

Voluntary and Community Sector Grant Prospectus 2018–2021



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Introduction

Our Manchester puts people at the centre of everything we do – people are more important than processes or procedures.

Across the city, organisations and individuals who care for Manchester are joining a continuing conversation about what this approach means for them. We're asking ourselves and each other how we can use the principles of Our Manchester to change what we do and how we do it, so we play our part in making Our Manchester happen.

Manchester's voluntary and community sector is a vital part of the fabric of our city, embodying many of the principles of Our Manchester to deliver essential services to the people who live and work here and providing people with a wealth of opportunities to contribute to their local neighbourhoods.

The voluntary and community sector brings additional benefits, such as: improving local connectivity between residents, responding to local needs and emergencies, organising social activities to bind people closer together and providing local people with a sense of belonging and ownership of their communities through volunteering opportunities.

This new funding programme was co-designed with our voluntary and community sector colleagues and our partners in other public sector organisations. I want to thank everyone for the time they have dedicated to this work. This process of co-design is very much in the spirit of Our Manchester and represents a commitment to utilise the expertise of our partners alongside our own, to build a shared view of how best to support our communities.

Investing in voluntary sector organisations is a key mechanism for growing stronger individuals, families and neighbourhoods and for supporting our communities of place, interest and identity. This fund is at the heart of Our Manchester and I am pleased and proud to introduce this new programme.

Councillor Sue Murphy

Deputy Leader of Manchester City Council and lead member for the voluntary and community sector



Critical information

Key criteria for applicants

- Already have a significant track record of delivering services in Manchester for its citizens.
- Must be a voluntary and community sector organisation
- Must meet at least one of the objectives of the Our Manchester Strategy and all of the Our Manchester principles.

Grant amounts

1. Medium: between £15,000 and £60,000 over the life of the grant (£5,000–£20,000 a year).
2. Large: between £60,000 and £300K over the life of the grant (£20,000–£100,000 a year).
3. Very large: over £300,000 over the life of the grants (£100,000 a year). Only organisations with an existing grant income from Manchester City Council above £100,000 a year can apply for a grant over £100,000.

Key dates

The programme covers a three-year period from 1 April 2018 to 31 March 2021.

The anticipated timeline for the application, evaluation and award process is:

Stage 1: Launch

- Programme launch event 7 September 2017.

Stage 2: Application period

- Online application available from 4 September 2017, closing 16 October 2017 (six weeks).
- Application writing and support workshops (run by Macc) from 5 September to 13 October 2017.

Stage 3: Decision-making

- The programme board will consider recommendations and make a provisional offer by early December 2017. This provisional offer will then be subject to a due diligence process.

Stage 4: Grant award

- Grant confirmation letters will be issued.

This prospectus is designed to give you an overview of the funding programme and help you understand what you need to put in your application. Alongside this prospectus there is guidance on how to answer questions in the application form.

The programme was co-designed by officers from Manchester City Council, representatives from the local Clinical Commissioning Group and from a range of local voluntary and community sector organisations.

Good luck with your application.

Grant programme

The aim of this fund is to support voluntary and community sector organisations to carry out activities that make an important contribution to meeting the outcomes of the Our Manchester Strategy in accordance with the Our Manchester Principles.

Our Manchester Outcomes

- A thriving and sustainable city.
- A highly skilled city.
- A progressive and equitable city.
- A liveable and low-carbon city.
- A connected city.

Our Manchester Principles

- Better Lives (it's about people).
- Listening (we listen, learn and respond).
- Recognising Strengths of Individuals and Communities (we start from strengths).
- Working Together (we build relationships and create conversations).

The grant programme will fund activities across the neighbourhoods of Manchester.

The grant programme will fund activities across:

- a. black and minority ethnic communities
- b. lesbian, gay, bisexual and trans communities
- c. people with disabilities
- d. people who care for others with significant health or social care needs
- e. older people above the age of 54
- f. women
- g. physical or mental illness.

The Grant Programme is focused on supporting the work of organisations that are well run and can demonstrate a track record of effective work with Manchester citizens.

