



TODMORDEN TOWN COUNCIL

GRANT APPLICATION FORM 2026/27

Item 8e - Resources
Committee 10th June

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 the completed form to the office in Word format.***

Name of Organisation	Todmorden Book Festival
Project Name/ Purpose of application	Storytelling in Schools & Free Community Event
Grant Amount Requested from TTC	£1500.00

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.	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.todmordenbookfestival.org.uk

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)	
	Unregistered Community Group/Club/Society
	Other (please state below) Social Enterprise
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?	12 Volunteers on committee and about 15 more at events.
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 Book Festival launched in 2018 as an annual celebration of our literary landscape, local and national.</p> <p>Our aim has always been to make it affordable, accessible and inclusive – featuring local writers and poets as well as national names. A key part of the festival has always been engaging our schools and young people and the storytelling aspect of the festival is what we are focussing our application on this year.</p> <p>We are aiming to involve every school in Todmorden and engage as many young people as we can. We are thrilled that Children’s Laureate Frank Cottrell Boyce will be headlining an event at the Herald Building (Old Folklore Centre) on the Sunday evening of the festival.</p> <p>Our other storytellers will be visiting local primary schools and we are liaising with teachers and parents to find out how to maximise engagement.</p>	

In previous years, we have received funding to cover the entire festival. This application seeks to specifically fund the Storytelling in Schools and Free Community Event. The rest of the festival will be funded primarily by reserves and ticket sales.

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)

Our audience demographic is largely local so we encourage people wherever possible to use public transport to venues and events. People travelling from further afield are offered train and bus info on our website.

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

We will ensure use of the TTC logo on all our marketing materials, both digitally and physically. We always make sure our audiences know how much we appreciate the support from the Town Council – particularly at the launch event but also throughout the festival.

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		
		Social Exclusion	Accessibility and inclusivity
Community Benefit	Community Cohesion		Cultural Arts & Music
			Town Centre Event
Skill development		Health & Wellbeing	

3c. When will your project start?	June 2026
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3d. When will your project finish?	December 2026
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3e. How will your project benefit the local community within Todmorden?

We are aiming to access every primary school in Todmorden, but it is not just about engaging children. We are conscious how important parental involvement and engagement is to the encouragement of reading and enjoying it. Our events are family friendly, they will be held in venues across the town and will be free to maximise inclusivity.

Our use of old and new venues helps not just them but also the local economy i.e cafes and local restaurants – most of which are family friendly. In the longer term we are encouraging the younger generation to carry on the town’s great cultural traditions around music and literature rooted in the local landscape.

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

2026 is the National Year of Reading – the biggest campaign in a generation designed to help more people discover the joy of reading in a world where iPhones and digital media threaten it’s very existence. This grant will help us engage children in an exciting and immediate way as well as encourage conversations about reading and favourite authors.

These things may once have been taken for granted and an everyday thing, but we know from previous festivals how much our children love the storytelling sessions and how much they contribute to encouraging a lifetime of reading.

Feedback is always very positive. Todmorden is lucky to still have a flagship library and by encouraging our young people to read we are contributing to the future of reading in the town.

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

Overall we anticipate about 2000 for the whole festival, and about 200-300 within the schools.

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

From November 6-11 we are offering free storytelling sessions in all primary schools. There will also be a free day of community events around storytelling (Venue TBC but Town Hall or Tod College) with music and refreshments. Another key aspect of the week will be the revival of the Ode to Todmorden, written at a workshop in 2023 with poet Pete Sansom at Todmorden High School.

We would like to explore this again, perhaps with more verses and is possible have an installation in the town so it’s preserved in full.

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	£12,700.00	
4b. Amount requested from TTC	£1500.00	
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	
£3000 in 2025, £2700 in 2024, £3000 in 2023 No festival in 2022 £3000 in 2021 and £3000 in 2020 These grants were for general funding for the entire festival.		
4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)	Yes – not applied yet.	
Applied to	Will be applying to CFFC for funding specifically towards poet fees (part of artist fees, separate to the Storytelling in Schools element)	
Dates of application	Not yet made	
Received from		
Date received/or due		
Amount received	Will be applying for £1000.00	

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 (£)
Artist Fees	£3800.00
Venues and Launch Event	£2000.00
Sound Engineers	£300.00
Artist Travel and Accommodation	£1800.00
Marketing, Social Media, Printing	£2400.00
Storytelling in Schools / Free Community Event – Storyteller fees, venue hire, Ode to Tod display and event, refreshments and sundries.	£2100.00
Volunteer Hours @ £12.50p/h	£300.00
A. Total Expenditure (must be = to 4a: Total Project Costs)	£12700.00

Other income	
Income Description	Cost (£)
Ticket sales – anticipated (Schools and Community Events are free)	£7000.00
Book sales, merch sales and donations - anticipated	£1000.00
Other income – bank interest	£100.00
Contribution from own funds	£1800.00
CFFC Grant	£1000.00
	£
	£
	£
	£
Volunteer Hours (this should match the figure in the expenditure table)	£300.00
B. Total Income	£11200.00

C. Total Grant Requested from the Town Council*	£1500.00
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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	£5916.14
5b. Bank Statement(s) Balance at application date	Current acct: £1408.98 Savings acct: £4507.16
5c. Total value of Assets Held	£5916.14
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] l
Bank (HSBC, Virgin etc)	[REDACTED]
Sort Code	[REDACTED]
Account Number	[REDACTED]