

Small Grant Application Form Guidance

We realise completing an application form takes time and effort. This guidance is intended to help you fill in the application form with the information we need to decide whether to give you a grant.

Your application will be assessed and scored by a panel but be aware this is only part of the decision-making process, and scoring highly at this stage will not guarantee you are awarded a grant. For many of our grants there will be a further stage which balances the spread of grants across the city and its communities.

Further resources are listed at the back of this guidance which may help you complete your application.

We recommend you get someone to check over your application form before you send it to us to ensure you have answered all the questions and that your answers are clear.

If any part of this guidance is incorrect or incomplete let us know by email to

General Guidance

Answer all the questions on the application form. If the question is not relevant then insert "n/a" (not applicable).

Many questions have a word count. You will be assessed on the quality of what you write not on the quantity. However, answers that are short (less than half of the word count) are unlikely to contain sufficient information to score highly.

We will not read any words in excess of the word count. You can use bullet points and lists and you do not need to write in whole sentences as long as the meaning is clear.

Don't attach further information to the application form, unless we ask you to.

Activities

It is up to you to decide whether you describe in this application, a larger set of activities for which you are applying for part funding or a discrete set of activities for which you want full funding.

The activities you describe in this application can be a new set of activities or a continuation and/or increase in an existing set of activities.

In all cases you will have to be able to account for any money you receive from us and be able to tell us what you have achieved with the grant that we make to you.

Detailed Guidance Notes

We have only supplied guidance for questions which we consider need clarification.

Can I Apply

Is your group a voluntary or community sector organisation?

By voluntary and community sector organisation we mean an organisation which is not-for-profit with a social mission and is not a public body.

If you are unsure contact the grant officer before applying.

If your application is successful, we will ask you for the documentation and evidence listed in this section.

Section 1: About You

1.1 Details of you and your organisation

Name of organisation

Use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets. If you are applying as a partnership then this should be the name of the lead organisation.

Address of organisation

The address should be the registered address of your organisation.

Organisation's website and / or social media addresses

Insert the website and main active social media addresses of the lead organisation and of any organisations within the partnership.

Main Contact Person and Second Contact Person

Both contact people should be key members of your organisation with detailed knowledge of your application. We will only contact the second contact person if the main contact person is unavailable.

What is the status of your organisation?

If your organisation has more than one status (e.g. charity and company) list them all.

1.2 Tell us about your organisation's vision, values and activities

We want to get a flavour of the kind of organisation you are so we can understand how your proposed activities fit with who you are and what you do.

Section 2 About Your Activities (This section is scored)

2.1 Name of activities

Choose a short, distinctive name which will be used in all correspondence to you concerning these activities. Please ensure you highlight whether your application is for Play and Youth Activities (Not scored)

2.2 Tell us about your proposed activities

If you applying for part of a larger set of activities then tell us about the larger set of activities in this section.

We need to know about your main activities and how you and your partners (if you are in a formal partnership) will deliver them.

Describe the activities clearly and how many people you expect to be involved in each .

We need to understand in this section why you have decided to adopt the approach taken in delivering these activities, why it is a good way of delivering the outcomes.

2.3 How do you know there is a need for your activities?

Tell us about any consultation you have carried out, who was involved, how they were involved, when it was carried out and how the findings specifically relate to these activities.

We are also interested in any relevant case studies and research (by you or others), plans, strategies or statistics which help demonstrate the need for your activities.

A common mistake is to leave out informal consultation that might have taken place through discussions in community meetings and activities and with staff from local public bodies.

Other common mistakes are to list strategies, plans or research without telling us how they relate to your activities or to only use case studies.

2.4 Who will benefit from your activities and how will they be involved in developing and running them?

Be as specific as you can about who will directly benefit from the activities, giving numbers where possible, names of organisations and types of community.

If your activities mainly work with people in specific wards within Manchester then include the names of these wards.

Tell us if your activities are with specific groups of people such as:

- Older people (over 50)
- Youth
- Children
- Disabled people
- Black and Minority Ethnic people
- Women
- Religious groups
- Lesbian, gay and / or bisexual people
- Trans people
- Women who are pregnant or with children younger than 2yrs.
- Carers

This list is not exhaustive. We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved.

Do not double count – for instance if someone is actively participating in a cultural activity AND will be an audience member count their most significant involvement and we would expect this to be the most intensive involvement i.e. participation.

