



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	JA LIVE CIC
Project Name/ Purpose of application	Valley Roots CommUNITY – Workshops, Bandstand Community Gala Day & Cultural Programme
Grant Amount Requested from TTC	£3000

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>	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.		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	www.jalive.co.uk

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)	
	Other (please state below) COMMUNITY INTEREST COMPANY
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?	Directors: 3 Active volunteers: 6–10 (project based) Annual participants/audience: approx 1,500–2,500 across programmes
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>JA Live CIC is a not-for-profit community cultural organisation delivering participation-led music and community arts programmes that bring people together through positive cultural activity. Our work focuses on strengthening community connections, improving wellbeing and creating accessible opportunities for people to take part in creative and social experiences regardless of financial circumstances.</p> <p>Our main activities include community workshops, live cultural events and participation programmes designed to encourage skills development, confidence building and social connection. We specialise in delivering inclusive activity that combines community engagement with professional project management to ensure events are safe, welcoming and well organised. In Todmorden and the Calder Valley, JA Live has developed strong relationships with local venues, audiences and community networks through previous cultural activity, including a successful Valley Roots pilot event in Hebden Bridge in 2025 which demonstrated strong local demand for inclusive and affordable community cultural programmes.</p>	

Valley Roots commUNITY builds on this by creating a structured programme of free workshops and community events designed to benefit Todmorden residents. Activity is promoted through local networks, with an emphasis on open access, affordability and inclusion across all age groups and backgrounds.

Our long-term aim is to develop Valley Roots as a sustainable annual community cultural programme that supports participation, strengthens local partnerships and contributes positively to civic pride and community life in Todmorden.

Valley Roots is a programme identity developed and delivered by JA Live CIC, representing its Calder Valley-based community cultural activity.

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)

JA Live CIC recognises the importance of minimising environmental impact and will take practical, proportionate steps to ensure Valley Roots commUNITY is delivered in an environmentally responsible way.

The project makes use of existing community venues including Todmorden Town Hall and Centre Vale Park Bandstand, supporting sustainable use of established infrastructure and reducing the need for additional build or temporary structures. By activating these existing town assets, the project minimises environmental impact while encouraging local use of shared public spaces. Activity is designed to be locally accessible, encouraging participants and audiences to travel by foot, bicycle or public transport wherever possible. The central location of venues supports this approach, reducing reliance on car travel. Visiting facilitators and artists will be encouraged to use shared or public transport where practical.

JA Live will aim to reduce waste by minimising single-use materials and prioritising reusable equipment. Instruments and workshop materials will be retained for ongoing community use beyond the project, supporting longer-term sustainability. Printed marketing will be kept to a minimum, with a focus on digital communication. Any printed materials will be produced locally where possible.

For outdoor activity, generators will only be used where no fixed power supply is available and for limited durations. Equipment hire will prioritise local suppliers where possible to reduce transport emissions.

Appropriate waste management measures will be in place during events, including litter collection and use of recycling facilities where available. Through these measures, JA Live aims to deliver a project that balances environmental responsibility with accessible and inclusive community activity.

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

JA Live CIC will clearly acknowledge support from Todmorden Town Council across all promotional materials and digital assets related to Valley Roots commUNITY.

This will include use of the Council's logo on printed materials such as posters, flyers and event programmes, as well as across digital assets including social media graphics, online listings and website content. All usage will follow the Council's branding guidance.

The Council will be acknowledged in social media communications promoting the project, including tagging official accounts where appropriate. Recognition will also be included on JA Live CIC's website and within relevant project updates.

Verbal acknowledgement will be made during events where appropriate, recognising the Council's support for free community activity in Todmorden. Where applicable, we will include acknowledgement in press releases and share promotional assets with the Council for use across their own channels.

JA Live CIC recognises the importance of acknowledging public funding and will ensure the Council's contribution is clearly and appropriately represented across all communications.

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)

Venue Hire	Project Delivery		Civic Pride
Town Centre Improvement	Voluntary sector youth Engagement	Social Exclusion	Accessibility and inclusivity
Community Benefit	Community Cohesion		Cultural Arts & Music
Skill development	Economic difficulties	Health & Wellbeing	Other (Please state)

3c. When will your project start?	21/9/26
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3d. When will your project finish?	4/10/26
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3e. How will your project benefit the local community within Todmorden?

