**Conversation 2 Cash**

**Application Form**

**Putting Your Group Forward**

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| **Remember:**  **You are not expected to complete this form on your own!**  **If you would like any help, contact us using the details below.** |

**Introduction**

* This questionnaire is to apply for the ‘Conversation 2 Cash’ Programme. By filling this in, your group puts itself forward for consideration to be part of the programme.
* Don’t worry if you can’t answer all the questions – just write ‘unsure’.
* Have a read of the ‘information for applicants’ so you know what we are looking for and to see who the mentors are.
* There are no word limits but remember to only include information that answers the question.
* **If you would like help filling in this form then please either email** [**omfunds@manchester.gov.uk**](mailto:omfunds@manchester.gov.uk) **or call a member of the team on 07940 724 581.**
* You can fill in this form in different ways:
  + You can type your responses into the boxes provided, or print it off and hand write them. If you are handwriting please write clearly. Take photos of your completed application form and email us your photos.
  + If you’d prefer not to write your answers, you canarrange a virtual call and go through the form with a member of the programme team.
  + You can also take a video or audio recording of your responses and send this to us.We will write up your responses and ask you to confirm them by return email.
* Send any application documents and photos to [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk)
* Send any videos using WeTransfer (videos must be no larger than 2GB) <https://wetransfer.com/>
* **Due to remote working during Covid, we can’t accept application forms by post.**
* **You do not need to send any financial or organisational documents with your application form (you will be asked to provide these at a later date).**
* **We must receive your application by Friday 30th October 12 noon (midday). Applications received after this date and time will not be accepted.**

**Privacy notice**

Manchester City Council is committed to ensuring your information is held securely and in keeping with data protection legislation. Information you provide us with will be used by us and shared with the mentor that is working with you in order to provide support through this programme and for evaluation purposes. Your information will not be used to determine other grant funding decisions. If you’d like to know more you can read our privacy notice here:

<https://secure.manchester.gov.uk/directory_record/287004/policy_partnerships_and_research_service>

**A) About you**

As the person filling in this form, you will be the main contact for the application.

**1. What is your full name?** (Include first name and surname)

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|  |

**2. What is your preferred telephone number?**

|  |
| --- |
|  |

**3. What is your preferred email address?**

|  |
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|  |

**B) About your group or organisation**

**4. What is the name of your group or organisation?**

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| --- |
|  |

**5. What’s the address of your group or organisation?** (including postcode)

|  |
| --- |
|  |

**6. Who in your group / organisation will take part in this process?**

Up to 5 people can take part.

|  |  |  |
| --- | --- | --- |
|  | Full name | Their role in the group  (e.g. staff, volunteer, trustee, director, committee member, chair) |
| Member 1 |  |  |
| Member 2 |  |  |
| Member 3 |  |  |
| Member 4 |  |  |
| Member 5 |  |  |

**6. How many people are on your board or committee?**

|  |
| --- |
|  |

**7.** **How much money (income) does your organisation receive each year?** We understand this can change each year and might be impacted by Covid-19 so try to respond based on a rough average and TICK the correct box.

|  |  |
| --- | --- |
| Less than £5,000 per year |  |

|  |  |
| --- | --- |
| Between £5,000 and £25,00 per year |  |

|  |  |
| --- | --- |
| Between £25,000 and £50,000 per year |  |

|  |  |
| --- | --- |
| Over £50,000 per year |  |

**8. What is the legal status of your organisation? (Tick all that apply)** Include any registration numbers if known

|  |  |  |
| --- | --- | --- |
| **tick** | **Type of organisation** | **Registration Number (if known)** |
|  | Constituted group / association |  |
|  | Registered charity |  |
|  | Limited company |  |
|  | Community interest company |  |
|  | Community benefit society |  |
|  | Charitable incorporated organisation |  |
|  | Other or unsure |  |

**9. Which North Manchester wards has your organisation worked in during the last 12 months?** **(Tick all that apply)**

|  |  |
| --- | --- |
| Ancoats and Beswick |  |
| Charlestown |  |
| Cheetham |  |
| Clayton and Openshaw |  |
| Crumpsall |  |

|  |  |
| --- | --- |
| Harpurhey |  |
| Higher Blackley |  |
| Miles Platting and Newton Heath |  |
| Moston |  |

**10. What does it say in your governing document (this may be a constitution, rules, Articles or trust deed) about the purpose of your organisation**?

|  |
| --- |
|  |

**11. When was your governing document agreed?**

|  |  |  |
| --- | --- | --- |
| DD | MM | YYYY |
|  |  |  |

Please state if unsure.

**12. How do you fund your current work? (Tick all that apply)**

|  |  |
| --- | --- |
| Business donations or sponsorship |  |
| Charging for goods and services |  |
| Fundraising (e.g. collections, events, donations) |  |
| Grants from National Lottery distributors (e.g. BIG) |  |
| Grants from charitable trusts and foundations |  |
| Interest (e.g. bank account, endowments, investments) |  |
| Loans or other finance |  |
| Legacies or bequests |  |
| Membership fees/subscriptions |  |
| NIF (Neighbourhood Investment Fund) |  |
| Other (please specify) |  |

**13. Do you have a bank account in the name of the group?** If yes, please give the name of the account and which bank. DO NOT provide any personal financial information.

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|  |

**14. How does your organisation ensure that people it works with (vulnerable adults or children) are safeguarded?**

|  |
| --- |
|  |

**15. What does your organisation do?**

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| --- |
|  |

**16. Who benefits from your services or activities?**

|  |
| --- |
|  |

**17. What do you think is needed to develop to help your organisation improve and be stronger?**

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| --- |
|  |

**18. Do you have a mentor preference?** If no preference please leave blank.

|  |
| --- |
| First choice: |

|  |
| --- |
| Second choice (if first choice not available): |

Please note that we can’t guarantee your mentor choices. If we can’t match you to either mentor we will get in contact with you to agree an alternative.

**Thank you for completing the questionnaire!**

**What happens next?**

If we are unsure about any of your responses we will contact you and add to your form any missing information that you tell us.

Decisions will be made in November and by 30th November we will tell you if you have / have not got a place on the programme.

If accepted onto the programme your mentor will need to see:

* A bank statement from within the last 6 months
* Your governing document

**You do not need to send these now; please do not send any financial or organisational documents with your application form.**

**If a member of the programme team has completed this form on your behalf we will need you to confirm by email that you accept the exact wording of all responses used in the form.**