**Positive Engagement Programme**

APPLICATION FORM



A Fund for the City of Manchester in collaboration with:



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Introduction and Can I Apply

Please read the grant prospectus before you continue. This will help you to complete all sections of this application form correctly.

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.

This fund contains a Lot 1 and Lot 2. Please indicate clearly which Lots you are applying for funding from.

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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.**

Yes No

**Is your group a voluntary or community sector organisation?** ☐ ☐

**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 | ☐ |
| evidence (e.g. minutes) of Board / Management Committee meetings in line with your constitution | ☐ |
| a list of Board / Management Committee members including their roles | ☐ |
| a governing document (i.e. Constitution) | ☐ |
| relevant insurance | ☐ |

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| **IMPORTANT – if you have not been 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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| **Section 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. i.e Ofsted number | Name | Reference/Number |
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| Date your organisation was established |  |
| **Formally Listed Partners** |
| **Organisation** | **Contact name** |
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| **1.2 What funding are you applying for?** |
| **Lot 1** –Hulme, Gorton and Abbey Hey, Clayton and Openshaw | ☐ |
| **Lot 2** – Harpurhey, Miles Platting and Newton Heath, Cheetham, Burnage, Sharston, Woodhouse Park |  ☐ |

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| **1.3 Tell us about your organisation’s vision, values and activities** (200 words) |
| The type of work you do, who you engage with, what outcomes you achieve. |
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| **Section 2: About your activities** |

How will you go about delivering the objectives of this fund? Tell us about your proposed activities, why they are needed and how they are going to make a difference. If applying for only one of the Lots, just answer questions for that Lot. If applying for both Lots, answer all questions.

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| **2.1a Tell us about your proposed activities – Lot 1** (600 words) |
| What you plan to do, who with and how. Be as specific as possible and include numbers where appropriate. Why do you think your activities will make an impact? Your activities must support the objectives of the grant programme - please outline how they will achieve them. |
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| **2.1b Tell us about your proposed activities – Lot 2** (600 words) |
| What you plan to do, who with and how. Be as specific as possible and include numbers where appropriate. Why do you think your activities will have an impact? Your activities must support the objectives of the grant programme – please outline how they will achieve them. |
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| **2.2a How will you work with partners to deliver your activities?** **Lot 1** (500 words) |
| Who will you be working with on this project to ensure its success? Tell us more about what each partner organisation does and what experience they will bring to the work? What will they do as part of your project? |
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| **2.2b How will you work with partners to deliver your activities?** **Lot 2** (500 words) |
| Who will you be working with on this project to ensure its success? Tell us more about what each partner organisation does and what experience they will bring to the work? What will they do as part of your project? |
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| **2.3 What types of projects have you delivered in the past that mean you will be able to successfully deliver your proposed activities?** (400 words) |
| We want to know about your track record for delivering these types of activities. Where have you delivered in the past? How have you worked successfully in partnership? |
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| **2.4 Who will benefit from your activities and how will they be involved in shaping them?** (300 words) |
| Which individuals and/or communities are being engaged and involved? People might receive a service, and they might also be involved in setting an activity up and running it; let us know who will be doing what and which parts of Manchester they come from. |
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| **2.5a What outcomes will your project achieve for young people? Lot 1** |
| These must closely relate to the objectives of The Fund and should be no longer than 50 words. Please check the guidance to ensure that you are clear about how an outcome is defined in this application.  |
| Outcome 1 |  |
| Outcome 2 |  |
| Outcome 3  |  |

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| **2.5b What outcomes will your project achieve for young people? Lot 2** |
| These must closely relate to the objectives of The Fund and should be no longer than 50 words. Please check the guidance to ensure that you are clear about how an outcome is defined in this application.  |
| Outcome 1 |  |
| Outcome 2 |  |
| Outcome 3  |  |

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| **2.6 Describe how you will meet the monitoring requirements of this grant and look to work with us to achieve the best possible outcomes** **for young people and communities** (300 words) |
| What will you keep records of, what systems or approaches will you take? How will you measure achievement against your above outlined outcomes? How will you link in with other services that are available? How will you feed in to multi-agency meetings? |
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| **Section 3: Budget and Finance**  |

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| **3.1 What is the total cost of your activities?** |
| **Lot 1:** £ |
| **Lot 2:** £ |

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| **3.2 How much money are you requesting from us?** |
| **Lot 1:** £ |
| **Lot 2:** £ |

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| **3.3 If the grant amount requested is less than the total cost of the activities, identify where the difference will come from and whether you have secured this funding** |
| We do not require matched funding but value the ability of the voluntary and community sector to bring additional funding to individual projects and to the city. |
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| **3.4a Lot 1 Budget - Please complete the table below showing expenditure directly related to this application e.g. staffing, rent, stationary etc.** |
| **Expenditure** | **Total** |
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| **Total** |  |
| **3.5a How have you worked out your costs? Lot 1**  |
| We want to know the thinking behind your costs and how they represent good value. Where you have included a contribution to core costs then you need to explain how this has been worked out.  |
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| **3.4b Lot 2 Budget - Please complete the table below showing expenditure directly related to this application e.g. staffing, rent, stationary etc.** |
| **Expenditure** | **Total** |
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| **Total** |  |
| **3.5b How have you worked out your costs? Lot 2**  |
| We want to know the thinking behind your costs and how they represent good value. Where you have included a contribution to core costs then you need to explain how this has been worked out.  |
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| **Section 4: Management** |

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| **4.1 How will you ensure the successful delivery of these activities?** (400 words) |
| We want to know about your management approach and previous experience of managing similar activities successfully. |
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| **4.2 Explain how you will ensure the safety of people who use services, or work or volunteer for your organisation.** (300 words) |
| Safeguarding of both children and adults is a priority for us. We need to know that all organisations that get grant-funding are actively protecting people involved with their service. |
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| **Section 5: Declarations** |

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| **5.1 Declare any interests of employees or board / management committee members that may be relevant to your application**.  |
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**5.2 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 Young Manchester of any significant changes to the application and that misleading information can invalidate this application.”

**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.”

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 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

|  |  |
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| You have answered every question? |  ☐  |
| You have signed and dated the form? |  ☐  |

We prefer to receive applications by email, so please returnthis form to**applications@youngmanchester.org**with the **name of your organisation** and the title:

**‘Positive Engagement Programme Application’**

If you want to send a hard copy, please send it to:

Young Manchester

Centurion House

129 Deansgate

Manchester

M3 3WR

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

**This form must reach Young Manchester by 5pm on Friday 29th June 2018. Applications submitted after this deadline will not be considered.**

**Feedback**

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?

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

 Yes No

3. Was the application form easy for use?

Yes No

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