



Help with completing your application form

It is important that you read these guidance notes as we may have to return your application form if you do not give us all the information we need.

Introduction

The Cash Grant Application Form is used to apply for Cash grants from the Cash Grant Fund that has been specifically allocated to the ward in which you live.

The Fund is open to formal established groups, voluntary groups and other community groups, as well as groups of residents working together for the first time. School Parent Teacher Associations can also apply if they have the support of local residents and parents and their project will benefit the wider community and not just the school.

The Cash Grant Fund is here to help your good ideas take root and grow. These guidance notes explain how to complete the application form and who you can contact for additional help and advice with your application.

What can be funded?

You can apply for any amount up to the full allocation for your ward. Your project should be something that benefits your neighbourhood.

Whatever you decide to do, please remember:

- It must have a lasting impact and legacy, and should benefit people who live in Manchester.
- You must be able to show that local people support the project and that they are involved in carrying it out. You may be asked to demonstrate this.
- You can bid for projects to be carried out by a Council department, but where the Council does carry out the work, your group will still need to be fully involved in the way the work is carried out. You will also be responsible for managing the project and its finances. Please read the Working with Council departments guide on page 7 of this document.
- Applications do not have to be from groups that already exist. Help, guidance and support will be given to new groups of people that have got together just for this application. If you are a new or informal group, you may need to get an established community group to accept any payment on your behalf. (Please contact your Regeneration Ward Officer for further clarification.)
- Projects should be completed as quickly as possible and we want local people to see the results.
- Each group can put in more than one application per year for a Cash grant. However, multiple applications from the same group must be for different projects. In these circumstances you must demonstrate that you are able to manage different allocations of grant funding for different projects. You must also complete and provide all monitoring and evaluation requirements for previous years' grants before an allocation for a new project will be considered. If you intend to submit more than one application, please contact your Regeneration Ward Officer (see page 10 for contact details).
- If you are applying on behalf of a school, the project must be something that has community involvement and will benefit the local area and local people, not just the school. Applications can be from Parent Teacher Associations, Parents Teachers and Friends Association or community groups that want to enhance the school facilities they use. (Please contact your Regeneration Ward Officer for further clarification.)

The following are not eligible for Cash funding:

- Projects that do not directly benefit Manchester residents
- Projects that have already been completed
- Activities that promote political or religious doctrine, teachings or activism
- Activities where the applicant will have a personal financial benefit
- Projects that improve or benefit privately owned land that has no public access
- Services for individual benefit (eg. counselling, professional legal advice) where there is no wider community benefit.

Applicant groups cannot directly benefit financially from their own application (they cannot be a fiscal beneficiary).

The following are unlikely to be considered a priority:

- Projects where there is a large shortfall in the funding needed
- Projects where the amount of the Cash grant would be a very small part of the overall cost of the project, unless it was to purchase specific items of equipment that are essential to the project's success but are unable to be provided for by other sources of funding.

Preparing your application

Before completing your application it is a good idea to spend some time on preparation and planning. You might need to think about:

Who will be involved:

What skills do people in your group have and how much time can they commit to the project? Will you need help from another organisation to make your idea work?

It is important to identify two unrelated people, who are not part of the same family or household, as the main project leaders. These two people will be the main contacts; they will deal with the paperwork and be responsible for the whole project from inception to completion. They will also have a direct relationship with the Council, be responsible for the management of all finances associated with the project, and provide their Regeneration Ward Officer with regular updates.

Consultation:

You will need to demonstrate that local people support your project and that you have spoken to your Regeneration Ward Officer about what you want to do and why you want to do it. You may also wish to speak to your local ward councillors about it.

Costs:

You must demonstrate that you have a clear and accurate understanding of how much the project will cost. You may also feel that you need to seek further funding from other sources, such as fundraising or contributions. Your Regeneration Ward Officer may be able to help you by suggesting ways you could raise additional funds.

Timescale:

When planning your project, remember that things often take longer than expected. Applications must be fully completed by the date on your offer letter, which will be sent to you should you be successful in being granted funds.

Once your application is received we will give you a decision as soon as we can.

Filling in the form:

Make sure you answer all the questions asked within the application form. If you are not sure if something is relevant, write it down. You should provide as much detail as possible so we can be sure that we are assessing your application correctly and have all the information. Too much information is better than too little. Please make sure you keep a copy of your application form and all receipts, invoices and bank statements, as these will be needed at the end of your project.

