



Manchester Work Club Funding

Grant Programme Prospectus

2024 - 2026

Contents

- 1. Introduction**
- 2. Critical Information**
- 3. Purpose and Aims**
- 4. What will be funded?**
- 5. Eligibility Criteria**
- 6. Funding**
- 7. Decision Making**
- 8. Ongoing Relationship**
- 9. How to Apply**

1. Introduction

Manchester City Council are pleased to announce the next round of the Manchester Work Club Funding 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 this role, we have made available grant funding for Manchester Work Clubs to apply for.

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 in good quality employment. 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 and to increase the number of residents who access support to get closer to/gain employment.

The Council recognises how Work Club's help deliver on many of the priorities in the city's Work and Skills Strategy by supporting residents to overcome barriers to employment. How Work Club's connect people to the opportunities created within the city regardless of their backgrounds or circumstances, thereby helping to create the inclusive economy we want to achieve in Manchester.

So, your role in developing an inclusive economy is not only recognised by the City Council and the wider VCSE community in Manchester, but extremely valued.

We value the work Work Club's do in the face of challenges, like digital inclusion and the cost-of-living crisis, with our most marginalised communities and recognise that they must flex and change your offer to help people who may be furthest away from the labour market before they can even benefit from your service.

We would like to thank you for your all for your continued support to Manchester residents.

Note from the MWC Funding Programme Team

This prospectus is designed to give you an overview of the funding programme and help you understand what you need to put in your application. Alongside this prospectus there is guidance on how to answer the application form questions. All this can be found here on our [MACC Website](#).

2. Critical Information

Minimum criteria for applicants

To be able to apply for this funding, your organisation must meet the following criteria:

- Must be a constituted voluntary and community-sector organisation with its own bank account and meet all minimum eligibility requirements
- Must be working with Manchester residents supporting them back into employment, training or volunteering
- Must be able to show evidence of the 5 principles of the fund (as outlined in section 5)

Further details on the criteria for the fund can be found in this prospectus.

Grant amounts

The total available in this funding programme is £150,000, per year from April 2024 to March 2026.

There is no outright commitment to Council making the Grant payment for Year 2 2025/26 and payment will only be made available subject to the funding being available to the Council. The final amount payable to the Recipient in Year 2 will be confirmed by the Council via email prior to the start of the financial year 2025/26.

Applicants can apply for a maximum of £10,000 per year.

Key dates

For additional information and details of events please visit our website.

The programme covers a two-year period from 1 April 2024 to 31 March 2026.

The anticipated timeline for the application, evaluation and award process is:

Stage 1: Launch

- The programme opens for applications from 9am on 12 February 2024.

Stage 2: Application period

- Online application will be available from 12 February 2024 until midnight on 10 March 2024.
- Support with your application will be available from Macc.

Stage 3: Decision-making

- The panel will consider applications and make a provisional offer by end of March 2024, the exact date is to be confirmed. This provisional offer will then be subject to a due diligence process.

Stage 4: Grant award

- Grant confirmation letters will be issued from 25 March 2024.

How to apply

Applications must be completed online. Applications will be open from the 12 February 2024. Visit the MACC webpage for the online application form. If you have any questions regarding the application process, please contact allworkclubs@manchester.gov.uk

Need help with your application?

Macc are available to support applicants.

A guidance note is published alongside this document to help you complete the application.

Information can be found on [MACC website](#)

3. Purpose and Aims

Strategic Context

Manchester's Work and Skills Strategy is a strategy for the city. It sets out how we will use learning and employment to meet the Our Manchester Strategy vision of being a more highly skilled city, and how we will help create a more inclusive and zero-carbon economy in Manchester where more of our residents are connected to our city's success.

The final and published Work and Skills Strategy 2022-27 can be found online at:

[Manchester Work & Skills Strategy | Manchester Work & Skills Strategy | Manchester City Council](#)

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.

Aims

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.

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 and partner programmes.
- Work with partners 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 widely and regularly and attend and participate in area focused Employment & Skills Support networks and groups.

4. What will be funded

The programme will fund a wide variety of activity across the neighbourhoods of Manchester that meets these aims.

The grant programme will fund activities for adults across a range of priority groups, including:

- 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

Activities are not required to focus on any one of these groups in isolation, and it is anticipated that intersectional issues (i.e. for South Asian women, older LGBT+ people, disabled ex-forces personnel etc.) will be addressed by some applicants.

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 into informal and formal training (including a particular focus on Adult Education Budget opportunities)
- Develop and/or strengthen links with employers.
- Progress a percentage of service users on to employment.
- Strengthen progression routes into sustainable employment.

