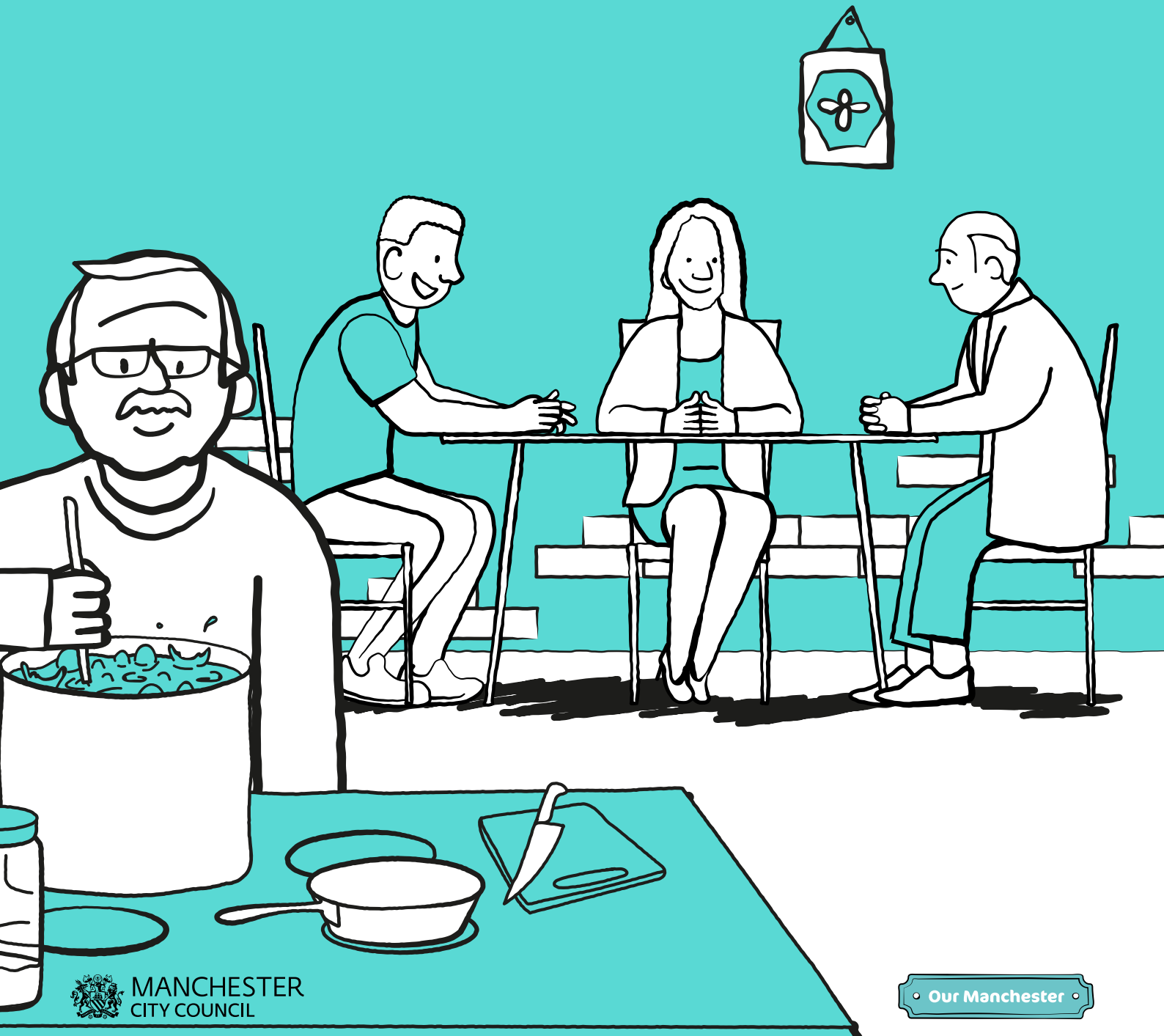


Voluntary and Community Sector Grants Programme (General Fund)



Guidance notes

This guidance is intended to help you fill in the application form for the Our Manchester Voluntary and Community Sector Grants Programme (General Fund).

