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**MANCHESTER CITY COUNCIL**

**Work and Skills**

**North Manchester Over 50’s into Employment Pilot**

**2019-2020**

**APPLICATION FORM**

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**Introduction and Can I Apply**

Please read the specification carefully before you continue.

We’ve 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.

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| **Can I Apply?** |

**We can only accept applications to this programme from organisations that meet the criteria below. Please use the checklist to make sure you are eligible to submit an application.**

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

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| a safeguarding policy  | ☐ |
| a health and safety policy and/or procedures | ☐ |
| accounts, or an income and expenditure sheet | ☐ |
| a bank account in your organisation’s name with at least two signatories | ☐ |
| a governing document (i.e. Constitution) | ☐ |
| relevant insurance | ☐ |
| an equality & diversity policy | ☐ |

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| **IMPORTANT – if you are not able to tick all the boxes above, we won’t be able to consider your application and you should not fill in the rest of this application form!** |

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| 1. **About you**
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| **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 |  |
| Is your organisation incorporated? |  Yes ☐ No ☐ |
| What is the status of your organisation e.g. charity |  |
| Please supply any relevant registration or reference numbers. | Name | Reference/Number |
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| Date your organisation was established |  |

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| **1.2 Tell us about your organisation’s aims, objectives and activities and the key values that guide your work.** The type of work you have done, who you have engaged with, what outcomes you have achieved. **[Max 400 words]**  |
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| **2. Your Proposal** |
| Please provide full details of your proposed project, including an outline of the activities to be delivered, local knowledge used to make your decision and how you will ensure you reach the right people. Your activities must support the outcomes detailed within the specification. **[Max 1000 words]** |
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| **3. Outcome Recording** |
| How will you effectively record outcomes for participants ensuring you comply with GDPR, eg. referrals to health provision, employment obtained, further training **[Max 200 words]** |
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| **4. Budgets and Finance** |

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| Please provide an itemised breakdown of your budget. Give as much detail as possible. |
| **Staff Costs (existing salary costs are ineligible)** |
| **Item Description** | **How Calculated** | **Total Cost** |
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| **Total Project Cost:** |

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| **Section 5.Health and Safety, Risk, Insurance** |
| How will you assess the health and safety risks to your participants? What measures will you put in place to minimise the impact of any risks? **[ Max 200 words]** |
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| **Section 6. Safeguarding** |
| Safeguarding of vulnerable adults and children is a priority for us.Please **detail** how you will ensure vulnerable adults are safe from harm and abuse on your project **[Max 200 words]** |
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| **Section 7. Equality and Diversity** |
| Please **detail** how you will ensure Equality and Diversity issues are considered in all aspects of your project. **[Max 200 words]** |
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| **Section 8. Declarations** |
| Please 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. |
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**8.1**.**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 the website 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.

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| **Signatory One**This must be 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.  | **Signatory Two**This should be a person of similar authority in your organisation. This person must be different to signatory one. I confirm this application has been authorised by the management committee or other governing body. |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  |

**Final Checklist**

Before sending us this form please check

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| You have answered every question |  ☐  |
| You have signed and dated the form |  ☐  |
| You have included any documentation requested |  ☐  |

**Please return this form to Danae Smith** by email on workandskillsadmin@manchester.gov.uk

Please ensure that you receive confirmation by email that your form has been received.

**This form must be submitted before 10am on Monday 7th October 2019.**

 **We will not consider applications submitted after this deadline.**