

First 1,000 Days in North Manchester

Supporting families and children to start well
Guidance Notes

2020–2022



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Purpose of the guide and how to use it

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

We recommend you get someone to check over your submission 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 or you have any questions, please email omfunds@manchester.gov.uk or phone **07866 001 456**.

General guidance

The application form can be completed online using Smart Survey at <https://surveys.manchester.gov.uk/s/NF1000days/>. A link to the form is available at www.mhcc.nhs.uk/news and www.manchestercommunitycentral.org, or it can be sent to you if you send an email to the address above.

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

Some questions have a word count. Please note that this varies depending on the size of the grant you are applying for, questions with a 1,000-word limit when applying for a £50,000 grant, and a 1,500-word limit when applying for £100,000.

Where these are part of a scored section you will be assessed on the quality of what you write, not on the quantity. However, short answers (less than half 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.

You cannot attach additional documentation to the online form. If additional information is required, you will be asked to provide it.

Following assessment of applications to the general Our Manchester Voluntary and Community Sector (OMVCS) grant programme, we have provided some examples in Appendix 2, which cover what made a bid successful and unsuccessful in the past. We encourage you to consider these when completing your application form.

Key requirements

Equal opportunities should be considered right across your application, particularly the impact geography, age, disability, race, gender, sexual orientation, religion and belief can have on mothers, fathers and families. For some mothers, fathers and families, eg. black, Asian and minority ethnic (BAME), the impact can be in a number of ways, so the focus should be on the person and how this can be addressed.

Applicants need to:

Show a high level of links and local connections with organisations and amenities within the areas for which they applying.

Show experience of running activities that help mothers, fathers, babies and young children or families.

Show service user involvement in the organisation, design and delivery of projects, activities and services.

Show how they are prioritising the engagement of BAME women, fathers and families. For example, looking at the BAME make up within an area and equality impacts and then seeking to reflect this in your application using outreach, collaboration, a range of activities, and partnership relationships.

Show the added value over the period of the grant, putting the mechanisms in place to monitor and increase their overall social, environmental and economic benefit.

Show value for money that the project will deliver against its total contribution to the objectives. Bids will not be assessed against one another, but they will be assessed for unreasonable costs.

Strong emphasis on both formal and informal partnerships. By formal partnership, we mean that a significant part of the funding goes to a partner through any suitable funding mechanism. Further information on significant funding is provided further down in the guidance.

Partnership expectations. Every lead organisation is expected to work with at least one formal partner unless there are clear reasons not to. This will need to be explained in your application.

Partnerships will be expected to have an agreement in place that includes (but is not limited to) how they will work together to deliver activities, keep people safe (in terms of health and safety and safeguarding), monitor the work, and pass on funding.

Lead organisations will be expected to have checked that any partner organisation they are working with is constituted and that they are working towards and/or willing to adopt safeguarding, equality and diversity, risk practices, policies and procedures of the lead organisation.

Detailed guidance notes

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

Can I apply?

Lead applicant for this grant means you are the organisation that will make the application on behalf of a partnership and if successful will be responsible for collating and submitting quarterly monitoring on behalf of the partnership.

- Funding is for one year.
- Lead and partner applicants must be constituted VCSE groups/organisations.
- Lead applicants must be based or working in North Manchester wards OR be in partnership with an organisation that is based or working in North Manchester wards.
- Applicants must already have a significant track record of delivering services in Manchester for its citizens.
- Applicants can apply as a partnership or independently.
- Applicants can only be a lead organisation or partner in a maximum of two bids. Applicants who are already in receipt of First 1000 Days Funding as a lead or partner in 2 successful bids are ineligible to apply.
- Partnerships do not have to exclusively be with other VCSE organisations e.g. could be with Sure Start and Health services although the money will only be directed to the VCSE organisations.
- Applicants do not need to have an existing or previous funding relationship with MHCC or MCC.
- Due Diligence will be carried out either on the Partnership or individual applicants. Applicants who are applying as Lead organisations, but are not currently funded by either Our Manchester Funds, Culture Partnership Agreement or Young Manchester Fund, will be asked to provide additional information in order to meet this criteria.

Partnerships will be expected to have an agreement in place that includes (but is not limited) how they will work together to deliver activities, keep people safe (in terms of health and safety and safeguarding), monitor the work, and pass on funding.

1. About you and your partners

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, this should be the name of the lead organisation.

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.

1.2 Details of your partners

Partnership working is a key focus of this funding programme. You need to provide the name of all partners involved in your project and provide details for the main contact. Every lead organisation is expected to work with at least one formal partner unless there are clear reasons not to. You will be asked to explain this in your application. Please note, if your application is successful, the OMVCS Programme Team will undertake due diligence of the partnership arrangements and will be contacting all named contacts.

Only put partners here who are going to receive funding as part of your application.

2. Where and with whom you intend to work

2.1 What level of grant are you applying for?

We want to know what level of grant you are applying for. Please tick only one box.

You will need to complete a separate application form for each grant amount you are applying for. Lead and partner organisations can apply for and receive funding for a maximum of two bids regardless of whether its a small £50,000 or £100,000 grant amount.

Applicants who are already in receipt of First 1000 Days Funding as a lead or partner in 2 successful bids are ineligible to apply.

2.2 Which areas within Manchester are you and your partners intending to work in?

We only want to know about areas you and your partners will work in using this grant, not about the areas you or your partners are working in with other money you receive. You can choose to work across all the neighbourhood area or part of it, such as in specific wards. Please tick all relevant ward boxes.

