

North Manchester Ending Youth Violence Commissioning Application Guidance

1. Summary

The Enthusiasm Trust has received funding from the Home Office through Manchester City Council to tackle Violent Crime, and Gun & Gang related crime. We have developed an Arrows programme which is a capacity building project to improve the ability of organisations and individuals to effect change within their communities.

Funds are available for a minimum of 5-10 organisations to develop a diverse and effective range of services that can be accessed for young people at risk of being involved in youth violence across North Manchester, specifically in Crumpsall, Cheetham, Higher Blackley, Harpurhey, Moston and Charlestown.

2. What we aim to fund?

We will fund projects that focus on young people aged 13-25 in North Manchester to be delivered **before 31st March 2013**. We want you to be as innovative as possible as long as your project meets **at least one** of the following outcomes:

1. Increasing opportunities and pathways out for young people involved in or at risk of getting involved with gangs or youth violence;
2. Reducing the number of first time entrants to the criminal justice system;
3. Increasing the engagement of at risk young people in volunteering, education, employment or training;
4. Increasing and improving provision within areas recognised as high in youth violence.

3. Eligibility

We will fund:

- Any Arrow trained individual, Arrow group or Arrow organisation that works with young people in the North Strategic Framework. You must submit your application through a host organisation that is willing to support you to deliver your project. Please provide a letter of support from the host organisation if this is the case as they will be responsible for this grant funding.
- Voluntary, Community and Faith groups.
- Projects that deliver services and activities in Blackley, Cheetham, Charlestown, Crumpsall, Harpurhey or Moston.

We will not fund:

- Organisations outside of the North SRF areas outlined above
- Organisations that do not deliver within the North SRF areas outlined above
- Religious or Political activity

4. How much is available?

We have a total grant pot of £10,000 and anticipate making between 10-20 grants in total including Arrows Individuals. The maximum grant size for any one organisation is £1,000. Organisations and individuals can only make one application to this grants programme.

5. What can we spend the money on?

The money can be spent on most things that are relevant to delivering your activity (equipment, staffing, activity costs, rent etc) but we will not pay for religious or political activities. We are also happy to contribute towards the management costs of running your project/activity. We are happy to pay up to 12.5% of the total project/activity cost as a management fee to cover the project overheads or if you prefer to show your costs on a Full Cost Recovery basis we are also happy to pay these if they have been explained and justified.

6. How do I apply?

Please use the application form and return it to Caleb Jackson either on paper or electronically at the address below.

The Enthusiasm Trust, Manchester Creative and Media Academy, 300 Victoria Avenue East, Blackley, M9 7SS. Caleb.jackson@enthusiasm.org.uk or call 07873 555648

Attached are some guidance notes to help you answer the questions. If you have any queries, please feel free to call/email Caleb.

7. After application

- The deadline for receipt of your application is **Friday 11th January 2013** *although if the funding is not spent we reserve the right to run the commissioning exercise again.*
- A panel will be convened to decide which projects make it to the second round
- You will then be called in for interview on **Thursday 17th January 2013**
- Shortly after the interview you will be informed if your application is successful
- **Please read the conditions of grant at the end of the application form carefully before you sign it regarding records and evidence you are required to keep for your project.**

8. Monitoring

- All successful applicants will be supported through visits from Enthusiasm or panel staff which will be ongoing. You will be expected to keep receipts and evidence of expenditure as outlined in the Conditions of Grant on your application form.

How to complete the application form

Guidance Notes

Some basic guidance on each of the questions on the application form is offered below.

Question 1 - Your contact details

Tell us the name of the main contact person. This will be the person who we can speak to in more detail about your application. It needs to be somebody who has been involved in developing the project and is usually the person completing the application form. Please give us the name of your organisation or group, as written in your constitution, rules or terms of reference.

Question 2 - About your organisation

- **2.1 – What does your organisation do and what is your track record in North Manchester.** Tell us about your current services and what you have delivered in North Manchester and the impact of this activity on your beneficiaries.
- **2.2 – What type of organisation are you?** Complete the relevant box for your organisation;
 - If your organisation is registered with the Charity Commission, please give us your charity registration number
 - Community or voluntary group – these are organisations that are set up for charitable, social, community or environmental benefit, rather than for profit and are independent of statutory agencies. You are an unregistered voluntary or community group if you have a constitution, set of rules or terms of reference, but you are not registered with the Charity Commission.
 - If you are a school please tick. Statutory sector is a term for public bodies, such as Local Authorities and Primary Care Trusts or the Police that have legal duties.
 - If you do not have a constitution or terms of reference and no management committee, then your application is from an individual. *If you are a councillor submitting an application, or playing a significant part in helping a community group submit an application, you should regard yourself as having a personal and prejudicial interest under the Members' Code of Conduct.*
- **2.3 – Does your organisation have appropriate safeguarding policies and procedures in place to protect young people?** If not, explain to us what procedures you will follow to ensure safeguarding of children and young people.
- **2.4 Have all people with access to children, young people and vulnerable adults had Safeguarding training?** If your answer to this question is no, please explain why not and what procedures you will follow. If yes, please give details of who provided the training.

