

Cash grants for your community

This is your chance to make a real difference in your community and tackle some of the problems in your area.



**GROW!
NURTURE!
BLOOM!**

Guidance notes

If you were awarded money to help improve your local community, what would you do with it? Manchester City Council has funding for each ward to help residents make a difference in their community. You can do anything that improves or brings benefits to your local area, such as improving existing community facilities, creating a community work of art, improving a piece of waste land, get people volunteering or help residents feel safer in their neighbourhood.

Almost anyone can apply – groups of friends, neighbours or voluntary, community and resident groups. All you need is a project based in Manchester that will benefit Manchester residents and which you can see through from start to finish. Funding decisions will be made by ward co-ordinators after consultation with local councillors.

Once your group has decided what they would like to do with a grant, you need to think about who will carry out the work. You will need to provide estimates and if you use a contractor to do the work or supply materials, you will need a quote from them to send with the application. If you want to use a Council department to do the work, your regeneration ward support officer can tell you who you need to speak to so you can find out the cost.

When you have completed the application form, you should send it to your regeneration ward support officer – details are on a separate sheet provided with this form.

If you want to apply:

- Read the guidance notes here and on page 6
- Contact your regeneration ward support officer if you need further information
- Complete every section on the application form or write 'not applicable'
- Ensure the form is signed by both the named applicants
- Take a photocopy for your own records then send all the required documents to your regeneration ward support officer.

Applications can be considered from:

- Tenant and resident groups
- Voluntary and community sector groups, clubs and societies
- Charitable organisations (registered and not registered)
- Parents and Teachers Associations (PTAs).

Some organisations are not eligible:

- Organisations outside Manchester
- Commercial groups, social enterprises or local branches of national charities
- Organisations that have not accounted for previous funding from the Council
- Groups that do not include local residents and have open access for membership.

Also see guidance notes on page 6 for what can and cannot be funded

If you have general queries about applying for funding or developing your group, please contact Manchester City Council's support organisation for further support:

Manchester Community Central

Email: info@mcrcommunitycentral.org
Website: www.manchestercommunitycentral.org
Tel: 0333 321 3021

(local call rate from a mobile or landline)



Grants for your Community

Contact information

What is the name of your group?

Provide details of two members of your group who we can contact about this application. Applicants should not be related to each other.

Name (main contact)	Name (second contact)
Address	Address
Postcode	Postcode
Daytime telephone	Daytime telephone
Email	Email

Your project

Please describe what you want the grant for:

Please explain how this would improve your local community or area.

Where an organisation applies for funding to work with children, a Child Protection Policy is needed.

Does the project involve working with children?

Yes No

Do you have a Child Protection Policy (CCP)? If yes, please include this with your application. If no, Manchester Community Central (details on page 1) can provide advice on what you need to do.

Yes No

Your project (continued)

Where will your project take place? Please provide the postcode.

Do you have the owner's permission to use this land, park or building?

Yes

No

N/A

If yes, you may need to provide written evidence of permission.

If you are planning an event, please give the date(s) and venue(s):

Project costs

Please tell us about the costs of carrying out your activity or event. You need to provide quotes/estimates for work to be carried out and for any single purchase items costing £300 or more. Please ensure costs include VAT.

Please note that if a grant is approved, you must keep all the receipts for money you spend, as they will be required for the monitoring report.

Expenditure item	Amount
	£
	£
	£
	£
	£
	£
	£
	£
	£
Total cost:	£
Amount applied for:	£
If the cost of the project is more than you have applied for, have you secured the rest of the funding you need?	Yes <input type="checkbox"/> No <input type="checkbox"/>

You do not need to be an organised group with accounts and a constitution to apply for a Cash grant, but we would like to know if your organisation has the following:

A constitution or rules of association

Yes

No

Financial accounts or statements

Yes

No

If yes, you do not need to send these with the application but there may be some occasions where these could be asked for.

Have you previously had a grant from Manchester City Council?

Yes

No

If yes, please give details.

