Manchester Work Club Funding Programme

April 2020

–

31 March 2021

Prospectus

**Important Information**

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| **STEP 1** |
| The application programme opens on Monday 24 February 2020 – we will consider funding projects up to the value of £10K. Please ensure you complete all sections. Use the Small Grant Application Form Guidance and Prospectus to help you complete the application form. |
| **STEP 2** |
| The deadline for applications to be submitted is **Monday 9 March 2020, 10am.** Send your completed application form to:***Ivana Krenicka, Work and Skills Team, Email: ivana.krenicka*@manchester.gov.uk** **We will only accept electronic applications.** |
| **STEP 3** |
| Applications will be considered by a panel of three, Elayne Redford (Work & Skills Specialist), Tom Nelson (Work & Skills Officer) and Sue Parkinson (Principal Resources and Programmes Officer).Applicants will be informed whether they have been successful by Monday 16 March 2020 |
| **STEP 4** |
| If your application is successful, you will be asked to send copies of the documents listed in the eligibility criteria. |
| **STEP 5** |
| Once documents are received you will be sent a Grant Funding Agreement between Manchester City Council and your organisation. You will need to sign and date a Declaration that you accept the service specification as detailed in the application and accept the terms of the agreement. |
| **STEP 6** |
| Once your signed and dated declaration is received, you will be asked to invoice Manchester City Council for the amount set out in the Grant Agreement, after which point arrangements will be made for payment |
| **STEP 7** |
| You will be visited mid-way through the project by the Work & Skills Officer based in your neighbourhood team by mutual arrangement (mid- October 2020). You will need to provide evidence of outcomes to date, including case studies and proof of spend against areas of expenditure and proof that you have met the conditions of funding. |
| **STEP 8** |
| Projects need to be completed by 31 March 2021 |
| **STEP 9** |
| The Work & Skills Officer will visit you at the midpoint of the grant period and at the end of the project by mutual arrangement. You will need to provide final evidence of outcomes, proof of spend against areas of expenditure and proof that you have met the conditions of funding, as well as case studies. |

# Introduction

**Section 1: Grant Programme**

Manchester City Council recognises the important role Work Clubs play in providing flexible and informal employment support to workless Manchester residents.

In recognition of the valuable role they play in delivering employment support services, Manchester City Council has made available grant funding for Manchester Work Clubs to apply for.

The Work & Skills Team is responsible for the administration of this grant programme.

This prospectus sets out all the information you need to know to apply for the funding and should be used in conjunction with the guidance notes.

Our specific objectives are outlined in section 2. It is important that you address these so that your project proposal can be considered for funding.

**Section 2: Grants**

The aim of Manchester Work Club Grant Funding is to contribute to Manchester City Council’s priority of increasing the number of Manchester residents who are working. It will:

* + Provide an opportunity for established Work Clubs in Manchester to undertake initiatives, short projects or increase resources to improve outcomes for their clients. Specifically, this funding is to undertake activities that will improve the **quality** **and quantity** of services provided to Work Club service users.
	+ To increase the number of residents who access support.

**Priorities of Grants**

We are looking to fund work club settings that:

* Have strong links and partnerships/work collaboratively with other employment support providers, such as other Work Clubs, programmes such as Working Well and Employers
* Work withpartners who are delivering skills support activities (such as MAES, The Manchester College and Libraries) and refer to this.
* Use the Our Manchester Approach to support and signpost residents with a wider range of issues surrounding work, i.e. housing, emotional support, mental health

Successful applicants will be expected to promote their work club offer weekly, as a minimum and attend and participate in area focused Employment & Skills Support networks and groups.

**Objectives**

We expect all applications to meet the following objectives:

* Improve the employability of service users who find it difficult to access mainstream support
* Increase referrals from informal to formal training
* Develop and/or strengthen links with employers
* Progress a percentage of service users on to employment

**Outcomes**

In your application we expect you to tell us:

* How many people you will engage with
* How many people you create action plans for and deliver identified support to
* How many people you support into work, refer on to further training to enhance their employability prospects, support into work placements or voluntary work.
* What this funding will allow you to deliver that is over and above what you would normally.

We expect work clubs to work with different kinds of service users and make sure that services are accessible to all. We would favour applications which enhance the quality of the Work Club offer to service users including:

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| Benefit claimants with lack of digital skills transitioning to Universal Credit | Ex-Offenders |
| Young parents and lone parents | Service users who are at risk of homelessness |
| Care leavers | Older service users aged 50+ |
| Black and Minority Ethnic Groups (BAME)  | Ex-armed forces or veterans |
| Service users with mild to moderate mental health conditions  | Service users with previous substance dependency  |
| Young people aged 18-24 | People on zero hour contracts |

**Section 3: Funding**

The value of this Manchester Work Club Grant Funding programme is £130,000 in total. Applicants can apply for a maximum of £10,000 to be spent over a 1 year period.

The programme will run from April 2020 to 31st March 2021.

Payment will be made in two instalments, the first in April 2020 and the second payment in November 2020 subject to performance conditions being met.

**Section 4: Monitoring and Evaluation**

Applicants will be expected to provide:

* Clear measurable outcomes, including numbers engaged, numbers supported and the type of support they have received, numbers progressing into employment, training or voluntary work
* Equalities data - submitting compulsory data on Gender, Age, Disability and Ethnicity
* Evidence of spend as requested
* Mid-year and end of project reports including case studies.

An officer from the Work & Skills Team will make two visits during the lifetime of the project period, one in October 2020 and one in March 2021. During these monitoring visits, we will discuss how the project is progressing against agreed objectives.

**IMPORTANT:** All providers must submit their mid-year monitoring report by 31October 2020, in order to release the second payment, which is subject to achievement of contractual outcomes.

**Section 5: Application Process**

**Who can apply?**

To be eligible to apply, organisations must be:

* Not-for-profit: voluntary and community organisations, social enterprises, co-operatives and mutual societies, Community Interest Companies, charities i.e. non-governmental organisations which are value driven and which principally invest their surpluses to further social, environmental or cultural objectives.
* Based in the City of Manchester and currently delivering Work Club activity to Manchester residents.

Priority will be given to work clubs supporting those living in the most disadvantaged areas.

**How to Apply**

Applications need to be submitted by 10 am Monday 9th March 2020.

Completed application forms should be emailed to:

 Email:**ivana.krenicka@manchester.gov.uk**

**Applications received after 10am will not be considered.** Confirmation of receipt of applications will be sent by email.

**How will decisions be made?**

Applications will be considered by a panel who will assess and rank all applications. Once ranked, applications will be balanced to provide good coverage across the city and ensure support is provided to different groups. This may mean that some higher ranked applications are unsuccessful.

Applicants will be notified by email of the decision by Friday 20 March 2020.

Successful applicants will need to sign a grant agreement upon return of which arrangements will be made for payment of the grant.

**Assessment Criteria**

Criteria for assessing tenders is set out below and includes quality and value for money. Applications will be scored out of a maximum of 100 with weighting on project activity and how the objectives are met.

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| **Assessment Criteria** | **Maximum score** |
| **Vision, value and activity of organisation**overall type of work undertaken, who engaged and what outcomes | 10 |
| **Outline of project**details of the project to be funded : how you know there is a need; who benefits; and who is involved in the development | 40 |
| **How objectives are met** what are the key deliverables and outcomes | 30 |
| **How the monitoring requirements are met (including outcomes)** | 10 |
| **Value for Money** | 10 |

If you have any questions or would like to discuss this further please email Tom Nelson - t.nelson@manchester.gov.uk