TODMORDEN TOWN COUNCIL

GRANT APPLICATION FORM 2026/27

Item 8a Resources Committee September 2026

Before applying for a grant from Todmorden Town Council, 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. If you require any guidance whilst filling out this form, please contact the office at admin@todmorden-tc.gov.uk in advance of the application deadline. Deadlines can be found on our website - https://todmorden-tc.gov.uk/upcoming-grant-deadlines/

If you have been awarded a grant from us previously, please ensure you have sent us the required feedback for that grant before applying for another as the Council will not consider a second grant until completion of the first grant which includes the feedback being submitted.

Following receipt of your application, the office may need to contact you about you for further information or clarification purposes. Please ensure the contact details provided are for someone who will be contactable following submission and can speak on the application.

If your application is late or incomplete, it may not be processed until the following grant round. Please submit completed form to the office in Word format.

Name of Organisation	**Todmorden Information Centre Trust**
Project Name/ Purpose of application	**Todmorden Information Centre**
Grant Amount Requested from TTC	**£20000**

Below is the list of supporting documents required with your grant application. If you are unable to provide one of these for any reason, please contact the office in advance of the application deadline.	**Included with application.**	
Full and complete copies of your latest signed, certified and audited accounts. *(For those applying under the New Organisation Stream: If your organisation is less than twelve months old, please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position, and the projected income and expenditure for the next 12 months. You must also supply one person and one business reference.)*	**Yes**	No
A copy of your organisation's constitution or set of rules.	**Yes**	No
Copies of your bank statements for the last six months.	**Yes**	No
A copy of your organisation's safeguarding policy/policies.	**Yes**	No
Copies of two written estimates/ quotes if applying for a grant for equipment or capital item.	Yes	No
Evidence of any other awards received towards the cost of the project e.g. copy of award.	Yes	No
A certified copy of the resolution of the organisation to apply for a grant or letter of approval signed by two trustees/board members.	**Yes**	No
Any other information that is relevant to this application e.g. insurance cover, health and safety issues, planning/ events permissions.	Yes	No

1. Contact Details

Address of Organisation	[redacted]
Name of person making application	[redacted]
Position in Organisation	[redacted]
Phone Number	[redacted]
Email address	[redacted]
Website	visittodmorden.co.uk

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)		
Charitable organisation	**Unregistered Community Group/Club/Society**	
Registered Charity (Please state Charity number)	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**	No
2c. Are you part of a larger, national or regional organisation? (If yes, please give details)	Yes	**No**
2d. How many trustees, volunteers and service users are there in your organisation?	8 trustees, 6 volunteers, 15000+ service users	

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 Todmorden Information Centre Trust is an independent not-for-profit organisation that has served as a vital cornerstone of our town's cultural, community, and economic infrastructure for over 37 years. As one of the few remaining independent information centres in the region, our primary aim is to foster community cohesion, support local business resilience, celebrate regional heritage, and drive sustainable economic growth.

Our main activities and engagement strategies include:

- **Central Box Office & Digital Accessibility Hub:** We act as a centralised ticketing venue and administrative support hub for over 20 local community groups, charities, and cultural arts organisations, including the Todmorden Hippodrome Theatre, Todmorden Choral Society, 3 Valleys Gospel Choir, Todmorden Orchestra, Todmorden Folk Festival, and local Scout groups. By providing physical counter ticket sales alongside digital promotion, we prevent digital exclusion and ensure residents of all ages and technological abilities can access local cultural life.

