

Application Form Guidance



This guidance is to help you fill in the application form with the information we need to decide whether to give you a grant. We realise that completing an application form takes time and effort. We recommend you get someone to check over your application form before you send it to us, to ensure you have answered all the questions and that your answers are clear

General guidance

- Many questions have a character count. Where these are part of a scored section you will be assessed on the quality of what you write, not on the quantity. However, answers that are short (less than half of the character count) are unlikely to contain enough information to score highly.
- You can use bullet points and lists, and you do not need to write in whole sentences as long as the meaning is clear.

Please refer to the Cultural Partnership Grants 2023–2026 Prospectus for general information on the funding programme.

Detailed guidance notes

Name of organisation

Please use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets.

Can you apply?

Are you a cultural or arts-based organisation as stated in your Memorandum and Articles or constitution?

To be eligible, the Memorandum and Articles or constitution should state that the purpose or objects of the organisation are for the promotion of the arts and include any of the following: Combined Arts, Dance, Museum, Film and Broadcast, Heritage, Literature, Visual Arts, Digital Art, Music, Photography, Theatre and Performance, and Craft.

Is your organisation a constituted voluntary and community sector and not-for-profit organisation?

To be eligible for this funding, an organisation must be a constituted voluntary and community sector and not-for-profit organisation.

What is the status of your organisation?

- limited company registered at Companies House
- charitable company registered with the Charity Commission
- Community Interest Company (CIC) registered with the CIC regulator
- Charitable Incorporated Organisation (CIO) registered with the Charity Commission
- Community Benefit Society regulated by the Financial Conduct Authority (FCA).

If your organisation has more than one status, eg. charity and company, then please list them all with corresponding registration or reference numbers.

Applicants do not need to have an existing or previous funding relationship with Manchester City Council to apply for this funding.

Are you based in the city of Manchester, or do you have a track record of delivering activity for the benefit of the people who live in or visit the city, or that benefits the local economy?

This refers to the city of Manchester only (not Greater Manchester). If you are based in Manchester, your postcode will provide this information. If you are based outside the city, we will require evidence of recent provision of services for the people of Manchester, visitors, or that benefits the city's economy. Evidence may include an annual report, previous monitoring information, activity reports etc. If this evidence is needed, we will ask you for it after you have submitted your application. Please note that if you operate a cultural venue, the venue must be based within the City of Manchester.

Who cannot apply:

- the Council's Strategic Cultural Investments
- commercial organisations
- Government organisations and public bodies
- schools, colleges and universities
- partnerships, unincorporated associations, informal groups and individuals
- organisations aimed at making a profit to be distributed to members or shareholders
- organisations undertaking religious activity or the promotion of religious affiliation
- organisations undertaking party-political activity or the promotion of party-political views or affiliation
- organisations undertaking activities that, in the view of the Council, are designed to bring the Council into disrepute.

Do you have, and could you provide when asked, all these documents?

If your application is successful, it will be a requirement that you provide all the documentation and evidence listed in this section for review, prior to a grant agreement being issued. Please do not continue with the application if you are unable to provide any of these documents. Organisations must be up to date with all necessary submissions to their regulatory body.

- equal opportunities policy
- health and safety policy
- data protection policy
- financial policies and procedures
- evidence of four board/management committee meetings in the past year
- list of board or management committee members, including their roles/skills
- governing document (Memorandum and Articles) or written constitution
- insurance policies relevant for the organisation's work
- recent annual report and two years' independently certified or audited financial statements
- evidence of significant recent provision of services for Manchester people
- safeguarding policy (see separate Safeguarding Guidance document).

Section 1: About you and your organisation

1.1. Details of you and your organisation

Registered address of organisation

The address should be the registered address of your organisation.

Art form

This should be one of the following: Combined Arts, Dance, Museum, Film and Broadcast, Heritage, Literature, Visual Arts, Digital Art, Music, Photography, Theatre and Performance, and Craft.

