Manchester Work Club Funding Programme

April 2018

–

31 March 2020

Prospectus

**Important Information**

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| **STEP 1** |
| The application programme opens on 19 February 2018 – we will consider funding projects up to the value of £20K. 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 Monday 26 March 2018, 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, Elayne Redford (Work & Skills Specialist), Tom Nelson(Work & Skills Officer) and one other.Applicants will be informed whether they have been successful by Friday 6th April 2018 |
| **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, you will be asked to invoice Manchester City Council for the amount set out in the Grant Agreement, after which point arrangements will be made for payment |
| **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- October 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 2020 |
| **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** **and quantity** 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 or maintain partnerships/work collaboratively with other employment support and training providers, such as other Work Clubs, programmes such as Working Well and employers
* Work withpartners who are delivering other funded employment support/skills activity and, where appropriate, refer onto further education provision such as MAES, The Manchester College, and Skills for Employment
* Promote Apprenticeships
* Use the Our Manchester Approach to support residents with a wider range of issues surrounding work, ie. housing, emotional support, mental health

**Examples of groups to work with**

We expect work clubs to work with different kinds of service users and make sure that services are accessible to all. We would favour applications which enhance the quality of the Work Club offer to service users including:

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| Benefit claimants with lack of digital skills transitioning to Universal Credit | 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 (BAME)  | Ex-armed forces or veterans |
| Service users with mild to moderate mental health conditions  | Service users with previous substance dependency  |
| Young people aged 18-24 |  |

**Outcomes**

In your application we expect you to tell us:

* How many people you will engage with
* How many people you support in to further education/training in order to enhance their employability prospects
* How many people you support into work, work placements or voluntary work.

Please refer to the Guidance before completion.

**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 is £200,000 in total. Applicants can apply for a maximum of £20,000 over the two years period.

The programme will run from April 2018 to March 2020.

Payment will be made in two instalments, the first in April 2018 and the second payment in April 2019.

The second payment will be released, subject to the provider meeting contractual outcomes and submitting satisfactory monitoring reports at the end of March 2019.

**How to Apply**

Applications need to be submitted by Monday, 26 March 2018, 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 April 2018.

Successful applicants will need to sign a grant agreement upon return of which arrangements will be made for payment of the grant.

**Monitoring and Evaluation**

Applicants will be expected to provide:

* Clear measureable outcomes, including number of beneficiaries, number of events/sessions, number of volunteers and how targets are being met
* Equalities data

An officer from the Work & Skills Team will make two visits during the first year of the project period, one in October 2018 and one in March 2019. During these monitoring visits, we will discuss how the project is progressing against agreed objectives and milestones.

**IMPORTANT:** Submission of year one monitoring report.

All providers must submit their monitoring reports by 31st March 2019, in order to release the second payment which is subject to the monitoring report satisfying contractual outcomes and outputs.

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.