TODMORDEN TOWN COUNCIL

SMALL GRANTS APPLICATION FORM – MAXIMUM GRANT £3,000

CONTACT DETAILS

Applicants should familiarise themselves with the Discretionary Grants Policy and award criteria before submitting their Grant application.

Date of Application:	19/05/2026	**Ref Number:** *(official use only)*	
Name of Organisation:			
Address:			

Name of person making the application.		**Position:**	Chair
Telephone Number:		**Email Address:**	
Website:		**Town Clerk confirmed Bank details and supporting documents** *(official use only)*	

ORGANISATION DETAILS

What type of organisation are you?

☐ Charitable Organisation ☐ Unregistered Community Group/Club/Society (delete as appropriate*)

☐ X Registered Charity ☐ Other (please state)

Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	☐X Yes	☐ No
Are you part of a larger, national or regional organisation? If yes, please give details	☐ Yes	☐ XNo
How many trustees, volunteers and service users are there in your organisation?	**8**	

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

We make small grants to students in the locality. We advertise on Todmorden Town Council website, Todmorden Library, and Parish Council websites. Personal approaches are made to representatives of all sections of the community. At their annual prizegiving, students leaving Todmorden High School were advised of the Trust and its activities as well as how to apply.

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

The application form is on the Town Council website and acknowledgement will be made in our covering letter to successful applicants.

Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact?
We do not anticipate climate emergency implications from our work.

FINANCIAL INFORMATION – (Please complete/provide)

Level of Reserves Held at application date	Audited Accounts/Annual Income Expenditure Statement	Bank Statement(s) Balance at application date	Total value of Assets Held
£ 500		**£4703**	**£4703**

DETAILS OF FUNDING REQUESTED

What is the purpose of your request for a grant?

- ☐ Town Hall Hire
- ☐ Project Delivery
- ☐ Core Funding
- ☐ Civic Pride
- ☐ Town Centre Improvement
- ☐ Safety/Promotion
- ☐ Environmental Projects
- ☐ Climate Change

X Community Benefit

- ☐ Community Cohesion
- ☐ Cultural Arts & Music
- ☐ Town Centre Event
- ☐ Food Growing

X Skills Development

X Voluntary Sector Youth Engagement

X Social Exclusion/Economic Difficulties

☐ Accessibility and Inclusivity – especially Dementia friendly

X Other (Please Specify)

We assist with costs associated with education e.g. tools, uniforms fees, books, ICT, travel, accommodation etc

What is your project called?	**Heptonstall Exhibitions & Richard Naylor Trust**	
When will your project start and finish?	**Start Date: October 2026**	**Finish Date: October 2027**

How will your project benefit the local community within the Todmorden town boundary? (Use a separate Sheet if necessary).
The Charity provides assistance to applicants under 25 who live within the Ancient Parish of Heptonstall with expenses associated with their education.
Why is this project needed? What advantage will it bring to Todmorden? **How many people within the Todmorden town boundary will benefit from the project?**
The work of the charity assists needy students who would otherwise find paying for their education more difficult. Assistance is especially needed in the current cost of living crisis.
Please include dates and venue of events if applicable – please include a draft programme if available.
We have no events

PROJECT COSTS AND FINANCES

Total Cost of Project:	**£4,250**	**Amount Requested:**	**£ 2,999**

Have you previously applied for grant funding from Todmorden Town Council?	☐ X Yes	☐ No
If yes, when did you apply and what amounts were awarded?	£3,000 in 2025. The whole amount was awarded in grants.	

Have you or this group previously applied for or received any other grant for this project?	X Yes	☐ No
Applied to:	Heptonstall Parish Council - £500	
Date(s) applied for:	Heptonstall Parish Council: 02 January	
Received from:		
Date(s) received:		
Amount (s) received:		

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. Attach a separate budget sheet if you have done this work already. Please also provide estimates/quotations of the proposed items of expenditure you may use.

Expenditure items	Cost (£)
Grants to Students	£3,500.00
Administration Fees	£250.00
If applicable - Volunteer hours 50 at £10 per hour	£500.00
A: Total Expenditure	**£4,250.00**

Other Income Sources (state from whom and whether confirmed)	Income (£)
Earmarked Reserve	£751.00
If applicable - Volunteer hours at £10 per hour - (Match with Figure in Expenditure)	£500.00
B: Total Income	**£1,365.00**

C: Sum requested from Todmorden Town Council	**£2,999.00**
D: Applicant contribution % = (B/A)% - *(official use only)*	**29%**
E: Todmorden Town Council Contribution % = (C/A)% *(official use only)*	**71%**
D: Total income (must be sum of B & C above) and equal to figure A	
TTC use – does applicant contribution % meet criteria – see end of application form *(official use only)*	**No**

How much do you receive from your main funder ?	**Per year £3,000**
What other grants have you received in the last 3 years (amount and from who?)	
Todmorden Town Council £5,000 **Heptonstall Parish Council £500**	
Please attach any other information you think is appropriate for this project, e.g. insurance cover, health and safety issues, planning permission received, quotations from suppliers and any other relevant information to support your application.	

TOWN COUNCILLOR SUPPORT – is this application supported by your ward Town Councillor?

☐X Cllr Greenwood Yes ☐ No