

# Older People's Neighbourhood Support (OPeNS) Fund

- Ancoats, Clayton and Bradford
- Ardwick and Longsight
- Fallowfield and Withington

Guidance Notes  
2021–2022



Manchester Health & Care  
Commissioning

A partnership between  
Manchester City Council  
and NHS Manchester CCG



# Contents

<b>Purpose of the guide and how to use it</b>	<b>3</b>
<b>Detailed guidance notes</b>	<b>4</b>
<b>1. About you and your partners</b>	<b>5</b>
<b>2. Where and with whom you intend to work</b>	<b>5</b>
<b>3. About your activities</b>	<b>6</b>
<b>4. Budgets and finance</b>	<b>7</b>
<b>5. Management</b>	<b>8</b>
<b>6. Declaration</b>	<b>8</b>
<b>Appendix 1</b>	<b>9</b>
<b>Appendix 2</b>	<b>10</b>

## **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 that you have answered all the questions and 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](mailto:omfunds@manchester.gov.uk) or phone **07866 001 456**

## **General guidance**

The application form can be completed online using Smart Survey. A link to the form will be available from [www.mhcc.nhs.uk/news](http://www.mhcc.nhs.uk/news) and [www.manchestercommunitycentral.org](http://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. Where these are part of a scored section 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 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 1. This covers what made bids successful and unsuccessful in the past, and we encourage you to consider this when completing your application form.

## **Key requirements**

Equal opportunities should be considered throughout your application, particularly the impact geography, age, disability, race, gender, sexual orientation, religion and belief can have on older people. For some older people, Black, Asian and Minority Ethnic (BAME) for example, the impact can be in a number of ways, so the focus should be on the person and how this can be addressed.

Show a high level of links and local connections with organisations and amenities within some or the whole of the neighbourhood for which they apply.

Show experience of running activities that help older people to help themselves and each other.

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

Show how they are prioritising the engagement of BAME older people. 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 an understanding of the coverage across the neighbourhood and where and how the application will focus its efforts. In some areas of the city there is already a lot of coverage by services, while in others there is not.

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 and 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?**

Only organisations already funded through any of the following grant programmes are eligible to apply for funding as the lead organisation:

- Our Manchester Voluntary and Community Sector general fund
- Young Manchester (Youth and Play Fund)
- Cultural Partnership Agreement grants programme.

Please refer to Appendix 2 for a full list of all eligible organisations.

### **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. Please note that 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 who you intend to work with**

#### **2.1 Which neighbourhood is this application for?**

We want to know which neighbourhood you intend to work in. You will need to complete a separate application form for each neighbourhood in which you intend to work. Please note that you can only be a lead or partner organisation in three applications for funding. You can bid a maximum of three times, but only once in each neighbourhood.

## 2.2 Which parts of the neighbourhood are you and your partners intending to work in and who are you planning to work with?

We only want to know about activities you and your partners will do using this grant, not about activities you or your partners are doing with other money you receive. You can choose to work across all the neighbourhood or part of it. 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 it relates to work you and your partners are doing and other work within the neighbourhood.

### 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 parts of the neighbourhood that you have not worked with before, we want to know how you will build on your existing connections and create new ones.

#### 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.

<b>OUTPUT</b> Not like this	<b>OUTCOME</b> But like this
By next year we will be more effective. By next year we will work with 50 more vulnerable older people than we do now.	Of the 50 vulnerable older people we worked with, 25 have said they feel less lonely and isolated.

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.

## **4. Budgets and finance**

The total cost for the 18 month period should be for the amount of funding allocated to the neighbourhood you are intending to work in and no more.

£94,640 for the following neighbourhood: Ancoats, Clayton & Bradford

£89,180 for the following neighbourhood: Ardwick and Longsight

£68,250 for the following neighbourhood: Fallowfield and Withington

### **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 organisations 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 partnership management and monitoring, and the 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, and 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 (older people, staff, volunteers, etc).

### **6. Declaration**

By ticking the boxes, you are affirming that the appropriate person has read and agreed to the declaration. This also applies to the partner(s) contained within the application

For any questions about the fund, please contact the OMVCS Programme Team on **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 or no evidence of success stories and impact.

## Appendix 2

### Eligible organisations

Please note, If you are already a lead or partner in three OPeNS funded projects you are ineligible to apply for this funding.

### OMVCS Funded Groups

<b>Name of Organisation</b>	<b>Funding Programme</b>
4CT Limited	Our Manchester VCS & Young Manchester
African Caribbean Care Group	Our Manchester VCS
African Caribbean Mental Health Services	Our Manchester VCS
Age Concern Manchester ( Trading as Age UK Manchester)	Our Manchester VCS
ALL ARTS & MEDIA trading as ALL FM	Our Manchester VCS
Alzheimer's Society	Our Manchester VCS
Assist Neighbourhood Care	Our Manchester VCS
Back on Track	Our Manchester VCS
Barlow Moor Community Association Limited	Our Manchester VCS & Young Manchester
Benchill Community Centre	Our Manchester VCS
Burnage Good Neighbours	Our Manchester VCS
Caritas Diocese of Salford	Our Manchester VCS
Cheetham Hill Advice Centre	Our Manchester VCS
Chorlton Good Neighbours (CGN)	Our Manchester VCS
Coffee4Craig	Our Manchester VCS
Connect Support Limited	Our Manchester VCS
Didsbury Good Neighbours	Our Manchester VCS
EMERGE (FareShare Greater Manchester)	Our Manchester VCS
Fallowfield Library & Community Resource Centre (The Place at Platt Lane)	Our Manchester VCS
Friends of Burnage Library	Our Manchester VCS
Gaydio CIC	Our Manchester VCS
George House Trust	Our Manchester VCS
Greater Manchester Coalition of Disabled People	Our Manchester VCS
Healthy Me Healthy Communities Ltd	Our Manchester VCS
Higher Blackley Community Organisation	Our Manchester VCS
Hulme Community Garden Centre	Our Manchester VCS
Justlife Foundation	Our Manchester VCS
Levenshulme Inspire	Our Manchester VCS
LGBT Foundation Ltd	Our Manchester VCS
Manchester Action on Street Health	Our Manchester VCS
Manchester Bangladeshi Women's Organisation	Our Manchester VCS

