

Covid Impact Fund – Mental Health and Wellbeing 2021

Application Questions and Guidance

Remember:

If you would like any help to apply, contact us by emailing omfunds@manchester.gov.uk

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What is this document?

This document includes the application questions for your reference. There is also guidance for some questions that we think might need explanation.

We realise that completing an application 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.

Applications should be submitted using the [online form](#).

You can get help to complete your application. Email us at omfunds@manchester.gov.uk

Due diligence

If successful we may ask you to provide evidence to support your application. Examples could include:

- Your governing document or constitution
- minutes of a recent meeting
- a recent bank statement
- evidence of your partnership arrangements
- your safeguarding policy

Tips for good applications

Typical features of successful applications include:

- Full and clear answers to the application questions
- Clear vision for their organisation with evidence of development and progression
- 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.

Typical features of unsuccessful applications include:

- 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.

Application Form Questions

Not all questions will require an answer and depend on your organisation's circumstances.

Section 1) About this form

Guidance:

This page includes information about how to use Smart Survey.

Section 2) About You

1. What is your full name? (Include first name and surname)
2. What is your preferred telephone number?
3. What is your preferred email address?
4. What is your role?

Section 3) Second contact

5. What is their full name? (Include first name and surname)
6. What is their preferred telephone number?
7. What is their preferred email address?
8. What is their role?

Guidance:

- The person filling in this form will be the main contact for the application. If you are applying in partnership, the applicant must be the lead organisation in the partnership.
- Both the main and second contacts should be unrelated senior 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.
- Unconstituted groups should not complete the application but work with a partner organisation who should apply on their behalf.

Section 4) About your group or organisation

Please note that if you are applying in partnership then as the applicant you must be the lead organisation.

9. What is the name of your group or organisation?

Guidance:

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.

10. What's the address of your group or organisation?

Guidance:

You must provide your organisations full address details including postcode. Organisations and groups based/registered outside the Manchester ward boundaries are welcome to apply but will need to demonstrate that the majority of its work (2/3) is in support of Manchester residents.

11. Website

Guidance:

This question is optional.

12. Is your organisation currently funded by any of the following grants programmes?

1. **Our Manchester Funds OMVCS Fund**
2. **Culture Partnership Agreement grants programme**
3. **Young Manchester Youth and Play Fund**
4. **My organisation is not funded by any of the above grant programmes**

Guidance:

- As the applicant / lead organisation, select all the programmes your organisation currently receives funding from.
- If you do not get funding from these programmes, select option 4.
- If you are unsure about your funding status get in touch with us to check.

Section 5) Additional questions for non-funded organisations

We welcome applications from organisations we don't currently fund and you do not have to be funded by us already to apply. However for groups we don't currently fund we need to ask some extra questions to help with our due diligence checks.

13. Please select your type of organisation

1. Registered, exempt or excepted charity
2. Charitable incorporated organisation (CIO)
3. CIC limited by guarantee
4. Charitable company (limited by guarantee)

5. Community benefit society (Bencom)
6. Faith group, where the activity is not promoting religion
7. Constituted community group

Guidance:

Choose one option that best describes your organisation.

14. Provide a brief description of what your organisation does, where you usually work and who you usually work with.

This might be different to what you want to do with the Covid Impact Funding.

15. I confirm the organisation / group has three or more Trustees or Directors.

Yes

No

Guidance:

Applicants with less than three trustees or directors will not be eligible for funding.

It's really important that organisations that apply have at least two people on their board or committee who are not related.

By related, we mean:

- married to each other
- in a civil partnership with each other
- in a long-term relationship with each other
- living together at the same address
- related by blood.

16. Your organisation's bank account details.

Please do not supply personal bank details through this form.

- Account name:
- Bank / building society name:
- Bank / building society address:
- Account number:
- Sort code:

Section 6) Applying in partnership

To tell us if you are applying individually or in partnership with other VCSE organisations.

17. Are you partnering with any other VCSE organisations in this application or applying on behalf of group that is unconstituted or doesn't have a bank account?

Yes

No

Guidance:

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

Section 7) Partnership details (for up to 6 partners)

Use this section to tell us about the organisations you are working with that will receive a portion of the grant money.

Guidance:

You will need to answer these questions for each partner you are working with.

18. Name of group or organisation.

19. Contact name (first name, surname)

20. Contact email address

21. Contact phone number

22. Brief description of the partner organisation

Guidance:

Please tell us briefly what the organisation does, where they work and who they usually work with.

23. Do you have any other partner organisations?

Yes

No

Guidance:

Answering yes will take you to a new section where you will need to fill in details for the second partner. You can partner with up to 6 organisations which is covered by sections 8-12 and questions 24-52.

Section 13) Working in partnership

53. How will you work with these partners to ensure the successful delivery of your activities?

Briefly describe how you reached your partnership arrangements, how you will work together and the benefits this will bring.

Guidance:

Briefly 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 and that you have made effective preparations for partnership working.

For example:

- What was the process of reaching an agreement with partners? E.g. have you worked with these organisations before?
- What arrangements (both formal and informal) have you put in place to ensure that the partnership works? E.g. this could be a partnership agreement or a service memorandum of understanding.
- How will funding be passed over?
- How will you deal with monitoring? E.g. who will complete the monitoring and how will information be shared.
- How will you manage potential disagreements? This could be included in a partnership agreement.