Organisation's website and social media links

Insert the website and main active social media links.

Main contact person and second contact person

Both contact people should be key members of your organisation with detailed knowledge of your application. The main contact person must have authority within the organisation to complete the application and to provide any further information that we request. We will only contact the second contact person if the main contact person is unavailable.

1.2. Tell us about your organisation's vision, values, and proposed work over the next three years, and how they relate to the aim of the funding programme. Please include the groups or communities that will benefit from your work, and tell us how you know there is a need for your work.

Tell us about who you are and what you do. Describe your vision, values, track record and the work you plan to do over the next three years. Tell us how your organisation benefits the people who live in Manchester, visitors to the city, and the local economy, and tell us how you know there is a need for your work.

Let us know how you think you will contribute to the aim of the funding programme:

To fund and support cultural organisations that contribute to making Manchester a thriving, equitable, vibrant and liveable city with high-quality cultural and creative experiences that all Manchester people can benefit from.

Please note that we do not expect individual organisations to deliver for all of Manchester's communities and neighbourhoods, but to demonstrate their unique contribution to the funding programme.

Tell us about how you share the principles of the funding programme – Relevance, Collective Action, and Flexibility.

Scoring for this question will consider:

- how clearly you communicate the vision, values and core business of your organisation
- how closely aligned your vision and values are to the aim of this funding programme
- your awareness of and response to the current context for Manchester people, the Our Manchester Forward to 2025 priorities, and the changes and challenges the world faces
- your approach to co-production, partnership working and learning from one another.

Section 2: Your work

2.1. Priorities

Tell us about how your work over the next three years will contribute to each of the priorities of the funding programme. Cultural Partnership funding is only for organisations that can contribute to all four priorities.

High quality

We create brave, bold, and aspirational culture with life-enhancing impacts. Quality is defined by the people we work with. It is measured by the impact we have and the progress we make.

Scoring for this question will consider:

- clarity of your strategic and artistic vision
- evidenced understanding of the impact of the work and who it is for
- detail of artistic plans for the funding period.

Inclusion and equity

We recognise the systemic inequities that impact on Manchester residents' health, wellbeing, and quality of life. We are committed to widening access, participation and progression in culture and creativity.

Scoring for this question will consider:

- awareness and understanding of the current context for Manchester people
- rationale for your organisation's target audiences and groups
- rationale for the type of work you will deliver (including productions and commissions; participation and engagement; employment opportunities; volunteering opportunities; talent development opportunities; creative skills development, life skills, health and wellbeing projects)
- features of the Greater Manchester Good Employment Charter – for more information see the [Greater Manchester Good Employment Charter](#) page.

In addition, please see the balancing considerations below.

Representation

We are on a well-planned journey to becoming representative of the diversity of the city of Manchester. We can demonstrate how this is reflected in decision-making and leadership roles in our organisation.

Scoring for this question will consider:

- what representation means for your organisation
- evidence that the people who the work benefits are involved in influencing, leadership and decision-making roles
- demonstrable commitment to co-production and partnership working.

We recognise that some organisations are already representative of the communities they serve and the diversity of the city. For organisations that are still on a journey towards being representative we will consider:

- progress towards implementing an organisational plan for embedding equality, diversity and inclusion.

In addition, please see the balancing considerations below.

Zero-carbon

We will progress towards becoming zero-carbon by 2038 or earlier and develop climate-change action plans in line with this.

Scoring for this question will consider:

- your understanding of your climate impact and your wider influencing role
- your commitment to addressing climate change at leadership and decision-making levels in line with Manchester targets
- progress towards developing and/or implementing a climate change action plan.

2.2. What will your work achieve, and what are the indicators that you will use to measure success?

Please provide at least three outcomes from your business plan or strategic plan. These should be stretching and ambitious, and also include indicators.

