Manchester Work Club Funding Programme

June 2019

–

31 March 2020

Prospectus

**Important Information**

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| **STEP 1** |
| The application programme opens on 22April 2019. We will consider funding projects up to the value of £10K. 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 17May 2019, 10.00am.  Send your completed application form to:  *Han Catahan, Work and Skills Team, Email:* **han.catahan@manchester.gov.uk**  *Strategic Development Directorate, Manchester City Council , Level 3, Library Walk, Town Hall Extension, Manchester, M60 2LA Tel:* 0161 234 5880 |
| **STEP 3** |
| Applications will be considered by a panel of three, Elayne Redford (Work & Skills Specialist), Tom Nelson (Work & Skills Officer) and Sue Parkinson (Principal Resources & Programmes Officer).  Applicants will be informed whether they have been successful by Monday 27May 2019 |
| **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 with your neighbourhood team by mutual arrangement (mid-October 2019). 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**

Based on a review of current provision, we are looking to fund new groups currently not in receipt of Manchester City Council (MCC) work club funding, to ensure geographical coverage and support to communities of interest. However, if you are in receipt of MCC funding you may apply but will need to demonstrate how this funding will be used to provide support over and above what is already being funded. Any additional funding will be monitored separately.

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 Support 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
* Work clubs not currently in receipt of MCC Work Club funding will be targeted to ensure better a better spread geographically and to communities with gaps in provision. (see Priorities of Grants above).

**Funding**

The value of this Manchester Work Club Grant Funding programme is £60,000 in total. Applicants can apply for a maximum of £10,000.

The programme will run from June 2019 to 31st.March 2020.

Payment will be made in one instalment.

**How to Apply**

Applications must be submitted by Friday 17May 2019, 10.00am.

Completed application forms should be sent to:

Han Catahan, Business Support Officer. Email: **han.catahan@manchester.gov.uk**

Work & Skills Team, Strategic Development Directorate, Manchester City Council , Level 3, Library Walk, Town Hall Extension, Manchester. M60 2LA

**Applications received after 10.00am 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 27May 2019.

Successful applicants will need to sign a grant agreement upon return of documents as set out in the application form after which arrangements will be made for payment of the grant. Organisations will need to invoice the Council for the grant amount, when notified.

**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 funding period - one in October 2019 and a final one in March 2020. During the first monitoring visit, 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 by the 30 April 2020.