



# COVID RECOVERY FUND

*Supporting a resilient voluntary sector*

# Foreword



The VCSE sector in Manchester plays a huge role in keeping people healthy and well in the city.

This support to residents is needed now more than ever, especially in those communities which we know have experienced long term health inequalities and are being affected disproportionately by Covid-19.

However at a time when their support is needed most, many VCSE organisations are experiencing unprecedented challenges to their capacity and finances.

In the context of these profound challenges over the last year the VCSE sector has come together to support residents. As lockdowns end and more face-to-face delivery is possible it will be vital to ensure these innovations, collaborations and partnerships aren't lost and that support is available for planning and resilience activities so that VCSE organisations can continue the amazing work they've been doing with Manchester residents.

Alongside our partners Manchester City Council, One Manchester and Young Manchester MHCC are delighted to invest in this Covid Recovery Fund; it's a critical step in supporting the VCSE sector to recover and continue to offer vital support to Manchester residents - now and well into the future.

We invite you to apply for this funding, alongside your partners so that we can all work together and overcome these challenging times.

Best of luck with your application,

Ruth Bromley

Chair, MHCC



# Critical Information



## Key Dates

- Launch date 2<sup>nd</sup> June 2021
- Closing Date for Expressions of Interest (EoI): 4pm 25th June 2021
- Closing Date for Applications (following approved EoI): 4pm 7<sup>th</sup> August 2021
- Decision Date: Late August 2021
- Due diligence carried out and grant agreements issued from September 2021
- Projects anticipated to start before March 22 and last between 1 and 2 years

## Key Criteria for applicants and partners

- Funding is for formal and informal partnerships to support activities to build the resilience of the VCSE sector
- Though this funding is being administered by Young Manchester – it is not just for organisations that support children and young people
- **This funding is not for direct services to beneficiaries.**
- Lead partners in receipt of funds must have a significant track record, (at least 12 months) of delivering services to Manchester residents
- The funding is intended to support VCSE sector, bids that include other types of organisations (e.g. public sector organisations) will be considered, but a VCSE organisation should be the lead.

## Grant Amounts

- Up to £40,000
- Applicants can apply for ONE project as a lead organisation and can be a partner in up to THREE further applications

## How to apply

- Submit an expression of interest on the expression of interest form to [applications@youngmanchester.org](mailto:applications@youngmanchester.org)

## Need help with your application?

- Macc are available to provide support to applicants
- FAQ: Young Manchester website [www.youngmanchester.org](http://www.youngmanchester.org)

# Introduction



Manchester Health and Care Commissioning, Manchester City Council, One Manchester and Young Manchester are investing £1.04million into the Covid Recovery Fund to support voluntary, community and social enterprise organisations (VCSE) to work together to help to strengthen their support to people across Manchester.

During the pandemic VCSE organisations have responded to massive increases in demand whilst also transforming how their services are delivered and planning for an uncertain future. Partnership working between VCSE organisations has continued to grow during the pandemic, with new and existing collaborations working together to overcome profound challenges, develop new offers or strengthen what they deliver to residents.

At a time when it seems likely that there will be a renewed period of austerity, and funding pipelines are uncertain, it is critical that VCSE organisations continue to collaborate rather than compete for diminishing resources. This fund is based on the fundamental belief that VCSE organisations are at their best when they work together, learn from each other, plan together and share resources, data and expertise whilst each maintaining their independence and vision. It is intended to support both collaborations that began during the pandemic and those that existed before in becoming stronger and more effective in meeting the health and wellbeing needs of people in Manchester, especially those most badly impacted during the crisis.

This prospectus is designed to give you an overview of the grant fund and help you to understand what you need to put into your expression of interest and application.

# Aim of the Fund



## To increase the health and wellbeing of Manchester residents through increasing the collective resilience of the VCSE sector



**MHCC, Young Manchester, One Manchester and Manchester City Council are investing a total of £1.04m in this funding programme.**

**We define a resilient VCSE sector as being made up of organisations that:**

- Reflect on their changing circumstances and adapt in ways that make sense financially and for service users
- Collectively identify the needs and wishes of the people they work with and involve those people in designing solutions
- Work together to increase impact, utilise each other's strengths, and understand what role they play within their wider network/sector
- Have able leadership at multiple levels, with mechanisms to share information between organisations
- Are well governed
- Value diversity and recognise the role that racism, sexism and other oppressions play in determining the life chance of Manchester citizens

# The Grant Programme



A maximum of £40,000 per application is available, and we would welcome proposals for smaller projects. If your partnership has emerged as a result of the pandemic and doesn't yet have lots of formal mechanisms in place you might want to consider applying for a smaller amount.

Organisations can be a lead applicant in one application only, but may receive funding from up to three further applications.

All partnerships must demonstrate a track record of working together even if only informally for at least around 9 months. In a well-established partnership this track record might include formal or semi-formal documents in place between the partners (e.g. SLAs, MOUs). For less-mature partnerships then it will need to describe how organisations have worked together.

