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	Handmade Productions CIC
Project Name/ Purpose of application	Lamplighter 2027 – Contribution to Producer Costs
Grant Amount Requested from TTC	**£2999.44**

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	
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.		No
Evidence of any other awards received towards the cost of the project e.g. copy of award.	Yes	
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.	Yes	

1. Contact Details

Address of Organisation	[redacted],
Name of person making application	[redacted]
Position in Organisation	[redacted]
Phone Number	[redacted]
Email address	[redacted]
Website	www.handmadeproductions.org.uk

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)		
	Community Interest Company	
	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?	Currently 6 directors, 3 employed staff and we involved 191 volunteers in 2025	

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)

Handmade Productions CIC (HMP) is a West Yorkshire community arts organisation that brings people together through outdoor events, parades and participatory artmaking. For 15 years, we have worked with artists, communities, children and young people to create joyful public events that connect people with each other and the places they live. Our work is rooted in inclusion, creativity and participation, with a particular focus on building confidence, breaking down barriers and creating opportunities for people to shape their own communities.

Our vision is for a vibrant, inclusive society where communities feel connected, empowered and joyful through the shared experience of creating art and enjoying the outdoors. We use collaborative outdoor arts as a vehicle for social connection, cultural expression and community empowerment.

Our aim for Lamplighter is to bring this approach to Todmorden through the creation of a large-scale illuminated community parade. We want to create an event that celebrates Todmorden and brings people of all ages and backgrounds together to make, perform and experience something extraordinary in their own town. The project will provide opportunities for local people to take part

in creative activity, including lantern making, dance, performance and live music, culminating in a spectacular illuminated parade through Todmorden. As part of the project, we will offer skills development opportunities including free community artist workshops and a giant puppet-making masterclass led by Andrew Kim of Thingumajig Theatre. Open to artists nationally and internationally, the masterclass will bring creative practitioners into the town, supporting local economic activity and contributing to the area's profile as a destination for culture and creative practice.

We want participation to be accessible and welcoming, whether people want to actively create and perform or simply come along and enjoy the event.

We will actively encourage engagement from all sections of the Todmorden community. We aim to involve all schools in Todmorden, offering children and young people opportunities to participate through creative making and live music. We will work with local organisations and community groups, including Todmorden Mosque and Music for the Many and we aim to reach different communities and create meaningful opportunities to participate. We will also build on our existing relationships and knowledge of the town. Members of the Handmade team live in Todmorden and are connected to the local community, while HMP has a long-standing presence in the area, having delivered Lamplighter in Todmorden from 2013–2019 and more recently delivering Tales and Trails in Cornholme.

There is also clear local enthusiasm for Lamplighter, demonstrated through our recent Facebook feedback, where more than 1,000 people responded to our survey. We will use this existing interest alongside our local relationships to ensure the project is shaped around Todmorden and provides opportunities for people from across the community to be involved.

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 recognise that an outdoor illuminated parade has an environmental impact, particularly through travel, energy use, materials and the production of new artwork. We are committed to reducing this impact and making Lamplighter as sustainable as possible.

We will use the Vision 2025 Green Events Code of Practice to help us identify, measure and reduce the environmental impact of the project. We will establish a baseline and develop a Sustainability Action Plan, using the Theatre Green Book procurement tracker to support responsible purchasing and decision-making throughout the project.

A key priority will be reducing emissions from event power. We will aim for 0% fossil fuel emissions for event power and will not use diesel generators where alternatives are available. We will also minimise unnecessary energy use through efficient lighting and equipment.

We will prioritise reuse throughout the project. Lanterns and parade artwork will be designed so they can be reused, repaired and adapted for future events wherever possible. We will aim for at least 25% of materials used in the project to be reused and for 65% of parade artwork to be reused from previous events. New materials will be selected with their environmental impact, durability and potential for future reuse in mind.

We will also minimise the environmental impact of travel by keeping the project as local as possible. Lamplighter is a Todmorden-based project, and our production vehicles will travel less than 10 miles for a return journey wherever possible. Rather than bringing a large team of artists,

workshop leaders and crew from further afield, we will work with people based in Todmorden and neighbouring Hebden Bridge to deliver workshops, perform in the parade and support the event crew on the day. This will significantly reduce travel-related emissions while also ensuring that investment from the project remains within the local area.

