

Summary

Fifteen grants of £920 are available to grassroots voluntary, community and social enterprise (VCSE) organisations in the city of Manchester, which support communities most affected by the cost of living crisis. These grants are specifically to help cover the cost of volunteering. The Eric Wright Charitable Trust has provided the funding.

The grant application deadline is 12 midday on Thursday 16 November 2023. We will notify all applicants of the selection panel's decisions by week commencing Monday 4 December. For successful applicants we will need to carry out standard due diligence checks. On completion of the checks, we will pay the grants as soon as possible in December. Grant holders must have spent all funding and submitted a completed monitoring form no later than 31 August 2024 – make sure you plan for this.

Key eligibility criteria

Please only apply if your organisation:

- is a grassroots VCSE organisation with an annual turnover less than £100,000 (if your application is successful we will need to confirm this as part of due diligence checks)
- mainly supports communities of people most affected by social inequalities and who struggle the most financially, e.g. people who
 - use food banks
 - are older or are very young
 - have chronic long-term health issues
 - are from Black, Asian or other minoritised ethnic communities
 - are long-term unemployed or have experienced worklessness
 - are disabled
 - are homeless
 - are refugees
- is going to include in their application activities solely to be delivered within the city of Manchester
- has its main premises within the city of Manchester (these organisations will be prioritised by the selection panel; groups based in other parts of Greater Manchester that are applying for work they do within the city will be a lower priority for consideration due to funding limitations)
- is looking for funding to support volunteering costs such as:
 - volunteers' out-of-pocket expenses for travel, transport, refreshments and meals
 - care of volunteers' dependents
 - individual volunteers' accessibility needs
 - provision of volunteers' refreshments / free meals at your premises

Note: the following are of lower priority for this funding. Organisational coordination costs such as staffing, recruitment (e.g. DBS checks, advertising, induction materials, etc.), training, protective clothing or equipment, celebration/motivational activities, etc.

More detail about this grants programme is on the following pages. Please also see the application form provided for further guidance about applying.

For how much can you apply?

Applications for exactly £920 are invited. Our preference is for all final individual awards to be for the full amount available to help ensure we allocate all of the funding.

We will not completely reject applications for less than £920 but they will be treated as a lower priority should there be the expected quantity of eligible bids requesting the full amount.

Your organisation can submit only one application. Successful applicants must plan to have spent the funding by 31 August 2024.

What we can fund

All funded activity must take place within the city of Manchester and be fully completed by 31 August. The funding priorities are:

Volunteers' out-of-pocket expenses for travel, transport, refreshments and meals

- You can reimburse your volunteers for the cost of standard-class return bus or train tickets upon production of a valid receipt. If your volunteers have disabilities and require specific transport at an additional cost, please provide information within the application.
- You can reimburse your volunteers for using their own transport (e.g. cars and bikes) to travel to and from their place of volunteering, providing they complete a Travel Expenses Claim Form. You should use current HMRC reimbursement rates when calculating how much to give to your volunteer. (For current rates see: www.hmrc.gov.uk/rates/travel.) Volunteers using their own vehicle must have a full driving licence and volunteer-usage covered on their vehicle's insurance. If volunteers are also using their own car or van to transport clients/beneficiaries, then their insurance must also cover carrying passengers.
- This covers reasonable refreshments such as teas, coffees, soft drinks and a snack that individual volunteers who work less than 3.5 hours in a day have purchased. This also covers volunteers who work more than 3.5 hours in a day for meals they have purchased. You will need to keep receipts.

Care of volunteers' dependents

You can apply to help cover the costs of a volunteer's caring expenses. Please note that we can only fund expenses paid to a 'formal' care provider or a registered child-minder and you need to ensure you have receipts for any reimbursements. Consider setting a standard cost limit per day applicable to any volunteer who has caring responsibilities.

Individual volunteers' accessibility needs

We will consider any costs associated with removing barriers to volunteering in support of individual volunteers' physical or other special needs.

Provision of free volunteers' refreshments / meals at your premises

We can fund only free refreshments/meals provided for volunteers, not for any paid staff.

Dependent on the number of bids received, we may consider funding other kinds of volunteer expenses as well as the priorities listed above.

Please be realistic and thorough in estimating the cost of your expenses as the external panel will be looking at this when assessing your application. Where possible you should base your proposed costs on previous average reimbursements to your volunteers.

