

Summary

Fifteen grants of £920 are available to voluntary, community and social enterprise (VCSE) organisations in the city of Manchester that have an annual income under £100,000, which support communities most affected by the cost of living crisis. The Eric Wright Charitable Trust has provided the funding specifically to help cover the out-of-pocket expenses of those organisations' volunteers.

The grant application deadline is 12 midday on Thursday 6 February 2025.

We will notify all applicants of the selection panel's decisions by week commencing Monday 24 February. For successful applicants we will need to carry out standard due diligence checks (see page 5) and we will pay the grants within a few days of completing them. Grant holders must spend all funding and have submitted a completed monitoring form within six months, no later than 31 August 2025 – please make sure you plan for this.

Key eligibility criteria

These grants are available only to VCSE organisations that meet the following criteria:

- located within the city of Manchester (city-based organisations will be prioritised; due to funding limitations groups based in other parts of Greater Manchester or elsewhere that are applying for work they do within the city will be a lower priority for consideration)
- with an annual income less than £100,000 (as part of our standard due diligence checks, if your application is successful we will need to confirm that you have an eligible turnover)
- is looking for funding to support volunteering costs such as:
 - volunteers' out-of-pocket expenses for travel, transport, refreshments and meals
 - care of volunteers' dependents
 - individual volunteers' accessibility needs
 - provision of volunteers' refreshments / free meals at your premises
- for volunteers delivering activities only within the city of Manchester (and not other areas of Greater Manchester or elsewhere), which mainly support communities of people most affected by social inequalities and who struggle the most financially, e.g. people who
 - use food banks
 - are older or are very young
 - have chronic long-term health issues
 - are Black, Asian or of other minoritised ethnicities
 - are long-term unemployed or have experienced worklessness
 - are disabled
 - are homeless
 - are refugees

Note: the following types of cost are of lower priority for this funding. Organisational coordination costs such as staffing, recruitment (e.g. DBS checks, advertising, induction materials, etc.), training, protective clothing or equipment, celebration/motivational activities, etc.

For how much can you apply?

Applications for exactly £920 are invited. Our preference is for all final individual awards to be for the full amount available to help ensure we allocate all of the funding.

Applications for less than £920 will be treated as a lower priority should there be the expected quantity of eligible bids requesting the full amount.

Your organisation can submit only one application. Successful applicants must plan to have spent the funding by 31 August 2025.

What we can fund

All funded activity must take place within the city of Manchester and be fully completed by 31 August. The funding priorities are:

Volunteers' out-of-pocket expenses for travel, transport, refreshments and meals

- You can reimburse your volunteers for the cost of standard-class return bus or train tickets upon production of a valid receipt. If your volunteers have disabilities and require specific transport at an additional cost, please provide information within the application.
- You can reimburse your volunteers for using their own transport (e.g. cars and bikes) to travel to and from their place of volunteering, providing they complete a Travel Expenses Claim Form. You should use current HMRC reimbursement rates when calculating how much to give to your volunteer. (For current rates see: www.hmrc.gov.uk/rates/travel.) Volunteers using their own vehicle must have a full driving licence and volunteer-usage covered on their vehicle's insurance. If volunteers are also using their own car or van to transport clients/beneficiaries, then their insurance must also cover carrying passengers.
- This covers reasonable refreshments such as tea, coffee, soft drinks and a snack that individual volunteers who work less than 3.5 hours in a day have purchased. This also covers volunteers who work more than 3.5 hours in a day for meals they have purchased. They will need to produce valid receipts.

Care of volunteers' dependents

You can apply to help cover the costs of a volunteer's caring expenses. Please note that we can only fund expenses paid to a 'formal' care provider or a registered child-minder and you need to ensure you have receipts for any reimbursements. You could set a standard cost limit per day applicable to any volunteer who has caring responsibilities.

Individual volunteers' accessibility needs

We will consider any costs associated with removing barriers to volunteering in support of individual volunteers' physical or other special needs.

Provision of free volunteers' refreshments / meals at your premises

We can fund only free refreshments/meals provided for volunteers, not for any paid staff.

Please be realistic and thorough in estimating the cost of your expenses as the external panel will be looking at this when assessing your application. Where possible you should base your proposed costs on previous average reimbursements to your volunteers.

