

## Manchester Moving Community Investment Fund GUIDANCE

### Overview

Manchester Moving Community Investment Fund (MMCIF) is a £32,000 pilot programme administered by Macc on behalf of MCRactive.

MCRactive is an organisation funded by Sport England that is involved in growing sport and physical activity across the city of Manchester, inspiring and encouraging everyone to lead more active and healthier lifestyles.

MMCIF will provide grants between £1000 and £3000 to voluntary, community and social enterprise (VCSE) organisations that aim to support four defined groups of people in four specific areas of the city.

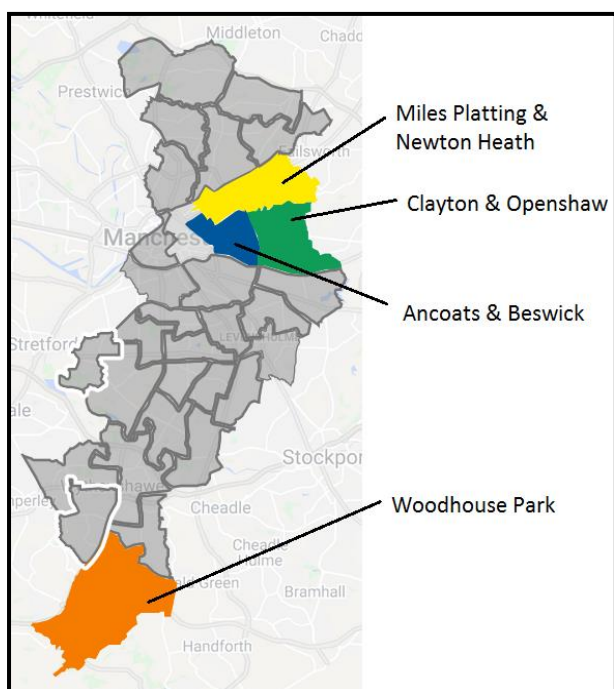
**The bid deadline is midday (12pm) on Tuesday 14 June 2022.**

### What are the four groups of people and the four areas of Manchester?

There are four wards shown on the map below: Miles Platting & Newton Heath, Clayton & Openshaw, Ancoats & Beswick and Woodhouse Park. To be eligible for these grants, activity must take place in at least one but no more than three of these areas only.

The list of four groups of people to be helped to do more physical activity are next to the map below. To be eligible for an MMCIF grant, activity must support at least one but no more than three of these groups.

#### The four areas of Manchester:



#### The four groups of people:

- 1) Children & young people aged 5-18 (in out-of-school settings)
- 2) People out of work and people at risk of becoming workless
- 3) People aged 40-60 with, or at risk of, long term health conditions: specifically, cancer, cardiovascular disease and respiratory disorders
- 4) People with learning disabilities

## What is the funding for?

Projects that increase sport and physical activity in at least one of the four specified areas of Manchester amongst at least one of the defined group of people

You must plan for the funding to be spent within an approximately five-month time period (July to November 2022).

## How much can you apply for?

Grants of £1,000, £2,000 and £3,000 are available. We hope to fund a mixture of project sizes that support the people-groups and geographical areas listed above as equally as possible.

A maximum of one application per organisation is allowed.

## Who can apply?

This funding programme is open to organisations:

- in the VCSE sector (e.g. Unincorporated Association, Company Limited by Guarantee (without share capital), Registered Charity, Charitable Incorporated Organisation, Community Interest Company, Community Benefit Society, non-constituted groups)
- with an annual income of no more than £100,000
- with an address in the city of Manchester
- able to deliver all of their funded activity in at least one of the four priority geographical areas
- able to deliver relevant activity to at least one of the four priority people-groups
- aiming to complete their activities within approximately five-months (July to November 2022)
- that have financial accounts or maintain an income and expenditure sheet
- that have an up-to-date list of management committee or team members, their roles and home contact details
- that have a formal governing document (*constituted organisations*) or a signed written statement explaining why your organisation exists and what it does (*un-constituted organisations*)
- with a bank account in the organisation's name that has at least two signatories who are unrelated to each other
- that have a track record of working within Manchester, ideally within at least one of the four wards and for the benefit of at least one of the four people groups
- agree to complete a simple monitoring form after the project is finished

Please note - if your organisation is successful in bidding for funding: before Macc can pay the funds, we will request some items of information as part of the basic due diligence checks we are obliged to carry out on behalf of the programme's funder. (For details see the section further below titled, "Due diligence checks of successful applicants".)

Where relevant in some circumstances we may also need to ask you for evidence of any of the other items listed in the bullet points above.

### **What can be funded?**

This funding programme can support any direct cost required to help increase sport and physical activity in at least one of the four priority wards and at least one of the defined groups of people. Costs may include things like:

- venue hire
- equipment purchase or hire
- volunteer expenses
- sessional worker costs
- printing / stationery / promotional materials
- clothing for sports or other physical activity
- accessibility-support costs
- event supplies, refreshments

Funding requests for projects that continue an existing activity will only be considered if they aim to achieve new outcomes. For example, a girls' project which adds new sessions for women / mums.

### **What cannot be funded?**

- applicant organisations that are for-profit organisations
- activities that do not aim to deliver new sports or other physical activity in the priority wards to the specified people-groups within an approximately five-month timeframe
- any organisation not based in Manchester (or adjacent to at least one of the relevant wards but with specified links to those wards) and not working for the benefit of Manchester communities
- core organisational costs that exceed 15% of the amount of funding requested
- any political organisations / groups or the furtherance of religious aims
- the purchase of vehicles or property, building renovation or repair
- the employment of consultants or advisers individuals not set-up as sole traders or part of an existing formal organisation

### **Application form guidance and getting help with your application**

The application form for these grants can be found here:

<https://manchestercommunitycentral.org/manchester-moving-community-fund>. Guidance on completing the actual form can be found on the reverse side.

