**Grant to address Forced Marriage and Honour Based Violence and Abuse in the Community**

**Prospectus 2017/18**

**Forced Marriage and Honour Based Violence Programme**

**Manchester City Council**

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**Forced Marriage/ Honour Based Violence and Abuse Community Awareness Grant 2017/18 Prospectus**

**Section One**

**Executive Summary**

As part of its continued commitment to raising awareness, reducing and ultimately preventing Forced Marriage/Honour Based Violence and Abuse, Manchester City Council is aiming to provide investment in 2017/18 through the Directorate for Children and Families to Voluntary, Community Sector, not for profit and faith sector organisations to further address this issue.

Applications for funding can be from a consortium or individual organisations, but they must be based in Manchester and working with Manchester people. The funding can only be offered to one consortium/ individual organisation and cannot be split between bidders. Applications from groups working together in a partnership will require one organisation acting as the lead, accountable organisation.

**Introduction**

Welcome to the Forced Marriage and Honour Based Violence and Abuse Grant (FM/HBVA) prospectus, and thank you for your interest in applying.

This document provides an explanation to the FM/HBVA grant priorities for funding, the grant application process and guidance on how to make an application.

Bidders are advised to read this document thoroughly, and make note of the scoring criteria.

We wish you good luck with your application.

**Our Manchester Strategy and Approach**

Manchester City Council has recently introduced the *‘Our Manchester Strategy*’ which is an ambitious statement of where Manchester people, businesses and public services want to get to over the next ten years. The vision is for a city that is:

* Thriving – with great jobs and the businesses to create them
* Full of talent – both home-grown and from round the world
* Fair – so everyone has an equal chance to contribute and to benefit
* A great place to live – with a good quality of life: a clean, green, safe city
* Connected – both physically, with world-class transport, and digitally, with brilliant broadband.

Underpinning the strategy is the Our Manchester approach, which aims to create a more proactive, pre-emptive and creative than business-as-usual public service, focusing on a person’s or community's strengths and opportunities. This new kind of partnership of local people, professionals and organisations is developing new answers; some as yet unthought-of and all different. At its centre is delivering things differently with our residents, doing ‘with not to’, and having different conversations with residents about what matters to them.

We would like you to bear our new Approach in mind when you apply for the funding.

**The Grant**

Manchester City Council has £10,000 to address Forced Marriage and Honour Based Violence and Abuse in the city of Manchester. The full funding of £10,000 will be awarded to one successful applicant or consortium to provide the delivery of a project that will address the cycle of abuse that victims suffer and a safe place where victims can discuss and make sense of their experiences to enable them to progress. The successful applicant will be expected to deliver the programme between **November 2017 and March 2018.**

Applications are welcomed from groups working in partnership who have a specific remit or interest around FM/HBVA. We are seeking applications for funding from Voluntary, Faith, Not for Profit and Community Sector services / organisations that are specifically pro-active in working with communities with direct experience of FM/HBVA.

# Key Information

### Call for applications: Tuesday 26th September 2017

### Closing date: Tuesday 10th October 2017

* Decision: Friday **Thursday 19th October 2017**
* For voluntary, community, not for profit and faith sector organisations only

### Must be based in Greater Manchester and/or mainly working with Manchester residents

### £10,000 is available for one successful applicant or organisation

* Applications are welcomed from groups working together in a partnership

### Funding should be spent by 31st March 2018

* Applications to be returned to workingwithus@manchester.gov.uk
* Contact person: Karina Carter: k.carter1@manchester.gov.uk. Mob No: 07946577946

**Section Two**

1. **Objectives**

**The recipient of the grant can focus on ANY or ALL of these objectives.**

**Practical support:** Interventions that help and encourage victims at the earliest stage – victims and survivors are given culturally appropriate one to one support that will give them confidence to discuss their experiences and help them to move forward with their lives.

**Family intervention:** to work with young people and parents around the legalities of FM/HBVA, and the impact on victims. This work could focus, where appropriate, on intergenerational issues between parents and children/young people.

**Awareness Raising** within the local community in order to prevent further abuse, working with local faith leaders/ family members/schools and universities to increase responsiveness when someone is judged to be at risk.

**HBVA – The Reality:**  Projects or ideas that further our understanding and add value to the services and support currently available within the region and creates new opportunities to talk about FM/HBVA in the city of Manchester

**2. Service Delivery**

The successful applicant will be expected to create a programme of interventions that will involve working with victims of FM/HBVA to enable them to seek support that allows them to move forward with their lives.

An element of the grant will be used to raise awareness within family settings and the wider community and a successful outcome would highlight where future funding could be spent to increase awareness and the profile of FM/HBVA, ultimately leading to the abolition of FM/HBVA.

Applications are welcomed from groups working together in a partnership with one organisation acting as the lead, accountable organisation.

