**Young Manchester**

Youth and Play Fund

GRANT APPLICATION FORM

2018 - 2020



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**Introduction and Can I Apply**

Please read the grant application guidance and prospectus in full before you continue. This will help you to complete all sections of this application form correctly.

We’ve given a word limit for some of the questions in this form. We will only look at the information you give us within this word limit.

If you are submitting an application as a partnership, then there should be a lead partner who is responsible for submitting one application form.

 **Can I apply?**

**We can only accept applications to this programme from organisations that meet the criteria below. Please use the checklist to make sure you are eligible to submit an application.**

Yes No

**Is your group a voluntary or community sector organisation?** [ ]  [ ]

**To apply for this grant your organisation must have and be able to produce when asked as part of due diligence, the following:**

|  |  |
| --- | --- |
| Your organisation must have | * a safeguarding policy
 |
| * an equal opportunities policy
 |
| * a health and safety policy
 |
| * a data protection policy
 |
| * a data/information management system
 |
| * financial policies and procedures in place
 |
| * a list of Board / Management Committee members including their roles
 |
| * a governing document (i.e. Constitution)
 |
| * relevant Insurance
 |
| * a recent annual report and a set of independently verified accounts
 |
| * evidence of significant recent provision of services to children and young people
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| Tick the box to confirm that your organisation has in place, and can provide evidence upon request, a copy of every one of the policies above. | [ ]  |

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| **IMPORTANT – if you have not been able to tick the above box, we won’t be able to consider your application and you should not fill in the rest of this form!** |

**Stage One**

**Section 1: About you**

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| **1.1 Details of you and your organisation** |
| Name of organisation |  |
| Address of organisation (please include postcode) |  |
| Organisation’s website and / or social media addresses (if applicable) |  |
| Main contact person | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
| Telephone number |  |
| Email address |  |
| Second contact person  | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
|  | Telephone number |  |
|  | Email address |  |
| What is the status of your organisation e.g. charity, CIC. |  |
| Is your organisation incorporated? |  Yes [ ]  No [ ]  |
| If yes, then please supply any relevant registration or reference numbers. | Name | Reference/Number |
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| Date your organisation was established |  |
| Is your organisation VAT registered |  Yes [ ]  No [ ]  |

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| **1.2 Please list any other partners you will be working with on activities, as part of this funding application.** |
| Partner organisation name | Lead contact name |
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| **1.3 Location of beneficiaries** |
| Which areas do your beneficiaries mainly come from?(tick all that apply)  |
| Ancoats and ClaytonArdwickBaguleyBradfordBrooklandsBurnageCharlestownCheethamChorltonChorlton ParkCity CentreCrumpsallDidsbury EastDidsbury WestFallowfieldGorton NorthGorton South |  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  | HarpurheyHigher BlackleyHulmeLevenshulmeLongsightMiles Platting and Newton HeathMoss SideMostonNorthendenOld MoatRusholmeSharstonWhalley RangeWithingtonWoodhouse Park |  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]  [ ]   |

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| **1.4 Tell us about your organisation’s visions, values and activities** (300 words) |
| Tell us about what you hope to achieve, how you intend to achieve it and what you have done so far. |
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**Section 2: About your activities**

What are you applying for funding for? Tell us all about your proposed activities, why they are needed and how they are going to help.

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| **2.1 Name of activities** |  |

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| **2.2 Objectives** |
| Tick at least one of the objectives of the grant programme your activities will support. All providers should also incorporate an element of Social Action into their activities. |
| Objective 1 – Safe  |  [ ]   |
| Objective 2 – Healthy |  [ ]   |
| Objective 3 – Successful |  [ ]   |
| Objective 4 – Happy |  [ ]   |

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| **2.3 Tell us in which areas/communities your proposed activities will take place.** |
| There is an expectation that you will be delivering activities in more than one area/community in Manchester. |
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| **2.4 Grant Size** |
| Please tell us which size grant your organisation is applying for. You may apply for funding from both pots. |
| **Pot 1** (please tick one) |
| **Small grant** (up to £150K over two years) |  [ ]   |
| **Medium grant** (up to £250K over two years) |  [ ]   |
| **Large grant** (£250K+ over two years) |  [ ]   |
|  |  |
| **Pot 2**  |  |
| **Strategic Leadership grant** (£180K over two years) |  [ ]  |

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| **2.5 Tell us about your proposed activities.** **What do you plan to do, who with and how?** (1,500 words) |
| This is for applications to grants in **Pot 1**. Within this answer, we’d also like to hear about; How you know there is a need for the activities? Who will directly benefit from your activities? How will your beneficiaries be involved in developing and running activities? What elements of your activities will be Social Action and what will be the wider benefits of this (we are very interested in Social Action as this fund is supported through match funding from #iWill Big Lottery Funds)? Please be as specific as possible and include numbers where appropriate.  |
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| **2.6 How many children and young people in total will participate in your activities?** |
| By participate, we mean children and young people that register to be part of your programmes during the two years of funding. |
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| **2.7 What is the age range of the children and young people you are proposing to engage through your proposed activities?** |
| You may tick more than one age group if you are proposing to engage children and young people from more than one age group. |
| 5–11 years | [ ]  |
| 12–19 years | [ ]  |
| 19–25 years (young people who are care leavers or those with additional needs) | [ ]  |

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| **2.8 Describe how you will work with other organisations to enhance the effectiveness of your activities** (500 words) |
| We are keen to see sector partnerships forming to increase the impact of the funding. If you are proposing to work in partnership, let us know who this is with, whether the partnership is agreed or planned and what your partner/s will contribute to the proposal. |
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| **2.9 If applying for the Strategic Leadership grant (Pot 2), please describe the range of developments and measures you would like to implement that will build capacity across the city, to drive change at local level.** (600 words) |
| This question is for grants from **Pot 2**. Tell us here about what training and development, research activity, quality standards and control, safeguarding and networking you’d like to develop. |
|  |

**Stage One: Declaration**

**Declaration**
“I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application.

I understand that I must notify Young Manchester of any significant changes to the application and that misleading information can invalidate this application.”

**Main signatory**

This must be the main contact named as your main contact in your outline proposal.

“I understand that you may contact me during assessment and I can confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.”

Name

Position

Signature

Date

**Stage One: Final Checklist**

Before sending us this form please check

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| You have answered every question relevant to your application |  [ ]   |
| You have signed and dated the form |  [ ]   |
| You have included any documentation requested |  [ ]   |

Whether you are successful in being invited to complete Stage Two or not, Young Manchester would like to keep you updated on our news, future funding opportunities and youth and play across the city. Please tick check here if you would like to receive this information: [ ]

We prefer to receive applications by email, so please return **Stage One** of this form to**enquiries@youngmanchester.org**with the **name of your organisation** and the title:

**‘YM Youth and Play Fund Application’**

If you want to send a hard copy, please send it to:

Young Manchester

Centurion House

129 Deansgate

Manchester

M3 3WR

Please ensure that you receive confirmation by email or in writing that your form has been received.

**This form must reach Young Manchester by Midday (12pm) on – Wednesday 15th November 2017. Applications submitted after this deadline will not be considered.**

**Stage Two – only complete if invited to do so**

**Section 3: Budgets and finance**

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| **3.1 What is the total cost of your activities?** |
|   |
| **Total Cost** |
| **Year 1** | **Year 2** |
| **£** | **£** |

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| **3.2 How much money are you requesting from Young Manchester for each year of the grant programme?** |
|   |
| **Grant amount requested from Young Manchester** |
| **Year 1** | **Year 2** |
| **£** | **£** |

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| **3.3 If the grant amount requested is less than the total cost of the activities then please identify where the difference will come from and whether you have secured this funding?** |
| Young Manchester does not require matched funding but values the ability of the voluntary and community sector to bring in additional funding to the city. |
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| **3.4 Please complete the table below showing expenditure per year directly related to this application e.g. staffing, rent, stationary etc.** |
| **Expenditure** | **2018 – 19****£** | **2019 – 20****£** | **Total** |
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| **Total** |  |  |  |
| **3.5 How have you worked out your costs?** (400 words) |
| We want to know the thinking behind your costs and how they represent reasonable value. Where you have included a contribution to core costs then you need to explain how this has been worked out. |
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| 3.6 Do you or your partners (if you are in a formal partnership) currently receive any funding from any department of Manchester City Council?  |
| Datebeginning /endMonth/Year | Amount | Purpose | Department received from | Partnership Organisation in receipt of grant |
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**Section 4: Management**

