**Investment panels guidance document**

The Youth, Play & Participation team has set up investment panels across the city to:

* Support grassroots organisations.
* Help build capacity via small grant funding.
* Support/supplement project delivery.

This guidance document is designed to help you through each stage of the application form and answer frequently asked questions.

# Examples of the types of activities you may wish to apply for?

* Youth work across all wards and levels of income
* Projects around safe spaces for young people
* Outdoor activities, especially those that focus on nature and the environment
* Detached and street-based activities
* Outdoor pursuits and trips
* Park based activities and facilities
* Targeted support groups for young people
* Projects around life and digital skills and life outside of school
* Youth clubs
* Organisational/structural development e.g., training support
* Social action and campaigning projects
* Wellbeing projects
* Employability/next steps projects
* Youth activities operating out of Youth hubs/centers.
* Quality youth and play work
* Social and emotional support for young people
* Support for young carers – activities that are inclusive and supportive of them

**Who can apply?**

**Any VCFS, voluntary, community, faith sector organisation / group can apply providing they are:**

* Groups / organisations operating in Manchester
* Generating an annual income of less than £75,000
* If your organisations income is over £75,000, however the youth and play income is under £75,000, you are eligible to apply. This will need to be evidenced through, for example, financial statements/cashflow.
* CIC’s with asset locks.
* Non-profit organisations (private organisations unfortunately cannot apply).

# We are not a registered charity; can we still apply?

* Yes, you can be a new group who is an unregistered, CIC, group of volunteers that support the community. Regardless of your set up, you will need a governing document of some sort of i.e., constitution / articles of association / memorandums of association.
* If you are unsure, please get in touch.

# Who cannot apply?

* Those organisations with an income over £75,000 in the financial year ending March 2022. If your organisations income is over £75,000, however the youth and play income is under £75,000, you are eligible to apply.
* Groups that are based and registered outside of Manchester.
* Schools are not eligible for this funding.

# Can I apply for more than one grant?

* No, you can only apply for one grant.

# How long before I know that my application has been successful?

* Once the deadline has been passed, the panel will meet to decide which projects they would like to fund. This will take up to 10 working days following the closing date. However, we may contact you earlier to discuss your application and its progression.
* If you receive a conditional offer in writing, you will have 7 working days to respond. If we don’t hear from you after 7 working days, your application will be withdrawn.

# Do I need a bank account in my organisation/group name?

* Ideally yes with two unrelated signatories, however the lead partnership organisation in your area can hold funds on your behalf. If you unsure who your partnership lead is, please contact us and we will direct you to them.

# How long do I have to spend the funds?

* You must have spent the funds and delivered projects by the end of July 2023.
* If you do not spend the funds by this date, MCC will seek to recover any unspent funds.

# Will I have to send reports about what I have spent the money on?

* We will be asking you for a short report, a template will be sent out if you have been successful. In addition, we will be asking you to provide photographic, video, or testimonial evidence.

# What evidence do I need to keep?

* You will keep any financial evidence/ records for a period of 7 years

# What policies do I need to have to apply?

* You will need the following policies: Safeguarding, Health and Safety, First Aid and Equal opportunities.
* MCC can work with you to create these policies.
* Organisations must also have appropriate insurances to cover the activities they are proposing.

# What if I cannot fill in the application form?

* Please contact us via email on youth\_team@manchester.gov.uk
* **If you are unsure whether you are eligible, please contact us via email or phone:** youth\_team@manchester.gov.uk
* **Mustafa –** 07980894615 (East and Central Manchester)
* **James –** 07815166036 (North, South, and Wythenshawe)

**Expected level of training/qualifications**

Applicants must have qualifications appropriate for the delivery of the proposed provision e.g., sports-based projects must have qualified sports instructors/coaches delivering sessions. Applicants can use the funds to pay for qualified practitioners to deliver projects.

