Manchester Work Club Funding Programme

October 2017

–

31 March 2018

Prospectus

**Important Information**

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| **STEP 1** |
| The application programme opens on 4 August 2017 – we will consider funding projects that cost up to £5K. Fill in the form ensuring you complete all sections. Use the Small Grant Application Form Guidance and Prospectus to help you complete the application form. |
| **STEP 2** |
| The deadline for applications to be submitted is Friday 1st September 2017, 10am.  Send your completed application form to:  *Michael D’Ambra, Work and Skills Team, Email:* **M.D'Ambra@manchester.gov.uk**  *Growth and Neighbourhoods Directorate, Manchester City Council , Level 3, Library Walk, Town Hall Extension, Manchester, M60 2LA Tel:* 0161 234 1515 |
| **STEP 3** |
| Applications will be considered by a panel of three, Cormac Downey (Work & Skills Specialist), Elayne Redford (Work & Skills Officer )and one other  Applicants will be informed whether they have been successful by 6 September 2017 |
| **STEP 4** |
| If your application is successful, you will be asked to send copies of the documents listed in the eligibility criteria. |
| **STEP 5** |
| Once documents are received you will be sent a Grant Funding Agreement between Manchester City Council and your organisation. You will need to sign and date a Declaration that you accept the service specification as detailed in the application and accept the terms of the agreement. |
| **STEP 6** |
| Once your signed and dated declaration is received, the grant will be transferred into your bank account and projects can commence. |
| **STEP 7** |
| You will be visited mid-way through the project by the Work & Skills Officer based in your neighbourhood team by mutual arrangement (mid-January 2018). You will need to provide evidence of outcomes to date and proof of spend against areas of expenditure and proof that you have met the conditions of funding. |
| **STEP 8** |
| Projects need to be completed by 31 March 2018 |
| **STEP 9** |
| The Work & Skills Officer will visit you after the end of the project by mutual arrangement.  You will need to provide final evidence of outcomes, proof of spend against areas of expenditure and proof that you have met the conditions of funding. |

# Introduction

**Section 1: Grant Programme**

Manchester City Council recognises the important role Work Clubs play in providing flexible and informal employment support to workless Manchester residents.

In recognition of the valuable role they play in delivering employment support services, Manchester City Council has made available grant funding for Manchester Work Clubs to apply for.

The Work & Skills Team is responsible for the administration of this grant programme.

This prospectus sets out all the information you need to know to apply for the funding and should be used in conjunction with the guidance notes.

Our specific objectives are outlined in section 2. It is important that you address these so that your project proposal can be considered for funding.

**Section 2: Grants**

The aim of Manchester Work Club Grant Funding is to contribute to Manchester City Council’s priority of increasing the number of Manchester residents who are working. It will:

* + Provide an opportunity for established Work Clubs in Manchester to undertake initiatives, short projects or increase resources to improve outcomes for their clients. Specifically, this funding is to undertake activities that will improve the **quality** of services provided to Work Club clients
  + Support Manchester Work Clubs to build their resources with the aim of becoming financially more sustainable.

**Priorities of Grants**

We are looking to fund work club settings that:

* Develop partnerships/work collaboratively with other employment support and training provision
* Work withpartners who are delivering other funded employment support/skills activity
* Promote apprenticeships
* Provide clear measureable outcomes, including number of beneficiaries, number of events/sessions, number of volunteers
* Improve their ability to support an increasing number of residents in the future
* Demonstrate sustainability beyond the duration of the grant funding
* Use the Our Manchester Approach to support residents with a wider range of issues surrounding work, ie. housing, emotional support, mental health

As a requirement of the grant, applicants must show

* How you will collaborate with other Work Clubs
* How you make effective links with service providers such as Early Help, MAES, National Careers Service, Working Well, Skills for Employment, Motiv8, and the Employer Suite
* How you will increase numbers of referrals
* How you are going to establish closer links with employers
* How you are developing health promotion

**Examples of groups to work with**

We expect work clubs to work with service users who have been unemployed for over 6 months and we would favour applications which enhance the quality of the Work Club offer to service users including:

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| Young people aged 18-24 | Ex-Offenders |
| Young parents and lone parents | Service users who are at risk of homelessness |
| Care leavers | Older service users aged 50+ |
| Black and Minority Ethnic Groups (BME) | Ex-armed forces or veterans |
| Service users with mild to moderate mental health conditions | Service users with previous substance dependency |
| Benefit claimants with lack of digital skills transitioning to Universal Credit | Parents returning to the workforce utilising the 15hours free childcare offer |

**Who can apply?**

To be eligible to apply, organisations must be:

* Not-for-profit: voluntary and community organisations, social enterprises, co-operatives and mutual societies, Community Interest Companies, charities i.e. non-governmental organisations which are value driven and which principally invest their surpluses to further social, environmental or cultural objectives.
* Based in the City of Manchester and currently delivering Work Club activity to Manchester residents

**Funding**

The value of this Manchester Work Club Grant Funding programme for is £60,000 in total.

The programme will run from October 2017 to March 2018.

Manchester Work Clubs can apply for grants up to £5K.

Funding cannot be used to pay for **existing** staff or premises costs. However, if to deliver your project it requires additional staff, this would be eligible.

In addition to this, if funding for existing staff or premises costs is due to come to an end during the project duration you may apply for funding to cover these during this interim period. We will want to see supporting evidence that confirms this. We will also require evidence that you are applying for additional funding to cover these staff costs.

**How to Apply**

Applications need to be submitted by Friday 1st September 2017, 10am.

Completed application forms should be sent to:

Michael D’Ambra, Growth and Neighbourhoods Directorate, Manchester City Council , Level 3, Library Walk, Town Hall Extension, Manchester

M60 2LA Tel: 0161 234 1515 Email:**M.D'Ambra@manchester.gov.uk**

**Applications received after 10am will not be considered.**

Confirmation of receipt of applications will be sent by email.

**How will decisions be made**

Applications will be considered by a panel who will rank all applications. Once ranked, applications will be balanced to provide good coverage across the city and ensure support is provided to different groups. This may mean that some higher ranked applications are unsuccessful.

Applicants will be notified by email of the decision by 6th September 2017.

Successful applicants will be need to sign a grant agreement upon return of which funds will be released into the applicants’ bank account.

**Monitoring and Evaluation**

An officer from the Work & Skills Team will make two visits during the project period, one mid project and one at the end of the project. During these monitoring visits, we will discuss how the project is progressing against agreed objectives and milestones.

We will need to see copies of original receipts and any other evidence of spend on your project during monitoring visits.

You will be asked to provide an end of project report along with equality monitoring of service users.

**Contacts:**

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