How will decisions be made?

Unfortunately, we may not be able to fund all good projects as there may be more applications than there is money available. However, all applications will be considered carefully. They will be looked at by your local ward co-ordinator, Regeneration Ward Officer and your locally elected councillors. The following assessment criteria are used to determine allocation of funds.

The following notes relate to each question listed on the application form and should help you complete your application.

Contact information

Please give us the full name of your group and contact details of two people who we can talk to about your application if we need to. None of your details will be passed to anyone outside Manchester City Council.

Describe what you want the grant for

It is important that you give us a full description of your project so we can see exactly what it is you would like to do. This will tell us how much work will be involved in getting your project completed and help us to identify possible problems before they arise.

You need to give specific details of what local consultation has taken place about your project, telling us who has been involved and when any discussions took place. It would be helpful if you could provide us with any supporting documentation, such as a petition or letters you have in support of the project. You may find it helpful to discuss this further with your Regeneration Ward Officer.

Please give us details of who would be carrying out the work on your project. If you plan for a contractor, freelance trainer, teacher or consultant etc to do the work, please provide their name and address and an estimate of the costs they are charging for your project.

If you would prefer a Council department to do the work for you, please give us the name and telephone number of the person you have discussed this with. (Please read the Working with Council departments guide on page 7.) Remember that your group will be responsible for the overall financial management of the project.

If you and members of your group or local community will be doing the work yourselves, please let us know.

We also need to know who from your group would supervise your project. By this we mean who will be responsible for making sure that the work undertaken is what local residents want and is as you have described it in your application form. This should be the two persons named in Section 1.

Any grant you may receive is public money and must be managed properly. If you are awarded a grant, it is your group's responsibility to fully account for it, and you will be asked to send in a Monitoring and Evaluation form once your project is complete. You will therefore need to nominate someone from your group to manage the budget for your project. This person will need to keep all the estimates, receipts, invoices and other paperwork, and monitor the costs of the project. Normally, this would be one or both of the named persons in Section 1.

This person should also ensure that any payments made are to the correct payee, for the correct amount, and that receipts and invoices are kept to back up these payments. As above, we need to know the name of this person, not just their position in your group. Advice on any of these issues is available from your Regeneration Ward Officer. You must only spend the grant money on the items listed in your application and any variation will need to be authorised by your Regeneration Ward Officer in writing before such changes take place. Variations will normally only be considered if the variation is still designed to achieve similar outcomes to the original project.

Please let us have an estimate of how long you think it will take to complete each of the different stages of your project. Remember that these dates are just estimates and we understand that delays can sometimes happen. You must keep your Regeneration Ward Officer informed of any likely or actual delays in completing your project as soon as you know this could be a possibility.

How will your project improve your local community or area?

You need to tell us how your project will benefit your neighbourhood. We need to know what benefits funding your project will bring to the local area and to local people. You will need to include any information that will support this.

Where will your project take place?

We need to know exactly where your project will be located. Where relevant, a map or sketch of the area showing where your project will be located is recommended, including the full address and postcode.

If you do not know who owns the land where your project would be based, or do not have the permission of the owner, you will need to find this out and get written permission before we can make a firm offer of a grant.

We will not be able to release funding for a project if we do not know who owns the land on which it will be located.

If you are not sure if your project will need planning permission, you can contact your Regeneration Ward Officer. Please remember that if you do need planning permission, you will need to apply for it to the Planning Department and this will incur an additional cost to the project. If planning permission is needed, it may delay the start of your project.

Project costs

You need to give us an itemised breakdown of the costs of your project. To do this you will need to let us have copies of quotes or estimates you have for the items you want to buy or the work you want to do. Please note that a written quote is required for single items over £500 and three written quotes are required for single items costing over £2,000. You will need to provide a price list for all items to be purchased. Remember to include the current amount of VAT to your costs if they are not already inclusive of them, as we cannot rectify overspend of money. If you do not give us a breakdown of the costs, we may not be able to consider your application.

You do not need to have funding from any other sources for your project to be considered for a Cash grant and this will not affect our decision. However, if you have been awarded funding from another organisation, please let us know and include a copy of any letter(s) from the organisation(s) showing how much you have been awarded and for what purpose.