5. Eligibility and Requirements of Applicants

The purpose of this fund is to invest in a healthy and thriving voluntary sector to support Manchester residents. It would like to support organisations that can demonstrate good practice in both their operational activity and the impact they have on the lives of Manchester residents. This section outlines the minimum eligibility criteria for the Work Club Funding and the expectations that organisations must evidence in their application.

Eligibility criteria

In summary, the fund is open to voluntary and community sector organisations that are delivering services to Manchester residents. This means not-for-profit, non-governmental, community-based organisations that are value driven and reinvest surpluses to further social, environmental or cultural objectives for the community.

Manchester residents is defined as all people normally resident in the 32 electoral wards of Manchester, including people who are temporarily homeless.

We will accept applications from the following type of organisations:

- 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.

Your organisation must:

- Be based in the City of Manchester
- currently delivering employability support to Manchester residents.
- Priority will be given to work clubs supporting those living in the most disadvantaged areas.
- be constituted and have a bank account in the organisation's name
- have a set of objectives that allows you to undertake the activities you're proposing
- be value-driven, for the social good
- be non-party-political
- provide services or activities that are not religious or political in nature and that do not promote religious or political affiliation (please note that faith groups can apply but not for activities related to worship or the promotion of a particular faith)

You will need to provide (when asked):

- the key policies and procedures that outline the way the organisation works, which includes as a minimum:
 - your governing document (constitution, articles of association, etc.)
 - safeguarding policy (including your named safeguarding lead)
 - health and safety policy and/or procedure
 - data protection policy statement
 - equal opportunities policy
- copies of your insurance cover certificates.
- annual reports or equivalent covering the past 18 months.
- your annual accounts for at least the last 12 months. Only in cases where these are not available, provide a signed statement from the trustees/directors describing why the accounts are not available, the organisation's financial position for the last 12 months and current expectations about the future position (this should be signed by two trustees/directors – preferably the chair and treasurer)
- evidence of board meeting/management committee reports in line with your constitution.

Applicants will be asked to confirm they meet these requirements at application stage, which will then be confirmed at due diligence. Any organisation not able to provide evidence of these during due diligence will be unsuccessful in receiving funding

Expectations of funded groups

As well as meeting the eligibility requirements, organisations must demonstrate in their application how they work according to the following four expectations:

- 1. Demonstrating impact**
- 2. Well-run**
- 3. Collaborative**
- 4. Value for money**

These are explained in more detail below.

Demonstrating impact on Manchester residents

We want to know how you're addressing the employment and skills challenges that people are facing and about the difference you're making in their lives.

In your application we will be looking for evidence of:

- how your organisation understands the challenges residents you work with are facing and how it has supported them to address or manage these challenges.
- how your organisation understands the challenges your service users are facing and how it has supported them to address or manage these challenges
- how the work your organisation does meets at least one of the fund's aims

Well-run

The programme aims to fund thriving and sustainable organisations. Part of evidencing this involves organisations demonstrating that they are structured and managed well to make the best impact through their activities.

For the purpose of the fund, the term 'well-run' means that organisations show:

- effective governance including a functioning board and key policies
- that staff and volunteers with the appropriate skills and support carry out their activities
- a clear development plan

In your application we will be looking for evidence of how your organisation is managed, including a summary of your organisational structure.

Collaboration

The programme will consider supporting organisations that are connected to other voluntary and community sector organisations, public and private sector organisations, either formally or informally, to enhance the quality and scale of their work.

In your application we'll be looking for evidence of:

- how your organisation collaborates with others (i.e. VCSE organisations, public bodies and / or local businesses) to support and enhance the work you do and maximise the impact you are able to make on residents' lives
- how your work connects to what is going on in the city.

Value for money

The value for money an application delivers will be assessed in the context of the whole application. It will consider the evidence supplied across all the principles, the impact that is delivered against the investment needed and the total contribution to the programme aims.

Bids will not be assessed against each other; instead they will be assessed for unreasonable costs.

In your application we will be looking for evidence of:

- a two-year budget for what is being applied for and a clear explanation of costs. As far as possible, these costs should be based on industry standards or other standards.
- how your organisation meets all the principles, makes a positive difference to residents, and how the work you're doing contributes to the programmes aims
- how much of the income of your organisation would come from this grant.

6. Funding

The total available in this funding programme is £150,000 per year, over two years from 1 April 2024 to 31 March 2026.

No single applicant can apply for more than £20,000 over the life of the grant or £10,000 in one year.

All applicants must show evidence of the four expectations outlined in the section on Eligibility.

Successful organisations may not receive the amount that they request, however you will receive notification of the awarded amount via email.

Partnership applications

Organisations can apply in partnership only where a partnership already exists and where this is the best way of delivering the desired impacts. All partnerships must demonstrate a track record of working together for at least 18 months.

