**Manchester City Council**

**Directorate for Children and Families**

**Homeless and Rough Sleeping Evening Provision Grant**

**Prospectus 2017/18**

# Executive Summary

Manchester City Council wishes to commission a service that will provide an accessible indoor evening and weekend provision for rough sleepers in the City. The service will provide a safe and well-managed environment where rough sleepers can get hot food and showers, and advice and support to access other key services including health and well-being and accommodation.

We are seeking applications for funding from Voluntary, Community Sector and not for profit services / organisations who are able to provide this service and who are also willing to sign up to the Manchester Homelessness Charter.

Applications for funding can be from a consortium or individual organisations, but they must be based in Manchester and working with Manchester people. The funding can only be offered to one consortium / individual organisation and cannot be split between bidders. Applications from groups working together in a partnership will require one organisation acting as the lead, accountable organisation.

We are looking to work with a provider who has the following knowledge and skills:

* Knowledge of the issues around homelessness;
* Experience of involving people with lived experience in both developing and delivering services;
* Experience of working with volunteers;
* Experience of taking a strengths-based approach to service delivery;
* Developing innovative ideas and best practice around service delivery, partnership working and working with volunteers and people with lived experience.

There is £100,000 available for the Homeless and Rough Sleeping Evening Provision grant for a 12 month period from the award of the grant

Important dates to note:

Call for applications: **3rd July, 2017**

Closing date: **17th July, 2017**

Decisions: **Week commencing 24th July, 2017**

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**Introduction**

Welcome to the Homeless and Rough Sleepers Evening Provision Grant Funding prospectus, and thank you for your interest in applying.

This document provides an explanation to the Homeless and Rough Sleepers Evening Provision Grant priorities for funding, the grant application process and guidance on how to make an application.

Bidders are advised to read this document thoroughly, and make note of the scoring criteria.

We wish you good luck with your application.

# Section 1

# Context

# Homelessness is a growing national problem. The number of people presenting as homelessness has been steadily increasing over recent years. In addition to this, in 2016 the number of people sleeping rough in England rose for the sixth year in a row, with an estimated 4,134 people bedded down outside, an increase of 16% on the previous year’s figure of 3,569, and more than double the 2010 figure.

Whilst there are good day centres and street outreach services in the city, and a range of street kitchens providing food, there is currently limited indoor evenings and weekend provision for rough sleepers. This has been identified as a real gap by rough sleepers, and a Homeless Charter Action Group has been looking at what is needed from an evening service. Key to this is a regular safe and accessible service in a central location run by experienced, supportive and knowledgeable staff and volunteers.

# Manchester’s Homelessness Partnership

# The Manchester Homelessness Partnership was developed to create and deliver a multi-agency and partner vision for a homelessness free future in the city. In 2015, the partnership invited people who were homeless in the city, and organisations working to reduce homelessness, to share their experiences, key challenges and concerns. The Manchester Homelessness Charter was the outcome of this work, drawing on best practice nationally and internationally.

# The Charter provides the vision for ending homelessness in Manchester and sets out a number of values underpinning this:

# A safe, secure home along with an appropriate level of support to create a good quality of life;

# Safety from violence, abuse, theft and discrimination, and the full protection of the law;

# Respect and a good standard of service everywhere;

# Equality of access to information and services;

# Equality of opportunity to employment, training, volunteering, leisure and creative activities.

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# The Charter also sets the collective responsibilities of those that work with people who are homeless, which are:

# Good communication, coordination and a consistent approach is delivered across all services

# People with experience of homelessness have a voice and involvement in designing the services aimed at helping them.

# Our Manchester Strategy and Approach

# The Our Manchester Strategy is an ambitious statement of where Manchester people, businesses and public services want to get to over the next ten years. The vision is for a city that is:

# Thriving – with great jobs and the businesses to create them

# Full of talent – both home-grown and from round the world

# Fair – so everyone has an equal chance to contribute and to benefit

# A great place to live – with a good quality of life: a clean, green, safe city

# Connected – both physically, with world-class transport, and digitally, with brilliant broadband.

#  Underpinning the strategy is the Our Manchester approach, which aims to create a more proactive, pre-emptive and creative than business-as-usual public service, focusing on a people or community's strengths and opportunities. This new kind of partnership of local people, professionals and organisations is developing new answers; some as yet unthought-of and all different. At its centre is delivering things differently with our residents and having different conversations with residents about what matters to them.

#  Section 2.

**1. Service Delivery**

The Council is seeking to commission an advice and support service for rough sleepers for seven evenings a week in a suitable, centrally located venue. The successful provider will ensure that the service is well-managed and delivered in a safe and sustainable way. As well as providing a social setting with hot food and showers, the service will give rough sleepers advice and information about a range of other services including health and well-being and housing options.

The successful provider will be expected to work closely with other statutory and voluntary sector homeless services, accessing, updating and sharing information through a shared database M-THINK.

The provider should involve people with lived experience of homelessness in the design and delivery of the service.

We are looking to fund a provider with the following knowledge and skills:

• An understanding of the issues around homelessness and rough sleepers, and experience of working with rough sleepers;

• Experience of involving people with lived experience in developing and delivering services;

• Experience of working with volunteers;

• Able to take a strengths-based approach to service delivery;

• Able to work in partnership with other services.