We want to know how people who benefit from the activities will be involved in running and developing them. There are lots of ways of doing this including: user consultation groups; volunteering; being involved in a management committee; consultation days. We are looking for ways that fit clearly with your activities.

A common mistake is to give general information that relates to the whole organisation.

2.5 Activities Coverage

We are interested in the main beneficiaries, those whom the activities are mainly designed to engage.

The table below shows the wards within each locality.

Area	Wards
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North	Ancoats & Clayton, Bradford, Charlestown, Cheetham, City Centre, Crumpsall, Harpurhey, Higher Blackley, Miles Platting & Newton Heath, Moston
Central	Ardwick, Chorlton, Fallowfield, Gorton North, Gorton South, Hulme, Levenshulme, Longsight, Moss Side, Rusholme, Whalley Range
South	Baguley, Brooklands, Burnage, Chorlton Park, East Didsbury, Northenden, Old Moat, Sharston, West Didsbury, Withington, Woodhouse Park

If more than 80% of your main beneficiaries are likely to come from one area then only tick this box.

If less than 10% of your main beneficiaries come from an area then do not tick that box.

2.6 Objectives

We will not score your application more highly if you tick more than one of the objectives of the grant programme. We do want to create a programme with a good spread of activities across all the objectives

2.7 What key outcomes will your activities achieve?

An outcome is the key changes or difference your activities will make. You should include a minimum of 1 outcome.

The outcome(s) of your activities must relate directly to one or more of the objectives of the grant programme.

Be specific about who you will engage, how many people you will engage and how you will engage them. For example, if an objective of the grant programme is:

- To support people with a learning disability to become more independent

Your outcomes might be:

- 10 people with a learning disability volunteering
- 5 people with a learning disability in paid employment

These outcomes will be used as a basis for the monitoring and evaluation of your activities and you will need to report on your success in achieving them.

Numbers in these outcomes must only be for that portion of the activities that the grant from us funds.

Common mistakes are to repeat one of the objectives, list broad vague outcomes or outcomes that are not measurable.

2.8 Describe how you will meet all of the monitoring requirements of this grant (including monitoring the outcomes you have identified above).

We want to know how you will meet all of the monitoring requirements of the grant including how you will measure and track your progress in achieving the outcomes you have specified.

We want details of the evidence you will collect, how you will collect it, who from and when. We are interested both in numbers and in qualitative evidence such as case studies.

We want to know how you will use the evidence you collect through measuring your progress to assess the success of your activities in meeting the outcomes .

For all grants you will need to report on numbers of beneficiaries, numbers of volunteers and numbers of events/sessions. Check the prospectus for any other requirements, including equality monitoring.

A common mistake is to describe how your organisation keeps records but not explain how you will measure whether you have reached the outcomes you have specified.

Section 3: Budgets and Finance

3.1 What is the total cost of your activities?

If you are applying for part-funding of a larger set of activities then tell us the cost of the larger set of activities here, otherwise your answer to this question will be same as for 3.2.

3.3 If the grant amount requested is less than the total cost of the activities then identify where the difference will come from and whether you have secured this funding.

We understand and value that voluntary and community organisations often put together funding from many sources to run a set of activities. Tell us how you are achieving this and any plans you have to raise funding not yet secured.

3.4 Complete the table below showing expenditure per year directly related to this application.

In this section you need to tell us exactly how you will spend the grant that you are asking for.

Where you are asking for a contribution to core costs or management costs, detail these, don't ask for a set percentage

3.5 How have you worked out your costs?

We need to understand the reasoning behind your costs, why you have chosen to spend the money as you have and how you have worked out the cost of each item. This will help us to understand how your activities represent reasonable value for money.

Common mistakes are to list how you have worked out the cost but not why you are spending the money in the way you are or how it represents good value.

Section 4: Management

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

Tell us about other similar activities you have run and how you ensured their success.

We want to know how the activities will be managed, by whom and who will do the work to deliver the activities.

Tell us about any risks you have identified and how you intend to deal with them.

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 you are committed and have robust and appropriate systems and policies in place to ensure the safety of everyone who will be involved in activities that are funded to any degree by us.

Further Resources

You may find it helpful to look at the following resources before completing the application.

Manchester Community Central

<http://www.manchestercommunitycentral.org>

Grantnet

A Beginner's Guide to Successfully Securing Grant Funding

<http://www.grantnet.com/HelpfulReports/securingfunding.pdf>

Directory of Social Change

<http://www.dsc.org.uk>

Big Lottery

<http://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding>

Know How Non-Profit

<http://knowhownonprofit.org/>