If you have applied to any other organisation(s) for funding, but do not yet know if you have been successful, please list the organisation(s) and the amount you have applied for in this section along with a date when the decision is expected.

Financial information

If you are awarded a grant and want to have the payment made directly to your group, we will only be able to do this if the payment goes straight into your group's bank account. The account must be a group account with more than one signatory and not an individual's account. If your group has no bank account, we can still award you a grant but you will need to find a local community group or organisation ('referee' organisation) that can hold the money on your group's behalf. Your Regeneration Ward Officer can advise on this if needed. Documentation must be submitted with your application form as evidence that the bank account is genuine, ie. a current bank statement.

If you find your finished project costs less than the grant that was awarded to you, you must immediately tell your Regeneration Ward Officer, who will be able to tell you what you need to do next.

On completion of your project, you must fill in and return a Monitoring and Evaluation form, including all receipts and invoices for the full cost of the project. Please note that handwritten receipts are not acceptable as proof of purchase. It is also very useful if you could provide videos and/or photographs of the project and any other items you feel would illustrate the success of the project.

Declaration

Please ensure that you complete this section properly. We need you and one other person from your group to sign the form, as it is part of your agreement with the Council.

If you are successful, what happens next?

You will be sent a letter to tell you that you have been successful. Included with this will be an acceptance form and the terms and conditions of funding, including any additional conditions to those normally attached to a Cash grant. You need to read these carefully and then sign the acceptance form and return it to us.

If you are a new or informal group without a bank account, you will need to arrange for a well-known established group or organisation (referred to as a 'referee' organisation) to accept payment on your behalf prior to you starting your project. The agreement needs to be in writing and signed by the 'referee' organisation.

In some cases we will ask you to meet some other conditions before we can issue your grant.

Working with Council departments

Before you make your application

Once your group has agreed that you want to apply for a Cash grant, you need to decide whether you can do the work yourselves or whether a professional contractor will be needed. If you can do the work yourselves, simply tell us this on your application form (in Section 2) and if you are successful, your Regeneration Ward Officer will arrange with you when and how any grant can be paid.

If you know that you will need a professional contractor to do some or all of the work, you will need to decide if you want a private company or a Council department to do this. If you would like a private company to do the work, you will need to get one or more separate estimates, depending on the cost of the work. Your local Regeneration Ward Officer will provide advice on how many estimates you will need. Any estimate(s) you get should be sent in with your application form, and if you are successful, your local Regeneration Ward Officer will arrange with you when and how any grant will be paid.

If you decide that you would like a Council department to do the work, you will still need to get an estimate from them showing how much the work will cost. The department you should contact about an estimate depends on the type of work you want to do and where your project is located.

When you do contact a department please tell them that you are asking for an estimate including VAT for a Cash grant application. Once you have contacted the department they will arrange for someone to speak to you about your project and then arrange for a written estimate to be sent to you. You will need to send this estimate in with your application form.

If you are successful

As soon as possible after you have received your offer letter and returned the acceptance form, you should contact the Council department that gave you the estimate. You will need to confirm with them that you have been awarded a grant and how much it is for – you may need to let them have a copy of your offer letter.

Unfortunately, owing to the high number of applications we receive, it may not be possible to award you the full amount you requested. If this is the case, you will need to discuss with the department which parts of your project you want to go ahead with and agree when this work can be carried out in line with the offer you have been made.

Useful contacts

Help with funding applications

If you need advice on filling in the application form, you can contact your local Regeneration Ward Officer, who can provide you with help and advice.

In addition, Manchester Community Central can provide help with identifying other sources of funding for your project on:

Information Support Line: 0333 321 3021

Support Line open Monday to Friday, 10am to 4pm

Calls are charged at the same rate as a local call whether made from a landline or mobile phone.

Email: info@mcrcommunitycentral.org

Postal address:

Manchester Community Central

FREEPOST NAT4553

Manchester

M60 3BR

They also offer training:

GRANTnet Workshop

Manchester Community Central run a workshop to help voluntary and community organisations get the most out of GRANTnet. The workshop will cover how to use the funding search facility, amend searches, and edit settings.

If you are interested in attending a workshop, email training@mcrcommunitycentral.org or call the Training Co-ordinator on 0333 321 3021.

Cash grants: a step-by-step guide to the grants process

STEP 1

Fill in the application form, making sure you complete all the sections. To help you, use the guidance given in these notes.