Individual applicant organisations can apply to deliver activity for one or two but no more than three of the four defined groups of people in one or two but no more than three of the specified geographical areas.

Who to contact for advice:

For general advice and information about this funding, MCRactive and the projects this programme hopes to fund you can contact Terry Manyeh, Community Development Coordinator at Macc via [terry@macc.org.uk](mailto:terry@macc.org.uk).

**IMPORTANT: we can offer support to groups who would find it easier to submit a video application instead. Support is limited and is on a first come, first served basis. Please contact [terry@macc.org.uk](mailto:terry@macc.org.uk) no later than 1 June to discuss your assistance needs.**

Macc's capacity building team can assist groups wanting advice on how to prepare a strong grant application through the team's usual referral process. Groups are free to contact the team on the 0333 321 3021 support line or via [info@mcrcommunitycentral.org](mailto:info@mcrcommunitycentral.org) to request support. Support requests will be managed subject to capacity<sup>1</sup>.

### How to submit your application

- the online downloadable Word version of the application form is at <https://manchestercommunitycentral.org/manchester-moving-community-investment-fund>
- applications should be emailed to [grants@macc.org.uk](mailto:grants@macc.org.uk)
- the deadline for all funding applications is midday (12 noon) on Tuesday 14 June

Please note: applicants that submit their application to [grants@macc.org.uk](mailto:grants@macc.org.uk) should receive a reply to acknowledge receipt of their bid. If you do not receive this email within one working-day, we may not have received your application and the panel will not be able to assess it. If you have applied but not received a confirmation email, please contact Oliver at Macc on 0161 834 9823 as soon as possible.

### How the programme will make funding decisions

An independent panel of VCSE/public sector representatives from the MCRactive partnership will decide which applicants are to receive funding. Panellists will assess all applications that meet the conditions of funding and prioritise those that come from within the area of project delivery and offer good value for money. The panel's decisions will be final.

- Macc will notify all applicants of the outcome of their bids no later than Monday 27 June
- upon completion of standard due diligence checks (see next section), successful applicants will receive their grants in a single payment via bank transfer
- grant holders then have around five-months (July to November) in which to deliver their projects and spend all funding

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<sup>1</sup> Macc's capacity building team provides this support separately to the administration of this grants programme and to the decisions made by the grants selection panel.

## Due diligence checks of successful applicants

Before individual grants can be paid, due diligence checks will be carried out on successful applicants.

Important - the information requested below is required as part of our standard due diligence checks to ensure funding recipients are currently active in Manchester and financially solvent. Macc is obliged to collect this and other information in its appointed role as funding administrator on behalf of MCRactive and Sport England.

In strict accordance with The General Data Protection Regulation (GDPR) and Data Protection Act 2018, all personal and financial information will be stored confidentially. Macc's Information Commissioner's Office reference is Z9595019 and we are re-registered annually on 10 September. Upon request Macc can provide our data protection and information security policies. If more detailed information is required please let us know.

For information on Macc's Data Protection Policy and how we will use and store your data please go to <https://bit.ly/2KEBsf1>.

By Monday 27 June Macc will inform all applicants as to whether or not their bid has been successful. We will then ask successful organisations to provide copies of the following information ASAP:

- the organisation's governing document (registered organisations) or a signed written statement explaining why your organisation exists and what it does (unregistered organisations)
- the names and home addresses of two committee members or management team members
- a bank statement in the name of the organisation dated within the last three-months and showing transactions for a period of at least one-month
- safeguarding policy – for those projects working with any vulnerable children or adults

We expect all events and activities to be insured appropriately; if applying for £2,000 or above we will ask to see evidence of this.

Successful £2,000 and £3,000 applicants will also be asked to provide copies of the following:

- the most recent set of signed annual accounts or if unavailable a Treasurer-signed income and expenditure statement
- a public liability certificate that covers the period of your funded activity

Please note: Macc may not need you to submit all of the requested due diligence documentation if you have received a grant through us before. We will let you know if this is the case.

## General monitoring and end of project monitoring

During the course of your project we will give you a phone call to informally chat about how your funded activities are going. If issues occur during project delivery you are encouraged to ask for help from Terry Manyeh via [terry@macc.org.uk](mailto:terry@macc.org.uk).

All successful applicants will be required to complete and submit a two-page monitoring form as soon as possible after your project's completion and no later than December 2022.

The end of project monitoring form will include the following sections:

- What was successful about your project? Who did it help and how?
- Did anything not go to plan or not go well?
- Summarise the actual final spend of your funded activity

We would welcome the inclusion of any of the following: feedback from participants, videos and any newspaper clippings. We will use the information provided to help make the case for future funding grants and to illustrate the success of work being done in Manchester.

### **Wider background information to this funding**

Greater Manchester was selected by Sport England as one of twelve Local Delivery Pilots following a competitive bidding process. We want to help more people increase their physical activity and their health and wellbeing. The usual types of physical and mental health and wellbeing activities can be funded, you don't have to come up with a brand new idea (for example, it could fund some needed sports and fitness sessions for families). However, we are also looking for creative or thoughtful ways in which you might be able to help people in your community to increase their movement through simple ways incorporated into their everyday living. We are particularly interested in anything that increases positive attitudes and everyday approaches towards active health and wellbeing, including ideas that will make a lasting positive impact on the way that people view and integrate exercise into their daily lives.

The overall aim of this Manchester Moving pilot programme is to deliver local ideas that increase physical activity, health and wellbeing within a six-month time frame. More information on this aim can be found at <https://manchestercommunitycentral.org/support-groups/manchester-pilot>.