OMVCS23-26 Application Form

# 1. IntroductionOur Manchester VCS Grants 2023-2026This document is only to help you to prepare your application. It will not be accepted as a submitted application.

Once you’re happy with how you’ve worded your application you’ll need to copy and paste each response into the [online form](https://surveys.manchester.gov.uk/s/OMVCS2326/).

Each organisation~~s~~ can only apply for one grant but you may also be a beneficiary from a second application as a named partner. You cannot be a lead partner if you are also submitting an individual application.

## Eligibility

This document includes the eligibility checker; you must confirm eligibility for your own organisation and any partners before continuing.

## Word Counts

Some questions have maximum word counts. You do not need to write up to the maximum limit - the panel are looking for clear and meaningful responses, which make sense and answer the question. Feel free to use bullet points and headings to organise your answers. Spelling and grammar mistakes will not affect your score unless they prevent your application from being understood.

## Support

A copy of the application questions, the prospectus and guidance documents to help you complete your application are all available [on our website](https://www.manchester.gov.uk/info/200101/voluntary_organisations/7706/funding_and_grants_for_voluntary_and_community_sector). If you have any technical issues with the form, email us at omfunds@manchester.gov.uk

## Deadline

We must receive your application by 5pm on Monday 10 October 2022.

Applications received after this will not be considered.

## Using Smart Survey

You can save progress at any time and return to it later using the button at the bottom of the page. If you choose to "Save and continue later", make sure you note down the email address you've used with the form as you will need this to access the form again to make further changes.

As you go through the form, don't use the browser's 'Back' button to return to an earlier question. Instead, use the 'Previous page' button at the bottom of the page you are on.

## 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](https://secure.manchester.gov.uk/directory_record/287004/policy_partnerships_and_research_service).

2. Individual or Partnership Application

## 1. Are you applying in partnership? \*

|  |  |
| --- | --- |
|    | Yes |
|    | No |

3. Confirm Eligibility - Individual Application

Complete this section to confirm that your organisation meets the requirements for the Our Manchester VCS Grants Programme. If you can respond "Yes" to all of the following questions then you meet our minimum requirements and can apply to the fund.

2. Is your organisation one of the following types?

* a registered charity
* a community interest company limited by guarantee
* a community interest company limited by share (schedule 2 with 100 per cent asset lock only)
* a company limited by guarantee
* a community benefit company registered as an industrial and provident society
* a charitable incorporated organisation an unincorporated charitable association \*

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|    | Yes |
|    | No |

3. Is your organisation constituted or formalised with an agreed set of rules or governing document in place? \*

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|    | Yes |
|    | No |

4. Does your organisation have its own bank account? \*

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|    | Yes |
|    | No |

5. Does your organisation have three or more trustees or directors that are not related to each other and are not paid shareholders? \*

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|    | Yes |
|    | No |

6. If asked, would you be able to provide the following:

* Governing document (constitution, articles of association, etc.)
* Safeguarding policy (including your named safeguarding lead)
* Health and safety policy
* Data protection policy
* Equal opportunities policy
* Finance policy
* Copies of your certificates of insurance cover
* Annual reports or equivalent dated covering the last 18 months Evidence of four quorate board meeting/management committee reports in the last 18 months. Annual accounts for at least the last 12 months. Only in cases where these are not available, provide a signed statement from the Trustees / Directors describing why the accounts are not available and summarising the organisation’s financial position for the last 12 months and current expectations about the future position. This should be signed by 2 Trustees / Directors – preferably the Chair and Treasurer. \*

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|    | Yes |
|    | No |

7. Can you confirm that your organisation:

* is value-driven, for the social good
* is non-party-political
* reinvests any financial surpluses to further social, environmental and/or cultural objectives that bring a significant community benefit to Manchester \*

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|    | Yes |
|    | No |

## 8. Can you confirm that your organisation is NOT applying for funding to provide services or activities that are religious or political in nature and do not promote religious or political affiliation?(please note, faith groups can apply but not for activities related to worship or the promotion of a particular faith) \*

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|    | Yes |
|    | No |

9. Are you applying for funding to work with adults (adult is defined as a person aged 18 or over) within the 32 wards of Manchester? \*

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|    | Yes |
|    | No |

10. Have you been working with Manchester adults for at least the last 18 months? \*

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|    | Yes |
|    | No |

11. In your application will you be able to demonstrate how your organisation works according to the five expectations? These are summarised below and applicants should read the programme prospectus and guidance for further information.