We will encourage local participation so that people can take part close to home, reducing the need for participants to travel significant distances. We will also plan the transportation of materials and equipment carefully, combining journeys wherever possible and avoiding unnecessary vehicle movements.

Sustainability will also be part of the creative process. Through workshops, we will encourage participants to think about reuse, repair and making creatively with existing materials rather than always buying new. We want Lamplighter not only to reduce its own environmental impact but also to demonstrate that beautiful, ambitious outdoor events can be created in a more sustainable way.

We will monitor our progress throughout the project and use what we learn to improve the environmental approach to future Lamplighter events.

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

We will acknowledge the support of Todmorden Town Council across all appropriate promotional and communications activity for Lamplighter. This will acknowledging the Council and the grant on our website, and recognising the Council's support through our social media channels, tagging the Council's official accounts as required.
The Todmorden Town Council crest will be included on relevant printed and digital promotional materials, including posters, flyers and other project literature, as well as on our letter footer where appropriate. We will use the official version of the Council's crest supplied with the grant award and follow all guidance provided regarding its use. We will ensure that the Council's contribution is clearly and appropriately acknowledged throughout the promotion and delivery of the project.

3. Project Information

3a. Which Grant are you applying for?

Small Grant		

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

Venue Hire	Project Delivery		Civic Pride
			Accessibility and inclusivity
Community Benefit	Community Cohesion		Cultural Arts & Music
			Town Centre Event
Skill development		Health & Wellbeing	

3c. When will your project start?	**10/11/2026**
3d. When will your project finish?	**20/03/2026**

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

Lamplighter will bring people across Todmorden together to create and experience a shared celebration of their town. It will provide opportunities for local people of all ages and backgrounds to take part in creative activity, whether through making lanterns and parade artwork, learning and performing music, volunteering, helping to deliver the event or coming together to watch and enjoy the parade.

A particular benefit will be the opportunities created for children and young people. We will work with schools across Todmorden to offer creative activities in making and live music, dance giving young people the opportunity to develop skills, build confidence and see their creativity valued and presented in public space.

We will also create opportunities for local residents to develop practical skills and gain experience that can lead to further opportunities. A trainee local producer role will provide a Todmorden resident with hands-on experience of producing a large-scale outdoor event. We will offer paid event stewarding training, providing residents with transferable skills and experience that they can use at Lamplighter and at other events taking place in Todmorden. We will also provide artist development and training opportunities in Todmorden for outdoor artists, helping local artists to develop their practice while bringing new skills, knowledge and creative expertise into the town.

We will work with local organisations and community groups, including Todmorden Mosque and Music for the Many, creating different routes into the project and ensuring that participation is not limited to those who already engage with arts and cultural activity. We will also build on our existing relationships with schools, community organisations, artists and residents in Todmorden.

The parade itself will bring activity into the town centre and encourage people to use and enjoy Todmorden's public spaces. It will provide a shared experience that celebrates the creativity of local people and creates a sense of pride in the place where they live.

The benefits will therefore extend beyond the parade itself. By creating pathways into creative participation, producing, stewarding, volunteering and artistic practice, Lamplighter will help local people build confidence, skills, experience and connections that can be used beyond this project. We want the project to leave a positive legacy for Todmorden, strengthening its creative community and creating greater opportunities for residents to participate in and contribute to the town's cultural life.

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

Lamplighter is needed because it provides a rare opportunity for the whole community of Todmorden to come together through creativity and shared celebration. Our consultation, previous experience of delivering Lamplighter in the town and our ongoing relationships with local communities demonstrate a strong appetite for opportunities that bring people together, particularly children, young people and families.

Todmorden is a diverse and vibrant town, but opportunities for people from different communities and neighbourhoods to meet, connect and participate in high-quality cultural activity are not equally accessible to everyone. Lamplighter removes some of these barriers by bringing free creative activity into schools, community venues and neighbourhoods, enabling people to participate close to home and in ways that feel welcoming and accessible.