An outcome is a key difference your work will make and should be taken from your business plan or strategic plan. We do not expect organisations to create a business plan specifically for this funding or to create separate outcomes for it. If your business plan or strategic plan for April 2023 onwards is not yet finalised, you can provide draft outcomes. You can include up to five outcomes, with a minimum of three.

If you are successful in being granted funding, your monitoring will be based on your success on achieving these outcomes. You should consider which indicators you will use to demonstrate success. An indicator is a measure that helps you to track and gather evidence to show progress. Ideally, these should be indicators you are already working towards within your business plan.

Scoring for this question will consider:

- SMART outcomes that are stretching and ambitious with relevant indicators
- a clear link between your outcomes (as taken from the strategic plan or business plan) and the funding priorities.

2.3. How will you work with others to achieve the greatest impact?

Tell us how you will work with others. This might include longstanding strategic relationships or plans to develop new relationships and collaborations over the funding period. It might include working with audiences and participants, schools, community groups, cultural sector partners, and public, private, academic, and voluntary and community sector partners.

Tell us how each of these relationships will contribute to your ability to deliver your outcomes now and in the future.

Scoring for this question will consider:

- what co-production and partnership working means to you
- the relevance and value of your existing and planned relationships to your work.

2.4. In which Manchester wards do you plan to deliver activities?

Please select from the list all wards where you plan to deliver activities, productions and commissions, training of any kind, and/or employment and volunteering opportunities. This might be putting on a production, running a workshop, or working with a school. We do not expect you to reach all areas but that you do meaningful work in the areas you do reach.

Please only select wards where your activity will take place during the funding period.

Where do your audiences and/or participants live?

Please select all the areas where the people who benefit from your work live. Where possible, use data from 2021/22.

2.5. How will you monitor the way the grant is used?

Tell us the way you will monitor how the grant is used to support your work, and how you will meet the outcomes you have listed in 2.2. Describe the types of records you will keep, how you will collect them and how often, and who they will be from. Tell us how you will use monitoring information to improve your activities. Please tell us how you will demonstrate progress against outcomes. Consider how you will report against the indicators in the annual Cultural Impact Survey, as detailed within the Prospectus. A copy of the Cultural Impact Survey is available on request.

Scoring for this question will consider:

- a clear description of how your outcomes will be monitored and reported on with details about what, how, and when information will be collected, who from, and how this will be used to improve the organisation through evaluation
- a clear connection between gathering and analysing data and setting priorities for future work.

Balancing

At the balancing stage we will review the highest scoring applications against the following to ensure that the overall aims and priorities of the fund are met:

A) The balance of art forms

We aim to fund a portfolio of organisations across a wide range of art forms. Our definition of art form includes Combined Arts, Dance, Museum, Film and Broadcast, Heritage, Literature, Visual Arts, Digital Art, Music, Photography, Theatre and Performance, and Craft.

Individual organisations are not expected to deliver all of these art forms.

B) The types of cultural and creative opportunities available

We aim to fund a portfolio of organisations that provides a wide range of cultural and creative opportunities for Manchester people. These might include productions and commissions, participation and engagement, employment opportunities, volunteering opportunities, talent development opportunities, creative skills development, life skills, and health and wellbeing projects.

Individual organisations are not expected to deliver all of these activities.

C) The target audience and participant demographics across the portfolio

We aim to fund a portfolio of organisations that provides creative and cultural opportunities for some of the city's most vulnerable communities and neighbourhoods, and contributes to widening access and participation in arts and culture to include those who are least engaged. We will therefore consider funding a portfolio that supports the following groups and communities.