1. Demonstrating impact (on Manchester citizens within the past three years)

2. Well run (show how the organisation is structured and managed to make the best impact)

3. Strengths based approach (show how the organisation works with and builds on the unique strengths, capacities and knowledge of Manchester citizens in communities and areas relevant to your organisation)

4. Collaboration (show how your organisation is connected to other organisations formally or informally to enhance the quality and scale of the work)

5. Value for money (bids will be assessed for reasonable costs) \*

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|    | Yes |
|    | No |

# 4. About you and your organisation

10. Your Organisation \*

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| Name of Organisation    |

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| Building Number or name    |

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| Street    |

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| Town/city    |

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| Postcode    |

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11. Social Media Accounts

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| Other    |

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12. Reference numbers for organisation Please include all reference numbers that apply to your organisation.

|  | Reference Numbers |
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| Registered charity |

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| Community Interest Company limited by guarantee |

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| Community Interest Company limited by share (Schedule 2 with 100% asset lock only) |

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| Company limited by guarantee |

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| Community benefit company registered as an Industrial and Provident Society |

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| Charitable Incorporated Organisation |

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| Unincorporated organisation |

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13. First contact person \*

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| Name    |

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| Role    |

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| Phone    |

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14. Second contact person \*

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5. Your vision, values and activities

15. Tell us about your organisation’s vision, values and activities

Provide a summary about the type of work your organisation does, what communities/people you work with and what you hope to achieve with your work. We want to know about the work your organisation does generally in this section – there will be space later in this application to outline what you want to do and achieve with this bid.

(500 words max) \*

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16. Tell us about how your organisation is run and managed

Include a short summary of your organisational structure, the skills of your staff, and how you plan for the future

{500 words max) \*

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17. How do informal and formal partnerships and relationships with other organisations enhance the work you do?

These could be relationships with other charities, businesses, public sector bodies, etc.

(300 words max) \*

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6. The people you work with

This section is focused on the people you work with, and the work you’ve done previously to make a positive difference

18. What are the strengths, challenges and needs of the people and communities you work with?

Include the work you’ve done to understand the individuals/communities you work with, and how you respond to feedback and improve services

(500 words max) \*

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19. How do you involve the communities and service users in the work that you do?

Tell us about how you involve the people in the governance, development and running of activities

(300 words max) \*

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20. Tell us about the positive impact you've had in Manchester within at least the last 18 months

Tell us about your impact and how you know you’ve made a difference to Manchester communities and individuals

(500 words max) \*

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21. Provide a case study of someone you’ve worked with which helps to demonstrate the impact your organisation has had

In your answer tell us about what you did, and more importantly, the difference that it made to the person's life. You answer could include a short case study, testimonial, feedback, etc.

(500 words max) \*

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22. How many people in Manchester did you work with in the last 12 months?

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23. Number of service users within each gender

|  | Number |
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| Women (including trans women) |

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| Men (including trans men) |

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| Non-binary people |

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24. Number of service users identifying as having a disability

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25. Number of service users with physical illness

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26. Number of service users with mental illness

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27. Number of service users of each age

|  | Number |
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| Under 16 years |

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| 16 to 25 years |

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| 26 to 39 years |

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| 40 to 64 years |

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| 65 to 74 years |

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| 75 to 90 years |

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| 90 plus years |

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28. Number of service users within each sexual orientation

|  | Number |
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| Bisexual |

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| Gay |

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| Heterosexual |

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| Lesbian |

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| Other |

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29. Number of service users who are serving armed forces or veterans

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30. Number of service users from each council ward

|  | Number |
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| North Manchester - Ancoats & Beswick |

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| North Manchester - Charlestown |

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| North Manchester - Cheetham |

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| North Manchester - Clayton & Openshaw |

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| North Manchester - Crumpsall |

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| North Manchester - Harpurhey |

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| North Manchester - Higher Blackley |

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| North Manchester - Miles Platting and Newton Heath |

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| North Manchester - Moston |

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| Central Manchester - Ardwick |

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| Central Manchester - Deansgate |

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| Central Manchester - Gorton & Abbey Hey |

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| Central Manchester - Hulme |

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| Central Manchester - Levenshulme |

