**FAMILY HUBS**

**GRANT APPLICATION FORM**

|  |
| --- |
| **Contents** |

**Introduction and Can I Apply?**

**Section 1: About you**

**Section 2: About your application**

**Section 3: Budgets and finance**

**Section 4: Declaration**

**Final Checklist**

**Feedback**

Introduction and Can I Apply

Please read the application guidance before you continue. This will help you to complete all sections of this application form correctly. We have given a word limit for some of the questions in this form. We will only look at the information you give us within this word limit.

Applications can be made for funding of **microgrants of up to £5,000, and small grants of up to £10,000**. The funding will be awarded to the successful applicants for each area. Applications are also welcomed from groups working together in partnership with one organisation acting as the lead, accountable organisation.

|  |
| --- |
| **Can I apply?** |

**We can only accept applications from VCSE organisations that are based in Manchester.**

|  |  |  |
| --- | --- | --- |
| **1.1 - What type of organisation are you?*****(tick all that apply)*** | **X** | **Insert organisation number** |
| Unincorporated Association |   |  |
| Company Limited by Guarantee |   |   |
| Registered Charity |   |   |
| Charitable Incorporated Organisation |   |   |
| Community Interest Company        |   |   |
| Community Benefit Society      |   |   |
| Other (please specify) |   |   |
| None – we’re not constituted |   |  |

**As part of the process only successful applicants will be required to provide all the documents highlighted below. Please use the checklist to make sure that you have the documents highlighted.**

|  |  |
| --- | --- |
| a Safeguarding policy  | [x]  |
| an Equal Opportunities policy | [x]  |
| a Health and Safety policy | [x]  |
| a Data Protection policy | [x]  |
| a Safer Recruitment policy | [x]  |
| a Whistleblowing policy | [x]  |
| a Supervision policy | [x]  |
| financial policies and procedures  | [x]  |
| Certificate of Insurance (EL & PL must have minimum indemnity of £10m) | [x]  |
| a recent annual report and independently verified accounts | [x]  |
| evidence of recent provision of services to Manchester residents e.g. provide recent impact reports | [x]  |

|  |
| --- |
| **IMPORTANT – The above documents would only be requested if your bid was successful. If you would be unable to provide all the documents requested, please feel free to contact us -** **familyhubprogramme@manchester.gov.uk** **- to discuss further.** |

|  |
| --- |
| **Section 1: About you** |

|  |
| --- |
| **1.1 Details of you and your organisation** |
| Name of organisation |  |
| Address of organisation including postcode |  |
| Organisation’s website and / or social media addresses (if applicable) |  |
| Main contact person | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
| Telephone number |  |
| Email address |  |
| Second contact person  | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
|  | Telephone number |  |
|  | Email address |  |
| Please supply any relevant registration or reference numbers (if applicable) | Name | Reference/Number |
|  |  |
|  |  |
|  |  |
| Date your organisation was established |  |

|  |
| --- |
| **Section 2: About your application** |

|  |  |
| --- | --- |
| **Name of Service** |  |
| **Value of Grant Applying For** | [x]  **- Microgrant (up to £5,000)****[x]  - Small Grant (up to £10,000)** |

|  |
| --- |
| * 1. **Please outline how your organisation would deliver a service that would contribute to and/or increase the uptake of services which could include; strengthening parent and child relationships, increasing/improving the offer of parenting support or meeting the wider family hub criteria (see Annex E in prospectus for further info on wider criteria)**

**Please include:****- A description of the service/activity you would offer** **- Which Family Hub area you would work across****(500 words)** |
|  |

|  |
| --- |
| **2.2 How would you work with diverse communities and communities who have yet to engage and/or are at risk of poorer outcomes. What experience does your organisation have, in working with these communities, that makes you the best placed to deliver this service (500 words)** |
|  |

|  |
| --- |
| **2.3 Please describe how the organisation will ensure children and adults are adequately safeguarded. (500 words)***The Applicant must demonstrate they can identify and appropriately manage safeguarding issues and effectively manage risk in relation to the specific service.* |
|  |

|  |
| --- |
| **2.4 Hub Location** |
| Which areas will your beneficiaries come from?  |
| North Manchester (Cheetham) |    |
| Central Manchester (Longsight) |    |
| South Manchester (Sharston/Crossacres) |    |

**Section 3: Budgets and finance**

|  |
| --- |
| **3.1 What is the total cost of your service?** |
| **Total cost: £** |

|  |
| --- |
| **3.2 How have you worked out your costs? (300 words)** |
| *How will your organisation use the grant to achieve the desired outcomes. Please highlight your project costs, ensuring that the grant covers the full costs of the activities. Please remember to include your overheads or core costs*  |
|  |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **£** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

|  |
| --- |
| **Section 4: Declarations** |

|  |
| --- |
| **4.1 Declare any interests of employees or board/management committee members that may be relevant to your application**.  |
| *Provide the name, position in your organisation and details 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.* |
|  |

**4.2 Declaration**

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.

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

Manchester City Council is listed as a public authority under the **Freedom of Information Act 2000.** By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.

This application form contains information that is personal data for the purposes of the **Data Protection Act 1998.** The Council's Data Protection policy is available from at: http://www.manchester.gov.uk/downloads/file/8753/councils\_data\_protection\_policy. The personal data that you have provided will be used by the Council for the purpose of processing your application and will not be disclosed to any other organisation for any other purpose other than in relation to cases of suspected fraud or where there is a statutory requirement for disclosure.

**Signatory One**

The main contact named above.

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.

Name

Position

Signature

Date

**Signatory Two**

This should be the chair or person of similar authority in your organisation. This person must be different to signatory one.

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

Name

Position

Signature

Date

Final Checklist

Before sending us this form please check

|  |  |
| --- | --- |
| You have answered every question |  [x]   |
| You have signed and dated the form |  [x]   |
| You have included any documentation requested |  [x]   |

If you do not understand anything in the application form, or in the guidance then you can contact familyhubprogramme@manchester.gov.uk

If organisations are having trouble submitting applications please contact us as soon as possible.

Please note that Manchester City Council cannot help you complete your application form or offer advice on the likelihood of your application being funded.

Please ensure you receive confirmation by email or in writing that your form has been

received.

**This form must be submitted before 4pm on the 6th October 2023 – we will not consider applications submitted after this deadline.**

**We expect to decide and notify applicants on or before the 27th October 2023**

Feedback [Needs to be separate and anonymous detached from application]

It is not obligatory to fill in this part of the form and none of your answers to this section will affect the outcome of your application. However, we value your feedback and will use it to improve our grant processes in the future.

1. How did you hear about this grant programme?

1. Did you have all the information you needed to complete the form?

 Yes No

1. Was the application form easy for use?

Yes No

1. If you answered no to either of the questions above then please explain how the application form and information could be improved?