

# Young Manchester

Holiday Playscheme Fund 2018 - 19

GUIDANCE FOR APPLICANTS



## Young Manchester

### Application Form Guidance – Holiday Playscheme Fund 2018 - 19

We realise that completing an application form takes time and effort. This guidance is intended to help you fill in the application form with the information we need to decide whether to offer you a grant.

Your application will be assessed and scored by a panel but please be aware this is only part of the decision-making process, and scoring highly at this stage will not guarantee you are awarded a grant.

For many of our grants there will be a further stage which balances the spread of grants across the city and its communities.

Further resources are listed at the back of this guidance which may help you complete your application.

We recommend you get someone to check over your application form before you send it to us to ensure you have answered all the questions and that your answers are clear.

If any part of this guidance is incorrect or incomplete let us know by email to [enquiries@youngmanchester.org](mailto:enquiries@youngmanchester.org)

### General Guidance

Answer all of the questions on the application form. If the question is not relevant, then insert “n/a” (not applicable).

Many questions have a word count. You will be assessed on the quality of what you write not on the quantity. However, answers that are short (less than half of the word count) are unlikely to contain sufficient information to score highly.

The assessment panel will not read any words in excess of the word count. You can use bullet points and lists and you do not need to write in whole sentences as long as the meaning is clear.

Don't attach further information to the application form, unless we ask you to.

### Activities

It is up to you to decide whether you describe in this application, a larger set of activities for which you are applying for part funding or a discrete set of activities for which you want full funding.

The activities you describe in this application should be a set of new activities. Crucially, they need to take place over the holiday periods – with focus on Summer 2018 and Easter 2019.

In all cases you will have to be able to account for any money you receive from us and be able to tell us what you have achieved with the grant that we make to you.

### Detailed Guidance Notes

We have only supplied guidance for questions which we consider need clarification.

## Can I Apply

### Is your group a voluntary or community sector organisation?

By voluntary and community sector organisation we mean an organisation which is not-for-profit with a social mission and is not a public body. If you are unsure contact us before applying.

If your application is successful, we will ask you for the documentation and evidence listed in this section.

## Section 1: About You

### 1.1 Details of you and your organisation

#### Name of organisation

Use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets. If you are applying as a partnership then this should be the name of the lead organisation.

#### Address of organisation

The address should be the registered address of your organisation.

#### Organisation's website and / or social media addresses

Insert the website and main active social media addresses of the lead organisation and of any organisations within the partnership.

#### Main Contact Person and Second Contact Person

Both contact people should be key members of your organisation with detailed knowledge of your application. We will only contact the second contact person if the main contact person is unavailable.

#### What is the status of your organisation?

If your organisation has more than one status (e.g. charity and company) list them all.

#### Formally Listed Partners

At Young Manchester, we value local partnerships which enable sharing of resources and expertise, and ultimately bring more value and impact to the children and young people you work with. List here organisations that you plan to work with as formal partners (those that will also be in receipt of funding if your application is successful)

### 1.2 Tell us about your organisation's vision, values and activities

We want to get a flavour of the kind of organisation you are so we can understand how your proposed activities fit with who you are and what you do.

## Section 2 About Your Activities (This section is scored)

### 2.1 Name of activities

Choose a short, distinctive name which will be used in all correspondence to you concerning these activities.



## **2.2 Tell us about your proposed activities (600 words)**

We need to know about your main activities and how you and your partners (if you are in a formal partnership) will deliver them.

Describe the activities clearly and how many people you expect to be involved.

We need to understand in this section why you have decided to adopt the approach taken in delivering these activities, why it is a good way of delivering the outcomes.

If you are proposing to carry out a scheme that runs in both Summer and Easter holiday periods, make this clear and tell us what you propose to do.

We would also like to know how your proposed activities meet at least one of the objectives of our fund.

We value creativity, meaningful partnerships and quality.

## **2.3 When and where will your proposed activities take place?**

We would like to know what dates you are proposing for your playscheme/s.

We also need to know which Manchester ward you are going to be working in and if possible, which location will be your base for activities. If you are still to confirm a venue, let us know potential bases you are considering.

## **2.4 What age are the children and young people you propose to work with?**

Participants in your playschemes must be no younger than 5 and no older than 14.

Open access play providers are not required to be registered by Ofsted. However, it is good practice for providers to be registered on the voluntary part of the childcare register.

Playschemes who offer places for 5 year olds have to be registered with Ofsted on their Early Years register and meet the necessary requirements. More information on this can be accessed here: [Early Years Register Details](#) (click link)

## **2.5 How do you know there is a need for your activities? (300 words)**

Tell us about any consultation you have carried out, who was involved, how they were involved, when it was carried out and how the findings specifically relate to these activities.

We are also interested in any relevant case studies and research (by you or others), plans, strategies or statistics which help demonstrate the need for your activities. It may be that you have run similar activities in the past and the feedback you have received has shaped how you will run future activities.

*A common mistake is to leave out informal consultation that might have taken place through discussions in community meetings and activities and with staff from local public bodies.*

*Other common mistakes are to list strategies, plans or research without telling us how they relate to your activities or to only use case studies.*



## 2.6 Who will benefit from your activities and how will they be involved in developing and running them? (300 words)

Be as specific as you can about who will directly benefit from the activities, giving numbers where possible, names of organisations and types of community.

If your activities mainly work with people in specific wards within Manchester then include the names of these wards.