***Core principles:***

* Support for individuals affected by FM/HBVA
* Whole family approach to FM/HBVA
* Develop and deliver innovative solutions to FM/HBVA Prevention and Awareness Raising
* Involve service users in the planning, development and delivery of services.
* Work in partnership and integrate with Statutory and other Community and Voluntary Sector agencies
* Show what added value the service can offer to the City Council in the delivery of work around FM/HBVA

***Examples of what we will fund:***

### Staff salaries

* Volunteer expenses
* Training
* Utility costs
* Transport costs
* Room hire
* A proportion of your core costs, clearly related to the scale of activity delivered under this funding

### What we will not fund:

* Purchase of vehicles or property
* Building renovation/repair costs

All costs must be reasonable.

**3. Who Can Apply**

To apply for this grant your organisation must have, and be able to produce when asked:

* A safeguarding policy
* An equal opportunities policy
* A health and safety policy
* A data protection policy
* Financial policies and procedures
* Evidence of at least 4 Board / Management Committee meetings in the last year
* A list of Board / Management Committee members, including their roles
* A governing document (i.e. a Constitution)
* Relevant insurance
* A recent annual report and independently verified accounts
* Evidence of significant recent provision of services to Manchester residents.

### Be representative and inclusive of the community you are intending to work with

You must also be a not-for-profit organisation – this includes voluntary, community and faith organisations, co-operatives and mutual societies, non-governmental organisations which are value driven and which principally invest their surpluses to further social, environmental or cultural objectives.

Alliance, partnership and consortium applications will be welcomed for all grant bids.

***There should be opportunities for the people who you are supporting to be involved in your work, for example by volunteering in your service and/or being part of your management committee or other body*.**

You cannot apply if you are:

### A private sector or “for profit” organisation.

### A public sector organisation i.e. local authority, education institution, health authority etc.

## 4. Funding

There is a maximum of £10,000 available to spend on meeting the objectives of addressing FM/HBVA within Manchester.

### If your application is successful, half of the funding agreed will be paid as soon as possible. The other half will be paid in March 2018 following evidence provided by the successful applicant as to how they are meeting the objectives of the grant programme and of successful outcomes achieved.

## 5. How to Apply

### Please make sure you read the guidance notes carefully

* Ensure that you understand the application criteria
* Provide evidence to support your application
* Answer every question on the application form

### The deadline for applications is 10th October 2017

* Please return your completed application form to workingwithus@manchester.gov.uk

 (NB – incomplete applications will not be considered).

You will receive an acknowledgement of our receipt of your application

## 6. How will the decision be made

Applications will be considered by the Scoring Panel, which will consist of senior officers within Manchester City Council, and people who have good knowledge and understanding in this area.

Each application will be considered on its own merits, from both established groups and new groups, and from established and new proposals.

The Scoring Panel will assess each application and allocate scores based on how well the application can evidence:

* How it contributes to the objectives.
* How it will achieve agreed outcomes.
* That the proposed activities are needed.
* How local people, groups and service users will be involved the service design and delivery.
* How volunteering opportunities and peer mentoring will be encouraged.
* How a partnership would work (if the proposal is for a partnership, alliance or consortium).
* Reasonable and well thought through costings.

In the event of more than one group bidding to deliver the same service or activity, the grant evaluation panel will consider which proposal best meets the criteria.

## 7. What will happen after the decision has been made

### All applicants will be notified by email as to whether their application has been successful or not and we will provide written feedback, on request. There is no appeals process.

Officers from MCC will arrange to meet with representatives of the successful applicants to finalise details around service delivery, monitoring and reporting arrangements and grant fund payments.

We expect to make a decision by **19th October 2017**

The successful applicant will be required to submit the documentation set out in the application form. We will send you a grant agreement with our terms and conditions for you to sign and return. If we need to ask you to change your approach in order to fill a gap we will arrange to meet with you.

### 8. Monitoring and evaluation

Manchester City Council is required to safeguard public funds. Therefore, successful providers will be required to provide monitoring information which will evidence agreed outcomes, based on the objectives of the Grant. This information will also be used to inform future commissioning priorities and to secure future financial resources. The monitoring information will be required within two weeks after the end of project **in March 2018.**

* We will expect you to keep records of how many people have used your service

### You must keep financial records demonstrating how you have used the grant funding

### You must submit an end of project monitoring return demonstrating the impact your project has made.

### Alongside ongoing monitoring arrangements we are also currently developing an evaluation model that will encompass: identification, referrals, attrition, retention, impact and sustained impact. The successful applicant will be expected to work with us to develop the model and provide all required information to support this evaluation.

## 9. Getting Help

If you do not understand anything in this guidance, or on the application form you can contact: k.carter1@manchester.gov.uk

Please note Karina cannot help complete your application form or offer advice on the likelihood of your application being funded.