The advantage to Todmorden is not simply the delivery of a spectacular parade. Lamplighter will create opportunities for local people to develop creative, practical and transferable skills. A trainee local producer will gain experience of producing a major outdoor event; local residents will receive paid stewarding training that can support them to gain employment future events or develop transferable skills for the workplace; and outdoor/community artists will have access to skills development delivered in Todmorden. These pathways will help build local confidence, experience and creative capacity beyond the life of the project.

The project will also strengthen relationships between schools, community organisations, artists and residents, creating new connections across different ages, backgrounds and neighbourhoods. Children and young people will have opportunities to contribute creatively and see their work performed or displayed in public, while the wider community will have a shared experience that celebrates Todmorden and its people.

Lamplighter will bring people into the town centre and animate Todmorden's public spaces, creating a positive and memorable celebration of the town. Handmade Productions' work also has a strong track record of attracting national press and wider attention, providing an opportunity to showcase Todmorden, its communities and their creativity to audiences beyond the town. This can contribute to positive perceptions of Todmorden and strengthen local pride in what the town and its people have to offer.

Any Town Council funding would be directly used to contribute towards the Producer and Trainee Producer, integral members of the events team.
By investing in creativity, skills, relationships and the profile of the town as well as the event itself, Lamplighter can contribute to a more connected, confident and culturally active Todmorden.

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

Audience: 3000
Volunteers: 35
Freelance Workforce: 15
Participants: 500

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

Draft Programme – Lamplighter 2027
Creative Community Day – Friday 11 December 2026
Venue: Tod College – Learning Centre and Community Hub, 44 Burnley Road, Todmorden OL14 7BX
A community day bringing together local residents, community groups and emerging artists to explore the creative ideas for Lamplighter, meet the project team and take part in creative activities.
December 2026 – February 2027: Community Lantern Making
A programme of lantern-making workshops will take place in schools and community venues across Todmorden and surrounding communities. Confirmed venues include:

- St Joseph's Primary School
- Ferney Lee Primary School
- Shade Primary School

- Cornholme Primary School
- National CofE Primary School
- Castle Hill Primary School
- Todmorden Mosque
- Walsden Cricket Club
- Cornholme Library
- The Old Sorting Office, Rise Lane
- Dineley Avenue Playpark

These sessions will give children, families and local residents the opportunity to create lanterns and artwork to take part in the parade.

December 2026 – February 2027: Community Groups and Young People

We will deliver creative sessions with a range of local groups, including Friends of the Picture House Refugee and Asylum Group, LGBT Youth Group, Calderdale Young Carers and Fire Skills Youth Group. Sessions will include lantern making and opportunities to contribute to the wider parade.

January–February 2027: Community Street Band and Dance

Community street band sessions will take place at Todmorden High School and Todmorden Working Men's Club, alongside the development of a community dance troupe with DC Dance. Participants will rehearse and prepare to perform as part of the illuminated parade.

January–February 2027: Community Lantern Installation

Community sessions at Dineley Avenue Playpark will contribute to the creation of a larger lantern installation for the event.

February 2027: Final Preparation and Training

In the three weeks leading up to the parade, we will deliver steward training and further lantern-making activity at Tod College. A Giant Lantern Making Workshop will take place approximately 11 days before the parade. Additional activity will take place with local artists and community leaders, alongside in-house professional development for the Handmade Productions team.

Saturday 20 February 2027: Lamplighter Parade

Venue/Location: Todmorden Town Centre, including Bridge Street, OL14 5AA

The project will culminate in a large-scale illuminated community parade through Todmorden, bringing together the lanterns, artwork, musicians, dancers and performers created through the programme.

Saturday 20 February 2027: Incredible Illuminated Garden Installation

Venue: TBC Patmos Gardens, Burnley Road, Todmorden, OL14 5EZ

An illuminated installation will form part of the wider Lamplighter experience, creating an additional opportunity for the community to experience the event and enjoy Todmorden's public spaces after dark.

The programme is currently in development, and some dates and timings will be confirmed with venues as the project progresses. All school, community and performance activity will lead towards the shared celebration of Lamplighter on 20 February 2027.

