



TODMORDEN TOWN COUNCIL

GRANT APPLICATION FORM 2026/27

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 Youth Matters
Project Name/ Purpose of application	Youth Festival
Grant Amount Requested from TTC	£500

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. <i>(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.)</i> Brand new organisation		No
A copy of your organisation's constitution or set of rules.	Yes	
Copies of your bank statements for the last six months. Brand new bank account		No
A copy of your organisation's safeguarding policy/policies.	Yes	
Copies of two written estimates/ quotes if applying for a grant for equipment or capital item.	Yes	
Evidence of any other awards received towards the cost of the project e.g. copy of award.		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	
Any other information that is relevant to this application e.g. insurance cover, health and safety issues, planning/ events permissions.		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	

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)	
	Other (please state below) Constituted community group
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?	8 trustees and 7 young volunteers, but as a new organisation, no service users as yet, this will be our first undertaking
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>Todmorden Youth Matters has been an informal network of stakeholders meeting to work out how, as a community, we can fill the gap in youth provision in the town. The group recently decided to constitute as a formal organisation and to move forward to begin providing some youth activities, beginning with a festival for youth in Centre Vale Park.</p> <p>Our aims as an organisation are:</p> <ol style="list-style-type: none"> 1. advance the education, development and wellbeing of young people in Todmorden by supporting, strengthening and facilitating the work of existing and emerging youth-focused organisations, and by enabling opportunities for mutual support, shared learning and collaboration between those organisations. 2. To promote citizenship and community development by supporting existing and potential new organisations to create, expand or improve youth provision that benefits young people, particularly those experiencing disadvantage or limited access to opportunities. 	

3. To advance the health, wellbeing and personal development of young people by supporting the creation and operation of an open-access, activity-based youth club, staffed by appropriately trained youth workers and offering safe, inclusive, educational and recreational activities in the interests of social welfare.
4. To further such charitable purposes for the benefit of young people as the Board may from time to time determine, including by researching, developing and supporting funding applications for feasibility studies, co-design processes with young people, and other preparatory or developmental work necessary to establish or enhance youth provision in Todmorden.
5. To relieve poverty, disadvantage and social exclusion among young people by improving access to high-quality youth services, support networks, recreational facilities and safe community spaces.

This project is to organise a one day youth festival in Centre Vale Park – please see answers below for more detail.

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)

No implications, but will use local suppliers for any equipment/catering, and will minimise waste in the usual way. Will aim to reduce use of single-use plastics

2g. How will you acknowledge the assistance of Todmorden Town Council on all promotional material (Please see Section 6 below)

Will feature the logo on the advertising for the festival and mention in any press releases or other publicity.

3. Project Information

3a. Which Grant are you applying for?

New Organisation

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

Venue Hire			
	Voluntary sector youth Engagement		
Community Benefit	Community Cohesion		Cultural Arts & Music
			Town Centre Event

3c. When will your project start?

Immediately

3d. When will your project finish?

The festival will be on 19th September

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

Working with Music for the Many TYM will put on a small one-day festival in September 2026 in Centre Vale Park to showcase youth activities available in Todmorden and to get young people more engaged in the park facilities. The aims of the festival are:

1. To create an engaging set of events, workshops, performance and music on a date in September in Centre Vale Park involving and aimed at young people of secondary school age. This will likely include but not limited to: DJ workshop, skateboarding sessions, street art,
2. To showcase youth talent and enterprise. Music for the Many will coordinate with the music department at Tod High to put on youth bands on the bandstand during the festival, and we will also try to feature some dance and theatrical performance
3. To showcase the wealth of activities available to teenagers in Todmorden by inviting providers to offer taster sessions or have a stall in the marquee (for example, Scouts, arts, storytelling board games, Judo, tae-kwondo, football, cricket, music for the many and so on). Also including organisations working on mental health and wellbeing for young people.
4. To increase the sense of belonging and ownership that teenagers feel regarding the park and its structures, hopefully to encourage greater respect for those spaces.
5. To generate positivity from the wider community towards the young people – to show that youth can be creative, engaged and community oriented.
6. To activate usage of spaces in the park, including those funded by the Town Deal: The pavilion, the bandstand, tennis courts and wheels park.
7. To be a listening/consultation exercise to hear what young people would like to see from youth provision in the future
8. To engage young people in Todmorden Youth Matters by getting a group involved in the festival organisation, hence passing on organisational skills, as well as creating a group that can then become a part of the Tod Youth Matters committee.
9. To consolidate the Todmorden Youth Matters organisation, increase capacity, knowledge and skill as a step towards future plans.

The event is being developed in consultation with local young people, so some elements of the programme and associated costs are still evolving at the time of application.

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

One area of persistent community concern in Todmorden is around youth anti-social behaviour. This has been particularly problematic in Centre Vale Park with damage to shelters, fencing, bins, plants and trespass on the new bandstand. Young people meanwhile would argue that they have nothing to do, and lack of youth provision in the town is widely recognised as an issue.

There is no Calderdale Council or any other youth work provided for Todmorden. There is no drop-in youth club, nor any detached youth workers. Todmorden Youth Matters has recently agreed to take the next step in a journey towards addressing this lack of youth provision. It has just elected a committee, constituted, adopted some policies and set up a bank account. The youth festival will be a stepping stone to a future funding bid to offer an activity-based youth club in the future.

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

Young people, aimed mainly at teenagers between 12 and 17, but open to all including families. It would also hopefully increase attendance at existing youth activities locally through advertising and taster sessions, making these more sustainable.

Local providers and businesses will be used where possible, increasing support for local businesses.

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

19th September, no programme available yet, but have met with young people from the high school to get ideas for what to include in the festival and we're currently working through these to try make many of them happen.

Potential programme will run approximately 12 – 5, and will include: bands and performances on the Bandstand; a marquee of stalls including youth provision activities; workshops in the Pavilion; tennis and bowling sessions; and skate and biking sessions at the Wheelspark.

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	£1950		
4b. Amount requested from TTC	£500		
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).			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	Internal CMBC community cohesion fund and Ward Forum Grant funding. Also, some money (£2000) is allocated to this project as part of a much larger funding bid that has been submitted to the Arts Council England for a yearlong programme of events by Todmorden Town Deal Board working with Todmorden College. If successful, the £2,000 would allow the festival to be expanded with additional activities, workshops and provision for young people. However, the core event remains viable without this funding and the Town Council grant would still be required towards the essential infrastructure costs of the event, including marquee and venue hire.		
Dates of application	April – May 2026		

Received from	CMBC - £1450. The other bid is yet to be determined
Date received/or due	May 2026
Amount awarded	£1450

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 (£)
Hire of marquee (confirmed cost)	£1100
Hire of bandstand (confirmed cost)	£80
Hire of Pavilion (confirmed cost)	£50
Equipment hire (scalable cost if Arts Council Funding is received)	£220
Publicity (estimate)	£100
Workshop leaders (eg skating) (scalable cost if Arts Council Funding is received)	£200
Insurance (known cost)	£200
(NB: if the Arts Council funding is received it will be allocated to increase the number of workshops/workshop leaders, we would also look to provide subsidised catering for young people attending the festival)	
A. Total Expenditure (must be = to 4a: Total Project Costs)	£1950

Other income	
Income Description	Cost (£)
CMBC Grant (received)	£950
Ward Forum Grant (received)	£500
Volunteer Hours (this should match the figure in the expenditure table)	
B. Total Income	£1450

C. Total Grant Requested from the Town Council*	£500
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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	£0
5b. Bank Statement(s) Balance at application date	£0
5c. Total value of Assets Held	£0
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.