Where a partnership wishes to apply for the fund, one organisation must complete the application on behalf of the partnership, known as the lead partner. Other organisations in the partnership application are known as named partners. You must have at least two partners (lead plus named partner) to submit a partnership bid, and there should be a significant amount of funding that goes to the partner organisation.

Further information on this is in the guidance document for the fund.

Lead partners will be expected to:

- confirm that all partner organisations named on the application meet the fund's eligibility requirements and undertake due diligence on partners (see guidance document for more information)
- take responsibility for distribution of funds to partner organisations • state of how any conflicts in the partnership are to be resolved
- collate and submit monitoring information on behalf of the partnership.

Partnerships will be expected to have an agreement in place that includes (but is not limited to) how they will work together to deliver activities, keep people safe (in terms of health and safety and safeguarding), monitor the work, and pass on funding.

All formal partners will be expected to take part in the due diligence process pending confirmation of the award of the grant. The Funding Programme Team will undertake due diligence of the partnership arrangement.

Cost that cannot be funded

This programme will not fund:

- Bills or utilities relating to the running of the work club
- Room Hire
- ICT Hardware (computers; phones; laptops etc)
- ICT Software (systems costs; monitoring systems)
- Unreasonable project expenses (e.g. staff travel expenses)
- Refreshments
- costs of activities taking place outside Manchester local authority boundaries

MCW Grant Programme Prospectus 2024-2026

The grant will be paid in one instalment at the beginning of each financial year on receipt of your invoice.

7. Decision Making

All applications will be initially assessed to ensure they meet the criteria for the programme. A selection

panel will then assess bids and make recommendations on which applications should be funded.

The selection panel will be chaired by a representative of the Council's voluntary sector infrastructure support organisation (which is ineligible to apply for this funding). The panel will comprise representatives from key Council employees. Measures will be taken to ensure that conflicts of interest are properly addressed and no VCSE organisations have a competitive advantage as a result of this.

The panel will seek to identify Work Club's that:

- supports the funding programme's core purpose.
- proportionately targets areas of underrepresentation across neighbourhoods and communities of identity (including but not limited to North Manchester VCSE organisations, Black, Asian and minority ethnic-led VCSE organisations, VCSE organisations supporting people who have experienced racial inequality)
- targets good geographical coverage across the city.
- demonstrates a balanced range of activities that deliver against the funding programme's aims

Successful and unsuccessful applicants will be informed by email. Feedback will be available upon request.

There is no appeals process.

Due diligence

Following the offer of a grant, Manchester City Council will carry out checks to make sure that the information given in the application form is accurate.

Applicants will be asked to produce all documents and other evidence mentioned in the application.

If all the checks are satisfactorily passed, a final grant offer will be made, subject to agreement of the City Council's budget

If you have any questions or would like to discuss this further, please email allworkclubs@manchester.gov.uk.

8. Ongoing Relationship

Manchester City Council wants to maintain and build high-quality relationships with organisations that are funded, to increase the effectiveness of both Manchester City Council and the organisations it funds.

The intention of Manchester City Council is to create a relationship with grant-holders based on a culture of collaboration, open dialogue and trust. This includes:

- giving feedback on monitoring forms and negotiating changes or developments in the work of organisations
- bringing organisations together to promote learning and exchange
- informing organisations about Manchester City Council strategies, policies and developments relevant to the work they do
- promoting the work of the organisations
- supporting organisations to put in place plans in keeping with the intentions of the programme

All organisations that receive a grant must agree to:

1. be open, transparent and co-operative
2. complete monitoring and other required forms in a timely manner
3. join in and take an active and constructive part in a small number of key networks relevant to the funding
4. assist in Manchester City Council's engagement with Manchester residents
5. put in place plans in keeping with the intentions of the programme (see Added value below)
6. comply with additional requests for information, including from external evaluators

Monitoring

Organisations will be required to provide information on a six-monthly basis as detailed below.

Type of Information	Description
Activities	What activities have taken place and the impact of these activities on the local community
Outcomes	Progress towards outcomes
Equalities	Equality information for the residents engaged in your Work Club
Case Studies	Narrative descriptions of activities, impacts and outcomes for groups or individuals supported.
Finance	Expenditures

An officer from the Work & Skills Team will make a visit to your organisation on a six-monthly basis unless identified support is required in-between.

9. How to Apply

Application forms can be completed online. Applications will be open from 12 February 2024 and must be submitted by **midnight, Sunday 10 March 2024**. Visit the webpage or Macc for the application form.

Completed application forms should be emailed to allworkclubs@manchester.gov.uk

Applications received after midnight will not be considered. Confirmation of receipt of applications will be sent by email.