Successful applicants must keep full records of all expenses claimed. However, we will not ask you to provide evidence of expenditure unless adverse issues emerge in the delivery of your funded activities.

What we cannot fund

We cannot fund any organisation or activity not based in the city of Manchester or that is not working for the sole benefit of communities there.

We are unable to fund costs that you do not plan to incur by 31 August 2024. We will prioritise projects that plan to use the full £920 grant available.

Paid staffing, client or beneficiary costs are not eligible.

Note: organisational coordination costs related to volunteering are of lower priority for this funding and are unlikely to be supported. E.g. staffing, recruitment (such as DBS checks, advertising, induction materials), training, protective clothing or equipment, celebration/motivational activities, overheads, etc.

We cannot fund any political organisations nor religious groups whose substantive activities involve evangelisation.

Due diligence checks

Before we pay funding to successful applicants, you will need to assist us in carrying out due diligence checks. We will ask you to provide copies of the following information about your group:

- the governing document (e.g. constitution, etc.) – for newer or non-registered groups only
- most recent signed annual accounts (or a Treasurer-signed income and expenditure statement for the last twelve-months if annual accounts are not available)
- a recent bank statement (it must cover at least a one-month period with an end-date of September 2023 or later)
- the home addresses of two trustees

If your project involves working with children or vulnerable adults, you may need to provide a copy of your safeguarding policy.

Please have the above info ready to send us if your bid is approved. The information is required as part of our standard due diligence checks to ensure recipients of charitable funding are currently active in Manchester and financially solvent. Macc is obliged to collect this and other information in its appointed role as Volunteers' Expenses Fund administrator on behalf of the Eric Wright Charitable Trust.

In strict accordance with The General Data Protection Regulation (GDPR) and Data Protection Act 2018, Macc will store all personal and financial information confidentially. Our Information Commissioner's Office reference is Z9595019 and we re-register annually on 10 September. Upon request, Macc can provide our data protection and information security policies. If you require information that is more detailed please let us know.

How and when to apply

Please read in full this guidance document and the information provided in the application form to ensure your proposal meets the criteria. Organisations that wish to apply will need to complete the MS Word application form provided. Your completed application can be in MS Word or Open Document Text format (*no PDFs please*) and emailed to grants@macc.org.uk.

The fund will close to applications at **12 midday on Thursday 16 November 2023**.

If you have not received an email acknowledging receipt within two working days of submission please contact 0161 834 9823 and ask for Oliver Cranfield.

How will we assess your applications?

A small panel of VCSE sector representatives will consider all eligible applications received and agree which applicants have been successful.

When will you know the outcome?

We will inform all applicants about the outcome of your bid by email by Monday 4 December 2023. For unsuccessful applicants we will provide brief feedback from the assessment panel.

If successful, when will you receive the grant?

On receipt of an offer letter from Macc, organisations will need to complete and return an 'Acceptance of Grant Form' together with the due diligence information requested (see previous page). Subject to your providing the requested information quickly, we aim to transfer approved funding no later than December 2023.

How long will you have to spend the grant?

You must have fully spent your grant and completed a short monitoring form as soon as possible but no later than 31 August 2023. There can be no extensions.

How will Macc evaluate your project?

We will provide a short monitoring form in which you will need to provide the following:

- a full breakdown of the expenses that were covered by the grant (*you must keep full records of the expenses funded by this programme although you will not be asked to provide receipts or other evidence of expenditure at this time*)
- explanations as to the numbers of volunteers that have been funded and what their roles have been
- a brief case study of a volunteer that has received funding and the impact they have on the people they support

What support is available to funding applicants?

Grants programme administration

For general queries about the fund, please email grants@macc.org.uk.

Bid-writing support

Macc's Capacity Building Team can provide free support for applicants, separate to the funding admin process, through their usual referral process. Groups can call 0333 321 3021 between 10am and 4pm Monday to Friday or contact info@mcrcommunitycentral.org to request support and the team will manage requests subject to their capacity.

Support relating to volunteering

Once the external panel makes its decisions, Volunteer Centre Manchester (managed by Macc) will offer all successful grant applicants an appropriate level of support, information and guidance.

The volunteer centre can also offer more general support with volunteering and involving volunteers in your group or organisation, and can be contacted by telephone on 0161 830 3770 between 10am and 4pm Monday to Friday or email info@volunteercentremanchester.co.uk.