- **2.5 Do all staff and volunteers in contact with children, young people or vulnerable adults have Criminal Records Bureau (CRB) clearance? If your answer to this question is no, please explain why not. We may ask for CRB reference numbers for our records.** Safety is very important and we want to ensure that we and the organisations that we fund make appropriate arrangements to ensure that services and activities provided have regard to the need to safeguard and promote the welfare of all of the people that you expect to benefit from your project, particularly children, young people and vulnerable adults. If your answer to this question is no, please explain why not and what procedures you will follow to ensure safeguarding is implemented. The Criminal Records Bureau (CRB) is a service that enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children, young people or vulnerable adults. The CRB is run by the Home Office of the Government. We may ask for CRB reference numbers for our records.
- **2.6 Does your organisation have an Equal Opportunities policy and procedures?** We need to make sure that all organisations have fair access to grants, and we need to know who is benefiting from the grants we give. Enthusiasm also wants the organisations that receive funds to be committed to equal opportunities. Tell us if your organisation has an Equal Opportunities Policy and Procedure. If your answer to this question is no, please explain what procedure you will follow to ensure equality through the delivery of your project.
- **2.7 Please provide contact details of your management committee** – please provide the name, contact details and address of the organisation's Treasurer, Chair and Secretary. We may contact members if funding is awarded.

Question 3 - About your project

- **3.1 What project are you proposing to deliver in North Manchester?** What will you do? How will you do it? When will it take place? Where will it take place? Who will deliver it? Be specific about what you will do and give as much detail as you can.
- **3.2 Why do you think that such a project is needed?** Explain how you know that people in your community want this project. What evidence have you collected? How do you know that young people will engage with the project/activity? Have you talked to people? Run something similar previously?
- **3.3 How will your project meet the priorities for ending youth violence?** Identify which of these outcomes your project will contribute towards and explain how the activity/project you deliver will make a difference to these areas. You must meet at least one of the following outcomes:
 1. Increasing opportunities and pathways out for young people involved in or at risk of getting involved with gangs or youth violence;
 2. Reducing the number of first time entrants to the criminal justice system;
 3. Increasing the engagement of at risk young people in volunteering, education, employment or training;
 4. Increasing and improving provision within areas recognised as high in youth violence

- **3.4 When will your project start?** – please give a start date - note we cannot fund any activity before the grant is approved. We will inform you of whether you have been successful within 2 working weeks of receiving your application. Your project can start at any point after this.
- **3.4 When will your project end?** – please give an end date – note all project activity must be delivered by 31st March 2013.
- **3.6 Do you plan to continue with your project once any funding has ended?** If so tell us how you plan to do this – please outline any plans you have for the continuation of this work or activity. If it is a one off activity, please tell us this.

Question 4 – Project beneficiaries

- **4.1 How many young people will participate in your project or activity and how did you calculate this number?** This is the number of direct beneficiaries of your project. Tell us how you arrived at this figure and what it is based on.
- **4.2 Which wards(s) will the young people involved in your project come from?** The young people need to come from at least one of the wards in the North SRF area. Please identify the ward(s) where the young people you will work with are likely to come from.
- **4.3 Will your project focus on a particular area / location within this ward?** Give us more detail if your project has a particular geographical focus (a particular area, estate or street).
- **4.4 Will you accept referrals into your project / activity if another organisation or partner identifies someone who could benefit from your service.** This is for information only. If the answer is no, because you have already identified the group of young people who you want to work with, that is fine.

Question 5 and 6 – Project budget and Breakdown of costs

Please ensure that the total project costs are accurate, explained and add up. Please also ensure that the totals for question 6 match the amounts given at questions 5.1, 5.2 and 5.3.

An example is as follows:

5.1	Total grant requested	£890
5.2	Total Project cost	£1440
5.3	Total to be found from other sources	£550

Item or Activity	Amount requested	Other funding	Total Project Cost
Sessional staffing for the delivery of activities based on 14 hours x 2 sessional workers @ 15 an hour (incl. on-costs)= £ 420	£420		£420
Volunteer Expenses - 2 volunteers x 8 Sessions x £5 travel. Plus 4 x £5 for meals for all day sessions 100	£100		£100
Activity Costs - Based on £8 per young person x 10 young people x 4 sessions	£320	£300 Community First	£620
Equipment - 10 footballs at £5 per ball and Goal posts.	£50	£250 City Council	£300
Totals	£890	£550	£1,440

Question 7 - Bank account details

Please give us details of the bank account into which you would like us to pay a grant. The bank or building society account must be in the name of your organisation and must have at least two people to sign each cheque or withdrawal. These two people should not be related. If you are applying as an individual you need to have a host organisation and here you need to provide the bank account details of the host organisation. Please remember to submit a confirmation letter from the host organisation explaining that they take responsibility for the management of this grant income to be spent specifically on this project.