# Building Stronger Communities Together Community Grant

# 2024-25 Application Form Guidance

**Please note that the question numbers in this form may not match those on the Smart Survey form.**

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## 1. Introduction

**About this guidance document**

* This guidance contains information to help you prepare and submit your application to the Building Stronger Communities Together Grants Programme 2025.
* This guidance is aimed at the person who will be filling in the application form and gives more information about most of the questions in the application form.
* We have not provided guidance for every question. Depending on what responses you have given, the question numbers may not match exactly with what you can see on the Smart Survey form.

**Accessibility**

* We are committed to making this grant application process accessible to as many eligible organisations as possible. Smart Survey is compatible with widely used screen readers, usable with keyboard only, supports browser zoom up to 400% and has accessible colour.
* If anyone in your organisation requires additional assistance or information in accessible formats, please email [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk).

**What you can apply for**

* Voluntary, Community, Faith, and Social Enterprise (VCFSE) groups and organisations can apply once as an individual or lead partner organisation for grants from £10,000 to £30,000.
* As well as this, organisations can be named on any number of applications as:
  + delivery partners (which means the organisation will receive some of the funding that another organisation is applying for) and/or
  + beneficiaries (where the organisation doesn’t receive any of the funding being applied for but will benefit in some way from the project).

**Completing the application form**

* You must use the [online Smart Survey form](https://surveys.manchester.gov.uk/s/BSCTGrant2025/) to send us your application. A word version is available on Macc’s website to help you plan your answers.
* To complete the form we strongly recommend use of a desktop computer rather than a mobile device or tablet.
* Make sure you complete all parts of the online form before submitting your application.
* **Only evidence provided in the application form will be used to score the application. Please do not email us with additional documents in support of your application.** Any links to websites provided in the application will only be used for eligibility and due diligence checks on successful applicant organisations.
* All information provided is assessed in the context of the entire application. Please provide information which to the best of your knowledge is accurate and gives a fair reflection.

**Using Smart Survey**

* Please allow enough time to submit your application using Smart Survey.
* You can save your application at any point using the “**Save and Continue later**” button at the bottom of the Smart Survey page. Make a note of the email address you’ve used with the form, as you will need this to access the form again.  Emails from Smart Survey may be directed to your Spam / Junk folder, so check this if you have not received a link to your application.
* When you go through the form on Smart Survey, **DO NOT** use your usual browser 'Back' button to return to an earlier question. Use the 'Previous' button on the page instead.
* At the end of the form you will have the opportunity to **print your response**. We can also provide you with a copy of your submitted application on request.

**Word Counts and Formatting**

* Some questions have maximum word counts. You do not need to write up to the maximum limit - the panel are looking for clear, concise and meaningful responses which make sense, and which answer the question asked.
* Feel free to use bullet points and headings to organise your answers.
* Spelling and grammar mistakes will not affect your score unless it prevents your application from being understood.

**Assessment Criteria**

* Every application will be scored against the same criteria. Please write your application with these criteria in mind.
  1. The skills and experience of the organisation(s) applying
  2. How well the application responds to the objectives and principles of the fund (see above)
  3. The impact of the project on beneficiaries
  4. Value for money

**Support**

* We recommend that you **read through the BSCT strategy, application form and guidance fully before completing and submitting your application on Smart Survey**. You can find more information about the strategy and grant on the Macc webpage [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmanchestercommunitycentral.org%2Fsupport-groups%2Ffunding-opportunities%2Fbuilding-stronger-communities-together-manchester-community&data=05%7C02%7CLucy.Butcher%40manchester.gov.uk%7Cb787f4e2d5af4f5be81108dd19333bab%7Cb0ce7d5e81cd47fb94f7276c626b7b09%7C0%7C0%7C638694430029154544%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=d%2BcWJJ84y7YnoUr5kO2Gql3azfUYUfRnU2fdfJfq2p8%3D&reserved=0).
  + If you have any technical issues with the form, please contact [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk). The team cannot help you draft answers to the application form.
  + If you have submitted your application and then want to make a change, please email us as soon as possible. We can re-open submitted applications to help with this.
* Please note that the team will be out of office from Thursday 19th December until Thursday 2nd January 2025. During this time period please contact [samiya.butt@manchester.gov.uk](mailto:samiya.butt@manchester.gov.uk) for urgent queries about the fund.

**Drop-In Webinar**

* The Our Manchester Funds team will host a webinar about the fund and application process on **Friday 3rd January at 2pm**. There will be an opportunity to raise questions with the team towards the end of the session. A record of the webinar will be made available.
* You can register for the webinar, or request access to the recording, by emailing [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk).
* This session is not compulsory but is recommended to groups who haven’t applied before, or who have questions about the process.