Manchester City Council wants to maintain and build high-quality relationships with organisations that are funded, to increase the effectiveness of both Manchester City Council and the organisations.

The total currently available in this funding programme is £2.5million per year, over three years from April 2018 to March 2021.

The fund will be given out as three year grants of £5,000–£20,000 a year or £20,001–£300,000 a year. Grants of over £300,000 a year are only available to organisations that already receive funding at or above this level from the grants and contracts now included in this fund.

This fund is made up of funding from a number of previous programmes:

- Community Associations (grants)
- Health and Wellbeing (grants)
- Mental Health (contracts)
- Equalities Funding (grants)
- Carers (contracts).

Organisations that primarily provide youth services should not apply for this fund, as funding for youth services is provided through Young Manchester.

The Grant Programme Board may decide to set aside a small percentage of this fund in a targeted fund to support work with geographic communities or communities of identity where no applications of sufficient quality are received.

Grants

Objectives

Applicants must meet one or more of these objectives:

- to have a strong sense of citizenship and pride in the city
- collectively improve our health and wellbeing
- support the positive contribution older people make to city life and their communities and continue to be recognised as a pioneering Age-Friendly city
- increase volunteering across the city
- support carers to carry out the invaluable work they do
- work to improve the resilience of individuals and communities.

Priorities of grants

Types of activities and services that can be funded

This programme will fund:

1. Direct services or activities for local people or users of the organisation. These activities might be:

- provision of community facilities
- sessions for a variety of groups
- regular group activities
- one-to-one support.

2. Influencing change activities that seek to influence other organisations or communities about the needs, wishes, experiences and rights of the main beneficiaries of the organisation. These activities might be:

- facilitating engagement of beneficiaries with consultations
- promoting and representing beneficiaries' interests

- supporting beneficiaries to represent their needs and wishes
- contributing to the development of policy and strategy.

3. Networking and partnership support activities that are carried out by an organisation, over an extended period of time, to improve the overall effectiveness of a range of organisations with the same beneficiaries. These activities might be:

- co-ordinating a network of organisations
- promoting and facilitating joint working
- developing mechanisms for sharing resources and information.

Demonstrating success

The programme will fund organisations that can provide a track record of success in working with Manchester citizens over at least the past three years.

Well run

The programme will fund organisations that can demonstrate they are organised and operated in a way that increases the likelihood that their activities are effective.

Organisations must be able to demonstrate that they have:

- adequate governance including a functioning board and key policies
- staff and volunteers with the appropriate skills to carry out their activities
- a clear development strategy and be able to provide examples of how the development strategy has informed the activities of the organisation
- evidence of stakeholder feedback and how their activities have changed in response to feedback.

Involvement of Manchester citizens

The programme aims to work with and build on the strengths, capacities and knowledge of Manchester citizens. All applicants must be able to demonstrate a significant level of voluntary donation of time by Manchester citizens, in any capacity, in the delivery of activities and in the planning and governance of those activities.

Strength-based approach

A strong theme of this programme is to support organisations that: listen to and understand the complex lives of people that directly benefit from the activities of their organisation; carry out activities in a way that builds on the skills, abilities, knowledge, connections and capacities of those people; and involve people in personal outcome planning, peer support, and service design.

Collaboration

All organisations must be able to demonstrate a significant level of collaboration with other private, public or voluntary and community organisations working in Manchester, relevant to the activities they carry out.

Diverse range of income and additional income

All organisations must be able to show that they receive income other than from Manchester City Council grants.

Additional weighting will be given to organisations that can show that a greater proportion of their funding is received from funders other than Manchester City Council grants.

Value for money

The value for money that a project delivers will be assessed against its total contribution to the objectives. Bids will not be assessed against one another but they will be assessed for unreasonable costs.