- **Local Enterprise Support & Circular Retail Strategy:** Our retail strategy prioritises local sourcing to build a resilient circular economy and directly support the Town Council's Climate Emergency priorities. We act as a retail showcase and business incubator for over 55 direct local producers, artisans, and authors, keeping the "creative pound" within Todmorden.
- **Community Gallery & Inclusive Engagement:** We host rolling art and heritage exhibitions open freely to the public, showcasing diverse local talent and community groups (such as U3A, Pushing Up Daisies, and local artists). Looking forward, we are expanding our space to offer regular meet-and-greet sessions for community groups, including Todmorden in Bloom, CROWS, and Todmorden Flood Group, and hosting interactive heritage projects like the upcoming *Peculiar Tales* community exhibition to deepen civic pride and engagement.
- **High-Impact Destination Marketing:** We maintain the primary digital and physical gateway for the area through the *visit_todmorden* web platform and social channels, driving footfall directly to local independent businesses. Over the past year, our digital channels reached tens of thousands of users, while our strategic networking secured major national press coverage, such as a dedicated feature in *Yorkshire Life,* bringing significant earned media value and economic footfall into the town.

Through this dual approach of physical inclusivity and proactive regional marketing, we ensure that residents across all demographics are engaged, informed, and actively participating in Todmorden's vibrant community.

2f. Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact? (Please aim for a minimum of 200 words)

While our day-to-day work does not involve heavy industrial or high-carbon operations, any physical visitor activity and retail distribution inevitably generate environmental impacts. We proactively address and mitigate these impacts through the following operational principles:

- **Hyper-Local Supply Chain & Reduced Freight Footprint:** We actively reduce scope 3 emissions by prioritising ultra-local suppliers, craftspeople, and authors within Todmorden and the immediately surrounding Calder Valley. Over 90% of our retail products and promotional materials are sourced locally, dramatically reducing product transport miles, freight-related carbon emissions, and excess shipping packaging.
- **Promotion of Low-Carbon & Active Travel:** As the primary destination hub for the area, we actively promote sustainable travel choices to both visitors and residents. Our physical and digital guides prioritise public transport connections (rail and bus routes), walking trails, and cycling pathways over private vehicle travel. By highlighting pedestrian access to local heritage and natural assets, we directly support low-impact tourism.
- **Paperless Digital Transition & Responsible Sourced Materials:** We have transitioned key ticketing and informational services to digital-first systems, significantly reducing overall paper consumption. Where physical print is essential, such as local maps, trail guides, and event posters, we strictly use recycled or FSC-certified paper stock and eco-friendly printing processes.
- **Operational Energy Efficiency & Waste Reduction:** Within our physical premises, we enforce continuous waste reduction measures, including comprehensive recycling of packaging materials, energy-efficient lighting, and minimised single-use plastics across our retail shop floor.
- **Community Climate Engagement:** We use our prominent town-centre hub to amplify local environmental initiatives, actively partnering with and displaying materials for community climate action groups such as Todmorden in Bloom, CROWS (Calderdale Rights of Way Improvement Group), and local conservation groups.

Through these combined practices, the Trust minimises its carbon footprint while actively encouraging a sustainable, low-impact local economy.

2g. How will you acknowledge the assistance of Todmorden Town Council on all promotional material (Please see Section 6 below)
The support from Todmorden Town Council is acknowledged throughout the signage in the Information Centre, on all written correspondence (physical and virtual) and is addressed on the Visit Todmorden website. Any press releases sent out also acknowledge the gratefully received and vital support from the Town Council.

3. Project Information

3a. Which Grant are you applying for?		
Small Grant	New Organisation	Climate Grant

3b. What is the Purpose of grant request (delete as appropriate)			
Venue Hire	Project Delivery	**Core Funding**	Civic Pride
Town Centre Improvement	Voluntary sector youth Engagement	Social Exclusion	Accessibility and inclusivity
Community Benefit	Community Cohesion	Safety/promotion	Cultural Arts & Music
Environmental project	Climate change	Food Growing	Town Centre Event
Skill development	Economic difficulties	Health & Wellbeing	Other (Please state)

3c. When will your project start?	**01/04/2027**
3d. When will your project finish?	**31/03/2028**

3e. How will your project benefit the local community within Todmorden?