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| Central Manchester - Longsight |

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| Central Manchester - Moss Side |

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| Central Manchester - Piccadilly |

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| Central Manchester - Rusholme |

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| South Manchester - Baguley |

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| South Manchester - Brooklands |

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| South Manchester - Burnage |

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| South Manchester - Chorlton |

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| South Manchester - Chorlton Park |

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| South Manchester - Didsbury East |

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| South Manchester - Didsbury West |

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| South Manchester - Fallowfield |

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| South Manchester - Northenden |

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| South Manchester - Old Moat |

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| South Manchester - Sharston |

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| South Manchester - Whalley Range |

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| South Manchester - Withington |

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| South Manchester - Woodhouse Park |

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30. Number of service users with caring responsibilities

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31. Number of service users of each faith or belief \*

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| Christian |

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| Buddhist |

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| Hindu |

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| Sikh |

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| Jewish |

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| Muslim |

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| Other |

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32. Number of service users from each ethnicity - Black / African / Caribbean or Black British

|  | Number |
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| African |

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| Caribbean |

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| Somali |

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| Other African |

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| Other Black |

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33. Number of service users from each ethnicity - Asian or Asian British

|  | Number |
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| Bangladeshi |

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| Chinese |

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| Indian |

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| Kashmiri |

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| Middle Eastern |

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| Pakistani |

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| Vietnamese |

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| Other Asian |

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34. Number of service users from each ethnicity – White

|  | Number |
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| White British/English/Northern Irish/Scottish/Welsh |

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| White – Irish |

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| White – Gypsy/Irish Traveller |

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| Roma/Romani Traveller |

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| Other White origin |

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35. Number of service users from each ethnicity - Mixed / Dual Heritage

|  | Number |
| --- | --- |
| White and Black Caribbean |

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| White and Black African |

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| White and Asian |

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| Other mixed |

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7. Volunteers

36. Tell us about your volunteer offer, how you support volunteers to upskill them, and how they help you deliver effective and safe activities?

(300 words max) \*

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37. Number of volunteers providing support to Manchester residents in last 12 months

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38. Total number of volunteer hours in support of Manchester residents in last 12 months

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8. Proposed activities

39. Which aim or aims does your activity support? Tick all that apply. \*

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| --- | --- |
|    | Addressing inequalities and building inclusion |
|    | Promoting communities’ health and wellbeing |
|    | Tackling poverty |

40. Tell us about your proposed activity. Your response should include:

* what you plan to do
* how this supports the aim/s of the fund that you have identified above
* what difference it will make to the individuals/communities you work with

(1000 words max) \*

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41. Tell us about the outcomes and indicators for your activity. List at least 3 outcomes for this work.

An outcome is the difference you want to achieve as a result of the funding. An indicator is how you will track and gather evidence on to measure progress.

For example, an outcome for your project may be "to see a decrease in isolation of older people in Harpurhey", and an indicator to track your success could be "50 of our service users are supported to become involved in befriending schemes", or "100% of older people feel more knowledgeable about what’s in their local area"

|  | Outcome | Indicator |
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42. What tools and methods will you use to measure and monitor these outcomes?

We want to know how you'll understand the difference you’re making

(300 words max) \*

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43. For this activity which areas in Manchester do you intend work in?

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|    | North Manchester - Ancoats & Beswick |
|    | North Manchester - Charlestown |
|    | North Manchester - Cheetham |
|    | North Manchester - Clayton & Openshaw |
|    | North Manchester - Crumpsall |
|    | North Manchester - Harpurhey |
|    | North Manchester - Higher Blackley |
|    | North Manchester - Miles Platting and Newton Heath |
|    | North Manchester - Moston |
|    | Central Manchester - Ardwick |
|    | Central Manchester - Deansgate |
|    | Central Manchester - Gorton & Abbey Hey |
|    | Central Manchester - Hulme |
|    | Central Manchester - Levenshulme |
|    | Central Manchester - Longsight |
|    | Central Manchester - Moss Side |
|    | Central Manchester - Piccadilly |
|    | Central Manchester - Rusholme |
|    | South Manchester - Baguley |
|    | South Manchester - Brooklands |
|    | South Manchester - Burnage |
|    | South Manchester - Chorlton |
|    | South Manchester - Chorlton Park |
|    | South Manchester - Didsbury East |
|    | South Manchester - Didsbury West |
|    | South Manchester - Fallowfield |
|    | South Manchester - Northenden |
|    | South Manchester - Old Moat |
|    | South Manchester - Sharston |
|    | South Manchester - Whalley Range |
|    | South Manchester - Withington |
|    | South Manchester - Woodhouse Park |