Funding

The general fund will be split into three sizes of grant, all of which will be allocated for a period of three years:

1. Medium: between £15,000 and £60,000 over the life of the grant (£5,000–£20,000 a year).
2. Large: between £60,000 and £300K over the life of the grant (£20,000–£100,000 a year).
3. Very large: over £300,000 over the life of the grants (£100,000 a year). Only organisations with an existing grant income from Manchester City Council above £100,000 a year can apply for a grant over £100,000.

Organisations can apply for and directly benefit from one grant only.

Organisations that are not already funded through the funds that were brought together to form this fund can only apply for a medium grant.

If successful, organisations will receive the full amount they request, except in exceptional circumstances.

The overall amount in this funding pot has not increased, so organisations that are receiving funding at present should consider carefully before applying for a large increase in their present grant.

Organisations that are receiving over £100,000 a year cannot apply for an increase.

If, during the assessment and allocation process of the fund, there are gaps in provision for specific geographical communities, communities of identity or under the Our Manchester objectives, money may be set aside from the general fund for targeted support to address these gaps.

What costs can be funded

The programme can fund some or all of the costs associated with delivering your activities, including staff salaries, training, volunteer expenses, management costs, equipment, premises costs, monitoring and evaluation, and overheads.

This programme will not fund major refurbishment, or the purchase of vehicles, land or buildings.

The grant will be paid quarterly upfront if the required information has been received and signed off by the Liaison Officer or their substitute.

Who can apply?

The fund is open to voluntary and community sector organisations based in Manchester or delivering services to people that live in Manchester.

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.

Organisations must also:

- be constituted
- have a set of objectives that allows them to undertake the activities they are proposing
- be value-driven, for the social good
- be non-party-political
- provide services or activities that are not religious in nature and do not promote religious affiliation
- have at least three trustees or directors (who are not related to each other and are not paid shareholders)
- reinvest any financial surpluses to further social, environmental and/or cultural objectives that bring a significant community benefit to Manchester
- do not distribute any of their surpluses or assets through share dividends to individuals or shareholders
- have a bank account in the organisation's name.

Organisations may be:

- a registered charity
- a community interest company limited by guarantee
- a community interest company limited by share (schedule 2 with 100 per cent asset lock only)
- a company limited by guarantee
- a community benefit company registered as an industrial and provident society
- a charitable incorporated organisation.

We will also accept applications from unincorporated organisations.

To be eligible to apply for grants, your organisation must already be delivering services in Manchester, for Manchester citizens. 'Manchester citizens' is defined as all people normally resident in the 32 electoral wards of Manchester, including people who are temporarily homeless.

How to apply

Application forms can be completed online. A link to the application form will be published when the programme launches.

We may share your application with other funders.

Decision-making

All applications will be initially assessed to ensure they meet the criteria for the programme. A selection panel will then assess bids and make recommendations on which applications should be funded. The final decision as to the overall programme will be taken by a separate Programme Board.

The selection panel will be chaired by a non-voting representative of Macc, the voluntary sector support agency (which will be ineligible to apply for this funding). The panel will comprise representatives from key Council services and strategic partners such as the Big Lottery. Representatives from third sector organisations will also sit on the panel but will not be eligible to apply to it.

The panel will use the criteria detailed in this prospectus to rank applications.

Following ranking, the panel will balance the applications using the following criteria. This means that applications that have scored lower in the ranking than other bids may be selected in preference.

- Equitably distributed across neighbourhoods and across communities of identity and the objectives of the fund.
- Avoiding damaging disruption to Manchester's voluntary and community sector by withdrawing funding from large numbers of organisations that are presently funded.

Where there are applications that do not quite meet a threshold level decided by the panel for funding but are critical to meet the balancing criteria, the panel

may request additional information. Applicant organisations will be required to supply the information within one week.

A Programme Board will assess whether the selection process has been carried out with rigour and robustness and in accordance with the criteria.

Both successful and unsuccessful applicants will be informed by email.

There is no appeals process and limited feedback will be given only on request.

Due diligence

Following the offer of a grant, Manchester City Council will carry out a number of checks to make sure that all the information given in the application form is accurate.

Applicants will be asked to produce all documents and other evidence mentioned in the application.

