



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	Calder Valley Swing
Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
website	cvswing.square.site

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)	
Charitable organisation	Unregistered Community Group/Club/Society
Registered Charity (Charity number please state below)	Other (please state below)
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
2d. How many trustees, volunteers and service users are there in your organisation?	2 officers and approx 50 regular attendees, of which many are also 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)

We are a community group that meets weekly to learn and dance vintage swing styles, such as Lindy Hop and Charleston. Our attendees are adults from all backgrounds. We run an annual event which includes live music from local swing bands at Todmorden Learning Centre and welcomes visitors to the town from far and wide. We are entirely volunteer led, and our teachers give their time for free.
All fees paid for classes and events goes to local venues and musicians.

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

We specifically ask venues to switch off heating prior to our arrival (as dancing generates body heat!), but we use a small amount of electricity for lighting and sound equipment. We encourage the use of public transport for attending our events. We use digital ticketing and online systems, which significantly reduces the volume of printed material, which as a result is minimal.

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

Social media announcement and press release, adhering to logo requirements. Acknowledgement of grant on our website event listing.

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	Core Funding
Town Centre Improvement	Voluntary sector youth Engagement	Social Exclusion
Community Benefit	Community Cohesion	Safety/promotion
Environmental project	Climate change	Food Growing
Skill development	Economic difficulties	Health & Wellbeing
Other (please state)		

3c. Project Name	Swing in the Park 2026
3d. When will your project start?	25th July 2026
3e. When will your project finish?	25th July 2026
3f. How will your project benefit the local community within the Todmorden town boundary?	
<ul style="list-style-type: none"> – Free family friendly event with live music and dancing. – Showcase the bandstand, while it is freshly refurbished. – Attract people from neighbouring towns and further afield. – Provide opportunities to showcase local musicians such as Calderdale Big Band. – Inspire creativity through performance and classes. – Promote wellbeing through social dance for all ages and backgrounds. – Bring people together to enjoy free music and dance classes. – Option to add food stalls, bar etc, subject to licence discussions. 	
3g. Why is this project needed? What advantage will it bring to Todmorden?	
<p>It will serve as an example of how the newly refurbished bandstand can be used to bring the community together for cultural enrichment and social cohesion.</p> <p>It will make our community group more accessible to those who might not seek out our weekly evening classes.</p> <p>It will promote the use of the park for family friendly and community led activities.</p>	
3h. How many people within the Todmorden town boundary will benefit from the project?	
<p>As an open event, it's difficult to predict such numbers, but with the likelihood of good weather at this time of year, we would hope that several hundred people would pass through during the day. In particular, it would bring swing dancers and jazz enthusiasts from further afield, as with our annual swing dance weekend; boosting revenue for local businesses and accommodation.</p>	
3i. Please include dates and venue of events if applicable (include a draft programme if available.)	
<p>25th July 2026 at the bandstand in Centre Vale Park.</p> <p>Exact times subject to licence and budget, but from afternoon to early evening.</p> <p>Programme to include professional and amateur live jazz bands.</p>	

4. Financial Information/ Project Costs

4a. Total Project Costs	£6002.60
4b. Amount requested from TTC (This figure must be equal to the shortfall between Figure A. Expenditure and	£2,995.10

Figure B. Income at item 4e below).		
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)		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	
Budget for 2 x professional jazz bands (based on previous events)	£2000
Hire of full PA system with monitors, mics etc	£620
Hire of large outdoor dance floor	£1080
Hire of 3 portable toilets - 1 disabled	£400.00
Security @ £175.50 & First Aid @ £243.60	£419.10
Bandstand Hire for 7 hours plus 4 hours set up/ take down.	£90.00
Calderdale Council Permit Application	£31.00
Volunteer hours (incl planning time and on the day) @ £12.50 per hour	£1350.00
A. Total Expenditure (must be = to 4a: Total Project Costs)	£5990.10
Other income	
Income Description	
Discount to PA system hire	£524.00
Contribution from own funds	£1121.00
Volunteer Hours (this should match the figure in the expenditure table)	£1350.00
B. Total Income = £2995.00	

A. Total Grant Requested from the Town Council*	£2,995.10
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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	£1500.00 approx. after recent event expenditure paid
5b. Bank Statement(s) Balance at application date	£6300 approx
5c. Total value of Assets Held	£0.00