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 the completed form to the office in Word format.

Name of Organisation	**Todmorden Community Brass Band**
Project Name/ Purpose of application	**Christmas Events 2026**
Grant Amount Requested from TTC	**£538.97**

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	No
A copy of your organisation's constitution or set of rules.	Yes	No
Copies of your bank statements for the last six months.	Yes	No
A copy of your organisation's safeguarding policy/policies.	Yes	No
Copies of two written estimates/ quotes if applying for a grant for equipment or capital item.	Yes	No
Evidence of any other awards received towards the cost of the project e.g. copy of award.	Yes	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	No
Any other information that is relevant to this application e.g. insurance cover, health and safety issues, planning/ events permissions.	Yes	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.todmordencommunitybrass.co.uk

2. Organisation Details

2a. What type of Organisation are you? (Delete as appropriate)		
	Unregistered Community Group/Club/Society	
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?	Senior Band 15, Training Band 10	

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)

The community band aims to provide opportunities in Todmorden in learning, performing and listening to a brass band.

We have a Training Band and a Senior Band made up of more experienced players. The training band provides a friendly environment where adults & children learn together through ensemble playing. We also provide a beginners class – so even if you can't read music or have never played an instrument before we can help. Continuing local traditions and enabling generations of children & adults to play a brass instrument.

We have minimal subscriptions so cost of living is not a barrier to learning a musical instrument. We are available to perform at events in Todmorden and our annual commitments are to the Churches Together parade at Easter, Remembrance Sunday service in November, the Christmas Lights Switch on, playing around the streets\market\supermarkets in Todmorden in December 2026.

We would like Todmorden Town Council to contribute towards the additional costs we will incur in the preparation and delivery of our Christmas Events programme. The Christmas period is a key time for brass bands and the point at which most brass band players voluntarily give up most of their weekends to play, generally to raise funds for the band. However, core costs continue to be a

large spend for the band and we are very aware of the increased cost of living for a large part of our local community, so we hope to continue to offer membership at a very reasonable rate, plus keep our booking costs low, plus play for free at key engagements around town. This we can do with support from our Town Council. We'd also like to purchase a new small "Tea Urn"/Refillable Boiler for hot water as ours has broken and we've not seen it as a priority to replace. However, the colder weather is coming, and it is very nice to return to the band room for a warm cup of hot chocolate after carol jobs (specifically the cold, wet ones)
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 project will not have any implications in respect of climate emergency.
2g. How will you acknowledge the assistance of Todmorden Town Council on all promotional material (Please see Section 6 below)
We will acknowledge any grant from Todmorden Town Council when we advertise anything on social media, we have posted to our website that we are generously supported by the Town Council. We will also draft a specific post, if we are successful, to thank Todmorden Town Council and post to our Facebook Page and website.

3. Project Information

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

3b. What is the Purpose of grant request (delete as appropriate)			
		Core Funding	Civic Pride
	Community Cohesion		Cultural Arts & Music
			Town Centre Event
Skill development	Economic difficulties		

3c. When will your project start?	**17th October 2026**
3d. When will your project finish?	**25th December 2026**
3e. How will your project benefit the local community within Todmorden?	

Brass Bands are the perfect accompaniment to Christmas. The best thing about Christmas, for the brass band, is that we get to perform a variety of jobs. From formal concerts, to carol playing outside local supermarkets and the indoor market. And also, around the street of the band room on the last Friday before Christmas holidays – this never disappoints! Due to the different events, it can provide a real opportunity for Training Band members to get their first tastes of playing with the senior band.

All the people of Todmorden who attend these events will benefit from this grant. They will hear the music we play to make the event more enjoyable. All the events we attend are open to the general public without charge.

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

The project is needed to allow us to bring brass band music to the people of Todmorden at both Town events and other opportunities for us to play in public. We are also teaching new players who will help us carry on the tradition of brass band music in Todmorden.

To prepare for the Christmas programme the band holds additional rehearsals from mid-October, on top of our usual weekly practice. These take place in the band room during the coldest months, which significantly increases our heating and electricity use. We are asking the Council to contribute towards these additional utility costs so that we can continue to perform free of charge at town events

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

All the people who attend our events in Todmorden or join our band will benefit from our project.

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

Preparation begins before the Christmas season, with extra band practice etc.

15th November 2026 Carols at Gordon Riggs
4th December 2026 Market Lights Switch On
5th December 2026 either market\supermarket carols TBC
6th December 2026 Town Light Switch on
8th December 2026 Heybrook Primary School Rochdale (paid job) via Walsden resident
11th-19th December 2026 – Potentially a number of events/ street carols etc TBC
20th December 2026 St Joseph's Church Concert
24th December 2026 Market carols TBC

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	**£1297.97**		
4b. Amount requested from TTC	**£538.97**		
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	
2025 - £1001.18 - core costs for the full year **2024 - £2000.00 - core costs for the full year**			
4d. Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)		Yes	No
Applied to			
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 (£)**
Utilities – additional Christmas rehearsals, 17 Oct–25 Dec (gas, electric, water)	£260.00
Annual Gas Safe Certificate	£40.00
Printing costs	£47.98
Conductor Oct-Dec	£870.00
Hot water boiler	£79.99
A. Total Expenditure (must be = to 4a: Total Project Costs)	**£1297.97**

Other income	
Income Description	**Cost (£)**
Subs Oct to Dec	£299.00
Paid Engagements	£460.00

B. Total Income	£759.00

C. Total Grant Requested from the Town Council*	£538.97

***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	£3635.32
5c. Total value of Assets Held	£249,329 (value of building)
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]

6. Acknowledging the Contribution from Todmorden Town Council

As this grant is funded by public money, it is important to acknowledge the support provided by Todmorden Town Council. Successful applicants are required to promote the Council's contribution to their project and ensure the correct use of the Council's logo.

This includes, where applicable:

- Issuing a **press release** announcing the grant award.
- Acknowledging the grant and amount provided on your **website**.
- Posting about the grant on your organisation's **social media**, tagging Todmorden Town Council's accounts on Facebook, Instagram, and Twitter (handles will be provided in the award letter and are available on the grants page of our website).
- Including the Council's crest in any **literature** promoting the project or purpose of the grant.
- Displaying the Council's crest on your **letter footer** as a funder/part funder.

To ensure proper use of the Council's logo, you must use the official version provided in your grant award email, where detailed usage instructions are also available. Screenshots or altered versions of the logo must not be used.

By signing the declaration below, you confirm your understanding and acceptance of this condition.