

LET'S END HATE CRIME

Manchester Hate Crime Awareness Week 2014
20–26 January 2014

MANCHESTER HATE CRIME AWARENESS WEEK 2014

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Manchester wants to end hate crime by building on the city's reputation for celebrating diversity. You can help to do this by holding an event or activity in your neighbourhood during Hate Crime Awareness Week. Hate crime is any crime targeted at a person because of hostility or prejudice towards that person's:

- Disability
- Religion or belief
- Race
- Sexual orientation
- Subculture
- Trans and gender reassignment.

Grants of up to £200 are available for each event

Groups and organisations wishing to celebrate Hate Crime Awareness Week can apply for a grant of up to £200 to assist them to put on an event or activity in their neighbourhood. Events must take place between Monday 20 January and Sunday 26 January 2014.

Funding can be used to cover the costs of room hire, decorations, speakers, food, arts and crafts, or any reasonable costs of holding an activity/event as part of Manchester Hate Crime Awareness Week.

Who can apply?

Voluntary and Community Sector organisations, including small groups of neighbours, 'Friends Of' and resident associations.

There are some elements that cannot be funded by a Manchester Hate Crime Awareness Week grant:

- Individuals
- Organisations and projects outside Manchester
- Groups that do not include or represent local residents and which do not have open access for membership
- Staff salaries and ongoing costs of established projects
- Fundraising activities
- Purchase of alcohol or gambling activities
- Trips or activities outside Manchester
- Activities of a religious or political nature
- Activities that have already taken place
- Groups in which individual members will benefit financially from a grant.

What you need to do to apply

Complete every section on the form, including writing 'not applicable' in some areas where appropriate. Submit your application by the deadline of Friday 29 November 2013.

Send your application form to the:
Customer & Community Engagement Team
Neighbourhood Services
Manchester City Council
Wenlock Way Offices
Wenlock Way
Manchester
M12 5DH

What happens after you have applied?

When you have completed and submitted this application form, it will be assessed by the Manchester Community Safety Partnership. If we need more information before a decision can be made, we will contact you.

Once the application process has closed (29 November), we will contact you by 13 December 2013 to let you know the outcome.

Help and support

If you have a question about this form, contact the Customer and Community Engagement Team on 0161 274 6422.

If you have general queries about applying for funding or developing your group, contact the support organisation:

Manchester Community Central
Tel: 0333 321 3021
Email: info@mcrcommunitycentral.org
Website: www.manchestercommunitycentral.org/

If you want to know about other Manchester community groups or wish to promote your activities, then have a look at the Manchester Community Central website at <http://www.manchestercommunitycentral.org/directory>

About your group

Please provide information about your group, including details of two people we can contact about this application.

1. What is the name of your group?

2. Please give the name of the first contact

3. First contact address

4. First contact daytime phone number

5. First contact email address

6. Please give the name of the second contact

7. Second contact address

8. Second contact daytime phone number

9. Second contact email address

12. When was your group formed?

13. How many members are in your group?

Grant information

Have you previously had a grant from Manchester City Council?

Yes No

Previous funding

1. Please provide details. Please tell us the year and amount, and the department that gave the grant.

Year of grant	Amount	Department giving the grant
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Tell us who your audience will be, eg. local residents, young people, older people, disabled people, people from a particular minority ethnic group.

4. Give details of police, councillors, council officers or people from any other organisation you are inviting to your activity/event.

5. If you have a speaker at your event, please give us details.

6. What day will your activity/event take place?
(It has to be during Manchester Hate Crime Awareness Week,
20–26 January 2014.)

7. What time is your activity/event?

8. Where will your activity/event take place?

9. How many people are you expecting to attend your event?

10. Please tell us anything else about your event that may help your grant applicatio.

Financial information about your activity/event

Please note that if a grant is approved, you must keep all the receipts for money you spend, as they will be required for monitoring purposes.

1. Please tell us about the costs of carrying out your activity/event. If you have any estimates or quotes, please attach a copy.

Event or activity	Amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

2. Please enter the total cost of your activity/event.

3. Project income: Please tell us about any income that will also contribute towards the activity or event.

Who will provide these funds?	Amount	Have you got the funds now?	
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. How much money are you asking for?

Do you have a bank account?

Do you have a bank account in the name of your group? (required)

Yes No

Bank details

If you are offered a grant, you will be sent an Acceptance of Conditions of Funding Form. On this form you will be asked to provide bank account details of your organisation.

Referee organisation

If you have not yet set up a bank account, you can nominate a local community organisation to accept a grant payment. If you use another organisation in this way, they must be prepared to provide information on how the grant is spent. If you do not have a bank account, you will need to provide the bank details of your referee organisation.

I confirm our organisation has agreed to accept a grant on behalf of the applicant group and we will provide financial details for a monitoring report after the project has taken place. I confirm our organisation will not benefit from a grant made as a result of this application.

1. Name of organisation

2. Name of contact person

3. Position on management committee

4. Contact telephone number

5. Email address

6. Date

1. Declaration: On behalf of the group submitting this application we confirm that the information contained in this form is accurate. We also certify that any grant received will only be used for the purpose described in this application. (required)

<input type="text"/>	Signed	<input type="text"/>	Signed
<input type="text"/>	Print name	<input type="text"/>	Print name
<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

- We agree to make this declaration.
- We do not agree to make this declaration.

2. If you do not agree to this declaration, please tell us why:

DATA PROTECTION NOTICE

The details you submit on this form are confidential. Council staff will use them to assess your eligibility to receive public funds.

We may check the information you give us, or information someone else gives us about you, with other information we hold. We may also get information from other Council departments, or give details to them, to check the accuracy of information, to prevent or detect crime, and/or to safeguard public funds in accordance with the law. We will not give information about you to anyone outside Manchester City Council, or use information about you for any other purpose of the Data Protection Act 1998.

If you want to know what information we have about you, or the way we use your information, you can write to us at the address given below.

FREEDOM OF INFORMATION ACT

Under the Freedom of Information Act, anyone may make a request for access to recorded information held by the Council, including the information you submit on this application (and any subsequent correspondence).

We will not release any information that would breach the Data Protection Act or that is considered confidential or commercially sensitive. For more information about the Data Protection Act contact the Customer and Community Engagement Team on 0161 274 6422 before submitting your application.