# How to apply

1. You must complete the application form.
2. You can print out the application form and complete it by hand, scan it and e-mail it to us.
3. Fill in the application form, which is in Word format, and email it to us as an attachment.
4. We can also arrange a zoom, telephone conversation or in person meeting to support with the writing of an application – please contact us if this is needed.

# The Grant Scheme

You can apply for minimum grant of £1000 and a maximum grant of up to £5000.

Just as a reminder, in order to be successful in receiving this grant, your organisation must evidence that it has not received more than £75,000 income for youth and play activities in the last financial year (2021/2022). Ideally a separate bank account with which we can deposit funds, just for youth and activities, would be preferred. However, we understand this may be a barrier, therefore you must be able to evidence that your group or organisation has receive less than £75,000. Evidence can include financial statements/cashflow.

 **We will have two competitive rounds.**

* The application window will commence on the 1st of October 2022 and close on 3rd of January 2023.
* Applicants will receive acknowledgement and further communications regarding due diligence.
* Applications received between the 1st of October 2022 and the 14th of November 2022, will reach panel on or around the 1st of December 2022.
* Applications received between 15th of November 2022 and 3rd of January 2023 will reach panel on or around the 16th of January 2023.

You can only receive funding once. However, if your application fails to receive funding in the first round, you are eligible to apply again in the second round. We will provide you with detailed feedback, so you are more likely to be successful in the second round.

# The Application Process

The application form contains six sections that **must** be completed for the application to be considered.

 **Section 2: About your organisation**

#  2.1: What area are you based and where do you operate?

Please include information on your organisation and the areas that you cover. Please include any targeted groups/individuals your organisation works with or supports.

# 2.2: What is your organisation’s annual turnover in the year April 2021 – March 2022?

This is to determine whether your organisation is eligible for funding. If the turnover is over £75,000, you are not eligible for funding.

* 1. **: Provide a brief description of what the organisation does?**

What projects are currently taking place and how they positively impact the community. It would be great to see your organisation’s mission statement, values, and objectives if you have them.

**Section 3 – The need**

# : How much funding are you applying for?

In this section, please include a breakdown of the following:

* + - Outline the project, objectives, and outcomes that you wish to achieve upon successfully completion. Include the **amount of money (funding) required** for the proposed project
		- Please provide a breakdown of the funding that you have applied for and how you are planning on spending it. How will young people benefit from the outcomes of your project.
		- Please provide details of how the local community will benefit because of this funding and how youth voice will be at the core of your project. (Max 300 words)

# : Why have you chosen to do this?

In this section you need to provide a couple of sentences detailing why the activity/grant is needed e.g., case studies, service user feedback, previous projects etc.

# : Are you a part of networks that work with young people and do you have experience of working with young people? Please provide examples.

This section requires organisations to detail evidence of the relationship between the organisation and the direct service users of the project as well as any partnerships or networks the organisation may be linked to.

# : Please outline any local networks you are involved/working with (e.g., housing groups/associations, local health networks, Early Help organisations, churches/mosques).

# This section establishes what local networks the organisation will utilise to connect with service users to deliver the project.

# : Please explain if and how your project will continue at the end of this funding.

This section requires organisations to demonstrate what the effects of the project will be after the funding has finished. Will service users still be benefitting from the project once the money has been spent? If so, how?

# : What will be your projects outcomes? How will you measure them?

What are you hoping to achieve with this project, and what systems and processes do you have in place to measure this, if any? Please note if you don’t have any system and processes, this will not impact the outcome of your application.

# : How much funding are you applying for?

This requires a full breakdown of project related costs.

* 1. **Are you applying for funding from any other organisations? This won’t necessarily affect your application.**

This is to gain an understanding of what related funding you have secured that supplements the project you are proposing or any other work your organisation conducts.

**Section 4: Policies**

# 4.1, 4.2, 4.3: Does your organisation have Safeguarding/ Health and Safety/ First Aid/Equal opportunities policy?

If your organisation has the above policies in place, please attach them as part of the application process.

If you do not have them in place and would like some support to develop your organisation’s policies and processes, you can email youth\_team@manchester.gov.uk