North Manchester wards

Ardwick & Beswick, Charlestown, Cheetham, Clayton & Openshaw, Crumpsall, Harpurhey, Miles Platting & Newton Heath, and Moston

2.3 Who are you planning on working with?

We only want to know about who you and your partners will be using this grant to work with, not about who you or your partners are working with using other money you receive. You can choose to work across all the neighbourhood area or part of it, such as in specific wards. You may also want to focus on particular communities of identity in the neighbourhood. We want to understand why you have made these

decisions and how they fit in with work you and your partners are doing and other work within the neighbourhood, ward and/or community of identity.

3. About your activities

3.1 Tell us about your proposed activities

The activities you describe in this application can be a new set of activities or an extension of an existing set of activities into new geographical areas and communities of identity. Your activities should reflect the objectives of the grant programme and state who the activities will benefit. You should be clear about any marginalised groups you will be supporting that may have barriers to accessing services.

If the activities you are carrying out are new and not similar to those you or your partners are currently carrying out, we want to know how you will ensure that you have the experience, skills and knowledge to carry out these activities.

If you are working with communities of identity or in areas where you have not worked before, we want to know how you will build on your existing connections and create new ones.

We recognise that the Covid pandemic will affect how activities are delivered. Please tell us how you plan to deliver meaningful activities despite restrictions, and how you are taking advantage of alternative solutions (such as new technology) to deliver services.

3.2 What key outcomes will your activities achieve?

The outcomes you describe must relate to the objectives of the grant programme. You should decide on a minimum of two outcomes, being specific about who you will engage, how many people you will engage, and how you will engage with them.

The outcomes you decide to use should reflect the key change, impact or difference your activities will make. A key to writing strong outcomes is to make sure they are, in fact, outcomes and not outputs. Outputs tell us how much you did, whereas outcomes tell us the difference it made.

OUTPUT Not like this	OUTCOME But like this
By next year we will be more effective.	By 22 December we will have engaged with an additional 100 pregnant women and their families, resulting in more families attending peer support groups

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

4. Budgets and finance

4.1 What is the total cost of your activities?

The total cost for the one-year period should be for the amount of funding you are requesting (detailed in the table below) and no more.

North Manchester

- a grant of £100,000 for projects working with women, fathers and families living in north and women, fathers and families from BAME communities living in north Manchester
- a grant of £50,000 for projects working with women, fathers and families living in north and women, fathers and families from BAME communities living in north Manchester.

4.2 Expenditure

Some examples of the types of things we will and will not fund are listed below:

We will fund:

- Items directly relating to the cost of your project and activities, or service enhancements
- Full cost recovery including staff salaries (delivery staff and/or management costs)
- Training and capacity-building activities
- Food, equipment and resources directly related to the costs of running your project and activities
- Volunteer expenses
- Premises costs
- Costs associated with monitoring and evaluation
- Partnership costs.

We will not fund:

- Costs not related to your project and activities, or service enhancements
- Purchase of vehicles, land or property
- Building renovation/repair costs.

4.3 Allocation of money

You need to tell us how you intend to split the money requested between your organisation and your partner organisations. We don't intend to be too prescriptive, but we expect a significant amount of money to be transferred to a delivery partner. This significant amount should be based on the relationship between groups and what is needed to deliver the project and activities overall. In some situations a significant amount of funding will mean a more equal split of the funds; in other situations it will be split differently based on who is delivering what within the project. This should take into account the partnership meeting times and the monitoring role that is required to be undertaken by the lead applicant.

4.4 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 between partner organisations and between the different categories. We will consider the value for money that the project will deliver against its total contribution to the objectives. Bids will not be assessed against one another, but they will be assessed for unreasonable costs.

5. Management

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

Describe the arrangements that you have made with your partners to deliver the activities. We need to know how you will manage the work you and your partners are doing. What was the process of reaching an agreement with partners? What arrangements – both formal and informal – have you put in place to ensure that the partnership works? How will funding be passed over? How will you deal with monitoring and disagreements? We want to know that you have made effective and lasting preparations for partnership working.

5.2 Explain how you will ensure the safety of people who use your services, or work or volunteer for your Organisation

We need to know that you have robust and appropriate systems and policies in place to ensure the safety of all those involved in both your and your partner organisations' services (women, children, staff, volunteers, etc).

6. Declaration

By inserting a name in the name box under signatory one and two you are affirming that the person has read and agreed to the declaration. This also applies to the partner signatory, although we will only require one signatory from each partner named in the bid.

For any questions about the fund, please contact the OMVCS Programme Team at **omfunds@manchester.gov.uk** or by phone on **07866 001 456**.

Appendix 1

Our Manchester Voluntary and Community Sector General Grant – Assessment Feedback

The following information has been summarised based on the feedback from the assessment process used for all the applications made to the Our Manchester Voluntary and Community Sector grant programme (at the end of 2017).

Successful applications

- Good governance with involvement from beneficiaries, and volunteers from the local community
- Clear vision for their organisation with evidence of development and progression
- Good strength-based approach evidenced – working with people
- Good evidence of service-user involvement in the development and delivery of their services
- Good evidence of collecting service-user feedback and using this to inform activities and direction
- Evidence of collaboration with other groups and agencies
- Evidence of diverse income streams
- Clear and specific outcomes with evidence of delivery against them.

Unsuccessful applications

- Organisations' governance weak – board lacking relevant skills; no involvement of service users or volunteers in the organisation
- Lack of evidence/information and in some cases not answering questions
- Lack of narrative around the importance of the service and the impact it makes on service users, using relevant examples
- Lack of engagement with service users around service delivery
- Lack of evidence of collecting/acting on service-user feedback
- Limited and/or no evidence of success stories and impact.