

**Introduction and Can I Apply?**

**Section 1: About you**

**Section 2: About the activities**

**Section 3: Budgets and finance**

**Section 4: Management**

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Young Manchester

Webb Memorial Trust:

Poverty Speaks Volumes

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| a safeguarding policy |  |
| an equal opportunities policy |  |
| a health and safety policy |  |
| a data protection policy |  |
| financial policies and procedures |  |
| Evidence of at least 4 Board / Management Committee meetings in the last year |  |
| a list of Board / Management Committee members including their roles |  |
| a governing document (i.e. Constitution) |  |
| relevant Insurance |  |
| a recent annual report and independently verified accounts |  |
| evidence of significant recent provision of services to Manchester residents |  |

**IMPORTANT – if you have not been tick all the boxes above, we won’t be able to consider your application and you should not fill in the rest of this application form!**

Introduction and Can I Apply?

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

We can only accept applications to this programme from organisations that meet the criteria below. Please use the checklist to make sure you are eligible to submit an application.

Yes No

Is your group a voluntary or community sector organisation

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| --- | --- | --- |
| 1.1 Details of you and your organisation | |  |
| Name of organisation | |  |
| Address of organisation including postcode | |  |
| Organisation’s website and / or social media addresses (if applicable) | |  |
| Main contact person | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
| Telephone number |  |
| Email address |  |
| Second contact person | Name |  |
| Role |  |
| Contact address (if different to organisation address) |  |
|  | **Telephone number** |  |
|  | Email address |  |
| Is your organisation incorporated? | |  |
| **What is the status of your organisation? e.g. charity, CIC** | |  |
| **Please supply any relevant registration or reference numbers.** | |  |
| Date your organisation was established | |  |

Section 1: About you

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| 1.2 Tell us about your organisation’s vision, values and activities (300 words) |
| What type of work you have done, who you have engaged with, what outcomes you have achieved. |
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| 2.1 Tell us about your proposed activities. (600 words) |
| What you plan to do, who with and how. Include your main activities. Be as specific as possible and include numbers where appropriate. Ensure you address each of the grant objectives. |
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Tell us all about how your proposed activities, and how they are going to achieve the outcomes detailed in the prospectus.

Section 2: About your activities

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| 2.2 Describe how you will work with other organisations to enhance the effectiveness of your activities (500 words) |
| If you are proposing to work in partnership, let us know who this is with, whether the partnership is agreed or planned and what your partner/s will contribute to the proposal. |
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| 2.3 Who will benefit from your activities and how will they be involved in developing and running them? (500 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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| 2.4 Activities coverage |
| Which areas do your beneficiaries mainly come from?  (If your activities are city-wide tick all the boxes) |
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| 2.5 Describe how you will meet the monitoring requirements of this grant (including monitoring the outcomes you have identified above), and how you will use this information to improve your activities. (500 words) |
| What you will you keep records of, what systems or approaches you will use, and who will be involved. |
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| 3.1 If the grant amount available is less than the total cost of the activities identify where the difference will come from and whether you have secured this funding |
| We do not require matched funding but value the ability of the voluntary and community sector to bring in additional funding to the city. |
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| --- | --- | --- |
| Expenditure | Amount | Notes |
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Section 3: Budgets and finance

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| 3.3 How have you worked out your costs? (200 words) |
| Explain the thinking behind your costs and how they represent good value. Where you have included a contribution to core costs explain how this has been worked out. |
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| 4.1 How will you ensure the successful delivery of these activities? (500 words) |
| We want to know about your management approach and previous experience of managing similar activities successfully. |
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Section 4: Management

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| 4.2 Explain how you will ensure the safety of people who use services, or work or volunteer for your organisation. (300 words). |
| Safeguarding of vulnerable adults and children is a priority for Young Manchester. We need to know that all organisations that get grant funding are actively protecting vulnerable people. |
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5.1 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 Wythenshawe Community Housing Group, acting on behalf of Young Manchester of any significant changes to the application and that misleading information can invalidate this application. WHCGs data protection policy can be found here: http://www.wchg.org.uk/wp-content/uploads/wchg-data-protection-policy.pdf

This application form contains information that is personal data for the purposes of the Data Protection Act 1998. The personal data that you have provided will be used by Wythenshawe Community Housing Group, on behalf of Young Manchester, 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.

Section 5: Declarations



Signatory One

The main contact named above.

I understand you may contact me during assessment and I confirm I am authorised by the organisation for this purpose and that you may rely on any further information supplied by me.

Name

Position

Signature

Date

Signatory Two

This should be the chair or person of similar authority in your organisation. This person must be different to signatory one.

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

|  |  |
| --- | --- |
| You have answered every question |  |
| You have signed and dated the form |  |
| You have included any documentation requested |  |

Please return this form to Wythenshawe Community Housing Group either by email Young.Manchester@wchg.org.uk or by mail to: Victoria McDowell, Wythenshawe House, Wythenshawe Community Housing Group, 8 Poundswick Lane, Wythenshawe, Manchester, M22 9TA

Please ensure you receive confirmation by email or in writing that your form has been received.

This form must be submitted before 4pm on 7th April 2017 – applications submitted after this date will not be accepted.

Final Checklist

Before sending us this form please check

Feedback [Needs to be separate and anonymous detached from application]

It is not obligatory to fill in this part of the form and none of your answers to this section will affect the outcome of your application. However, we value your feedback and will use it to improve our grant processes in the future.

1. How did you hear about this grant programme?

3. Was the application form easy for use?

2.Did you have all the information you needed to complete the form?

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**4. If you answered no to either of the questions above then please explain how the application form and information could be improved?**