**2. Objectives and outcomes**

The objective of the grant is to fund a service that will:

* Provide a safe, accessible and well-managed indoor evening service to rough sleepers seven days each week, reducing the need for street kitchens.
* Provide advice and support to rough sleepers, including about their accommodation options, and help them to engage with a range of services that will improve their health and well-being including advice and drug and alcohol and mental health services.
* Work closely with other rough sleeper and homeless services in the City, and record, update and share information with them in a way that will benefit rough sleepers and lead to better outcomes for them.

The Service Provider will be expected to demonstrate the achievement of the following outcomes:

* Rough sleepers can access a supportive, safe, well-managed service every evening which provides hot meals and showers as well as social interaction.
* Helps to prevent and resolve homelessness and rough sleeping for people using the evening provision through the provision of advice about accommodation options.
* Improves the health and well-being of homeless people and rough sleepers by signposting and referring into a range of specialist services.
* Records information about rough sleepers and shares this appropriately with other services.

**3. Who can apply?**

To apply for this grant your organisation must have, and be able to produce when asked:

* A safeguarding policy
* An equal opportunities policy
* A health and safety policy
* A data protection policy
* Financial policies and procedures
* Evidence of at least 4 Board / Management Committee meetings in the last year
* A list of Board / Management Committee members, including their roles
* A governing document (i.e. a Constitution)
* Relevant insurance
* A recent annual report and independently verified accounts
* Evidence of significant recent provision of services to Manchester residents.

You must also be a not-for-profit organisation – this includes voluntary, community and faith organisations, co-operatives and mutual societies, non-governmental organisations which are value driven and which principally invest their surpluses to further social, environmental or cultural objectives.

Applications are welcomed from groups working together in a partnership with one organisation acting as the lead, accountable organisation.

You cannot apply if you are:

A private sector or “for profit” organisation.

A public sector organisation i.e. local authority, education institution, health authority etc.

**4. Funding**

The funding of £100,000 for 2017/18 will be paid through Purchase Order, on a quarterly basis over a 12 month period from the grant award date.

In accordance with the obligations placed upon local authorities by the Freedom of Information Act 2000 (the Act), all information submitted to Manchester City Council may be disclosed in response to a request made pursuant to the Act.

In respect of any information submitted by applicants, which they consider to be commercially sensitive, applicants should:

Clearly identify such information as commercially sensitive.

Explain the implications of disclosure of such information.

Detail the envisaged timeframe during which such information will remain commercially sensitive.

Please note, even where information is identified as commercially sensitive, Manchester City Council may be required to disclose such information in accordance with the Act if a request is received. Receipt of any information marked "confidential" should not be taken to mean that Manchester City Council accepts any duty of confidence by virtue of the marking.

**5. How to apply**

Please send your completed application to: workingwithus@manchester.gov.uk

(NB – incomplete applications will not be considered).

If you require a paper application form please contact:

Mick Stacey at m.stacey@manchester.gov.uk and/or on 0161 219 3373

Please ensure that you remember / include the following important points:

Make sure you read the guidance notes carefully.

Ensure that you understand the application criteria.

Provide evidence to support your application.

Answer every question on the application.

The deadline for applications is 17th July, 2017

You will receive an acknowledgement of our receipt of your application

**6. How will decisions be made?**

Applications will be considered by the Scoring Panel, which will consist of senior officers within Manchester City Council, people with experience of homelessness, and people who have good knowledge and understanding in this area.

Each application will be considered on its own merits.

The Scoring Panel will assess each application and allocate scores based on how well the application can evidence:

* How it contributes to the objectives.
* How it will achieve agreed outcomes.
* How a partnership would work (if the proposal is for partnership, alliance or consortium).
* Reasonable and well thought through costings.

In the event of more than one group bidding to deliver the same service or activity, the grant evaluation panel will consider which proposal best meets the criteria.

**7. What will happen after the decisions have been made?**

All applicants will be notified by email of the panel decision.

The decisions will be made week commencing 24th July, 2017

Written feedback will be provided on request. There is no appeals process.

Officers from MCC will arrange to meet with representatives of the successful applicants to finalise details around service delivery, monitoring and reporting arrangements and grant fund payments.

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**8. Monitoring and evaluation**

Manchester City Council is required to safeguard public funds. Therefore, successful providers will be required to provide monitoring information which will evidence agreed outcomes, based on the objectives of the Grants. This information will also be used to inform future commissioning priorities and to secure future financial resources. The monitoring information will be required within two weeks after the end of each financial quarter.

Officers from the Directorate for Children and Families will meet with the successful provider to agree the specific requirements and format of the monitoring information, the frequency of monitoring meetings and the overall governance arrangements.

**9. Getting help**

If you require any clarification, please contact:

Mick Stacey at: m.stacey@manchester.gov.uk

Key documents that may assist with your application include:

* Manchester Homeless Charter
* Manchester Strategy 2016-2025

If a query is raised by an applicant, any answer(s) given by Manchester City Council may be provided to all applicants, along with the original query. Details of the enquirer will not be disclosed.

**10. Relevant dates**

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| Grant Applications issued | **3rd July, 2017** |
| Closing date for Applications | **17 July 2017** |
| Panel assessments | **Week commencing 17 July, 2017** |
| Mediation Panel | **Week commencing 17 July, 2017** |
| MCC Internal Approvals | **Week commencing 17 July, 2017** |
| Announcement of Funding Decisions | **Week commencing 24 July, 2017** |
| Projects to commence | **01 September, 2017** |