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	**£70350**		
4b. Amount requested from TTC	**£3000.00**		
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	
2024 – Contribution to Tales & Trails £2985 2020 – Lamplighter £2900 (as per application) 2019 – Lamplighter £4500 (as per application)			
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	**Calderdale Culturefund - £7,000 confirmed** **Reaps Moss - £2,500 confirmed** **Crook Hill - £4,500 confirmed** **CFFC - £3,000 confirmed** **Arts Council - £45,850 – outcome expected 1st November 2026**		
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 (£)**
Co-production installations: Workshop delivery / Crew set Up / Artist design, prep and make: £180pd - £250pd	£4,540.00
Creative community day: Workshop delivery / Crew set Up / Artist design, prep and make **£180pd - £250pd**	£3,250.00
Giant Lantern Making Workshop: Artist fee	£4,000.00

Lamplighter Parade workshops: Workshop delivery / Crew set Up / Artist design, prep and make:	£4,210.00
Performers & Bands: includes dance, community street band sessions, professional street bands and performers	£4,500.00
Community Artist Training and HMP Artist Professional Development: Workshop delivery / Artist design, prep and make £1200 fee / Bursary for HMP artists @ £120pd	£2,640.00
Event day artwork prep inc new artwork with intern	£2,900.00
Artist Intern 160 hours and real living wage	£1,936.00
Volunteer Manager 6 days at £150pd	£900.00
Trainee Community Producer 7 days at £140pd	£980.00
Producer 20 days at £225pd	£4,500.00
Project and admin support	£750.00
Crew - event day, loading van, workshop tidy 10 x crew at £200pd	£2,000.00
Materials for all making elements including community light garden , masterclass, costumes, lantern making workshops etc: lighting, withy, bamboo etc Cost based on total from similar project	£2,430.44
Transport & Travel: fuel, vehicle hire, travel expenses for crew, volunteers and participants	£1,010.00
Subsistence: workshops and event day	£350.00
BSL interpretor £125 for 1/2 a day. To support participants in workshop settings or for steward training	£500.00
Accessible Venue Hire: community spaces and giant puppet making (8 days)	£800.00
Event, Production & Steward Management. Event manager inc steward training at £1000, Production Manager £2000 Stewards £15ph/£90 per steward	£3,900.00
Event Production Costs: security, road closures, council licence, parking suspension. First aid etc	£11,600.00
Project design, branding, social media, print, web and IT costs: £150pd social media £300pd web and design print, banners etc estimate based on similar projects	£950.00
Documentation - Photography	£300.00
Monitoring & Evaluation: £2500 audience development - fee £720 project reporting - £180pd	£3,220.00
Administration, operations management and finance fees including external accountant: 2% of project total	£1,407.00
Insurance, risk assessment: Based on quotes	£650.00
Workshop overheads, utilities: 2% of project total	£1,407.00
Unforeseen costs 4% of total project cost	£2,814.00

Design, prepare, distribute and collect accessible activities for local community hubs across Todmorden	£1,905.00
In Kind: Event Management	£3000.00
In Kind: Workshop Venue	£500.00
In Kind: Musical Instruments Hire	£200.00
In Kind: Equipment In House	£500.00
In Kind: Flame Oz	£1200.00
In Kind: Intern Mentoring In House	£525.00
A. Total Expenditure (must be = to 4a: Total Project Costs)	**£76,274.44**

Other income	
Income Description	**Cost (£)**
Calderdale Culturefund	£7,000.00
Reaps Moss Windfarm Community Fund	£2,500.00
Crook Hill Windfarm Community Fund	£4,500.00
CFFC	£3,000.00
Arts Council England – Applied for, outcome expected November.	£45,850.00
Other income: Masterclass income	£4,000.00
Other income: Donations	£500.00
In Kind: Event Management	£3000.00
In Kind: Workshop Venue	£500.00
In Kind: Musical Instruments Hire	£200.00
In Kind: Equipment In House	£500.00
In Kind: Flame Oz	£1200.00
In Kind: Intern Mentoring In House	£525.00
B. Total Income	**£73,275.00**

C. Total Grant Requested from the Town Council*	**£2999.44**

***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	£87,768.47 as of 16/09/2026
5b. Bank Statement(s) Balance at application date	£55,828.29 as of 16/09/2026
5c. Total value of Assets Held	£147,139.27 as of 16/09/2026