9. Finances and project management

44. What size grant are you applying for? \*

|  |  |
| --- | --- |
|    | Small: £30,000 - £120,000 (£10,000 - £40,000 a year) |
|    | Medium: £120,001 - £210,000 (£40,001 - £70,000 a year) |
|    | Large: £210,001 - £300-000 (£70,001 - £100,000 a year) |

45. What is the total cost of your activities over 3 years? \*

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46. How much money are you requesting from us over 3 years? \*

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47. If the grant amount requested is less than the total cost of the activities please tell us where the difference will come from and whether you have already secured this funding

(150 words max) \*

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48. How will you spend the grant over 3 years?

Complete the table showing expenditure per year directly related to this application e.g. staffing, rent, stationery, equipment. If you are including running costs itemise these

|  | Expenditure headings | Year 1 (£) | Year 2 (£) | Year 3 (£) |
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49. How have you worked out your costs?

We want to know the thinking behind your costs and how they represent reasonable value. Where you have included a contribution to core costs then you need to explain how this has been worked out.

(300 words max) \*

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50. How will you manage this grant? Please include who will be responsible for the project and how it will be managed

(300 words max) \*

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50. How will you manage this grant? Please include who will be responsible for the project and how it will be managed

(300 words max) \*

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51. Tell us about what income your organisation has received over the last 18 months with a brief description of how the money was used.

|  | Type | Source | Amount | Start Date | End Date | Use |
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52. Please tell us what your annual income was in the last 3 years: \*

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| 2020    |

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10. Added Value - Living Wage

The Council has set out its plan for Manchester to become a Real Living Wage City, aiming to narrow the gap that exists between what our residents earn and what others working in the City earn. Manchester’s paid and volunteer VCSE sector workforce is huge, and it is important that the City’s commitment to the Real Living Wage is reflected in the OMVCS Fund.

All applicants are required to outline how their organisation will work towards achieving the Living Wage Employer Mark, accredited by the Living Wage Foundation, by March 2025.

53. Is your organisation already an accredited Living Wage Employer? \*

|  |  |
| --- | --- |
|    | Yes |
|    | No |

54. If you are not, tell us what you have done already to become a Living Wage employer and what you plan to do from April 2023 to become accredited in the first 2 years of OMVCS funding.

For more information on steps you could take and what to include in this section please refer to the guidance document

(300 words max) \*

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11. Added Value - Zero Carbon

The Council declared a Climate Emergency in July 2019 and Manchester has committed to becoming a zero-carbon city by 2038 at the latest. The Our Manchester Strategy aims to accelerate the pace of change on zero-carbon and it’s vital that this acceleration is supported by the OMVCS Fund. All applicants will need to include their climate change plans for their organisation as part of this process.

55. Provide a short summary of what your organisation has already done at a local level around climate change and to reduce your organisation’s carbon footprint to zero by 2038.

This could include both what you have done with the communities/people you work with and what you're doing on an organisational level

(300 words max) \*

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56. Tell us your organisation’s future plans around climate change and to reduce your organisation’s carbon footprint over the next 3 years. Your response should include 3-5 actions you are committing to within the funded period that we should expect to see progress against.

For more information on steps you could take and what to include in this section please refer to the guidance document

(300 words max) \*

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12. Declaration of interest - individual application

Declare any interests of employees or board / management committee members that may be relevant to your application.

57. Provide the name, position in the organisation and type of relationship of anyone who is a Manchester councillor, a relative of a Manchester councillor and anyone who is an employee of Manchester City Council, or related to an employee of Manchester City Council.

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# 13. Final declaration - individual application

## 58.

I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application on behalf of the organisation.

I understand that I must notify Manchester City Council of any significant changes to the application and that misleading information can invalidate this application.

I understand you may contact me during assessment and I confirm I am authorised by the organisation for this purpose and that you may rely on any further information supplied by me.

I confirm that this application has been authorised by the management committee or other governing body of the organisation. \*

|  |  |
| --- | --- |
|    | I agree |