



# 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](mailto: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 the completed form to the office in Word format.***

<b>Name of Organisation</b>	PCC of St Mary's TODMORDEN
<b>Project Name/ Purpose of application</b>	Celebrating 550 years of St Mary's, Todmorden; the town's oldest still functioning Church
<b>Grant Amount Requested from TTC</b>	£986.46

<b>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.</b>	<b>Included with application.</b>	
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>	Yes	
A copy of your organisation's constitution or set of rules.	Yes	
Copies of your bank statements for the last six months.	Yes	
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.		N/A
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.		N/A

## 1. Contact Details

Address of Organisation	[REDACTED]
Name of person making application	[REDACTED]
Position in Organisation	[REDACTED]
Phone Number	[REDACTED]
Email address	[REDACTED]
Website	<a href="https://www.achurchnearyou.com/church/18018/">https://www.achurchnearyou.com/church/18018/</a> <a href="https://www.facebook.com/StMarysTod/?locale=en_GB">https://www.facebook.com/StMarysTod/?locale=en_GB</a>

## 2. Organisation Details

<b>2a. What type of Organisation are you? (Delete as appropriate)</b>	
Registered Charity (Please state Charity number) <b>1208288</b>	Other (please state below)
<b>2b. Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)</b>	Yes
<b>2c. Are you part of a larger, national or regional organisation? (If yes, please give details)</b>	Yes
<b>2d. How many trustees, volunteers and service users are there in your organisation?</b>	15 Trustees; 80 volunteers. Potentially the whole town uses St. Marys Average footfall of 250 per week, with up to 500 over Christmas and other festivals, funerals etc.
<b>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)</b>	
<p>St Mary's aims to be a community-oriented local church, with not only religious services but also community events and outreach. The congregation is growing and now includes members from under a year old to our oldest member who is 101. This has also meant that volunteer numbers and capacity have grown. We now hold an average of one community event per month eg Barmy Bingo, Oktoberfest, Assembly Bangers, Ghostly Tales and fairs, as well as a weekly community café and family outreach. All of these are fully inclusive events.</p> <p>The café and some of our other events often has a "no charge, donate what you can" policy, which means that we can welcome people from a wide range of the community. We also partner with other organisations such as Tod Choral, Music for the Many, Three Valleys Gospel Choir, the Folk Festival and Book Festival to stage cultural events. We are active members of Todmorden Interfaith</p>	

and have hosted meetings. We regularly take large funerals for members of the community, as well as funerals for our own members. We work closely with the local schools and almost all the Primary Schools hold Christmas events and RE lessons at St Mary's, with the Church Schools (National and St Peter's) visiting more frequently.

The aim of the exhibition is to celebrate Todmorden and the churches as part of its history and the longest-standing buildings and communities in the town, relating them also to national and even international events at the time eg links with the Wesleys and founding of Methodism, Nobel Prize winners, Ginger Taylor (who built some of St Mary's as well as being significant in Northern Soul). It is hoped that this will increase awareness of the church as a community building and a place that is available to all in the community. It is also hoped that it will attract visitors from further afield, which will generate more footfall and revenue for Todmorden as a whole.

**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)**

We hope to use the exhibition to promote some of the environmental work that St Mary's is doing as well eg show casing the Incredible Edibles beds, work with Todmorden in Bloom, bird boxes, LED lights, sustainable flowers, draft proofing, research on heating, etc We will also use environmentally sustainable materials for the exhibition and refreshments and promote recycling of materials where possible.

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

We will include reference to the grant in Press Releases about the exhibition and St Mary's 550<sup>th</sup> anniversary; we will include the logo on the leaflets and promotional materials and also on our ACNY website and letterhead.

