**MANCHESTER CITY COUNCIL**

**MANCHESTER WORK CLUB FUNDING PROGRAMME 2024 – 2026**

**GRANT APPLICATION FORM**

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| **Introduction** |

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

**Eligibility**

This document includes the eligibility checker; you must confirm eligibility for your own organisation and any partners before continuing.

**Word Count**

Some questions have maximum word counts. You do not need to write up to the maximum limit - the panel are looking for clear and meaningful responses, which make sense and answer the question. Feel free to use bullet points and headings to organise your answers. Spelling and grammar mistakes will not affect your score unless they prevent your application from being understood.

**Deadline**

We must receive your application by **midnight** on **Sunday 10 March 2024**.

Applications received after this will not be considered.

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| **Section 1: Eligibility** |

Complete this section to confirm that your organisation meets the requirements for the Work Clubs Funding Programme. If you can respond "Yes" to all of the following questions then you meet our minimum requirements and can apply to the fund.

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| Is your group a voluntary or community sector organisation? | **Yes** | **No** |
| Is your organisation constituted or formalised with an agreed set of rules or governing document in place? | **Yes** | **No** |
| Does your organisation have its own bank account? | **Yes** | **No** |
| Can you confirm that your organisation is NOT applying for funding to provide services or activities that are religious or political in nature and do not promote religious or political affiliation?  (please note, faith groups can apply but not for activities related to worship or the promotion of a particular faith) \* | **Yes** | **No** |

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

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| your governing document (constitution, articles of association, etc.) | ☐ |
| safeguarding policy (including your named safeguarding lead) | ☐ |
| health and safety policy and/or procedure | ☐ |
| data protection policy statement | ☐ |
| equal opportunities policy |  |
| copies of your insurance cover certificates. | ☐ |
| annual reports or equivalent covering the past 18 months | ☐ |
| your annual accounts for at least the last 12 months | ☐ |
| evidence of board meeting/management committee reports in line with your constitution. | ☐ |

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| **Section 2: About you** |

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| **2.1 Details about your organisation** | | |
| Name of organisation |  | |
| Address of organisation including postcode |  | |
| Organisation’s website and / or social media addresses (if applicable) | **Website:** | |
| **Twitter (X):** | |
| **Facebook:** | |
| **Instagram:** | |
| **Other:** | |
| 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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| **2.2 Details about you** | | |
| Main contact person | Name |  |
| Role |  |
| Telephone number |  |
| Email address |  |
| Additional contact person | Name |  |
| Role |  |
| Telephone number |  |
| Email address |  |
| Which of the above is the point of contact for information from Work and Skills?  (If this person isn’t above please include all information) | |  |

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| **2.3 Tell us about your organisation’s vision, values and activities**  **(500 words max)** |
| Provide a summary about the type of work your organisation does, what communities/people you work with and what you hope to achieve with your work. We want to know about the work your organisation does generally in this section – there will be space later in this application to outline what you want to do and achieve with this bid. |
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| **2.4** **Tell us about your organisation is run and managed and how do informal or formal partnerships enhance the work you do.**  **(500 words max)** |
| Include a short summary of your organisational structure and the skills of your staff. In additional explain about your partnerships could be with other charities, businesses, public sector bodies, etc |
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| **Section 3: About your activities** |

What are you applying for funding for? Tell us about your proposed activities, why they are needed and how they are going to make a difference.

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| **3.1 Name of activities** |  |

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| **3.2 Tell us about your proposed activities.** (400 words) |
| What you plan to do, who with and how. Include your main activities. Be as specific as possible and include numbers where appropriate. Your activities must support the objectives of the grant programme. |
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| **3.3 How do you know there is a need for your activities?** (300 words) |
| What work have you done to identify the need, from engagement with people or from research or national / local trends? Tell us what made you decide these activities are needed. |
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| **3.4 Who will benefit from your activities and how will they be involved in developing and running them?** (200 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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| **3.5 Activities Coverage** | |
| Which localities do your beneficiaries mainly come from?  (If your activities are city-wide tick all the boxes) | |
| North Manchester  Ccentral Manchester  South Manchester |  |
| For this activity which areas in Manchester do you intend work in? |  |

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| **3.6 Describe how you will progress people into Adult Education Budget courses and connect with at Adult Education Budget provider (200 words)** |
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| **3.7 Describe how you Work Club will interact with economic activity programmes in the city such as Support to Succeed (200 words)** |
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| **Section 4: Outcomes and Monitoring** |

In this section you will need to inform explain what outcomes you are expected to achieve in each year of the funding programme.

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| **4.1 Key Outcomes you will achieve (please read the Guidance before completion)** | | |
| Please outline specific activity that will ensure you achieve the objectives outlined in the Prospectus. Please ensure you include numbers only. | | |
|  | *Year 1 2024-25* | *Year 2 2025-26* |
| Outcome 1: How many people you will engage with and deliver identified support to. |  |  |
| Outcome 2: How many people are you moving closer to work?  2a) into work  2b) referred onto further training  2c) volunteer opportunities | 2a  2b  2c | 2a  2b  2c |
| Please use this to detail any other outcomes you want to achieve |  |  |

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| **4.2 Describe how you will meet the monitoring requirements of this grant (effectively recording outcomes for participants ensuring you comply with GDPR).** (200 words) |
| What data and records will you keep, what systems or approaches will you use and who will be involved? Please specifically explain how you will record equalities information. |
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| **Section 5: Budgets and Finance** |

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| **5.1 What is the total cost of your activities funded by this grant application?** | | |
| Please make sure that you are outline the breakdown of cost for both years of funding. If you will not be using the funding for the same activity in 2025/26 year, then please year blank. | | |
| Activity | Breakdown of costs | |
| 2024/25 | 2025/26 |
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| **Total Cost** |  |  |
| **Please provide details of any other wider funding you receive (e.g. not this grant) for your work club activities.** | | |
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| **Section 6: Management** |

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| **6.1 How will you ensure the successful delivery of these activities? (300 words)** |
| We want to know about your management approach and previous experience of managing similar activities successfully. Please include who will be responsible for the management of this grant and its activities. |
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| **6.2 Explain how you will ensure the safety of people who use services, work or volunteer for your organisation. (400 words)** |
| We need to know that you are committed and have robust and appropriate systems and policies in place to ensure the safety of everyone involved in your activities. Please could you:  (1) Explain how you will assess and health and safety risks to your participants on this proposed project. What measure will be put in place to minimise the impact of any risks?  (2) Detail how you will ensure equality and diversity issues are considered in all aspects of your project.  (3) Detail how you will ensure vulnerable adults are safe from harm and abuse on the proposed project. |
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| **Section 7: Declarations** |

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| **7.1 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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**7.2 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 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 theGeneral Data Protection Regulation (‘GDPR’), the Data Protection Act 2018 (‘DPA’) and related legislation**.**

The Council's Data Protection policy is available from the website at <https://secure.manchester.gov.uk/downloads/download/6321/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.

**Signatory**

This should be the chair or person of similar authority in your organisation.

I confirm this application has been authorised by the management committee or other governing body.

Name

Position

Signature

Date

Please return this form to:

**allworkclubs@manchester.gov.uk**

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

**This form must be submitted before midnight on Sunday 10th March 2024**

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