Manchester Work Club Funding Programme

January 2017

–

31 March 2017

Prospectus

**Important Information**



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| **STEP 1** |
| The application programme opens on 5 December 2016 – we will consider funding projects that cost between £2K and £5K. Fill in the form ensuring 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 19 December 2016, 10am. Send your completed application form to:  *Michael D’Ambra, Work and Skills Team, Email:* **M.D'Ambra@manchester.gov.uk**  *Growth and Neighbourhoods Directorate, Manchester City Council , Level 3, Library Walk, Town Hall Extension, Manchester, M60 2LA*  0161 234 1515 |
| **STEP 3** |
| Applications will be considered by a panel of three, Cormac Downey (Work & Skills Specialist), Elayne Redford (Work & Skills Officer )and one other MCC officer  Applicants will be informed whether they have been successful by 23 December 2016 |
| **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, the grant will be transferred into your bank account and projects can commence. |
| **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-February 2017). You will need to provide evidence of outcomes to date 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 2017. |
| **STEP 9** |
| The Work & Skills Officer will visit you after 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. |

# Introduction

**Section 1: Grant Programme**

Manchester City Council has a grant system and standard application forms and guidance notes are now issued.

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.

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 Work Clubs play in delivering employment support services, Manchester City Council has made available grant funding for Manchester Work Clubs to apply for.

**Purpose**

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. More specifically it will:

* + Support Manchester Work Clubs to capacity build their resources with the aim of becoming financially more sustainable.
  + Provide an opportunity for established Work Clubs in Manchester to undertake initiatives, short projects or increase capacity/resources to improve outcomes for their clients. Specifically, this funding is to undertake activities that will improve the **quality** of services provided to Work Club clients.

**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.

**Funding**

The value of this Manchester Work Club Grant Funding scheme for Manchester Work Clubs is £60,000 in total.

Manchester Work Clubs can apply for between £2,000 (minimum) and £5,000 (maximum).

Funding cannot be used to pay for **existing** staff or premises costs. However, if to deliver your project it requires additional staff, this would be eligible.

In addition to this, if funding for existing staff or premises costs is due to come to an end during the project duration you may apply for funding to cover these during this interim period. We will want to see supporting evidence that confirms this. We will also require evidence that you are applying for additional funding to cover these staff costs.

**Application Evaluation and Scoring**

The following table outlines how your application will be scored.

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| --- | --- | --- |
| **What we need to know** | **Application Questions** | **Scoring Guide** |
| Your organisation’s vision, values and activities | Question 1.2 | 10% |
| Outline your proposed project, explain:   * how you know there is a need for these activities * who will benefit from these activities * Who will be involved in developing and running the project/activities? | Questions  2 .1 - 2.5 | 50% |
| Explain how your project will meet the objectives listed in the application form under 2.6 | Questions 2.6 | 30% |
| Describe how you will meet the monitoring requirements of this grant (including monitoring the outcomes you have identified) | Question 2.8 | 10% |

Your project must score at least 50% to be successful.

If more applications are received than there is grant funding available, all successful applications will be ranked and funding will be allocated on the basis of this ranking.

**Project Evidence and Monitoring**

An officer from the Work & Skills Team will make two visits during the project period, one mid project and one at the end of the project. During these monitoring visits, we will discuss how the project is progressing against agreed objectives and milestones.

We will need to see copies of original receipts and any other evidence of spend on your project during monitoring visits.

**Examples of project delivery**

We welcome applications which would enhance the quality of the Work Club offer to workless customer groups including:

|  |  |
| --- | --- |
| Young people aged 18-24 | Ex-Offenders |
| Young parents and lone parents | Service users who are homeless |
| Care leavers | Older service users aged 50+ |
| Black and Minority Ethnic Groups (BME) | Service users who have been unemployed for 6 months+ |
| Service users with mild to moderate mental health conditions | Service users with previous substance dependency |
| Ex-armed forces or veterans |  |

We welcome proposals which:

* Provide activity which is additional to your current service offer:
* Make effective links with service providers such as MAES, National Careers Service, Working Well, Skills for Employment and Motiv8
* Develop employment support delivery
* Develop health promotion and mental health support services
* Increase numbers of referrals
* Establish closer links with employers.

**Recent Changes**

**Section 2: Grants**

**The Overarching Objective**:

Addressing Inequality

3.3 Target reform programme interventions at residents who are furthest from the labour market and need most support to move into work *(Work & Skills Service Plan)*

**Specific Objectives:**

* Develop partnerships / work collaboratively with other employment support and training provision
* Work with partners who are delivering other funded employment support/ skills activity
* Promote apprenticeships, including adult apprenticeships
* Provide clear, measurable outcomes
* Improve your ability to support an increasing number of residents in the future
* Sustainability beyond the duration of the grant funding.

**Contacts:**

Work & Skills Officers : Dawn Warriner (North)

[d.warriner@manchester.gov.uk](mailto:d.warriner@manchester.gov.uk)

0161 234 6692

Lydia Tetteh-Lartey (Central)

[l.tetteh-lartey@manchester.gov.uk](mailto:l.tetteh-lartey@manchester.gov.uk)

0161 234 1139

Tom Nelson (South)

[t.nelson@manchester.gov.uk](mailto:t.nelson@manchester.gov.uk)

0161 234 5083

Panel: Cormac Downey

[c.downey@manchester.gov.uk](mailto:c.downey@manchester.gov.uk)

0161 234 1013

Elayne Redford

[e.redford@manchester.gov.uk](mailto:e.redford@manchester.gov.uk)

0161 234 4105