Your application will be assessed and scored by a panel, but please be aware this is only part of the decision-making process, and scoring highly at this stage will not guarantee you are awarded a grant. There is a further stage, which balances the spread of grants across the city and its communities to ensure there is a fair distribution within the limits of the size of the grant programme.

If you need additional support or guidance to complete your application, you will find a list of resources that may help at the end of this document.

We recommend you get someone to check over your application form before you submit it to ensure you have answered all the questions and that your answers are clear.

If any part of this guidance is incorrect or incomplete, please let us know by email:
ourmcr.vcs.investment@manchester.gov.uk

General guidance

The application form can be completed online. A link to the form will be available on the Council website in the first week of September or a link can be sent to you if you send an email to the address above.

Answer all the questions on the application form. If the question is not relevant, please insert 'n/a' (not applicable).

Some questions have a word count. Where these are part of a scored section you will be assessed on the quality of what you write, not on the quantity. However, answers that are short (less than half the word count) are unlikely to contain sufficient information to score highly.

We will not read any words in excess of the word count. You can use bullet points and lists, and you do not need to write in whole sentences as long as the meaning is clear.

You cannot attach additional documentation to the web form. If additional information is required, you will be asked to provide it.

Evidence

Throughout the application you should show evidence to support the statements you make in your application.

This evidence can take a wide range of forms, including, but not limited to:

- minutes of meetings
- policies
- business plans
- research
- surveys
- strategies
- evaluations
- accounts
- case studies
- annual reports
- stakeholder consultations
- monitoring data
- leaflets
- pictures
- videos.

Please think carefully about what is your strongest evidence. We are looking for recent evidence that is relevant and of good quality rather than quantity.

As part of the 'due diligence' (checking) process following a provisional offer of funding, you will be asked to produce all evidence you have cited in your application.

At various points in the application form, you are asked for information from the last year or last three years. Last year refers to a 12 month period beginning no sooner than April 2016. Last three years refers to a 36 month period beginning no sooner than April 2014.

Your offer of grant funding will be withdrawn if you do not supply the additional information when requested.

Formal partnerships

We define a formal partnership as a group of two or more organisations that has agreed to work together to make a joint application, with one of them acting as a lead organisation to apply on behalf of the formal partnership. The guidance will indicate where you need to include information about your partners.

Activities

It is up to you to describe a larger set of activities for which you are applying for part-funding or a set of activities for which you want full funding.

The activities you describe in this application can be a new set of activities, a continuation, or an increased existing set of activities.

In all cases you will need to account for any money you receive from us and be able to tell us what you have achieved with the grant we award you.

Work in Manchester

Throughout this application form we mainly want to hear about the work you do in Manchester with Manchester citizens. Where you describe activities or evidence from outside Manchester, you should explain how this is directly relevant to work with Manchester citizens.

Detailed guidance notes

We have only supplied guidance for questions we consider need clarification.

Can I apply?

Is your group a voluntary or community sector organisation?

