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	**CVCLT Enterprise Ltd**
Project Name/ Purpose of application	**Tod Works Meeting Room Equipment**
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. *(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.	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	Tod Works - Tod Works, Calder Valley Community Land Trust | Quality homes, owned by our Community

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)		
Charitable organisation	Wholly owned company limited by guarantee of a charitable community benefit society. Any surpluses made by the company will be donated to the charity. Registered for gift aid with HMRC	
	We are an exempt charity. Company no. for CVCLT Enterprise Ltd 14902739	
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?	20	

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)

CVCLT's mission is to work with the people of the Calder Valley to hold property and create sustainable and affordable homes in vibrant communities. We are a member-led charitable community benefit society, established to help meet housing needs in our part of Calderdale.

Our work creates secure tenancies in affordable rented homes, which in turn strengthens our communities. We have a track record of delivering a variety of small housing projects over the last 10 years, including six new build independent living bungalows for older people, in Todmorden, as well as taking on existing properties, some needing refurbishment.

CVCLT also exists to hold property on behalf of the community, this includes Fielden Hall, a well used community centre in Todmorden and a listed signal box in Hebden Bridge.

Our largest project so far is through our wholly owned company, CVCLT Enterprise Ltd, the delivery of a new Enterprise Centre (Tod Works). This will provide flexible spaces for individuals and teams in a state of the art, sustainable building, bringing business and the community into the heart of Todmorden, creating a focal point for economic growth. The income from this project will sustain the core activity of the parent organisation, CVCLT.

The project concept was developed by the Todmorden Town Board as a key part of the Todmorden Town Investment Plan, generated through ongoing engagement with a passionate community. The Town Deal used Citizens Assemblies to allow Todmorden's residents and businesses to learn about and deliberate upon the projects. Two online Citizens Assemblies were held and attended by 170 residents and businesses. The assemblies were supportive of attracting modern jobs to Todmorden through creating modern office space, and particularly supported creating job opportunities for young people.

A community consultation was held before the planning application was submitted, attracting 120 visitors and resulted in design changes suggested by the local community. The planning application only had supportive comments.
CVCLT has worked very closely with the Town Board, the Town Council, other projects and the local community. We agreed to sponsor the delivery of Tod Works on condition the project also delivered much needed social housing. The project includes 19 sustainable homes at social rent, the first in area for some years and delivered through our delivery partner, Connect Housing. There is well evidenced need for this type of housing, with 11,180 households on the Council's housing register in 2025.

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)

Tod Works has a significant flood alleviation system beneath it, reducing local flood risk. It has high levels of insulation, solar panels, and green roofs. The 19 houses are Passivhaus standard. We retrofit our houses to reduce climate change impact. We can extend our retrofitting with funds generated from Tod Works.

Tod Works should help reduce the environmental impact from travel. Three tenants signed up for units travel to Manchester from their homes in Todmorden. We are hoping that this can be continued for Todmorden residents working away. Secure cycle parking is included at Tod Works which supports tenants and users arriving by bicycle.
Electric vehicle charging points and spaces for pod- the Upper Calder Valley car sharing scheme will be available.

Passive houses are designed to use up to 90% less energy for heating and cooling compared to traditional homes. This is achieved through superior insulation, airtight construction, and high-performance windows, which minimize heat loss and gain.
Tod Works was built using low-impact, locally sourced materials, including natural timber and durable brickwork.
Large windows and north lights flood the building with daylight, reducing the need for artificial lighting and creating bright, uplifting workspaces. Advanced insulation and ventilation systems maintain a comfortable indoor climate all year round, using less energy.

2g. How will you acknowledge the assistance of Todmorden Town Council on all promotional material (Please see Section 6 below)
Yes, if successful, we will acknowledge the assistance in our publicity and promotional material. • Acknowledging the grant and amount provided on our **website**. • Posting about the grant on our organisation's **social media**, • Including the Council's crest in any **literature** promoting the project or purpose of the grant.