If all the checks are satisfactorily passed, a final grant offer will be made.

Ongoing relationship

The intention of Manchester City Council is to create a relationship with grant-holders based on a culture of collaboration, open dialogue and trust. All grant-holders will be allocated an Our Manchester Liaison Officer.

The responsibilities of the Liaison Officer include:

- giving feedback on monitoring forms and negotiating changes or developments in the work of organisations
- bringing organisations together to promote learning and exchange
- informing organisations about Manchester City Council strategies, policies and developments relevant to the work they do
- promoting the work of the organisations
- supporting organisations in fundraising.

All organisations that receive a grant must agree to:

1. be open, transparent and co-operative
2. complete monitoring and other required forms

3. join in and take an active and constructive part in a small number of key networks relevant to the funding, as agreed between the Liaison Officer and the organisation
4. assist in Manchester City Council engagement with Manchester citizens
5. comply with additional requests for information including from external evaluators.

In addition, for organisations that receive Networking and Partnership Support funding:

6. in negotiation and as identified by their Liaison Officer, provide limited support for micro-organisations including support for organisations that receive Neighbourhood Investment Funding within their geographical neighbourhoods.

Manchester City Council will be reasonable in any requests it makes and take it into account the level of funding received by the organisation and ensure, where practicable, realistic timescales for participation. Requests for support in engagement and involvement in networks are likely to be largely directed at organisations receiving larger grants.

Manchester City Council is planning a co-design process for general infrastructure support, currently provided by Macc. It is likely that this co-design will include a significant role for the general infrastructure provider in working with organisations funded through this programme.

Added value

Over the period of the grant, organisations are required to put mechanisms in place to monitor and increase their overall social, environmental and economic benefit.

Growing and diversifying income

Where organisations have small amounts of funding from sources (less than 20 per cent) other than Manchester City Council grants or contracts for activities with Manchester citizens, they must agree to devise and implement a plan to increase the amount of income through grants, donations and trading.

Where organisations are reliant on the majority of their funding from a small number of sources they must agree to devise and implement a plan to increase their financial resilience by diversifying their income.

In both cases the Liaison Officer will agree reasonable targets to achieve over the three-year period. Organisations that fail to make reasonable progress may not be funded after the end of the three-year period.

Organisations receiving over £100,000 a year are unlikely to be funded at this amount after the end of the three-year period.

Monitoring

Organisations will be required to provide information as detailed below. The details of the information required will be agreed between the Our Manchester Liaison Officer and the organisation.

Large and very large grant holders

Type of information	Description	Regularity
Activities	What activities have taken place and with how many Manchester citizens	Quarterly
Outcomes	Progress towards outcomes	After six months (then yearly)
Volunteering	Number of volunteers and estimates of volunteer hours	Yearly
Additional funding	Description and amounts of additional funding	Yearly
Service user data	Breakdown by area and characteristic of all Manchester citizens that have used services within a given period	Yearly
Finance form	Expenditure	Quarterly

Medium grant holders

Type of information	Description	Regularity
Activities	What activities have taken place and with how many Manchester citizens	After three months then six-monthly
Outcomes	Progress toward outcomes	After six months (then yearly)
Volunteering	Number of volunteers and estimates of volunteer hours	Yearly
Additional funding	Description and amounts of additional funding	Yearly
Service user data	Breakdown by area and characteristic of all Manchester citizens that have used services within a given period	Yearly
Finance form	Expenditure	Quarterly

Getting help

Macc workshops

Workshop 1

Monday 11 September, 1–3pm

Central Buildings, Oldham Street, Manchester M1 1JQ

Booking link: <http://bit.ly/2wanj22>

Workshop 2

Tuesday 12 September, 1–3pm

Central Buildings, Oldham Street, Manchester M1 1JQ

Booking link: <http://bit.ly/2uL8LIC>

Workshop 3

Thursday 14 September, 10am–12 noon

Central Buildings, Oldham St, Manchester M1 1JQ

Booking link: <http://bit.ly/2w77hGC>

Contacts

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