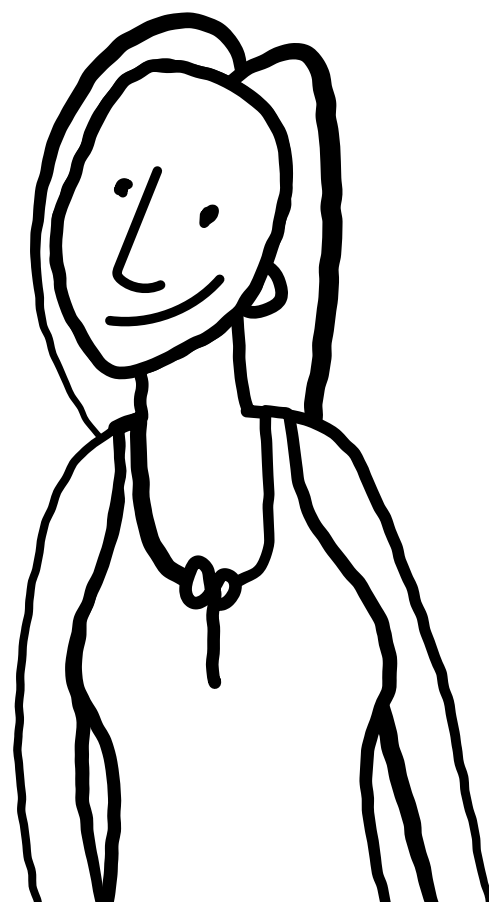
By voluntary and community sector organisation we mean a not-for-profit organisation with a social mission, not a public body. Only organisations of this type can receive funding directly or through a lead provider from this fund.

If you are unsure, contact us at: ourmcr.vcs.investment@manchester.gov.uk before applying.

Document checklist

Please tick all that apply.

If your application is successful, we will ask you for the documentation and evidence listed in this section.



Section 1: About you and your organisation

Name of organisation

Please use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets. If you are applying as a partnership, this should be the name of the lead organisation.

Address of organisation

The address should be the registered address of your organisation.

Main contact person and second contact person

Both contact people should be key members of your organisation with detailed knowledge of your application. We will only contact the second contact person if the main contact person is unavailable.

What is the status of your organisation?

If your organisation has more than one status (eg. charity and company) then please list them all.

Tell us about your organisation's vision, values and activities

We want to understand how your vision and values underpin what you do in Manchester and how you do it.

Tell us about how your organisation is run and managed, and how you plan for the future

Include details of how your organisation is governed, managed and run, to ensure effective activities with good outcomes, and how you involve Manchester citizens.

Tell us about how you collect stakeholder feedback, how you monitor and evaluate your services in Manchester, and other information relevant to planning and delivering services. Tell us how this is used to improve activities.

We want to know how Manchester citizens who benefit from or have benefited from your activities are involved in governing, running and developing them.

Tell us about the skills and competence of your workers and volunteers, and how that helps you to deliver effective and safe activities.

If you are involved in formal partnerships relevant to this application, describe how these are governed and managed.

Detail the activities or services your organisation has delivered over the past three years that have had a positive impact on the lives of people in Manchester.

Focus on anything relevant to the activities you are requesting funding for that is carried out with Manchester citizens, including direct services, activities that influence change, and networking and partnership support.

If you are applying to this fund in a formal partnership, then include information about the activities of all members of the partnership.

We want to know who you work with, how many people, how you work with them, the difference you make and how you know that.

Tell us about any other organisations you collaborate with and how the collaboration improves the effectiveness of your activities.

In this section we need to understand why you have decided to adopt the approach taken in delivering these activities, and why it is a good way of delivering the outcomes you are aiming for.

Who do you work with?

We want to know your best estimate for the number of individual Manchester citizens you have provided a direct service for over the most recent year you have records for. The estimate must be based on evidence in records. If you have provided a number of services for a single Manchester citizen, then this counts as one individual user. Please include all services you provide for Manchester citizens, not only those funded by Manchester City Council.

We want to know your best estimate of the percentage of these individual users that falls within each of the categories listed for ward and community of identity. Do not include percentages

that are less than 5 per cent. The percentages will not add up to 100 per cent as individuals may be part of a number of communities of identity.

Volunteers

We want your best estimate for the last year for which you have records.

Please include all types of relevant volunteering activity that contribute to activities with Manchester citizens, including the work of unpaid trustees and non-formal volunteers.

Tell us about income your organisation has received over the past three years with a brief description of the type of income.