3. Project Information

3a. Which Grant are you applying for? Small grant		
Small Grant		

3b. What is the Purpose of grant request (delete as appropriate)			
Venue Hire	Project Delivery		
Town Centre Improvement			Accessibility and inclusivity
Community Benefit	Community Cohesion		
Environmental project	Climate change		
Skill development	Economic difficulties		

3c. When will your project start?	**01/11/2026**
3d. When will your project finish?	**31/12/2026**

3e. How will your project benefit the local community within Todmorden?
Tod works will increase the amount and diversity of high quality, affordable commercial space. It will increase the amount of shared working spaces, provide temporary construction jobs and will remediate brownfield land. The new building will increase employment opportunities and reduce employment and income deprivation. The modern design will result in reduced C02 emissions per capita / per km2 and will increase economic activity in the town. The meeting room would be available to tenants as well as local businesses and community/charitable organisations. One of the key features of Tod Works will be the meeting room. It is hoped that a good space with modern AV equipment and furniture will help attract and maintain tenants to the building. A full, or nearly full, building will be of great help to the local economy. In addition, the meeting rooms would be available to hire for local groups, charities and business organisations. CVCLT is keen on partnership working and a cluster of hire facilities (Fielden Hall, The Pavilion in Centre Vale Park and Tod College) can help the local economy and provide excellent facilities for the people of Todmorden.

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

The business case for the Enterprise Centre, identified a number of benefits and concluded that the project was good value for money. In particular, it would:
- Foster a more inclusive growing economy which benefits everyone
- Reduce inequality and build a financially and more environmentally sustainable future
- Provide better space for small, medium sized businesses
- Enable learning and skills development
- Create transformational change that will attract/ retain younger working age people
- Create a space in which people wish to live and work

The meeting room would be available to tenants as well as local businesses and community/charitable organisations.
Tod works and the Passivhaus homes would help the local economy by increasing footfall in Todmorden shops and businesses.
CVCLT have a policy of using local businesses and suppliers. We have used local businesses for our marketing, and plan to use local businesses when we are operating.

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

It was estimated that Tod Works will create 61 full-time equivalent jobs (the tenants of Tod Works) and this is additional to the short term economic benefit from the construction work. As well as this, as stated, many shops and businesses will benefit from the increased footfall. CVCLT are intending to use this as a base for all our activities. This will enable more volunteering opportunities for the people of Todmorden. This will help develop the site both externally and internally. In addition, if the project is successful, we would hope to create a couple of jobs around finance and administration.

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	**£11,053.35**		
4b. Amount requested from TTC	**£3,000**		
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	
Grant received in 2016 for core costs £400 to Calder Valley Community Land Trust			
4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)			No
Applied to	**Todmorden Town Deal (Calderdale MBC)**		
Dates of application	**14TH July 2023**		
Received from	**The Borough Council of Calderdale, Todmorden Town Deal**		
Date received/or due	**Due completion 31/10/26**		
Amount received	**£4,109,000 in total due, including spend by CMBC on the business case.**		

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 (£)
AV equipment from Caton Lloyd: **Iiyama Prolite 86" 4K Commercial Display** **Yealink Intelligent AIO USB Video Bar** **Blustream Advanced Wireless Multi-Format Switch** **Yealink Wireless Mic Array Pod w/charge base** **Soundbar Mount** **BIAMP USB Device Host Switch** **Bluestream HDMI Wireless Dongle** **Bluestream 4K USB-C Wireless Dongle** **Peerless Unviersal Tilt Mount** **Peerless Unviersal Plate Mount** **Sundries, Cables & Consumables**	£5,268.75

10 Durand rectangular folding tables at £212 each from furniture @ work	£2,120.00
20 stackable meeting chairs at £120.73 each from Office Furniture Direct	£2,414.60
Installation & commissioning from Caton Lloyd	£1,250.00
	£
	£
Volunteer Hours @ £12.50p/h The volunteer hours by trustees in 2025 was 465 hours per month (11 trustees), this works out at 3 full-time equivalent employees. A good proportion of this was for Tod Works, 5 trustees are involved significantly in the project.	£
A. Total Expenditure (must be = to 4a: Total Project Costs)	**£11,053.35**
Other income	
Income Description	**Cost (£)**
Town Deal capital fund	£6,000.00
CVCLT Enterprise	£2053.35
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	£
B. Total Income	**£8053.35**

C. Total Grant Requested from the Town Council*	**£3,000.00**

***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	£290,213.80
5c. Total value of Assets Held	£1,357,177 value of Enterprise Centre per Annual Accounts 31.12.25
5d. Name of signatory on the account 1	[redacted]
5e. Name of signatory on the account 2	[redacted]