- children and young people; in particular: Looked After Children and care leavers; young people who are Not in Employment, Education, or Training (NEET) or at risk of becoming NEET; young people involved in or at risk of being involved in the criminal justice system; young carers

- older people
- disabled people
- Black, Asian and minority ethnic communities
- LGBTQIA+ communities
- vulnerable adults
- people resident in the 16 least culturally engaged wards in the city according to the Cultural Impact Survey data, and who are also living in the most deprived areas according to the Index of Multiple Deprivation. These are:
 - Brooklands (South)
 - Baguley (South)
 - Sharston (South)
 - Higher Blackley (North)
 - Charlestown (North)
 - Northenden (South)
 - Miles Platting and Newton Heath (North)
 - Woodhouse Park (South)
 - Moston (North)
 - Gorton and Abbey Hey (Central)
 - Harpurhey (North)
 - Crumpsall (North)
 - Fallowfield (Central)
 - Longsight (Central)
 - Burnage (South)
 - Clayton and Openshaw (North)

The programme also aims to provide opportunities for cultural and creative freelancers (many of whom have been badly impacted by the pandemic), in particular freelancers who are in the disadvantaged groups or communities listed above.

Individual organisations are not expected to support all of these groups.

Section 3: Budgets and finance

3.1. What are your income projections over the lifetime of this grant?

Provide the projections for overall income for the organisation for each year of the grant-funding period.

3.2. How much money are you requesting for each year of the grant programme?

Let us know the annual grant amount you are requesting, this should be between £10,000 and £40,000.

For organisations funded in the current Cultural Partnership programme, there is no cap on the level of funding you can apply for.

We understand the significant financial pressures on cultural organisations at this time and leave it open to organisations to request the amount of funding they need over the funding period.

All the organisations funded by the Cultural Partnership grants programme are expected to generate a significant proportion of their funding from income streams other than Manchester City Council. The funding you receive from Manchester City Council should not exceed 30% of your total income.

Please note that in finalising the portfolio within our budget we may need to adjust your grant amount

3.3. Why are you applying for Cultural Partnership funding?

Let us know your reason for applying and why you have selected this grant amount.

3.4. Tell us about income your organisation has received over the past three years.

Please list here the different types of income you have received over the past three years. Please identify which financial years you are referring to. You should provide information for the most recent three years you have records for. The aim is to gain a good overview of the main sources of income that sustain the work of your organisation.

Please identify the total COVID-19-related grants for each year. This should be included within the income table, but also identified as a separate line at the bottom of the table.

3.5. Please identify the breakdown of expenditure for the grant on your organisation's core costs.

Let us know what you will spend the grant on. Provide a breakdown of individual costs the grant will be allocated to each year.

Section 4: Governance and management

4.1. How will you deliver your work? Please refer to the separate guidance document on good governance.

Tell us how you will deliver your work and meet your outcomes successfully.

Tell us about your governance arrangements, including how your board works. Describe the board's approach to business planning and risk management. Please refer to the separate good governance guidance, and also the Charity Governance Code for information on good governance ([Charity Governance Code](#) page).

We want to know how your organisation is managed and the arrangements in place to ensure the successful delivery of your outcomes. This might include key roles and skills of staff, how you work with volunteers, and your ways of working.

Let us know how the Manchester communities you serve are involved in leadership and decision-making in your organisation.

Scoring for this question will consider:

- evidence of a robust and active board (or equivalent management committee) that follows the principles of good governance
- day-to-day roles and responsibilities of the board, staff, volunteers, etc

4.2. How will you ensure the safety of staff, volunteers and people you work with?

Tell us how you will ensure the safety of those who work for, or work voluntarily for, your organisation, as well as the systems and policies you have in place to do this. If you work with vulnerable people, provide evidence of how you will ensure their safety. Please refer to the separate safeguarding guidance.

Scoring for this question will consider:

- an understanding of the importance of safeguarding
- evidence that the organisation has a safeguarding policy and processes in place that are relevant and appropriate to the work.

Section 5: Declaration

The application form requires two signatures or names. These should be the chair or vice-chair of the board, along with the main contact within the organisation for this application.

By inserting a name in the name box under signatory one and two, you are affirming that the person has read and agreed to the declaration.