Manchester Carers Centre	Our Manchester VCS
Manchester Carers Forum	Our Manchester VCS
Manchester Deaf Centre	Our Manchester VCS & Young Manchester
Manchester Mind	Our Manchester VCS
Manchester Rape Crisis	Our Manchester VCS
Manchester Refugee Support Network	Our Manchester VCS
Manchester Settlement	Our Manchester VCS & Young Manchester
Medical Foundation for the Care of Victims of Torture (Freedom from Torture)	Our Manchester VCS
Moodswings	Our Manchester VCS
Nephra Good Neighbours	Our Manchester VCS
North Manchester Black Health Forum	Our Manchester VCS
Northmoor Community Association	Our Manchester VCS
People First Housing Association	Our Manchester VCS
Rainbow Haven	Our Manchester VCS
Saheli	Our Manchester VCS
Stroke Association	Our Manchester VCS
St George's Community Centre	Our Manchester VCS
Talbot House Support Centre	Our Manchester VCS
The Albert Kennedy Trust	Our Manchester VCS
The Manchester Men's Room	Our Manchester VCS & Culture Partnership Agreement
The Proud Trust	Our Manchester VCS & Young Manchester
The Tree of Life Centre Wythenshawe	Our Manchester VCS
TLC-St Lukes	Our Manchester VCS
TOGETHER DEMENTIA SUPPORT CIC	Our Manchester VCS
Trinity House Community Resource Centre	Our Manchester VCS
Turkey Lane & Monsall Neighbourhood Centre	Our Manchester VCS
Venture Arts	Our Manchester VCS, Culture Partnership Agreement & Young Manchester
Wai Yin Society	Our Manchester VCS & Young Manchester
Whalley Range Community Forum	Our Manchester VCS
Whitemoss Club for Young People	Our Manchester VCS
Women in Prison	Our Manchester VCS
Wythenshawe Good Neighbours / Captain J R Greenhalgh Legacy CIC	Our Manchester VCS

## Cultural Partnership Agreement

Name of Organisation	Funding Programme
Brighter Sound	Culture Partnership Agreement
Castlefield Gallery	Culture Partnership Agreement
Community Arts North West	Culture Partnership Agreement
Company Chameleon	Culture Partnership Agreement
Contact	Culture Partnership Agreement & Young Manchester
Manchester Camerata	Culture Partnership Agreement
Manchester Craft & Design	Culture Partnership Agreement
Manchester Histories	Culture Partnership Agreement
Manchester Jewish Museum	Culture Partnership Agreement
Quarantine	Culture Partnership Agreement
Reform Radio CIC	Culture Partnership Agreement
Streetwise Opera	Culture Partnership Agreement
The Edge	Culture Partnership Agreement

## Young Manchester

Name of Organisation	Funding Programme
42nd Street	Young Manchester
A6	Young Manchester
Active Communités Network	Young Manchester
Anson Cabin	Young Manchester
Childrens Literacy Charity	Young Manchester
City in the Community	Young Manchester
Community Arts Northwest	Young Manchester
Community on Solid Ground	Young Manchester
Diane Modahl Sports Foundation	Young Manchester
East Manchester Community Games	Young Manchester
Eastlands Trust	Young Manchester
Families Against Violence	Young Manchester
Greater Manchester Youth Network	Young Manchester
Groundwork MSSTT	Young Manchester
Home	Young Manchester
Ladybarn	Young Manchester
LCF	Young Manchester
Levenshulme Youth Project	Young Manchester
M13 Youth Project	Young Manchester
MAD Theatre	Young Manchester
Manchester United Foundation	Young Manchester
Manchester Young Lives	Young Manchester
Manchester Youth Zone	Young Manchester

Mancunian Way	Young Manchester
MEEN	Young Manchester
Music stuff	Young Manchester
Muzik Movez	Young Manchester
N Gage	Young Manchester
Nacro	Young Manchester
Odd Arts	Young Manchester
Old Moat	Young Manchester
OMYOP Unity	Young Manchester
One Manchester	Young Manchester
Power2	Young Manchester
Projekts MCR	Young Manchester
Safe Gorton	Young Manchester
Street League	Young Manchester
Uprising	Young Manchester
WAC	Young Manchester
Water Activity Centre	Young Manchester
Whalley Range Youth Alliance	Young Manchester
Womens Aid	Young Manchester
Wythenshawe Community Housing Group	Young Manchester
Wythenshawe Community Initiative	Young Manchester
Wythenshawe Forum Trust	Young Manchester
YPAC	Young Manchester