### 3. Project Information

**3a. Which Grant are you applying for?**

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

			Civic Pride
Town Centre Improvement			Accessibility and inclusivity
	Community Cohesion		
Environmental project			Town Centre Event
			Other (Please state)

<b>3c. When will your project start?</b>	<b>Summer 2026</b>
<b>3d. When will your project finish?</b>	<b>Christmas 2026</b>
<b>3e. How will your project benefit the local community within Todmorden?</b>	
<p>It has the chance to increase knowledge and community pride in Todmorden's history, to raise awareness of what the church is doing today in the wider community and town eg the Crypt Café, partnerships with environmental organisations, concerts and partnerships with musicians and the book festival and fundraising partnerships, so as to enhance its capacity to serve the community today and to be sustained into the future.</p>	
<b>3f. Why is this project needed? What advantage will it bring to Todmorden?</b>	
<p>There was a great deal of interest in the 150<sup>th</sup> anniversary of the Town Hall, so it is hoped that the 550<sup>th</sup> anniversary of the Church will also attract interest, both from residents of Todmorden and from visitors to Todmorden from further afield.</p> <p>It is anticipated that it will also be of assistance to the schools for local history and RE projects, to local community groups, to those researching family history and local history. For example, the Antiquarians have already asked for a talk from a member of the congregation who is doing some of the research.</p>	
<b>3g. How many people within the Todmorden town boundary will benefit from the project?</b>	
<p>Potentially the whole population; the Ghostly Tales history play of St Mary's that was performed in October 2025 attracted around 200 people for the one night performance and many others who were unable to attend expressed interest. So it is anticipated that there will be good additional footfall, that members of partner organisations, the TIC and others will promote the exhibition and their work, and that the many who attend St Mary's for the café, events, Christmas services, funerals and many other occasions will also see the exhibition and engage with the anniversary. It is hoped that the Town Council would be willing to advertise it too, so as to extend the reach of publicity.</p>	
<b>3h. Please include dates and venue of events if applicable (include a draft programme if available.)</b>	
<p>The main focus of the exhibition will be Heritage Week, from 11<sup>th</sup> to 20<sup>th</sup> September; however, we anticipate that the exhibition will be available and accessible earlier than the specific Heritage week and that it will remain in place to the end of the year so that those attending for events up to and including Christmas will also see it.</p>	

#### 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.

<b>4a. Total Project Costs</b>	<b>£1793.57</b>		
<b>4b. Amount requested from TTC</b>	<b>£986.46</b>		
<b>4c. Have you previously applied for grant funding from Todmorden Town Council?</b> (If yes please give details of grants received from the Town Council over the last 10 years).	Yes		
In 2019/20 St Mary's Youth Café received £900 towards a TV and stand for the Youth Club.			
<b>4d. Have you or this group previously applied for or received any other grant for this project?</b> (If yes please give details below)		No	
<b>Applied to</b>			
<b>Dates of application</b>			
<b>Received from</b>			
<b>Date received/or due</b>			
<b>Amount received</b>			

<b>4e. Budget:</b> 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)	
<b>Expenditure Description</b>	<b>Cost (£)</b>
<b>Creative display boards with history display £271.20 + design work £450</b>	£721.20
<b>Stands for boards</b>	£125.94
<b>2,000 A5 double sided flyers - Vistaprint</b>	£51.29
<b>2,000 A4 trifold history leaflets - Creative</b>	£243.14
<b>Refreshments</b>	£100.00
<b>External Banner Pennine Signs</b>	£102.00
<b>Volunteer Hours x 37</b>	£450.00
<b>A. Total Expenditure (must be = to 4a: Total Project Costs)</b>	<b>£1793.57</b>

Other income	
Income Description	Cost (£)
Donated produce for refreshments	£100.00
Fundraising and reserves	£257.11
Volunteer Hours (this should match the figure in the expenditure table)	£450.00
<b>B. Total Income</b>	
	<b>£807.11</b>

<b>C. Total Grant Requested from the Town Council*</b>	<b>£986.46</b>
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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	£57,796.31 (unrestricted to meet all buildings, insurance, fuel and maintenance)
5b. Bank Statement(s) Balance at application date	£75,588.31
5c. Total value of Assets Held	£57,796.31 (unrestricted) £66,325 (CCLA) + £17,792 (restricted)
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]