We want to know about grants, contracts, donations, trading income, charging, investment income and any other significant income that contributes to the diversity of your funding and to funding activities with Manchester citizens. This should be for the most recent three years you have records for. The aim is to gain a good overview of the main sources of income that sustain the work of your organisation.

If you are involved in a formal partnership, include information about all organisations' income.

If your organisation works with people from outside Manchester, you may want to include examples of other income to illustrate diversity, but you do not need to list all your income.

You do not need to include small amounts.

Organisation Name

You only need to fill this in if you are in a formal partnership.

Type:

- **grant** - use a different row for each significant grant
- **contract** - use a different row for each significant contract
- **donations** - includes legacies, sponsorship, events, crowdfunding etc
- **trading** - includes selling of services, charging and goods
- **in-kind** - where your organisation has received significant in-kind donations, make an estimate of what these services or goods would have cost. (Note: if included in this section, do not include in volunteering estimates).

Source - the provider of the grant or contract, main sources of donations, trading or in-kind.

Start date - for contracts and grants the start date may be before the three-year period.

Period - the length of the grant or contract which may go beyond the end of the three-year period.

Use - for restricted income (where the money has to be spent on activities agreed with the funder), briefly describe the agreed activities.



Section 2: Proposed activities

Objectives

We will not score your application more highly if you tick more than one of the objectives of the grant programme. We want to create a programme with a good spread of activities across all the objectives.

What key outcomes will your activities achieve?

They must relate to the objectives you ticked above and should be no longer than 30 words.

An outcome is the key changes or difference your activities will make. You should decide on a minimum of two outcomes.

The outcomes of your activities must directly relate to one or more of the grant programme's objectives.

Be specific about who you will engage, how many people you will engage, and how you will engage them. For example, if an objective of the grant programme is to support people with a learning disability to become more independent, your outcomes might be:

- ten people with a learning disability volunteering
- five people with a learning disability in paid employment.

These outcomes will be used as a basis for part of the monitoring and evaluation of your activities and you will need to report on your success in achieving them.

Numbers in these outcomes must only be for that portion of the activities that the grant from us funds.

Tell us about your proposed activities

We do not expect you to be able to tell us exactly what will happen across the lifetime of the grant period, as we expect activities to develop based on monitoring and evaluation.

Your proposed activities do not have to be the same as your existing activities. However, where they are significantly different or if you are planning developments, explain the basis for new activities and how they use your experience, knowledge and collaborations. Also explain how they relate to your vision and principles. Feel free to make references to your answers in previous questions, but where you do so, make sure you are clear what you are referring to. There needs to be a clear link between your activities and your outcomes.

We want to know what you will do and how many people you will work with.

We want to know which organisations you will collaborate with and how.

If your activities mainly work with people in specific wards within Manchester, include the names of these wards.

Section 3: Budgets and finance

What is the total cost of your activities?

This section covers the entire funding you are requesting over a three-year period.

If you are applying for part-funding of a larger set of activities, tell us the cost of the larger set of activities here, or your answer to this question will be the same as for the following question.

Expenditure

In this section you need to tell us how you will spend the grant that you are asking for, eg. staffing, rent, stationery and equipment. If successful, you will be asked to provide additional detail, but you must ensure that you summarise the full amount you are asking for. This figure cannot be raised later.

Where you are asking for a contribution to core costs, detail these and don't ask for a set percentage.

Your response to this question should cover only those services or activities you are requesting funding for.

How have you worked out your costs?

Explain the thinking behind your costs and how they represent good value. Where you have included a contribution to core costs, explain how this has been worked out.

Further resources

You may find it helpful to look at the following resources before completing the application.

Manchester Community Central

www.manchestercommunitycentral.org

A Beginner's Guide to Successfully Securing Grant Funding

http://vac.org.uk/wp-content/uploads/2016/05/Beginner_guide_to_grant_funding_40.pdf

Directory of Social Change

www.dsc.org.uk

Big Lottery

www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding