

Young Manchester

Youth and Play Fund

GRANT APPLICATION GUIDANCE

2018 - 2020



Purpose of the guide and how to use it

Once you have read the Young Manchester Youth and Play Fund Prospectus, you will be ready to start your funding application.

Whilst all of the information for the fund is contained in the prospectus, this guide will add further context and support around specific questions on the application form.

Process for applications

The application form is in a Word document. We recommend you open the form and then save it to your computer. From here, you can work on it numerous times, saving your answers each time, until you are ready to submit.

We prefer to receive applications by email, but if you would prefer to print the form and send it by post, then we must receive the application by the stated deadline. If writing the application by hand, please remember to extend the answer boxes before printing the form.

Please ensure you have answered every question relevant to you and read your application before you send it to us. Email your completed form to enquiries@youngmanchester.org putting the name of your organisation and 'YM Youth and Play Fund Application' into the email subject line.

Reminder of Key Dates

1 st November 2017	Fund opens for applications
15 th November 2017	Closing date for Stage One applications (Midday)
23 rd November 2017	Commissioning panel review stage one applications and inform applicants
13 th December 2017	Closing date for Stage Two applications (Midday)
8 th January 2018	Review and assessment of applications by Commissioning panel
1 st February 2018	Successful applicants informed
1 st April 2018	Programme commences

Support from Macc

Macc are Manchester's local voluntary and community sector support organisation.

On Wednesday 8th November, Macc will be hosting bookable time-slots with their Capacity Building team, to support organisations wanting to apply for funding. Organisations must book a timeslot with their staff in advance and have a **full Stage One application** completed to receive their advice. Each session is 45 minutes long. Timeslots are as follows:

9.30am- 10.15am	10.30am- 11.15am	11.30am- 12.15pm	1pm- 1.45pm	2pm- 2.45pm	3pm- 3.45pm
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If you would like to book a place, please email your preferred time-slot to: michelle@macc.org.uk by Monday 6th November 2017, 12pm. Slots will be allocated on a first come, first serve basis.

Two stages

The Young Manchester Youth and Play Fund application is split in to two stages, but only consists of one application form.

All organisations wishing to apply for funding should fill out Stage One of the application form and submit to Young Manchester by midday on Wednesday 15th November.

All applicants will be contacted by 23rd November as to whether Young Manchester would like them to complete Stage Two.

Suggested word counts are given at the end of some questions. These are guidelines. If you can tell us in enough detail, in less words, then please do. Any part of the answer that goes over the word count will not be considered.

Tick boxes can be checked by double-clicking on the box and then under 'Default value' selecting 'Checked'.

Stage One

Section 1: About you

1.1 – Details of you and your organisation

Main Contact Person – this should be you, the person filling out the form. We would appreciate a second point of contact, but realise that this might not apply for some organisations. The application form will need to be signed by the Main Contact Person.

1.2 - Please list any other partners you will be working with on activities, as part of this funding application.

Who are you working in partnership with as part of your proposed activities? Young Manchester values partnerships as a way of increasing the impact and reach of activities in Manchester. Whilst not a requirement of the funding, we would like to know at this stage any partners you are including in your application.

1.3 – Location of beneficiaries

We would like to know which wards your beneficiaries are from, including those from your above listed partners. This is purely for our own monitoring purposes.

Section 2: About your activities

2.1 – Name of activities

Please name all of the activities you are applying for funding for. The funding lots are sized in order for organisations to be able to use this one application to tell us about multiple activities.

2.2 – Objectives

The objectives of the fund are to support children and young people to lead safe, healthy, successful and happy lives, in line with the [Manchester Valuing Young People strategy](#).

Which objectives do your activities best meet? You may tick more than one box in this section.

Fund objectives:

Safe – all children and young people feel safe, their welfare promoted and safeguarded from harm within their homes and communities.

Healthy - the physical and mental health of all children and young people is maximised, enabling them to lead healthy, active lives and to have the resilience to overcome emotional and behavioural challenges.

Successful - all children and young people have the opportunity to thrive and achieve individual success in a way that is meaningful to them. This may be in their education, through social action or in their emotional or personal lives, driving economic growth.

Happy - all children and young people grow up happy – having fun, having opportunities to take part in leisure and cultural activities, and having good social, emotional and mental wellbeing. It also means all children and young people feeling that they have a voice and influence as active Manchester citizens.

The fund puts Social Action at the heart of everything we do – so your programme must have elements of Social Action built in to it, too.

2.3 Tell us which areas/communities your proposed activities will take place.

To be eligible for this fund, your activities need to be taking place in more than one community/area. Please list the communities/areas you are proposing to work in.

If you are not currently working in more than one area/community, a partnership with another organisation might be the best option, to ensure the activities you are applying for are taking place in more than one community/area.

2.4 – Grant size

You may apply for one sized grant from Pot 1. The amounts are indicative and you should bid for the size which allows for the amount you need for your activities. A breakdown of costs will be required if successful in reaching Stage 2 of the application process.

You may also want to put an application in for Pot 2. There is space later on in the application form (2.9) to tell us about what you propose to do with a Strategic Leadership grant from Pot 2.

2.5 - Tell us about your proposed activities. What do you plan to do?

This question must be answered by everyone applying for a grant from **Pot 1**.

Tell us what you plan to do, who with and how. 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?

- **How you know there is a need for the activities**

Tell us about work you've already done to identify the need, from engagement with children and young people, or from research to national/local trends. Tell us what made you decide these activities are needed.

- **Who will directly benefit from your activities?**

Tell us about the young people you will be working with. What are some of the benefits they will get out of being involved?

- **How will your beneficiaries be involved in developing and running activities?**

We believe that it is important to involve young people in the process of designing and delivering services where possible. How will this, or has this, been done for the activities you are proposing?

Let us know specific locations where certain pieces of consultation have happened and with which communities.

- **What elements of your activities will be social action and what will be the wider benefits of this?**

Social Action is a key driver in this fund. Tell us which aspects of your proposed activity will be social action. In the prospectus, we highlight the six principles of social action – how are these playing a part in your activities with young people? You may also find it useful to visit the #iWill website, which contains ideas, inspiration and resources around youth social action – <http://www.iwill.org.uk/>

More detail on Social Action will be required if successful in reaching Stage Two of the application process.

2.8 – Describe how you will work with other organisations to enhance the effectiveness of your activities

Partnerships are a big focus for us at Young Manchester. You can read about what a successful partnership looks like in our funding prospectus.

If you are entering an application as a partnership, then the designated 'lead partner' needs to be the one that puts in the application to Young Manchester.

You may only be the 'lead partner' on one application to Young Manchester in this fund.

You may feature on more than one application as a partner of another organisation's proposal.

Tell us in this section about how the partnerships will work, what outcomes they will provide and the level of input from partners.

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.

If you are applying for Pot 2 – the Strategic Leadership grant, then this is your opportunity to tell us how you will use this grant to drive positive change locally.

Stage One: Declaration

The declaration must be signed by the Main Contact as stated in your application. As the majority of applications will be sent digitally, the signature in your email will suffice as your signature for the declaration – so please make sure that the submitted application comes from your professional email as the Main Contact.

Alternatively, you could print the application, sign it and scan. Or you could use a digital version of your actual signature.

End of Stage One

Stage One ends with a checklist and details of how to submit your application.

Stage Two

Only complete Stage Two of the application form if directly invited to do so by Young Manchester after 15th November.

Section 3: Budgets and finance

3.1 & 3.2 Please be as accurate as possible in your costing.

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?

You do not need to tell us about all the ways that your organisation is funded. Just tell us about any funding that will be going towards the activities in your proposal, that is not covered by the Young Manchester grant.

3.5 How have you worked out your costs?

With regards to core costs, this covers anything that isn't directly related to the project/activities outlined in your proposal. This could include general management staff, IT equipment, fundraising and governance.

Who will be responsible for your finances? And how will the grant be split between you and any partner organisations.

If applying for the Strategic Leadership grant, core costs may make up more of the expenditure of the grant.

Section 4: Management

4.1 How will you ensure the successful delivery of these activities?

Tell us how you will manage the programme of activities to ensure high quality for the children and young people you will be working with. We want to ensure that any money granted will be managed effectively and efficiently, to provide the best outcomes for young people. What structures and processes do you already have in place to manage your activities? What will you put in place to make sure your activities are successful?

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

We need to know that all of our funded providers have adequate safety measures in place. Tell us how you will ensure safety as a priority for those that use your services, your staff and volunteers.

4.3 Describe how you will meet the monitoring requirements of this grant and how you will use this information to improve your activities.

Monitoring of the grant will be as follows:

Type of information	Description	Regularity
Activities	What activities have taken place and with how many children and young people	Quarterly
Outcomes	Progress toward outcomes	After 6 months (then yearly)
Volunteering	Number of volunteers and estimates of volunteer hours	Quarterly
Additional Funding	Description and amounts of additional funding	Yearly
Service User Data	Breakdown by area and characteristics of all children and young people that have used services within a given period	Yearly
Finance Form	Expenditure	Quarterly

There may also be additional monitoring required, as discussed between the Commissioning Lead and Partnership Lead, once the grant is given.

4.4 Does your organisation have plans in place to deal with the new data protection regulation coming in to effect in May 2018?

GDPR - General Data Protection Regulation, comes in to force on the 25th May 2018. Whilst it is an EU regulation, the British Government will be adopting the provisions in to UK law.

NCVO (The National Council for Voluntary Organisations) have some good information about GDPR on their website, too, including a very informative webinar entitled 'What does GDPR mean for your charity?' Read more and [watch the webinar, here](#).

The move largely surrounds how you use the contact data of individuals that you hold as an organisation. How did you obtain it in the first place, who do you share it with and in what other ways do you use it? GDPR will require you to be able to evidence how and when you use contact data, ensuring what you do adheres to the new regulation.

We need all of our providers to be aware of GDPR and for them to take it seriously. Significant fines will be imposed for organisations that breach the law.

Please be honest about whether your organisation has any plans in place to deal with the new regulation. We want to get a picture of who does and who doesn't, with a view to providing support to all providers once the fund has been commissioned.

4.5 Does your organisation currently hold, or are you working towards, a recognised quality standard within the youth sector?

Whilst we have not set this as a requirement of the funding, it is important that all of our funded organisations are committed to quality provision and gaining a standard is a good way to ensure this.

The Ambition Quality standard is good practice in the sector, but we realise there are other quality standards, too.

You can find out more about the [Ambition Quality standard here](#).

4.6 Please tell us what forms of impact measurement and evaluation you have done in the past and how that shaped future work.

We are keen to find out how you measure the impact of your work. What processes have you put in place, what evaluations have you done in the past and how has this shaped what you now deliver with children and young people?

We require all funded partners to be open to measuring impact and being part of a city-wide collaboration on how impact measuring drives quality of provision. Tell us what you have done or do already and how it's driving quality at your organisation.

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.

Young Manchester are committed to investing in activities that support young people to engage in Social Action, as we know that the skills children and young people gain through Social Action are key to their personal development and support their lifelong learning.

We recommend you take a look at the #iWill website (<http://www.iwill.org.uk/>) which may help you in shaping your thinking about what social action is and how elements of what you already do or are proposing to do, class as Social Action.

Essentially, it has six principles (read about them here: [6 Principles of Social Action](#)) and activities that meet these are classed as Social Action. Not everything you do has to be Social Action, but in line with our commitment and funding, we are encouraging providers to develop programmes that place Social Action at their heart.

We would also like to know an estimation of the numbers of young people that will take part in Social Action, as part of your activities, over the two years of funding. We realise that this may be hard to gauge at this stage, but we would like to get an idea of the collective action that will be taking place.

This fund is being match-funded by the Big Lottery, through their #iWill campaign, so Social Action is very important to us and needs to be at the heart of what we do in the city.

Stage Two: Declarations

We need to be aware of any individuals formally connected with your organisation that could pose a conflict of interest with the Young Manchester grant giving process.

Signatory One

This needs to be the same person that is entered as the main contact at your organisation.

Signatory Two

This needs to be an individual with authority on your board, who is accountable for your organisation's application.

End of Stage Two

Stage Two ends with a checklist and details of how to submit your application.

Feedback

We would appreciate if you could leave us some feedback. The final part of the application form asks some simple questions about how you have found the application process.

As a brand new charity, this information will be valuable to us in all of our future commissioning.

What you tell us in this section will in no way affect the outcome of your application.

We look forward to reading your application.

Any further questions you have may have already been answered. For the quickest solution, head to our FAQ page on [the Macc website](#).

For any other enquiries, please contact enquiries@youngmanchester.org