A logo with black text reading Community Health Equity Manchester

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**Community Health Equity Manchester (CHEM)**

**Targeted Engagement Grant 2024**

**Application Guidance**

**Guidance for applicants**

This guidance contains information for preparing and submitting your application to the Community Health Equity Grant programme 2024 (CHEM24).

**About the grant**

You can find all the information about the grant [on Macc’s website](https://manchestercommunitycentral.org/news/community-health-equity-manchester-grant-programme-2024). Copies of this information are available from the Our Manchester Fund’s team by emailing [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk).

**Submission**

You must use the [online Smart Survey form](https://surveys.manchester.gov.uk/s/CHEM24/) to send us your application. A word version is available [on Macc’s website](https://manchestercommunitycentral.org/news/community-health-equity-manchester-grant-programme-2024) to help you plan your answers.

Make sure you complete all parts of the online form when submitting your application.

If you have any questions relating to the application process, please contact the Our Manchester Funds team by emailing [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk) with the subject ‘*CHEM Grant Application’*, where we expect to respond within 48 hours. Please note that the team cannot help you draft answers to the application form.

**Drop In Webinar**

To support you in producing and submitting the application, the Our Manchester Funds team will host a webinar to provide more information on the fund and the application process. There will be an opportunity to raise questions with the team towards the end of the session. The webinar dates can be found [on Macc’s website](https://manchestercommunitycentral.org/news/community-health-equity-manchester-grant-programme-2024). A record of the webinar will be made available.

You can register for the webinar and/or request access to the recording by emailing [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk).

This session is not compulsory but is recommended to groups who haven’t applied before, or who have questions about the process.

**Access**

We are committed to making this grant accessible to as many eligible organisations as possible. Smart Survey is an accessible software and should be compatible with widely used screen readers, usable with keyboard only, supports browser zoom up to 400% and has accessible colour.

If anyone in your organisation requires additional assistance or information in accessible formats, please email [omfunds@manchester.gov.uk](mailto:omfunds@manchester.gov.uk) with the subject line ‘*CHEM Grant Application - Access’*.

**Existing MCC grantees**

Organisations who have a prior or existing grant relationship with Manchester City Council are eligible to apply to the CHEM fund. However, you cannot apply for funding for a project or activity that you are already receiving funding for from the Council.

**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: [Data protection and freedom of information | Manchester City Council](https://www.manchester.gov.uk/info/200031/data_protection_and_freedom_of_information)

**Assessment**

The assessment panel will be made up of senior managers from Manchester City Council Public Health and Manchester University NHS Foundational Trust. Every application will go through an assessment panel, and panel members will score every bid.

The panel will be looking for applications that demonstrate:

1. Relevant skills and experience of applicant organisation / group

2. A relevant and appropriate project that will deliver the aims of the grant

3. Value for money

Only evidence provided in the application form will be used to assess the application.

**The Basics**

* Do not leave your application to the last minute. We expect to be very busy on the day of submission and can’t guarantee that we can respond to all queries before the deadline.
* Please make sure your responses answer the questions asked in the application.
* Be specific in your answers and avoid making general statements.
* If talking about previous work, focus on what you have delivered in Manchester.
* You can use short sentences and bullet points to answer questions.
* Applications will not be judged on things like spelling or grammar, but the panel must be able to understand your responses. We recommend that you get a colleague or friend to check your application before you submit to make sure the application makes sense.
* If you are having issues with the Smart Survey system let us know in plenty of time.
* If you have submitted your application and then want to make a change, please email us as soon as possible. We can re-open submitted applications to help with this.

# **Screening Questions**

As the targeted communities are quite broad, we are expecting to have a high number of applicants to this grant programme. As such, the screening questions help us to filter out organisations that are not applicable for this grant.

If you cannot answer Yes to each of the screening questions, you are not applicable for this funding. If you would like to look at other funding, please visit the MACC website <https://manchestercommunitycentral.org/support-groups/search-funding>.

# **Your contact details**

Questions 6-13

This section allows us to get in contact you, either to ask further questions or to notify you of the outcome of your application.

Please also provide details of a second contact person in case we need to get in touch, and you are unavailable. They should work for the same organisation as the first contact person.

# **About your organisation**

This section helps us to understand what you already deliver as an organisation and undertake due diligence.