Section 14) About your activities

54. How much funding are you applying for from this grant?

- Up to £10,000 applying as an individual VCSE organisation
- Up to £30,000 applying in partnership with other VCSE organisations

Guidance:

Organisations can apply once at each funding level. You will need to complete a separate application form for each grant amount you intend to work with.

55. Tell us about the people you intend to work with and why you have chosen to work with them.

The fund's priority groups are below, however we will consider applications to support any group of Manchester residents:

- Support for those with a Disability
- Support for Black, Asian and Minority Ethnic
- Support for LGBTQ+
- Support for North Manchester residents
- Support for Older people (65 years and over)

Guidance:

- 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.
- 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.

56. In which wards or areas of Manchester do you intend to work in?

Guidance:

- 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.
- [Follow this link for a map of Manchester to help you answer this question.](#)
- If you plan to cover an entire area containing multiple wards (e.g. South Manchester) just tick the box marked South Manchester.
- The Prospectus appendix contains a list of wards and areas.

57. Tell us the total estimated number of people who will benefit from the work you are seeking funding for.

Explain how you calculated this estimate.

Guidance:

The estimate only needs to be approximate and is to give the assessment panel an understanding of the impact of your work. It should be based on your understanding of the group(s) you work with.

58. What period of time do you want the Covid Impact funding to cover?

Guidance:

It's fine to put in approximate start and end dates e.g. "beginning to end of March" or "beginning of February – end of April". We can cover up to 6 months of funding and anticipate funding periods to last until June / July at the latest.

59. Tell us about your proposed activities and how they will improve mental health and wellbeing and/or reduce social isolation of Manchester residents.

Make sure you include the following information:

- what the activity is, how you will deliver it and who will be doing the work
- how is this an expansion / extension / refocus or sustaining of provision e.g. is this funding enabling you to extend the opening hours of your service, etc

Guidance:

- This is a key question for the assessment panel so answer it as carefully and as clearly as possible.
- Your answer must be no less than 250 words and no more than 1,000 words.
- The activities you describe in this application should in some way build on what you are already doing and your learning from the last 12 months. This shouldn't be something completely new and untested but rather an extension of existing activities or a repurposing of your resources to meet pressures or changes in demand. Please see the Prospectus for examples of what we're expecting to fund.
- Tell us how your activities reflect the objectives of the grant programme and what benefits the activities will bring for your chosen group(s).
- If you are working with people or in areas that you have not worked with before, we want to know how this builds on your existing connections and how it will create new ones.
- You should be clear about any marginalised groups you will be supporting that may have barriers to accessing services.
- We want to know how you will ensure that you have the experience, skills and knowledge to carry out your activities.

60. Please select which outcomes your activity expects to contribute to:

1. Increased positive connectedness with others e.g. through deepened relationships or new connections made
2. Improved physical health and wellbeing
3. Improved mental health, confidence and/or self esteem
4. Improved attendance and participation in community and/or social activity. This could include volunteering.

Guidance:

Tick the outcomes that best apply to your activities. Bids will be assessed on the relevance and potential impact of the activities to the aims and outcomes of the fund.

61. Briefly outline how you will work in line with Covid government guidelines

Guidance:

Show how you are taking into account current restrictions and how your activities might adapt to future changes in restrictions in order to ensure activity can still be delivered as far as possible.

62. What is the total amount that you are looking to be covered by the Covid Impact Fund?

Guidance:

- This total can be any amount up to and including the level of funding you are applying for but cannot be less than £2,000.
- We will consider the value for money that the project will deliver and bids will be assessed for unreasonable costs.

63. What are you spending the money on? Breakdowns do not need to be to the penny – we just want to know broad spend areas e.g. staffing, rent, equipment.

Guidance:

- Refer to the prospectus for a list of what we can and can't fund.
- You don't need to include every detail, but these cost areas should add up to the total amount in Q62.

64. Allocation of Money to partner organisations (only if you are applying as a partnership)

Show how the money requested will be allocated between your organisation and your partner organisation(s). As a guideline, we would expect at least 10% of the overall amount requested to be handed over to partner organisations.

Guidance:

- 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.

Section 15) Digital Inclusion

65. Would any of the following digital support be needed by you and/or your partners to help deliver the outcomes and activities you have listed?

- Personal devices e.g. tablet, phone or computer
- Wifi / router / networking equipment
- Data allowance e.g. broadband access or SIM card for personal devices
- Training and support on use of equipment / software
- More software to support virtual engagement e.g. Zoom

Please state what would be most helpful to help you to overcome any digital barriers your beneficiaries might be facing and whether you have included these in your costings above.

We may share these requirements with the Council's digital inclusion team for the purpose of connecting you to additional support.

Guidance:

- Please mention any barriers that your beneficiaries might face in terms of digital access and how you are seeking to address these.
- The council's digital inclusion team has been providing support throughout the Covid crisis and answers to this question may help them to target future support.
- We may get in touch with you to discuss any digital inclusion needs you mention here.

Section 16) Safeguarding

66. Will you be working with children or adults with health and social care needs?

Yes

No

67. Do you have a safeguarding policy in place?

Yes

No

End of Application Form Questions