

# **Work Club Funding Guidance**

## **Section 1: Eligibility**

Please complete this section to confirm that your organisation meets the requirements for the Work Club Funding. If you can respond 'Yes' to all of the questions, then you meet the requirements.

## **Section 2: About You**

### **2.1 Details of 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, then this should be the name of the lead organisation.

#### **Address of organisation**

The address should be the registered address of your organisation. If you deliver activity from other addresses, please include them in the application.

#### **Organisation's website and / or social media addresses**

Insert the website and main active social media addresses of the lead organisation and of any organisations within the partnership.

#### **What is the status of your organisation?**

If your organisation has more than one status (e.g. charity and company) list them all.

### **2.2 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. We have asked for a point of contact for all Work Club/Work and Skills content. If this is not one of the contacts provided, please provide the additional information.

### **2.3 Tell us about your organisation's vision, values and activities (This will be scored)**

Provide a summary about the type of work your organisation does, what communities/people you work with and what you hope to achieve with your work. We want to know about the work your organisation does generally in this section – there will be space later in this application to outline what you want to do and achieve with this bid.

### **2.4 Tell us about your organisation is run and managed and how do informal or formal partnerships enhance the work you do (This will be scored)**

Include a short summary of your organisational structure and the skills of your staff. In addition explain about your partnerships could be with other charities, businesses, public sector bodies, etc

## Section 3: About Your Activities (This section is scored)

### 3.1 Name of activities

Please choose a short, distinctive name which will be used in all correspondence to you concerning these activities. (Not scored)

### 3.2 Tell us about your proposed activities

If you are applying for part of a larger set of activities then please tell us about the larger set of activities in this section and how the work club grant will add value.

We need to know about your main activities and how you and your partners (if you are in a formal partnership) will deliver them.

Describe the activities clearly and how many people you expect to be involved in each. We need to understand in this section why you have decided to adopt the approach taken in delivering these activities, why it is a good way of delivering the outcomes.

### 3.3 How do you know there is a need for your activities?

Please tell us about any consultation you have carried out, who was involved, how they were involved, when it was carried out and how the findings specifically relate to these activities.

We are also interested in any relevant case studies and research (by you or others), plans, strategies or statistics which help demonstrate the need for your activities.

A common mistake is to leave out informal consultation that might have taken place through discussions in community meetings and activities and with staff from local public bodies.

Another common mistake is to list strategies or plans without telling us how they relate to your activities or to only use case studies.

### 3.4 Who will benefit from your activities and how will they be involved in developing and running them?

Be as specific as you can about who will directly benefit from the activities, giving numbers where possible, names of organisations and types of community.

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

Tell us if your activities are with specific groups of people such as:

- A. Black, Asian and Minority Ethnic Groups
- B. Lesbian, gay, bisexual, and trans plus (LGBT+) communities
- C. Disabled people
- D. People who care for others with significant health and/or social care needs
- E. Care leavers
- F. Service users aged 50+
- G. Young people aged 18-24
- H. People with physical or mental illness
- I. Service users who are/or at risk of homelessness
- J. Ex-armed forces personnel and their families
- K. Digitally excluded.
- L. Ex-Offenders
- M. Service users with previous substance dependency

This list is not exhaustive. We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. Please refer to the Prospectus for further examples.

We want to know how people who benefit from the activities will be involved in running and developing them. There are lots of ways of doing this including: user consultation groups; volunteering; being involved in a management committee; consultation days. We are looking for ways that fit clearly with your activities.

A common mistake is to give general information that relates to the whole organisation.

### **3.5 Activities Coverage**

We are interested in the main beneficiaries, those whom the activities are mainly designed to engage.

- If more than 80% of your main beneficiaries are likely to come from one area then only tick this box.
- If less than 10% of your main beneficiaries come from an area then do not tick that box.

### **3.6 Adults Education Budget**

We would like to build on last year's successful integration with the Adult Education Budget providers. E.g. developing bespoke skills plans for Work Club's. In this section we would like to know how you will continue to support residents to participate in Adult Education Budget Provision. For more information, please visit <https://www.greatermanchester-ca.gov.uk/what-we-do/work-and-skills/adult-education-budget/>

### **3.7 Economic Inactivity Programmes**

Economic Inactivity remains a key challenge for the city. New programmes have been launched in 2024 to support residents on a long-term employability pathway. We would like to know how your Work Club will integrate with large scale Greater Manchester provisions, such as Support to Succeed. For more information, please visit <https://www.gcemployment.uk/news/the-growth-company-to-tackle-barriers-to-employment-with-new-greater-manchester-support-programme/>

## Section 4: Outcomes and Monitoring (This section will be scored)

### 4.1 What key outcomes will your activities achieve?

You must provide us with your target outcomes for each year of the funding programme. Do not combine your targets.

An outcome is the key changes or difference your activities will make. The outcome(s) of your activities must relate directly to the objectives of the grant programme.

**Be specific and give targets** about who you will engage, how many people you will engage and how you will engage them.

The following is an example:

If an objective of the grant programme is:

Improve the employability of people who find it difficult to access mainstream support

The outcomes requirement will be:

*Outcome 1: How many people you will engage with and deliver identified support to.*

*Outcome 2: Of those supported, the following amount will be progressing into:*

*a) Employment – [insert number]*

*b) further training – [insert number] or;*

*c) voluntary work – [insert number]*

*Please use this to detail any other outcomes you want to achieve*

These outcomes will be used as a basis for 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.

A common mistake is to repeat one of the objectives or be too vague.

### 4.2 Describe how you will meet all of the monitoring requirements of this grant (including monitoring the outcomes you have identified above).

Monitoring will take place every six months over the two years of the funding programme.

We want to know how you will meet all the monitoring requirements of the grant including how you will measure and track your progress in achieving the outcomes you have specified for each individual year of the funding programme.

We want details of the evidence you will collect, how you will collect it, who from and when. We are interested both in numbers and in qualitative evidence such as case studies.

We want to know how you will use the evidence you collect through measuring your progress to assess the success of your activities in meeting the outcomes.

For all grants you will need to report on numbers of beneficiaries, numbers referred on to further training, education, into work, into work placement and volunteering.

Check the prospectus for any other requirements, including **equalities monitoring**.

All grant recipients are required to submit equality monitoring information relating to clients supported by the grant. The minimum information required will be:

- Age
- Gender
- Disability
- Employment status
- Ethnicity
- Religion
- Caring Responsibility

## Section 5: Budgets and Finance

### 5.1 What is the total cost of your activities?

Make sure that you're outlining the breakdown of cost for both years of funding.

If you are applying for part-funding of a larger set of activities, then tell us the cost of the larger set of activities here. Provide a detailed breakdown of the project costs, itemising how all the funding will be spent (we need to understand the reasoning behind your costs).

## Section 6: Management

### 6.1 How will you ensure the successful delivery of these activities over the two year period? (This will be scored)

Tell us about other similar activities you have run and how you ensured their success.

We want to know how the activities will be managed, by whom and who will do the work to deliver the activities.

Tell us about any risks you have identified and how you intend to deal with them.

### 6.2 Explain how you will ensure the safety of people who use services, or work or volunteer for your organisation

We need to know that you are committed and have robust and appropriate systems and policies in place to ensure the safety of everyone involved in your activities. Please could you:

- (1) Explain how you will assess the health and safety risks to your participants on this proposed project. What measure will be put in place to minimise the impact of any risks?
- (2) Detail how you will ensure equality and diversity issues are considered in all aspects of your project.
- (3) Detail how you will ensure vulnerable adults are safe from harm and abuse on the proposed project.