Note: organisational coordination costs related to volunteering - e.g. staffing, recruitment (such as DBS checks, advertising, induction materials), training, protective clothing or equipment, celebration/motivational activities, overheads, etc. - are of lower priority and we are less likely to support them. We will also treat as a lower priority organisations that submit bids containing a mix of out-of-pocket

expenses and organisational costs.

Successful applicants must keep full records of all expenses claimed. However, we will not ask you to provide evidence of expenditure unless adverse issues emerge in the delivery of your funded activities or the programme is subject to statutory audit.

What we cannot fund

Paid staffing, client and beneficiary costs are not eligible.

We cannot fund organisations and activities outside the city of Manchester. We are unable to fund costs that you do not plan to incur by 31 August 2025. We will prioritise projects that plan to use the full £920 grant available.

We cannot fund any political organisations nor religious groups whose substantive activities involve proselytism.

The online grant application form

<https://manchestercommunitycentral.org/form/volunteers-expenses-fund-2025> Use the grant application form to tell us the essential information that we need you to summarise so that the grants panel can select successful applicants. We ask that you tell us about:

Which communities and kinds of people your organisation supports, where in the city of Manchester they are, including the approximate number of those you support;

How many existing volunteers you have, particularly the number of people whose expenses you wish to cover with this funding, and the kinds of work they do;

The kinds, quantities and costs of the volunteers' expenses you want funded

Question 1: Your Organisation Name (reminder: to be eligible to apply, your organisation must fulfil the following requirements):

- be a Manchester-based voluntary, community or social enterprise organisation
- be operating wholly in the city of Manchester for the benefit of local communities
- have an annual income under £100,000

Question 2: Your Contact Details please ensure you provide full contact details including the full postal address. If your organisation is not located in the city of Manchester then you are likely to be ineligible for this funding.

Question 3: Type of VCSE organisation for example:

- Unincorporated Association
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Company Limited by Guarantee
- Community Benefit Society
- None – we are not constituted

Where relevant, make sure you include the registration number(s) for your organisation.

Question 4: In total, approximately how much income (money) does your organisation receive each year? Please state your organisation's turnover, i.e. the average amount of money received annually (£100,000 is the maximum allowed).

Question 5: What does your organisation do? (Aim for around 150 words) selection panellists reading your application may not know your organisation. Briefly describe why your organisation exists, what it does, how and where.

Question 6: Describe the economically vulnerable communities of identity that your organisation supports | approximately how many people | from where in Manchester do they come? What can you tell us about the difficulties they face because of the cost of living crisis? (Aim for around 200 words)

Examples of communities and socially excluded groups that experience the worst impacts of the cost of living crisis include people whom:

- use food banks
- are older or are very young
- have chronic long-term health issues
- are from Black Asian or other minoritised ethnic communities
- are long-term unemployed or have experienced worklessness
- are disabled
- are homeless
- are refugees

Please use this list of electoral wards to state where in Manchester your clients are:

North: Higher Blackley, Charlestown, Crumpsall, Harpurhey, Moston, Cheetham, Miles Platting & Newton Heath, Piccadilly, Ancoats & Beswick, Deansgate, Clayton & Openshaw

Central: Hulme, Ardwick, Gorton & Abbey Hey, Chorlton, Whalley Range, Moss Side, Fallowfield, Rusholme, Longsight, Levenshulme

South: Chorlton Park, Old Moat, Withington, Burnage, Northenden, Didsbury West, Didsbury East, Brooklands, Baguley, Sharston, Woodhouse Park

Remember to tell us approximately how many people your volunteers support.

Question 7: How many of your volunteers in total support the vulnerable service users you have described in the previous section? Tell us about the volunteers' roles (Aim for around 200 words) We want to know how many existing volunteers are involved with the work you do and a brief summary of what their roles are in supporting people. The total number may not necessarily be the same as the number of volunteers for which you seek funding.

Question 8: Provide a breakdown of the volunteers' expenses requiring reimbursement by the £920 grant. Please ensure you provide clear sums for how you calculated them

E.g. travel and transport, refreshments and meals, care of dependents and accessibility costs. See pages 2-3 of the main guidance document for more info on the kinds of expenses that are eligible.