Tell us if your activities engage with specific groups of people such as:

- Youth
- Children
- Disabled people
- Black and Minority Ethnic people
- Women
- Religious groups
- Lesbian, gay, bisexual people
- Trans people
- Women who are pregnant or with children younger than 2 years.
- Carers
- Children/young people in care
- Older people (50+)

This list is not exhaustive. We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved.

We want to know how people who benefit from the activities will be involved in running and developing them. There are lots of ways of doing this including: user consultation groups; volunteering; being involved in a management committee; consultation days. We are looking for ways that fit clearly with your activities.

*A common mistake is to give general information that relates to the whole organisation.*

## 2.7 Activities Coverage

We are interested in the main beneficiaries, whom the activities are mainly designed to engage.

The below table shows the wards in each locality:

| Locality           | Wards                                                                                                                                 |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| North Manchester   | Harpurhey, Higher Blackley, Crumpsall, Cheetham, Moston, Charlestown                                                                  |
| East Manchester    | Ancoats and Beswick, Gorton and Abbey Hey, Clayton and Openshaw, Miles Platting and Newton Heath                                      |
| Central Manchester | Deansgate, Piccadilly, Chorlton, Hulme, Ardwick, Rusholme, Moss Side, Levenshulme, Longsight, Fallowfield, Whalley Range              |
| South Manchester   | Woodhouse Park, Sharston, Baguley, Brooklands, Northenden, Didsbury East, Didsbury West, Burnage, Chorlton Park, Withington, Old Moat |

If more than 80% of your main beneficiaries are likely to come from one area then only tick this box.

If less than 10% of your main beneficiaries come from an area then do not tick that box.

## **2.8 Objectives**

We will not score your application more highly if you tick more than one of the objectives of the grant programme. We do want to create a programme with a good spread of activities across all the objectives.

## **2.9 How will your activities achieve the key outcomes for children and young people?**

An outcome is the key change or difference your activities will make. The outcomes for all children and young people in Manchester through our commissioning is that they are safe, healthy, successful and happy.

The outcome(s) of your activities must relate directly to one or more of the objectives of the grant programme.

For example, if your activities have a focus on high quality play activities in local parks, streets and open spaces (Objective 3) then your outcome for children being healthy might be:

*“50 children got to enjoy their local park through our playscheme, encouraging them to use it more often in the future resulting in longer term improved mental and physical health”*

Try to use numbers where possible and think about how your playscheme will specifically meet the four outcomes for children and young people.

*This question is not asking how your playscheme is safe, happy, healthy and successful. It is about how you can show that the activities/experience you have provided has gone some way to bringing about the required outcomes for your children and young people – the impact it has had.*

## **2.10 Describe how you will meet all of the monitoring requirements of this grant (including monitoring the outcomes you have identified above.) (250 words)**


We want to know how you will meet all of the monitoring requirements of the grant including how you will measure and track your progress in achieving the outcomes you have specified.

We want details of the evidence you will collect, how you will collect it, who from and when. We are interested both in numbers and in qualitative evidence such as case studies.

We want to know how you will use the evidence you collect through measuring your progress to assess the success of your activities in meeting the outcomes.

For all grants you will need to report on numbers of beneficiaries, numbers of volunteers and numbers of events/sessions. Check the prospectus for any other requirements, including equality monitoring.

*A common mistake is to describe how your organisation keeps records but not explain how you will measure whether you have reached the outcomes you have specified.*

A grey silhouette of a city skyline with various building shapes of different heights, spanning the width of the page at the bottom.

## Section 3: Budgets and Finance

### 3.1 What is the total cost of your activities?

If you are applying for part-funding of a larger set of activities then tell us the cost of the larger set of activities here, otherwise your answer to this question will be same as for 3.2.

### 3.3 If the grant amount requested is less than the total cost of the activities then identify where the difference will come from and whether you have secured this funding.

We understand and value that voluntary and community organisations often put together funding from many sources to run a set of activities. Tell us how you are achieving this and any plans you have to raise funding not yet secured.

### 3.4 Complete the table below showing expenditure directly related to this application.

In this section you need to tell us exactly how you will spend the grant that you are asking for.

Where you are asking for a contribution to core costs or management costs, detail these, don't ask for a set percentage.

If applying for both a Summer and Easter playscheme, make sure these costs are laid out clearly on the table with separate headings.

### 3.5 How have you worked out your costs?

We need to understand the reasoning behind your costs, why you have chosen to spend the money as you have and how you have worked out the cost of each item. This will help us to understand how your activities represent reasonable value for money.

*Common mistakes are to list how you have worked out the cost but not why you are spending the money in the way you are or how it represents good value.*

## Section 4: Management

### 4.1 How will you ensure the successful delivery of these activities? (400 words)

Tell us about other similar activities you have run and how you ensured their success.

We want to know how the activities will be managed, by whom and who will do the work to deliver the activities.

Tell us about any risks you have identified and how you intend to deal with them.

### 4.2 Explain how you will ensure the safety of people who use services, or work or volunteer for your organisation (300 words)

We need to know that you are committed and have robust and appropriate systems and policies in place to ensure the safety of children and young people on your playscheme and anyone else involved in the activities that are funded to any degree by us.



## Further Resources

You may find it helpful to look at the following resources before completing your application.

### Manchester Community Central

<https://www.manchestercommunitycentral.org/>

### Directory of Social Change

<https://www.dsc.org.uk/>

### Big Lottery

<http://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding>

### Know How Non-Profit

<https://knowhownonprofit.org/funding>

For any questions you may have about the fund, please contact Young Manchester on [enquiries@youngmanchester.org](mailto:enquiries@youngmanchester.org) or by phone on 0161 631 2881.