**Deadline**

* We must receive your application by**4.00 p.m. on Thursday 16th January 2025.**
* Applications received after the deadline will not be considered.
* Please note that we are usually very busy on the day of the deadline and cannot guarantee a response to all queries before the application closes.

**Privacy notice**

Manchester City Council is committed to ensuring your information is held securely and in keeping with data protection legislation. Information you provide in this application will not be used to make decisions on other grant funding programmes. If you’d like to know more about how your data is used you can [read our privacy notice](https://www.manchester.gov.uk/directory_record/431777/city_policy).

**Do’s and Don’ts for completing your application**

Do:

* + Make sure you answer the questions we ask in the form.
  + Be specific in your answers and avoid making general statements.
  + If talking about previous work, focus on telling us about what you have delivered in Manchester.
  + Tell us about your organisation’s experiences, evidence and data.
  + Please use exact figures where you have them. If you do not have these, use your best estimates instead. We may ask you to provide evidence for the numbers stated in your application, for example in the form of monitoring information or an annual report.
  + Feel free to use headings, short sentences and bullet points to organise your answers.
  + We recommend that you get a colleague or friend to check your application before you submit to make sure the application makes sense.
  + If you are having issues with the Smart Survey system let us know in plenty of time.

Don’t:

* + Don’t leave your application to the last minute. We expect to be very busy on the day of submission and can’t guarantee that we can respond to all queries before the deadline.
  + Don’t worry about spelling and grammar mistakes – applications will not be judged on these, as long as the panel can understand your responses.
  + Don’t think you need to apply for the examples we give in the guidance. Examples we give are only to explain how we want you to answer the question, they are not intended to encourage you to ask for funding for that specific group or activity.
  + You must not apply for funding on behalf of another organisation. If you are unsure about your organisation’s eligibility please get in touch with us.

## 2. Confirm Eligibility

* The questions in this section help us to identify the organisations that are eligible for this grant.
* If you can respond "Yes" to all of the questions, then you meet our minimum requirements and can apply to the fund.
* Please answer the questions based on your organisation’s current circumstances at the time of application.
* For partnership applications all delivery partner organisations receiving funding must also meet the eligibility criteria.
* Please note that eligibility is not a guarantee that your application will be successful.
* If you cannot answer Yes to each of the eligibility questions, you are not eligible for this funding. If you would like to look at other funding, please [visit the Macc website](https://manchestercommunitycentral.org/support-groups/search-funding).

## 5 & 6. Contact Details

* This section allows us to get in touch with you, for example to let you know the outcome of your application.
* First contact – this should be the person who will be the main contact for your organisation’s application. The application assumes that the person filling in the form is the first contact.
* Second contact – Please provide details of a second contact person in case we need to get in touch and the first contact is unavailable. They must work for the same organisation as the first contact person.

## 7. About your organisation

### The details provided in this section help us to undertake due diligence checks on applicant organisations.

### 15. What is the full name of your group or organisation?

* Please use the full name of your organisation or group. If you are registered with the Charities Commission or Companies House, please use the full name listed there.

### 16. What is the full address of your group or organisation (you must include the full postcode)?

* If you have a registered address on the Charities Commission website use this. If not, please use the main correspondence address for your organisation.
* Either way you must include a full postcode.

**17. If applicable, please include links to your website and social media.**

* If you do not have a website or facebook page, you could include a link to social media pages for your organisation, such as X (formerly Twitter) or Instagram.
* **We will check weblinks as part of our eligibility and due diligence checks, but external links provided will not be used to score your application.**
* **Only information within the form itself is used to score your application.**

### 18. Please select your organisation type.

*If you are unsure about your type of organisation, please refer to your governing document or constitution. If your application is successful you will need to provide evidence of your organisation type.*

* If you are not one of the specified types of organisation, you are not eligible. If successful we may ask you to provide evidence of your organisation type, such as a governing document or constitution.

### 19. Please provide any reference numbers for your organisation e.g. your charity registration number. *If not applicable, please put N/A.*

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### 20. Please provide your organisation’s bank account details.

**DO NOT supply personal bank details through this form.**

* We ask for your bank details so that we can send the grant funding to your organisation.
* DO NOT supply personal bank details through this form.
* We cannot fund organisations that do not have an organisation or group bank account.
* If successful we may ask you for additional bank details and may ask you to provide a recent bank statement.

### 21. What is your organisation’s annual income?

* Annual income is the total amount of money coming into your organisation, through donations and legacies, grants, charitable activities, other trading activities and investments.

## 8. Individual or Partnership Application

### 22. Is this a partnership application?

* Only select Yes if other organisations will receive some of the funding you’re applying for.