Your answer needs to indicate the number of volunteers, the type(s) of expenses and their estimated costs over the period they volunteer (up until 31 August 2025). For example:

- $1 \text{ volunteer} \times \text{£}30.66 \text{ per day contribution to childminder services} \times 1.5 \text{ days per week for 20 weeks} = \text{£}919.80$
- $[2 \text{ volunteers} \times \text{£}9.40 \text{ per day public transport costs} \times 1 \text{ day per week for 30 weeks} = \text{£}564] + [\text{£}5.93 \text{ refreshments costs per person per week} = \text{£}355.80] = \text{£}919.80$
- $8 \text{ volunteers} \times 25.5 \text{ miles car travel per week average} \times 10 \text{ weeks} \times 45\text{p per mile} = \text{£}918$

Where possible you should base your proposed costs on previous average amounts reimbursed to your volunteers.

Due diligence checks

Before we pay funding to successful applicants, you will need to assist us in carrying out due diligence checks. They are to ensure recipients of funding are currently active locally and financially solvent. We may ask you to provide copies of the following information about your group:

- governing document (e.g. constitution, etc.) – for newer or non-registered groups only
- most recent signed annual accounts (or a Treasurer-signed income and expenditure statement for the last twelve-months if annual accounts are not available)
- a recent bank statement (it must cover at least a one-month period with an end-date of November 2024 or later)
- the home addresses of two trustees

If your project involves working with children or vulnerable adults, you may need to provide a copy of your safeguarding policy.

Please have the above info ready to send us if your bid is approved.

Macc is obliged to collect this and other information in its appointed role as funding administrator on behalf of the Eric Wright Charitable Trust.

In strict accordance with The General Data Protection Regulation (GDPR) and Data Protection Act 2018, Macc will store all personal and financial information confidentially. Our Information Commissioner's Office reference is Z9595019 and we re-register annually on 10 September. Upon request, Macc can provide our data protection and information security policies. If you require information that is more detailed please let us know.

How and when to apply

Please read this guidance document in full and prepare your submission before completing the online application form in full: <https://manchestercommunitycentral.org/form/volunteers-expenses-fund-2025>. The fund will close to applications at **12pm midday on Thursday 6 February 2025**.

After clicking "Submit" on your completed application form, you will then see an acknowledgement page and our computer system will automatically send a copy of your application to the email address you have provided in the form. This confirms that we have received it. If you have not received that email within one working day of submission, please contact 0161 834 9823 and ask for Oliver Cranfield.

How will we assess your applications?

A small panel of VCSE sector representatives will consider all eligible applications received and agree which applicants have been successful.

When will you know the outcome?

We will inform all applicants about the outcome of your bid by email by Monday 24 February 2025.

If successful, when will you receive the grant?

On receipt of an offer letter from Macc, organisations will need to complete and return an 'Acceptance of Grant Form' together with the due diligence information requested (see top of this page). Subject to your providing the requested information quickly, we will transfer approved funding within a few days.

How long will you have to spend the grant?

You must have fully spent your grant and completed a short monitoring form within six months, no later than 31 August 2025. There can be no extensions.

How will Macc evaluate your grant?

We will provide a short monitoring form in which you will need to provide the following:

- a full breakdown of the expenses that were covered by the grant (*you must keep full records of the expenses funded by this programme, although you will not be asked to provide receipts or other evidence of expenditure at this time*)
- descriptions about the numbers of volunteers that have been funded and what their roles have been
- a brief case study of a volunteer that has received funding and the impact they have on the people they support

What support is available to funding applicants?

Grants programme administration

For general queries about the fund, please email grants@macc.org.uk.

Bid-writing support

Macc's Capacity Building Team can provide free advice, separate to the funding admin process, about your application through their usual referral process. Giving the team plenty of notice, groups can call 0333 321 3021 between 10am and 4pm Monday to Friday or contact info@mcrcommunitycentral.org to request support and the team will manage requests subject to their capacity.

Support relating to volunteering

Once the external panel makes its decisions, Volunteer Centre Manchester (managed by Macc) will offer all successful grant applicants an appropriate level of support, information and guidance. The volunteer centre can also offer more general support with volunteering and involving volunteers in your group or organisation, and can be contacted by telephone on 0161 830 3770 between 10am and 4pm Monday to Friday or email info@volunteercentremanchester.co.uk.