The Todmorden Information Centre Trust delivers direct, multi-faceted benefits to the local community by acting as a social, economic, and cultural anchor for the town. Our project directly enriches the lives of Todmorden residents, supports local independent livelihoods, and strengthens civic pride through several key areas:

- **Sustaining the Local Micro-Economy:** By acting as a central showcase and retail outlet for over 55 local makers, artists, authors, and independent traders, we ensure that economic expenditure remains within the town. This direct support helps micro-enterprises thrive, creating a resilient local circular economy that sustains employment and encourages local creative entrepreneurship.
- **Ensuring Cultural Inclusion & Accessibility:** Our box office infrastructure provides essential ticketing, administration, and promotional support for over 20 local community groups, performance societies, and charities. By offering counter service alongside online promotion, we break down digital barriers, ensuring that older residents and non-digital users remain fully included in Todmorden's vibrant cultural life.
- **Fostering Civic Pride & Community Wellbeing:** Through freely accessible art exhibitions, regional history displays, and interactive projects, such as our upcoming *Peculiar Tales* community exhibition, we provide an inclusive venue that celebrates Todmorden's unique identity and heritage. This shared space fosters a strong sense of community belonging, intergenerational connection, and shared identity.

- **Providing a Dedicated Hub for Local Volunteer Groups:** We offer dedicated meeting and display space for vital community infrastructure groups, including Todmorden in Bloom, CROWS (Calderdale Rights of Way Improvement Group), and local flood awareness networks. This amplifies their volunteer efforts and improves public access to essential civic and environmental services.
- **Driving High-Street Footfall & Tourism:** As the primary gateway for regional visitors, our physical and digital marketing initiatives attract high-value footfall into the town centre, directly benefiting local shops, cafes, markets, and hospitality businesses across Todmorden.

By balancing support for local enterprises, cultural accessibility, and community gathering spaces, our project ensures long-term social and economic vitality for all residents of Todmorden.

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

This project is essential to address ongoing socioeconomic challenges, bridge digital exclusion, and secure the long-term vitality of Todmorden's high street and cultural sector. Like many regional market towns, Todmorden faces reduced footfall, changing high-street retail habits, and the risk of cultural isolation for vulnerable residents. The project is needed for three critical reasons:

- **Preventing Digital Exclusion:** A significant portion of our community, particularly older residents, faces barriers to accessing online-only ticketing, event details, and local public services. This project preserves a physical, welcoming hub in the town centre, ensuring equal access to cultural life and community support regardless of digital literacy.
- **Supporting Independent Micro-Enterprises:** Local artisans, independent authors, and small producers frequently lack dedicated retail space or marketing budgets. Without a centralised platform, these micro-businesses struggle to reach broader markets.
- **Sustaining Local Cultural Infrastructure:** Community groups and volunteer societies lack the administrative capacity to manage modern box office platforms and large-scale promotional campaigns independently.

By addressing these needs, the project brings significant strategic advantages to Todmorden:

- **Economic Growth & Footfall Retention:** By acting as a dynamic retail and promotional gateway, the project drives physical footfall directly into the town centre, boosting expenditure for nearby independent shops, market stalls, and hospitality venues.
- **A Dedicated Local Showcase:** It provides over 55 local makers with an accessible physical storefront, keeping spending within the local circular economy and fostering local entrepreneurship.
- **Strengthened Civic & Cultural Cohesion:** Centralising ticketing and box office services for over 20 local groups boosts attendance across Todmorden's arts, theatre, and heritage sectors.
- **Elevated Regional Profile:** Proactive physical and digital destination marketing elevates Todmorden's regional status, attracting eco-conscious visitors and positioning the town as a vibrant, resilient, and forward-thinking destination.

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

The Todmorden Information Centre is a cornerstone of the Todmorden community, providing a range of invaluable services that directly benefit all residents within the town boundary and contribute to the town's overall prosperity. Approximately two-thirds of our in-person users are residents, with between 8,000 and 10,000 benefiting in 2024/25, and an additional 30,000+ online users.