## 9. Partner 1-4

* This section allows us to get in touch with the other organisations that will be receiving grant money from this application.
* If you will be working with multiple partner organisations, there will be an option to add additional information in Smart Survey. Please draft the correct information beforehand.
* You can name up to 4 partners using the application form.

### 30. What discussions have you had so far to agree this project with partner organisations?

* We are looking for assurance that your partner organisations know about this project and will be in a position to help you deliver it.
* As part of our due diligence checks we will ask for evidence of agreement between the partners, such as meeting minutes, a Memorandum of Understanding, etc.

### 31. Please confirm that all partner organisations meet the eligibility criteria for the funding as set out in section 2 of this form:

### Any partner organisations receiving funding from this grant must all:

### be one of the organisation types listed in the eligibility section

### have three or more trustees or directors, that are not related to each other, and are not paid shareholders.

### have the following policies and documents ready to share with us as part of our due diligence checks:

* 1. Governing document (constitution, articles of association, etc.)
  2. Safeguarding policy (including your named safeguarding lead)
  3. Health and Safety Policy
  4. Copies of certificates of insurance cover

### have their own bank account

### not use the funding for religious or political activities

### have been working with residents from the Manchester [local authority area](https://www.manchester.gov.uk/directory_record/285527/all_wards) for at least the last 12 months.

## 14. Project Beneficiaries

### 32. Who are you going to work with using this funding? (maximum 100 words)

* Summarise the key characteristics of the people you will be working with that will help us understand which communities you will work with. Remember that a principle of the funding is to work with different communities to bring them together.
* Your answer should be about the Manchester residents you will work with.

### 33. How are issues around social cohesion currently affecting the people you plan to work with and how do you know this? (Maximum 500 words)

* Explain why you have chosen to work with the beneficiaries identified in the previous question. Tell us about what issues they are facing relevant to social cohesion, and what their need is.
* If you have any data, findings or quotes that evidence this, please tell us about them. We are particularly interested in information that you have gathered directly that show us how well you understand the people you’re working with.

**34.** **Have your beneficiaries been involved in the design of this project?**

* If your beneficiaries have influenced or helped you to design your project, either directly or through feedback, please explain this briefly. If not, tell us how you know this project will be relevant to them.

### 35. What is the total number of individuals that you plan to work with over the funded period?

* This must be a whole number and not a range (e.g. 40, not 40-50). This can be an estimate, but you will be expected to report on this number in the end of project evaluation. If you do not reach this number you’ll need to tell us in the evaluation report why this was not achieved.

### 36. Where in the city are your beneficiaries?  Please select all wards that apply. *You can find a map of these wards here* [*Ward boundaries - All wards | Manchester City Council.*](https://www.manchester.gov.uk/directory_record/285527/all_wards)*You can select more than one ward, but make sure that these are as accurate as possible as you will report on these later.*

* Only select wards that you expect to reach with this project. You will be expected to report on each ward selected in the end of project evaluation. If you do not reach these wards you’ll need to tell us in the evaluation report why this was not achieved.

### 37. What difference will these activities make to the people you plan to work with? *(maximum 500 words)*

* Your answer should tell us how your proposal relates to the issues you’ve told us people are facing.
* We will ask you for more detail on impact later in the application.

### 38. Will any other VCFSE organisations or public service providers benefit as a result of this project?

* These organisations are ones that would benefit from your project, but are not directly receiving any funding from this application. You might already be working with them on social cohesion or another project.
* If you want to apply so that other organisations get some of this funding you need to fill in the partnership section of this application.

## 15. Principles and Activities

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### 39. Which of the following BSCT Community Grant Programme principles will your project deliver?

* The panel is looking for applications that can deliver against three or more principles, however we will still consider good quality applications that can make a substantial difference against two principles.
* Applications will be judged on the quality of the proposal and the relevance to the principles, and not simply on the number of principles selected (see scoring criteria in the Introduction for the scoring criteria).

**40.** **Tell us what you will do with the funding and how this connects with the principles you’ve selected (maximum 1,500 words)**

### See bullets as above for Q39. Your response should clearly mention each principle that you have selected in the previous question to help the panel understand how your proposal will deliver these.

### 41. What is your expected project end date?

* All project funding must be spent on activities that will have been delivered by 31st July 2025.

### 42. How might your project be scaled up, or replicated elsewhere? (max 500 words)

* Projects that can be scaled or replicated in other communities and neighbourhoods, or where there are tools or resources established that can be shared outside of the life of the project to maximise impact, may be considered more favourably, however this is not required for an application to be successful.

### 43. Why is your organisation well placed to deliver this project? If this is a partnership application, please briefly explain this for all organisations involved *(maximum 500 words)*

* In your response you could tell us about:
  + The skills and experience of your organisation and any partners.
  + Similar projects that you’ve helped deliver and what impact these have had.
  + Previous experience working with your chosen groups/areas.