Not all partners need to receive financial support from the proposal, but there should be a clear rationale for the distribution of work, resources and benefits of working together

We welcome expressions of interest from June 2021, with projects funded commencing from September onwards. We expect this fund to be oversubscribed and that we won't be able to fund all applications.

Subject to the volume and diversity of the proposals funded, there may be a second round later in the year. We anticipate that significant activity will get underway by March 2022.

# Key Information



## Activities that can be funded

We welcome your ideas and proposals. We want to fund the activities that will most effectively increase the resilience of your partnership and therefore your ability to improve the health and wellbeing of Manchester residents.

Examples of the types of activities we could support are:

- Leadership training for all of the organisations in your partnership
- Learning and development activities that would benefit the partnership.
- Meeting a training need that in turn helps your network and partnership to access new funding streams
- Collaborating to support shared systems, for example, a shared website that communicates all of the opportunities available to residents in an area
- Recruiting a fundraising consultant to support shared bids and proposals for your area
- Paying for the administration or 'behind the scenes' work to bring together a newly established partnership – including of organisations that are predominantly led by volunteers
- Developing communications and marketing materials to help encourage investment in your partnership or area

We can fund some or all of the cost associated with delivering the partnerships activities associated with this bid including staff salaries, training, volunteer expenses, management costs, equipment, premises costs, monitoring and evaluation and overheads.

We also expect to fund the additional costs of managing the partnership itself. However we won't fund the purchase of vehicles, land or property, building renovation/repair costs **or services directly for beneficiaries.**

## Priorities

This fund is intended to help address health inequalities and to support organisations supporting those most impacted by the pandemic or persistent health inequalities. We will therefore prioritise partnerships led by Black and Minority Ethnic organisations and to partnerships working in North Manchester. North Manchester includes the wards of **Crumpsall, Harpurhey, Higher Blackley, Charlestown, Ancoats & Beswick, Miles Platting & Newton Heath, Moston, Clayton & Openshaw, Cheetham**

Although we are particularly keen to fund work from the stated priority groups, we will support partnerships across the city and across different themes. Please don't try to make your project or proposal 'fit' the stated priorities - we want to hear what you want to do and why and we expect to support proposals from across the city.

# Key Information – Partnership Requirements



## **Applications to this fund must be submitted as a partnership proposal.**

For the purpose of this fund a partnership is defined as a formal or informal collaboration of at least three organisations, that does one or more of the following: works in a specific geographical area, with a particular group of people or on a specific theme, challenge or issue.

For example

- A set of organisations working on free food provision across Manchester
- A network in Wythenshawe supporting children and young people to develop play opportunities for young children
- Organisations across Manchester working in the disability sector.
- A set of organisations, who work with older people, that are working together to increase capacity to provide digital services

We encourage applications from all types of collaborations, partnerships and networks, from those that have been established for many years to those that have emerged in the last 12 months. It is expected that partnerships may have a core membership that work together closely alongside a more loosely connected wider membership. We also want to fund partnerships that support smaller organisations to develop.

All partnerships will be different depending on the partners and how they have agreed to work together. Each partnership application should be able to clearly demonstrate:

- the collective skills, experience and capacity of partners to manage and deliver their proposed project
- the status of the previous track record of the partnership of working together prior to this application. In a well-established partnership this might include any formal or semi-formal documents in place between the partners (e.g. SLAs, MOUs). If your partnership is less mature and emerging, please describe the nature of collaboration and how this funding could strengthen your work together



# Who can apply?

The fund is open to voluntary and community sector organisations based in Manchester or predominantly serving Manchester communities and residents.

This means not-for-profit, non-governmental, community-based organisations that are value-driven and that reinvest surpluses to further social, environmental or cultural objectives for the community.

Applicants must apply as a partnership with a named lead organisation. Lead Organisations must fall under any one of the following:

- Registered, exempt or excepted charity
- Charitable incorporated organisation (CIO)
- CIC limited by guarantee (and have charitable activities)
- Charitable company (limited by guarantee)
- Community benefit society (Becom)
- Faith group, where the activity is not promoting religion
- Constituted community group

Please note that for all types of organisation, your objectives must be charitable and you must have at least three Trustees or Directors.

Applicants do not need to have an existing or previous funding relationship with Young Manchester or Manchester City Council in order to apply.

Lead organisations must have:

- been supporting Manchester residents for at least 12 months
- eligible bank account i.e. not a private company and not a private individual's bank account
- adequate policies and procedures in place to meet due diligence requirements and safe practices including but not limited to safeguarding, health and safety, financial management

# How to apply



The process to apply for the Covid Recovery Fund will be in two stages - an Expression of Interest (EoI) stage and an application stage. This process has been designed to ensure that applicants don't spend a long time developing proposals that don't fit the programme intentions.

It also means that applicants can get feedback, support and advice on their proposal from the programme team at an early stage.