Q14. Please use the full name of your organisation or group. If you are registered with the Charities Commission, please use the full name listed on the Charities Register.

Q15. Please include the registered address of your organisation, including full postcode.

Q16. If you do not have a website, you could include a link to social media pages for your organisation, such as Instagram or Facebook.

Q17. If you are not one of the specified types of organisation, you are not applicable. If successful we may ask you to provide evidence such as a governing document or constitution.

Q18. We ask for your bank details so that we can send the grant funding to your organisation. DO NOT supply personal bank details through this form. We cannot fund organisations that do not have an organisation or group bank account. If successful we will ask you for additional bank details and may ask you to provide a recent bank statement.

Q20. Annual income is the total amount of money coming into the charity, through donations and legacies, grants, charitable activities, other trading activities and investments.

Q21. Groups / organisations may choose to describe themselves as CERI-led if they have a board of trustees or directors that is mostly made up of people from communities that experience racial inequality.

Q22 + 23. We can only support organisations that deliver work within Manchester. Please note that we will prioritise organisations delivering work in areas marked with an asterisk. Please do not tick wards that you do not deliver work in, we may ask you for evidence of this should you be successful. Organisations delivering work in multiple wards are not necessarily more likely to receive funding and are instead judged on the criteria above.

# **About your activities**

Q24. This question is to understand the type of people that you currently work with, linking to the specified communities in the next question.

Q25. Your organisation MUST work with at least one of the specified targeted communities. These groups are specifically identified as experiencing more health inequalities in Manchester than other groups.

* We define older people as those aged 55 years or over.
* We define younger people as those up to 18 years old, or up to 25 if they have special educational needs.

Q26. Please provide more detail about who you plan to work with using this funding. Be as specific as possible, telling us approximately how many people from each group or category you're going to work with using this funding. e.g. "we plan to work with African and Caribbean men with poor mental wellbeing including 40 men aged 50+ and 30 young people with poor mental wellbeing."

Q27. Please include the total number of people you will support in each group you have selected.

Q28. Your project or activity MUST address one or more of the CHEM objectives.

Q29. In this section you can include what you would like to do, what difference your project will make, who will benefit from it, how you’ll make sure people know about it, and how you plan to learn from it and use this learning to shape future projects.

Q30. This is a brief summary of what you expect to do for your project or activity, to help you plan. This also helps us to better understand what you would like to deliver. We understand that dates and activities may change, although we ask that you inform us throughout the project if they do.

Q31. Your choice can be approximate and may change, but we will undertake monitoring against the details you put into this application. Funding will be provided no earlier than April 2024. Only expenditure that occurs after a grant is awarded can be funded, and funds cannot be applied to retrospective expenses. All specific expenditure for which the grant is requested must fall within the grant period of up to 12 months, although your project may have started before and/or continue beyond this period.

Q32. This question is to understand why you think your project will work and support the objective. You should include any previous experience of undertaking this type of work, and evidence of this being successful.

# **Outcomes**

Q33. 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 the outcome to measure progress. A tool is how you will measure and monitor the outcomes and indicators, to understand the difference that you’re making.   
  
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". A tool could be “using a sign up and attendance sheet to befriending schemes” or “collecting feedback surveys at the start and end of the programme”.

# **Costs**

Q34. This is how much you are asking for from the grant funding. Please note that the maximum you can apply for is £10,000.

Q35. This is a brief breakdown of what you think you will spend the money on and should link with the proposed activities in the project plan. Please try to provide accurate costings where possible, such as searching for costs on google. We understand that costs may change throughout the project, but we will be monitoring your spend and you will need to report on this.

Q36. We want to know the thinking behind your costs and how they represent reasonable value. Any costs that may be open to interpretation must be explained.

# **Safeguarding**

Q37 + Q38. If you are working with children, or adults with care and support needs, you MUST have appropriate safeguarding measures in place, including a named Safeguarding Lead. For more information visit [Safeguarding | Manchester Community Central](https://manchestercommunitycentral.org/support-groups/safeguarding).

# **Other funding**

Q39-41

This section lets us know about the existing support for this project (match funding) from other sources. Match funding is not a requirement of this fund.

# **Your experience**

This section is not compulsory but helps the Our Manchester Funds team to continuously improve our application processes.