compass School • projects include: creation of a Heritage Trail and leaflet – Bug Hotels with Castle Hill temporarily located on the meadow - Stories of Centre Vale Trees – contributing to Town Deal funded developments - running birdwatching guided walks – Community Litter Picking events – annual Picnic in the Park with musical entertainments - maintain our website, park noticeboard and quarterly newsletters.</p>

We hope to hold our 5th annual free-entry Picnic in the Park, providing a family and friends occasion to relax and be entertained – with a seaside theme including face-hole photo-board, sand-pit, kids entertainer, Todmorden Brass Band including mass-participation performance of ‘*Oh I do like to be beside the seaside!*’; indoor and outdoor plants, and a creative pot your own ‘seedling’ stall for kids.

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

Firstly we will be reusing our large plastic banners – simply changing the date. More broadly, this community event encourages the appreciation and care for shared green space, picking up litter, mixed recycling bins, activities on offer designed for minimal waste. The event will have low impact in terms of wear and tear on the park. The volunteers will work hard to leave no trace in clear up after the event.

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

With your logo on the banners, leaflets, posters and publicity on social media.
We hope the newly appointed Mayor will attend; thanks, will be said at the event.

3. Project Information

3a. Which Grant are you applying for?

Small Grant

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

Community Cohesion	Community Benefit	Accessibility and inclusivity	Civic Pride
Voluntary sector youth Engagement	Health & Wellbeing	Food Growing	Cultural Arts & Music

3c. Project Name	Picnic in the Park 2026
3d. When will your project start?	Planning has started, delivery Sunday 28 June 2026
3e. When will your project finish?	End of June 2026 following review and evaluation

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

This would be our fifth annual Picnic in the Park. From this experience we have seen many benefits to individuals and the local community as a whole and wish to repeat them.

Our goal is to be as inclusive of the local community as possible – in particular families on low incomes – the event is open to everyone with no entry fee – we publicise the event heavily through the primary schools within Todmorden and through our previous collaborators, Music for the Many. The creative pot your own ‘seedling’ stall for kids would be provided without fee; the indoor and outdoor plant stall simply asks for donations and will have free expert advice. We have good links with Age Concern and ensure our publicity reaches the elders.

Todmorden Brass Band is much loved by the local community, in particular those with longer memories, giving much joy to see and hear them perform within the park. We locate the event in the place most accessible for those with mobility challenges – the picnic is held within the foundations of the old mansion which enables people to either sit on the ground, bring their own collapsible chair, or sit on the raised stonework – we hire an extra wide accessible portaloos. We believe the shared enjoyment of music and entertainment by the diverse community of Todmorden strengthens our bonds and deepens our collective civic pride. Holding the picnic in the

park, places the park as a destination where fond memories are made and greater care of our shared 'green space' is generated.

The event brings together a group of 8 volunteers from within the Friends of Centre Vale Park membership who benefit from working as a team in creating and holding an event for the benefit of their community – making connections which all add to greater integration and cohesion. The wider membership of Friends of Centre Vale Park, currently 123, have an opportunity to come together and connect – instilling a sense of identity as a Friend, and with Centre Vale Park.

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

The community of Todmorden need occasion to come together and have shared enjoyment – the simplicity of a FREE, 'bring your own' picnic ensures maximum opportunity for inclusion. It provides an opportunity for a group of friends, close or wider family to get together outdoors in a beautiful setting and be entertained. With its leaning toward children, we hope to give them a sense of pride in their park and lessen the likelihood of vandalism or destruction in the future.

The advantage to Todmorden is difficult to measure, though the resounding success of the previous Picnic in the Park events (attended by hundreds) seems to give evidence of enjoyment.

The annual Picnic in the Park shows how regular residents of Todmorden can come together and hold an event enjoyed by everyone.

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

Estimate c.250-300 attend the picnic
 15 members of Todmorden Brass Band
 3 band members of Outside the Box
 123 members of the Friends of Centre Vale Park
 15 stewards on the day
 8 volunteers on the Planning Group

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

Centre Vale Park
 Sunday 28 June 12.30pm – 3.30pm

4. Financial Information/ Project Costs

4a. Total Project Costs	The overall project cost will be £2,033.11	
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).	£1,112.00	
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	
Over the years for small grants – planting schemes, printing of leaflets, Tree Booklet; £550 for musical entertainment at Jubilee Picnic in the Park; £825 printing and launch of Commemorative Booklet of Jubilee Picnic in the Park; £2,477 for the restoration of the Heritage Trail.		
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 (£)
TOD BRASS BAND (conductor fee)	60.00
ANDY CARR (guitar solo – moving around the site)	60.00
SEASIDE FACE/HOLE BOARDS (Tod by the Sea – design and construction)	160.00
SEASIDE MAGIC SHOW, PUNCH & JUDY, BALLOONS (Paul Cheesbrough)	250.00
CHILDREN'S POTTING SHED (bedding plants and materials)	45.86
SPECIAL SAND PIT SAND (delivered on-site from Fieldens)	225.00
REDESIGN POSTERS/FLIERS (Sansom Studios)	60.00
PRINTING OF POSTERS/FLIERS (Creative)	143.25
DATE CHANGE TO BANNER (Keith Affordable Signs)	15.00
VIP REFRESHMENTS - HAMPER & CONTENTS	20.00
SUM UP MACHINES	38.00
PORTALOO (G&S)	216.00
EVENT LICENCE (CMBC)	30.00
VOLUNTEER HOURS (based on £12.50 per hour as for this project only)	710.00
A. Total Expenditure (must be = to 4a: Total Project Costs)	£2,033.11

Other income	
Income Description	Cost (£)
Donation from Friends of Centre Vale Park funds	211.11
Volunteer Hours (this should match the figure in the expenditure table)	710.00
B. Total Income	£921.11

C. Total Grant Requested from the Town Council*	£1,112.00
--	------------------

*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	£2291.02
5b. Bank Statement(s) Balance at application date	£2291.02
5c. Total value of Assets Held	£2291.02