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

4. Financial Information/ Project Costs

The total grant requested must equal the shortfall between expenditure (Fig A) and income (Fig B) in section 4e.
For example, if expenditure = £7500 and income = £4750, your grant request would be a maximum of £2750.

4a. Total Project Costs	**£41646.80**		
4b. Amount requested from TTC	**£20000.00**		
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 10 years).		**Yes**	
£10280.73 2026/27 **£13152 2025/26** **£15380 2024/25** **£20116 (minus underspend) 2023/24** **£17000 2022/23**	**£24000 2021/22** **£19000 (awarded) £14981 received 2020/21** **£19000 2019/20** **£19000 2018/19** **£19000 2017/18**		
4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)		Yes	**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 and total the full project cost. 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. Do not round figures up)*

Expenditure Description	**Cost (£)**
Manager's Salary	£23644.99
Casual Staff Salary	£5001.81
	£
	£
	£
	£
	£
Volunteer Hours @ £12.50p/h	£13000.00
A. Total Expenditure (must be = to 4a: Total Project Costs)	**£41646.80**

Other income	
Income Description	**Cost (£)**
Fundraising	£8646.80
	£
	£
	£
	£
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	£13000
B. Total Income	**£21646.80**

C. Total Grant Requested from the Town Council*	**£20000**

***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	£45000 (see reserves policy)
5b. Bank Statement(s) Balance at application date	£280.35
5c. Total value of Assets Held	£1000
5d. Name of signatory on the account 1	[redacted]
5e. Name of signatory on the account 2	[redacted]

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

6. Acknowledging the Contribution from Todmorden Town Council

As this grant is funded by public money, it is important to acknowledge the support provided by Todmorden Town Council. Successful applicants are required to promote the Council's contribution to their project and ensure the correct use of the Council's logo.

This includes, where applicable:

- Issuing a **press release** announcing the grant award.
- Acknowledging the grant and amount provided on your **website**.
- Posting about the grant on your organisation's **social media**, tagging Todmorden Town Council's accounts on Facebook, Instagram, and Twitter (handles will be provided in the award letter and are available on the grants page of our website).
- Including the Council's crest in any **literature** promoting the project or purpose of the grant.
- Displaying the Council's crest on your **letter footer** as a funder/part funder.

To ensure proper use of the Council's logo, you must use the official version provided in your grant award email, where detailed usage instructions are also available. Screenshots or altered versions of the logo must not be used.

By signing the declaration below, you confirm your understanding and acceptance of this condition.

Failure to comply with these requirements may affect future applications.

7. Declaration

- I am authorised to make this application on behalf of the above organisation.
- I certify that the information contained in this application is correct.
- I confirm that I have read and understood the Council's Grant's Policy and criteria for its small grants scheme.
- If the information in the application changes, I will inform Todmorden Town Council as soon as possible.
- I give permission for Todmorden Town Council to record the details of my organisation electronically and contact organisation by phone, mail or email with information from time to time
- I agree to the terms and conditions of the grant criteria stipulated on this form and will provide evidence to the Council to show that the grant has been used in the manner it was intended and will repay any funds that have not been used towards the grant
- I acknowledge that if my application is successful, it is a condition of the grant to promote Todmorden Town Council's contribution and use the correct logo for this purpose, including tagging the Council in social media posts.
- I agree to comply with any other terms and conditions that the Council may attach to the grant.
- I agree to return any unspent grant monies awarded.

Applicant's Signature:	[redacted]
Application Date:	14/08/26

8. Submitting your Application

Please submit your completed application form and all supporting documents to:
Todmorden Town Council, Todmorden Town Hall, Bridge Street, Todmorden, OL14 5AQ
or via email to admin@todmorden-tc.gov.uk

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