STEP 2

Send your application form to your Regeneration Ward Officer – see page 10.

Remember that you need to enclose copies of any estimates or quotes to show the cost of your project, plus details of any other funding that you have received or applied for. You also need to submit evidence that your group's or referee organisation's bank account is genuine.

STEP 3

Your local ward co-ordinator and councillors will carefully consider all applications received and, based upon the criteria listed in these notes, decide which should be funded. Unfortunately, we may receive more applications than we can provide funding for.

STEP 4

Your Regeneration Ward Officer will write to tell you if your application has been successful or not. If you are unsuccessful this time, please remember that you can still apply again.

STEP 5

If your application is successful, included with the offer letter from the Regeneration Ward Officer will be an acceptance form, which you must sign and return in order to accept your grant.

STEP 6

If you asked for the grant to be paid directly to your group or referee organisation, the Regeneration Ward Officer will speak to you about arranging this.

STEP 7

Please make sure that you keep all original receipts and invoices for any work undertaken on your project. You will need to give these to the Regeneration Ward Officer to prove how much your project cost.

STEP 8

When you sign the acceptance form you also agree to complete your project by a set date (shown on the offer letter). If you do not think you will be finished by this date, you must tell your Regeneration Ward Officer immediately.

STEP 9

When your project is finished, you must complete and return the Monitoring and Evaluation form that was sent to you with your offer letter.

Regeneration Ward Officers

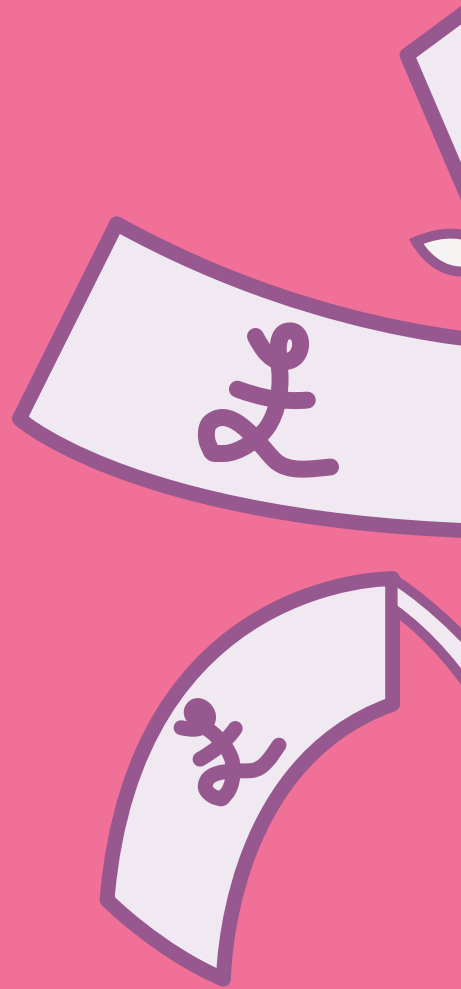
Regeneration Ward Officers work for the Council and are involved in the development of local services; they work in partnership with local people and organisations.

Depending upon which ward your group is based, please ring the relevant group telephone number to find out the Regeneration Ward Officer responsible for your ward.

SRF area	Wards	Group telephone number
North Manchester	Charlestown Cheetham Crumpsall Harpurhey Higher Blackley Moston	0161 234 5109
Central Manchester	Ardwick Hulme Longsight Moss Side Rusholme	0161 455 1040
East Manchester	Ancoats & Clayton Bradford Gorton North Gorton South Miles Platting & Newton Heath	0161 223 1155
South Manchester	Burnage Chorlton Chorlton Park Didsbury East Didsbury West Fallowfield Levenshulme Old Moat Whalley Range Withington	0161 882 1301
Wythenshawe	Baguley Brooklands Northenden Sharston Woodhouse Park	0161 219 6391
City Centre	City Centre	0161 234 1515

**GROW!
NURTURE!
BLOOM!**





Where to send your application

Application forms should be posted to the Regeneration Ward Officer for your area.

The address and contact details for officers are included with this application on a separate sheet. If you do not have this, details can be found on the Council website.

If you have any enquiries or need further information:
Tel: 0161 234 3159
Email: cashgrants@manchester.gov.uk



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