



TODMORDEN TOWN COUNCIL

Discretionary Grants Policy

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1. Introduction

1.1 Todmorden Town Council (“the Council”) has the power, but not the obligation, under various sections of the Local Government Act 1972, to make discretionary grants to local community, voluntary and not-for-profit organisations.

1.2 The Council is funded by the residents of Todmorden through a precept on Council Tax collected by Calderdale Council. It therefore has a duty to ensure that public funds are used prudently, transparently and for demonstrable benefit to the Todmorden community.

1.3 Grants will be awarded in a fair, consistent and equitable manner, reflecting:

- the value and impact of the activity proposed
- the benefit to Todmorden residents; and
- the extent of contribution made by the applicant organisation.

1.4 In all decisions, the Council will seek to achieve value for money for local taxpayers.

2. Aims of the Grant Making Programme

2.1 The Council’s Grants Programme supports its Aims and Ambitions, specifically to *enable and facilitate* activities that add value to the Council’s core work and contribute to improving Todmorden for all residents.

2.2 The Council makes regular donations to:

- Cornholme & Portsmouth Old Library Limited (Foodbank – food provision)
- Todmorden Food Drop-In (Foodbank – food provision)
- Todmorden in Bloom
- Community Rights of Way Service (CROWS)

These donations fall outside the scope of this policy.

2.3 The Council provides a major grant to Todmorden Information Centre. Applications are assessed against this policy but, due to the value exceeding the standard maximum grant of £3,000, are considered by Full Council following initial consideration by the Resources Committee.

2.4 The Council also provides a major grant for the provision of Police Community Support Officers (PCSOs). This funding is not subject to the criteria within this policy and is considered by Full Council/

2.5 Through its Neighbourhood Plan and strategic priorities, the Council seeks to support projects contributing to one or more of the following themes:

- Community cohesion
- Community benefit and aspiration
- Accessibility and inclusivity, including dementia-friendly activities
- Food growing
- Sustainable environmental projects, including flood and water management

- Climate change mitigation and adaptation
- Skills development
- Civic pride
- Town centre improvement, promotion and safety
- Cultural arts and music development
- Voluntary-sector-led youth engagement
- Core costs (with match funding only)
- Health and wellbeing
- Promotion and use of Todmorden Town Hall, the Bandstand, the Pavilion and other community venues

2.6 The Council is keen to support organisations that:

- enable participation in voluntary and community activity
- improve the effectiveness of local voluntary groups
- meet the needs of people experiencing social exclusion or economic hardship
- ensure equality of access and opportunity for Todmorden residents; and
- improve or enhance the local environment.

2.7 Start-up grants of up to £500 may be awarded once only during an organisation's first year following formal constitution, with the expectation that alternative funding streams will be developed.

2.8 Applications for funding towards core costs will only be considered where match funding is provided and a clear plan for future financial sustainability is submitted.

3. Applicant Contribution Criteria for Grants Assistance

3.1 The Council's annual grants budget will normally be phased into equal quarterly allocations, to ensure fairness and availability of funds throughout the financial year.

3.2 Grant funding is limited. Any in-year increase to the grants budget will be exceptional and subject to Full Council approval.

3.3 The maximum grant award to any organisation is £3,000 per financial year, regardless of organisational status or number of applications submitted.

3.4 Due to demand historically exceeding available funds, applicants are expected to contribute towards project costs, including through volunteer time or other match funding, in accordance with the criteria below.

3.4 Existing organisation applications

Project cost	Maximum Grant award	Volunteer / Time Matched	Subsequent year consideration*
Over £6000	£3,000	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
£3,000 to £5,999	Up to 45%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
£1,000 to £2,999	Up to 55%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
£500 to £999	Up to 65%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award
Up to £500	Up to 75%	Up to 25% of total project cost	Yes, subject if awarded to annual reduction of 20% in award

* No guarantee of subsequent year funding

3.5 New organisations –

Project cost	Maximum Grant award	Volunteer time Matched funding	Subsequent year consideration
Up to £500	100%	Not applicable	Subsequent years funding would be considered under the specifications paid out in section 3.4

3.6 The Council reserves the right to vary contribution requirements in response to demand or budget constraints.

3.7 Climate-related grants are subject to the maximum award of £1,250 and are considered three times per year by the Climate Committee.