Year of grant	Amount £	Department that gave the grant

Financial information

Bank account: Please give details of the organisation's bank account into which a grant would be paid. We cannot make payments to personal bank accounts. If you do not have a group bank account, you will need a referee organisation to accept a grant on your behalf. If this is the case, the referee group will need to complete both sections below.

Name of organisation's bank account:	
Name of bank/building society:	
Address of bank/building society:	
Bank account sort code:	<input type="text"/> <input type="text"/> <input type="text"/>
Bank account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
or building society roll number:	<input type="text"/>

Who can sign cheques on the bank account? Please give names of at least two unrelated signatories:

1	3
2	4

How many signatures are required to access funding

Referee organisation

If you are using a referee organisation, please ask them to complete this section.

I confirm our organisation has agreed to accept the grant (if approved) on behalf of the applicant group and help them with details of expenditure for a monitoring report after the project has taken place. I confirm that our organisation will not benefit from any grant made:

Name of organisation:	
Contact person:	
Position in organisation:	
Signature:	
Telephone number:	
Email:	
Date:	

Declaration

On behalf of the group submitting this application, we confirm the information contained in this form is accurate. We also certify that any grant received will only be used for the purpose described in this application.

Signature (main contact):	
Name (BLOCK CAPITALS please):	
Date:	

Signature (second contact):	
Name (BLOCK CAPITALS please):	
Date:	

Please note that both people named in the contact information must complete the declaration above.

Data Protection Notice

The details you submit on this form are confidential. Council staff will use them to assess your eligibility to receive public funds.

We may check the information you give us, or information someone else gives us about you, with other information we hold. We may also get information from other Council departments, or give details to them, to check the accuracy of information, to prevent or detect crime, and/or to safeguard public funds in accordance with the law.

We will not give information about you to anyone outside Manchester City Council, or use information about you for any other purpose of the Data Protection Act 1998. If you want to know what information we have about you, or the way we use your information, you can write to us at the address given below.

Freedom of Information Act

Under the Freedom of Information Act, anyone may make a request for access to recorded information held by the Council, including the information you submit on this application (and any subsequent correspondence).

We will not release any information that would breach the Data Protection Act and we will not release information that could be considered confidential or commercially sensitive. If you are at all unsure about the implications of the Act, then please seek further guidance from www.informationcommissioner.gov.uk/ or contact the Third Sector Team on 0161 234 3392 before you submit the form.

Guidance notes (continued)

What we will consider when assessing your application

Applications will be expected to:

- Provide local community benefit
- Contribute to delivering ward priorities (these are on the Council website)
- Show commitment to equality of opportunity and inclusion
- Represent value for money
- Be managed on a voluntary basis
- Meet a genuine need

and priority may be given to applications that

- Encourage opportunities for volunteering
- Show partnership working with other groups in the local area.

What cannot be funded by Cash grants:

- Staff salaries and ongoing costs of established projects (eg. rent)
- Fundraising activities and sponsorship events
- Purchase of alcohol or gambling activities
- Activities of a religious or political nature
- Activities that have already taken place
- Improvements to private unadopted roads and footpaths
- Projects that duplicate existing provision/services
- Projects that fall within statutory sector responsibility
- Fees or payments where individual members will benefit financially from a grant
- Services for individual benefit such as private counselling, professional legal advice, personal therapy, further education courses and private tuition.

Working Together: A Compact for Manchester

Manchester City Council values the role of the voluntary and community sectors (VCS) in providing services and representing the needs of different communities. The relationship between the Council and VCS is set out in Working Together: A Compact for Manchester. For information visit www.manchester.gov.uk

Where to send your application

Application forms should be posted to the Regeneration and Ward Support Officer for your area.

The address and contact details for ward support are included with this application on a separate sheet. If you do not have this, details can be found on the Council website.

If you have any enquiries or need further information:
Tel: 0161 234 3159
Email: cashgrants@manchester.gov.uk



MANCHESTER
CITY COUNCIL

**BE PROUD.
LOVE MANCHESTER.**