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| **4.1 How will you ensure the successful delivery of these activities?** (500 words) |
| We want to know about your management approach and previous experience of managing similar activities successfully. |
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| **4.2 Explain how you will ensure the safety of people who use services, or work or volunteer for your organisation.** (300 words) |
| Safeguarding of children is a priority for Young Manchester. We need to know that all organisations that get grant-funding are actively protecting vulnerable children and young people. |
|   |

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| **4.3 Describe how you will meet the monitoring requirements of this grant and how you will use this information to improve your activities.** (500 words) |
| Tell us here about things such as; what you’ll keep records of, what systems or approaches you’ll use to keep them, and who will be involved. |
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| **4.4 Does your organisation have plans in place to deal with the new data protection regulation coming in to effect in May 2018?** |
| As of May 25th 2018, new rules come in to place called GDPR (General Data Protection Regulation). We expect all providers to be compliant with this new regulation once it is launched. This is not a requirement of funding, but we need all organisations to adhere to it from May. Young Manchester will offer support to those organisations it funds.  |
| Yes [ ]  No [ ]   |

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| **4.5 Does your organisation currently hold, or are you working towards, a recognised quality standard within the youth sector?**  |
| This is not a requirement of the funding, but something we would like to track to ensure we can offer the right support to organisations if successful in gaining funding.  |
| Yes, we currently hold a quality standard [ ]  Yes, we are working towards gaining a quality standard [ ]  No [ ]   If yes to the above, what quality standards do you hold?:  |

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| **4.6 Please tell us what forms of impact measurement and evaluation you have done in the past and how that shaped future work.** (500 words) |
| We’d like to know how you measure the impact you make with children and young people. What types of tools, processes and measurements do you use and how has it shaped your delivery? |
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| **4.7 Tell us about what aspects of your proposed activities you consider to be Social Action, how you will make this happen and the numbers of young people that you expect to take part during your course of activities.** (400 words) |
| Tell us about what activities you will deliver that are or will be classed as Social Action – referring to elements of the 6 Principles of Social Action set out in the fund prospectus. Please also include the expected overall number of children and young people actively taking part in the Social Action. |
| Number of Young People Actively involved in Social Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Stage Two: Declarations**

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| **Please declare any interests of employees or board / management committee members that may be relevant to your application**.  |
|  |

**Declaration**

“I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application.

I understand that I must notify Young Manchester of any significant changes to the application and that misleading information can invalidate this application.”

**Signatory One**
This must be the main contact named as your main contact in your outline proposal.

“I understand that you may contact me during assessment and I can confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.”

Name

Position

Signature

Date

**Signatory Two**

This should be the chair of your trustee board or person of similar authority in your organisation. This person must be different to signatory one.

“I confirm that this application has been authorised by the management committee or other governing body.”

Name

Position

Signature

Date

**Stage Two: Final Checklist**

Before sending this form please check

|  |  |
| --- | --- |
| You have answered every question  |  [ ]   |
| You have signed and dated the form |  [ ]   |
| You have included any documentation requested |  [ ]   |

We prefer to receive applications by email, so please return this **entire form** (Stage One and Stage Two) to**enquiries@youngmanchester.org**with the **name of your organisation** and the title:

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Young Manchester

Centurion House

129 Deansgate

Manchester

M3 3WR

Please ensure that you receive confirmation by email or in writing that your form has been received.

**This completed form (Stage One and Two) must reach Young Manchester by Midday (12pm) on – Wednesday 13th December 2017. Applications submitted after this deadline will not be considered.**

**Feedback**

It is not obligatory to fill in this part of the form and none of your answers to this section will affect the outcome of your application. However, we value your feedback and will use it to improve our grant processes in the future.

1. How did you hear about this grant programme?

1. Did you have all the information you needed to complete the form?

 Yes No

1. Was the application form easy to use?

Yes No

1. If you answered no to either of the questions above then please explain how the application form and information could be improved?
2. Do you have any other comments on the application process that we might find useful?