3.8 Grants must be claimed and spent within the financial year for which they are awarded. Funds cannot be carried forward.

3.9 Grants are considered in line with the Council's scoring matrix.

4. Frequency of Distribution of Grants

4.1 The annual grants budget is approved by Full Council and phased quarterly.

4.2 Applications are considered:

- Quarterly by the Resources Committee; and
- Three times per year by the Climate Committee.

4.3 The grants timetable is published on the Council's website and is available on request from the Administration and Development Officer (admin@todmorden-tc.gov.uk).

4.4 Completed applications must be received at least 14 working days before the relevant committee meeting. Early submission is strongly advised to allow officers to resolve any issues prior to agenda publication.

5. Over subscription of applicants to availability of funds

5.1 Where applications exceed available funds, the Council will apply an additional scoring process to ensure fair and transparent decision-making.

6. Which organisations/ groups can apply

6.1 Grants will normally be awarded to organisations operating within Todmorden that can demonstrate a clear benefit to local residents.

6.2 Organisations based outside Todmorden may be considered where the activity provides a direct and demonstrable benefit to Todmorden residents and complements existing provision.

6.3 Eligible applicants include:

- Constituted voluntary groups and societies
- Clubs
- Not-for-profit organisations
- Community Interest Companies
- Registered charities

6.4 At the Council's request, applicants must be able to provide evidence of appropriate governance arrangements, which may include (but is not limited to) governing documents, management or trustee structures, policies and procedures, and evidence of financial controls.

6.5 Organisations may only apply for grant funding in respect of their own activities and projects and must be the direct delivery body responsible for the use of the funds. The Council will not accept applications submitted on behalf of another organisation. An organisation may not act as an intermediary, sponsor, accountable body, or grant administrator for the purpose of securing or managing funding for any other organisation. Applications designed to circumvent the eligibility criteria or other requirements of this policy will be rejected.

7. Activities that will not be supported

7.1 Grants will not be awarded for:

- Applications from individuals
- General funding for regional or national organisations (unless for a specific Todmorden-based project)
- Commercial or profit-making activities
- Activities that are the statutory responsibility of another authority
- Seed funding (this is early-stage financing that supports startups or research projects)
- "Upward funding" to parent or headquarters organisations
- Political parties or political activity
- Predominantly religious activities
- Multiple applications exceeding the £3,000 annual cap
- Fundraising activities where surplus income is donated elsewhere
- Routine maintenance of buildings or equipment
- Projects that would increase unrestricted reserves
- Projects generating surplus income used for unrelated purposes

- Activities where animals are the primary beneficiaries
- Improvements to land or buildings not owned by the applicant, or without a lease of at least 25 years

8. Conditions of Awards

8.1 All grants are subject to the following conditions:

- Funds must be used solely for the approved purpose
- Any variation must be approved in writing by the Council
- Unused or misapplied funds must be repaid
- Evidence of expenditure must be provided on request
- Grants do not constitute ongoing funding commitments
- A new application is required for each award
- No retrospective funding will be awarded
- Significant reserves (twice the grant requested) may reduce priority
- Feedback must be submitted within three months of project completion
- Failure to submit feedback will result in repayment
- The Council reserves the right to discontinue the programme
- For grants of £1,000 or more, applicants are requested to attend the relevant committee meeting.

9. Application Process

9.1 Applications will only be considered where:

- The Council's approved application form is used
- A constitution and management details are provided
- Authorisation is confirmed by two trustees or board members
- Quotes, estimates and specifications are supplied where relevant
- Latest accounts or income and expenditure statements are included
- A dual-signatory bank account is evidenced
- Membership details demonstrate benefit to Todmorden residents
- Relevant policies (insurance, safeguarding, health & safety) are provided
- Six months of bank statements are submitted
- Only information presented on the application form will be considered at the Committee meetings. No supplementary documents will be presented.

9.2 Successful applicants must acknowledge Council funding on promotional materials, social media and websites, in line with guidance provided.