Valley Roots commUNITY will benefit Todmorden residents by providing free and accessible community cultural activity that encourages participation, social connection and wellbeing. The project will deliver community workshops, a free Bandstand event and participation opportunities that bring people together from different backgrounds in a welcoming and inclusive environment. Workshops will provide opportunities for participants to learn new skills, build confidence and take part in informal performance activity.

The programme will support positive use of important community spaces including Todmorden Town Hall and Centre Vale Park Bandstand, helping activate key town assets through accessible and inclusive cultural activity.

Local residents will also benefit from opportunities to volunteer, contribute community stalls and take part in the Bandstand event and associated activity, helping build local pride and ownership of the programme.

The project will attract visitors from the wider Calder Valley, supporting positive footfall and local businesses, while the primary benefit remains with Todmorden residents.

The project also supports community cohesion, wellbeing and positive use of shared public space.

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

This project responds to local demand for accessible and affordable community cultural activity, identified through previous Valley Roots activity and ongoing conversations with local residents, venues and community networks.

At a time when many people are facing financial pressures, providing free workshops and community events helps ensure that residents can access positive social and cultural experiences regardless of income.

JA Live CIC has structured Valley Roots commUNITY so that a core programme can be delivered through support from Todmorden Town Council and the Calder Valley Ward Forum Grant. Community workshops will take place as planned, supported by equipment funded through a separate Calder Valley Ward Forum Grant. The Bandstand community event will be delivered through Todmorden Town Council support, ensuring free, accessible participation activity for local residents.

In addition, the heritage reggae concert at Todmorden Town Hall on Friday 2 October will operate as a self-sustaining ticketed event, contributing to the overall programme without reliance on grant funding.

This approach ensures that core community participation and free public activity can still take place regardless of the outcome of the National Lottery Community Fund application, with additional funding enabling further scale and reach .

The project will strengthen community connections, support wellbeing and contribute to civic pride through inclusive cultural participation.

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

We estimate approximately **600–900 Todmorden residents** will directly benefit through attendance and participation.

- 50–100 workshop participants
- 500–800 residents attending free community events
- 20–30 volunteers and community contributors

Additional visitors may attend, supporting positive footfall for local businesses and the town centre. However, the primary beneficiaries will be Todmorden residents

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

21–30 September 2026

Community drum, rhythm and participation workshops

Friday 2 October 2026

Heritage Reggae Concert (ticketed) – Todmorden Town Hall

Saturday 3 October 2026 (or Sunday 4 October)

Valley Roots Bandstand Community Gala Day – Centre Vale Park (including community stalls and family activity)

Sunday 4 October 2026

Valley Roots Unity Cup (community cricket and social activity)

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	£25000		
4b. Amount requested from TTC	£3000		
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	National Lottery Community Fund (Awards for All England) Calder Valley Ward Forum Grant		
Dates of application	March 2026		
Received from	National Lottery Community Fund Calder Valley Ward Forum		
Date received/or due	June–July 2026 (pending)		
Amount received	£18,000 (applied for – decision pending) £500 (applied for – decision pending)		

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. <i>(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)</i>	
Expenditure Description	Cost (£)
Workshop facilitators	£3000
Artists & cultural performers	£3500
Production & sound equipment	£2000
Community event infrastructure (<i>marquees, gazebos, stalls, generator, setup</i>)	£3200
Backline & technical equipment	£1200
Venue hire & space use	£800
Marketing & community outreach	£2500
Vehicle Hire & Fuel	£400
Travel & accommodation	£1200
Insurance & health & safety	£1200
Project coordination & delivery	£2700

Workshop materials (<i>drums via separate Calder Valley Ward Forum Grant</i>)	£300
Event support staff & volunteer expenses	£1000
Contingency	£2000
A. Total Expenditure (must be = to 4a: Total Project Costs)	£25000

Other income	
Income Description	Cost (£)
National Lottery Community Fund (pending)	£18000 (PENDING)
Ticket income – Town Hall concert	£3500
Calder Valley Ward Forum Grant for Drums, percussion and shakers (pending)	£500
B. Total Income	£22000

C. Total Grant Requested from the Town Council*	£3000
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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	£5227.15
5c. Total value of Assets Held	£2,000 (<i>estimated value of equipment and production assets</i>) Sound equipment - Backline
5d. Name of signatory on the account 1	██████████
5e. Name of signatory on the account 2	██████████

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