Your response should include any relevant evidence such as a summary of achieved outcomes, quotes, case studies etc.

## 16. Objectives and Evaluation

[The Building Stronger Communities Together strategy](https://www.manchester.gov.uk/info/500002/council_policies_and_strategies/8740/building_stronger_communities_together_strategy) focuses on three objectives:

1. **Relationships ‘It’s about all of us’** – getting to know one another and bridging differences between communities. More people doing things to help them and others to belong to their community; those who are newly arrived as well as those who have always lived here, engaging, being trusted and trusting others around them, including those from different social and ethnic backgrounds.
2. **Participation ‘We get involved to make a difference’** - helping all communities to feel empowered to act to improve their neighbourhood and address shared challenges together building on the strengths and advantages of Manchester’s rich diversity, cultures and histories.
3. **Belonging ‘Making an effort’** to make ourselves and the people around us a part of our local neighbourhood and the city; valuing diversity and difference and celebrating what we have in common. Being proud of the places we live. Knowing that all together we belong to Manchester. Whether a new arrival to the city or someone whose family goes back generations we celebrate what we have in common, the ties that bind us together, and the shared values of welcoming and inclusivity

**44. Select which objective(s) your project will contribute to.** *You are able to select more than one.*

* Projects must contribute to at least one objective, and can contribute to all three.

**45.** **For each tick box you have selected, explain how your project will contribute to the selected objective**

* e.g.*my project will meet the Relationship objective by bringing together Moston residents with refugees living in Manchester, through a co-designed film festival programme of events. We will have a team of local residents and refugees who will support project management, and will show multiple films by refugee filmmakers, followed by a Q and A, to promote better understanding between these two groups.*

**46.** **For each tick box you have selected, explain how you will measure this contribution? (max 250 words for each selected objective)**

* For each objective you must list at least one measurable indicator. *E.g. 90% of attendees will feel that they better understand what it means to be a refugee in England. This will be measured through random sampling of a minimum of 40 attendees at the film festival.*
* *Note: You must record this information and be able to share it as part of your end of project monitoring.*
* By “measurable indicator” we mean something tangible like a number, product, activity, or response that helps you and us know that you are contributing towards the objective(s) of the Building Stronger Communities Together Strategy.
* Each objective can have more than one indicator. The same indicator can be used for more than one outcome

## 13. Costs

### 47. What is the total amount that you are applying for?

### Please note that the maximum you can apply for is £30,000.

### Please note that less expensive projects will not automatically have more chance of being successful.

### Applications will be scored on the assessment criteria, which includes “value for money”, meaning that costs should be realistic and proportionate to the work and impact described in the application.

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### 48. What will you spend the money on?

* This is a brief breakdown of what you think you will spend the money on and should link with the proposed activities in the project plan. Please try to provide accurate costings where possible. We understand that costs may change throughout the project. Please be aware that Manchester City Council reserves the right to audit financial information related to grants that we award. A basic example is given below:

|  | Expenditure headings | Provide a brief explanation of what this means | £ |
| --- | --- | --- | --- |
| 1 | |  | | --- | | Project staffing | | |  | | --- | | 1 day per week for duration of project | | |  | | --- | | £4,000 | |
| 2 | |  | | --- | | Film production costs | | |  | | --- | | Third party organisation to do filming and post production. | | |  | | --- | | £1,000 | |
| 3 | |  | | --- | | Venue hire | |  | | |  | | --- | | Hiring of community centre twice a week for duration of project | | |  | | --- | | £3,000 | |
| 4 | |  | | --- | |  | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
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* Please make sure that your funding breakdown total matches the amount of funding that you are requesting.

### 49. How have you worked out your costs? (300 words max)

### We want to know the thinking behind your costs and how they represent value for money. Any costs that may be open to interpretation must be explained. These might include:

### management/administration costs

### fees and charges, for example consultancy

### costs which suggest a business or profit-making enterprise which are not clearly linked to the organisation and/or its activities, or do not appear to deliver community benefit.

## 14. Safeguarding

* If you are working with children, or adults with care and support needs, you MUST have appropriate safeguarding measures in place, including a named Safeguarding Lead. For more information visit [Safeguarding | Manchester Community Central](https://manchestercommunitycentral.org/support-groups/safeguarding).

## 16. Other funding

* This section lets us know about the existing support for this project (match funding) from other sources.
* Match funding is not a requirement of this fund.

## 21. Your experience

### This section is not compulsory but helps the Our Manchester Funds team to continuously improve our application processes.

## 23. Submit your application

* Please remember to submit your application when complete!
* If you submit by mistake let us know as soon as possible as we can re-open your application form.