All applications will be initially assessed to ensure they meet the criteria and eligibility for the grant.

## Expressions of Interest

Applicants are invited to submit an EoI outlining an initial project proposal. The proposal does not need to be perfect at this stage, as the EoI stage is intended for organisations to get feedback that can be incorporated into a full application.

Subject to this EOI meeting eligibility, applicants will be invited to a meeting to discuss the proposal. The purpose of this meeting will be for applicants to receive feedback, advice and support on their proposal.

Once the closing date for EoIs passes and the programme team conduct any final meetings with applicants, successful EoIs will be invited to submit a full application.

All applicants must go through this process – no applicant will be able to progress to the full application stage without a successful EoI.

We expect this fund to be oversubscribed, and a successful EoI is not guarantee of a successful application.

Expressions of Interest forms can be submitted to [applications@youngmanchester.org](mailto:applications@youngmanchester.org)

The deadline for EoIs is **Friday 25th June 2021 at 4pm** – any received after this time will not be considered. You will receive an acknowledgement of receipt of your EoI.

## Application

Applicants will be provided with an application form on notification of their successful EoI, wherein there will be one month to submit it.

Applicants are encouraged to use the guidance provided on the criteria/requirements for the Fund and on how to answer the questions to complete their expression of interest and application form. This will also be provided alongside the application form

# How decisions will be made



All applications will be initially assessed to ensure they meet the criteria and eligibility for the grant.

An assessment panel will assess bids and make recommendations on which applications should be funded. This will include the use of criteria that will ensure coverage of:

- Support to and for organisations led by and for Black, Asian and Minority Ethnic (BAME) communities
- Support to and for organisations in North Manchester

The panel will comprise of a mix of experienced individuals with relevant expertise and knowledge. The assessment panel will be chaired by a non-voting representative from Macc, the voluntary sector support service (which will be ineligible to apply for funding).

All grant applicants will be notified by email as to whether their application has been successful there will be no appeal process, though we will provide written feedback on request.

# Process once decisions have been made



All partners named in the application will be expected to take part in the due diligence process pending final confirmation of award of a grant. This will be proportionate to the size of the award – and reflective of whether or not applicants are currently in receipt of Funds from Manchester City Council or Young Manchester.

The Covid Recovery Fund programme team will undertake due diligence of the partnership arrangements.

Lead organisations will be expected to play a role in supporting due diligence on organisations in their partnership

This will include but may not be limited to

- **Safeguarding - for anyone who works with people**
- **People - staff and volunteers**
- **Equality and Diversity - are you meeting the needs of the users of the service**
- **Risk - how are you managing health and safety and organisational risk**
- **Finance - how you will manage and monitor how money is used safely**

Following completion of the due diligence process, successful applicants will be sent a grant funding agreement with the terms and conditions for all parties to sign and return, ready to go live.

## Additional Support on the Programme

The challenge for Manchester's residents and the VCSE sector that supports them are profound and won't be solved by funding standalone activities.

As well as grant funding, this Fund includes other activities in support of the VCSE sector. This will include having mechanisms that encourage and facilitate cross-working between organisations both on and off the programme in order to widen impact.

This could include:

- encouraging applicants to build in time/money in their bid to be involved in additional cross-working, which may include the requirement to reach out to organisations not formally already included in their bid
- reserving funding to support cross-working and respond strategically to identified similar needs/issues
- through brokering further support from partners

The Fund will be developing these mechanisms as the programme develops, and will welcome applicants input into shaping these.

## Ongoing Relationship, Monitoring and Evaluation



**We want to continue to build the relationship with grant-holders based on a culture of collaboration, open dialogue and trust. All organisations that receive a grant must agree to:**

- **Be open, transparent and co-operative**
- **Complete monitoring and other required forms**
- **Join in and take an active and constructive part in a small number of key networks relevant to the funding**
- **Engage in evaluation activities for the Fund (which will be proportionate to the grant fund)**

# Getting Help



Macc is able to provide free support to eligible VCSE groups applying to this fund. You can contact the Capacity Building Team by e mailing [info@mcrcommunitycentral.org](mailto:info@mcrcommunitycentral.org) at any time or by ringing **0333 321 3021** between 10am and 4pm Monday to Friday.

Macc will allocate support on a first come first served basis if they are eligible for Macc support and eligible for the Fund.

If the number of requests for help exceed capacity they will prioritise support for groups that:

- have not received Macc support before
- are led by and for Black, Asian and Minority Ethnic Communities
- deliver in North Manchester

For further support in putting together a strong application, the following websites may be of use:

## **Manchester Community Central**

<https://www.manchestercommunitycentral.org/>

## **Directory of Social Change**

<https://www.dsc.org.uk/>

## **The National Lottery Community Fund**

<https://www.tnlcommunityfund.org.uk/funding>

## **Know How Non-Profit**

<https://knowhownonprofit.org/funding>