

# We Love MCR Charity: Guidance Notes for Grant applicants

Applications are invited from Manchester based Charities, Organisations and Others to the ‘**We Love MCR Charity**’. (The Lord Mayor of Manchester’s Charity Appeal Trust. Registered number 1066972)

## Aims of the Charity

The Charity was set up as a Trust to distribute funds “for Charitable purposes for the general benefit of the inhabitants of the City of Manchester as the Trustees shall think fit”.

The Charity’s primary aim is to **improve the lives and life chances of Manchester People**.

Help develop stronger communities by encouraging more citizens to be active in working together to strengthen their community.

## Who can apply?

Local Charities, Community Groups and Organisations aiming to improve circumstances for people in communities within the City of Manchester can apply. Applications can be made by organisations who work with groups or organisations on behalf of individuals e.g. schools, social and support workers etc.

Please note that an application being submitted on behalf of an individual must be put forward by a Sponsor or Third Party.

## Type of projects we will consider:

Examples of the types of projects we would consider are set out below. Please note that all applications will require supporting documentation.

- Are run by local volunteers who wish to improve the circumstances of individuals and communities in economically/socially excluded and/or deprived areas in the City of Manchester.
- Do not have access to a professional fundraiser and experience difficulty in attracting funding from other sources.
- Encourage involvement of local residents in improving, designing, identifying and implementing community activities.
- Promote voluntary participation and social inclusion as well as community involvement and self-help.

**For information on who and what can’t be funded please see details at the end of these guidance notes.**

## How much can you apply for?

The current grant limits are: Up to £1000 to support individuals with larger amounts available to groups. Group applications will be assessed on an individual basis and grant amounts are discretionary. Details of what the grant would be used for if successful, should be clear in the application form. Applications for matched funding will also be considered by the Trust.

## The applicant organisation's responsibilities

Applicants are responsible for ensuring that all necessary permissions, regulations and insurance relating to their scheme/event are in place. The grant must be used for the purposes for which it is approved.

Applicants must not make arrangements to spend a grant unless they have received written formal notification of the award decision.

## How to complete the Application Form

Please complete all sections of the application form, even if you are enclosing supporting or corresponding information, as this will help speed up the assessment process. If your application is incomplete this will delay the process and your application and may be returned to you.

## About your organisation

In this section you will help us understand the structure and purpose of your organisation. You can tell us what you actually do and who is involved. You may wish to enclose leaflets and other information that illustrate your activities, but please keep these to a minimum.

## About the project/activity

Please describe the project your organisation is proposing and what exactly you are planning to do once the grant has been received. It is also important to show how the need for the project or activity has been identified within the respective community.

We would like to know how many people are going to benefit from the grant and what age range your proposed project/activity will cover. It is also important to indicate when the project/activity will start.

## Cost of the project

In this section you are asked to provide a clear idea of how much money you need for your project/activity. Please give as thorough a breakdown of costs as possible using the table provided on page 2 of the application form. If your project/activity will cost more than the maximum you can apply for, please tell us how you plan to raise the remainder of the funding required.

## Finances of your organisation (if applicable)

If your organisation's accounts are audited then please submit a copy of these accounts, otherwise please provide a brief summary of your organisation's income and expenditure..

## Safeguarding

If your group works with children, young people and vulnerable adults you will need the necessary safeguarding policies in place before you can access this grants programme. For example: Child Protection Policy and CRB checks.

## Application deadlines

Applications will be considered every quarter; these meetings will take place in the last week of the following months: **January, April, July & Oct.**

Applications should be submitted at least 4 weeks before a scheduled Allocation meeting.

Please make sure your application is complete, otherwise this will delay it being considered.

## What Happens Next?

1. Return your completed application form either by email or post. (see below)
2. Your application will be checked to make sure your request fits the funding criteria.
3. We will contact you to confirm receipt of your application & advise if further information is required
4. The Grant Panel will consider your application and make the necessary recommendation to the Trust.
5. Trustees will meet to consider the panel's recommendation and make a decision.
6. We will then write to inform you of the Trust's decision. If a grant has been approved we will then issue a cheque.

Please send your completed application to:

We Love MCR Charity  
Lord Mayor's Suite, Room 412  
Town Hall  
Manchester M60 2LA

Or email to: [welovemcrcharity@manchester.gov.uk](mailto:welovemcrcharity@manchester.gov.uk)

## What cannot be funded?

- Organisations trading for profit or intending to redistribute grant awards.
- Major capital requests, i.e. building and construction work.
- Requests that will replace or enhance statutory provision.
- Academic or medical research & equipment.
- Requests whose primary purpose is to promote religious or political beliefs.
- Retrospective requests (i.e. Projects/activities that have already taken place or have already been paid for).
- Sponsorship or fundraising events unless profits are to be put back into the organisation.
- Local branches of national charities unless locally managed, financially autonomous and not in receipt of financial support from the national body.
- Funding for staff salaries & ongoing costs of established projects e.g. rent, utilities.
- Services for individual benefit such as private counselling, professional legal advice, personal therapy, further education courses and private tuition.
- Fees or payments where individual members of the applicant organisation will benefit.
- Multiple applications for the same project.
- Applications from one group for the same project will not be considered within 3 years.
- Applications for projects that are funded by Manchester City Council through mainstream budgets.
- Parties for annual events, part of the community calendar