

Guidance document for applications for grants to deliver youth, play and participation services

Manchester Youth, Play and Participation Service has launched a new grant's process for youth and play providers in the city. Designed to encourage new and existing voluntary and community sector (VCS) organisations to apply, the new framework aims to provide funding to deliver services that children and young people need in order to aid their development and linked to the youth work curriculum and play principles. The funding is in three separate sections:

- **PARTNERSHIP APPLICATIONS** - Organisations can apply as a partnership to deliver youth and play services city wide, across one or more districts or in certain geographical areas / wards. A partnership that wishes to apply must have one organisation acting as the lead partner. Other organisations in the partnership application are known as named partners. You must have at least two partners (lead plus 2 named partners) to submit a partnership bid. Only 10% of the total amount applied for can be used as management costs by the lead partner. An organisation can only apply for one partnership grant but you may also be a beneficiary in a second application as a named partner. You cannot be a lead partner if you are also submitting an individual application. This is to ensure that the money is spread equitably across the city and is in line with other city council funding streams.

- **DISTRICT NETWORKS & CITY WIDE NETWORK** - To support the city council with its commissioning framework as well as other strategic priorities, three district networks and one city wide network will be established. The districts will be broken into the following areas / wards:
 - North: Higher Blackley, Charlestown, Harpurhey, Cheetham, Crumpsall, Moston, Miles Platting and Newton Heath, Ancoats and Beswick, Clayton and Openshaw

 - Central: Deansgate, Piccadilly, Hulme, Moss Side, Rusholme, Gorton and Abbey Hey, Levenshulme, Longsight, Ardwick, Fallowfield

 - South: Old Moat, Withington, Chorlton, Chorlton Park, Whalley Range, Burnage, Didsbury East, Didsbury West, Brooklands, Northenden, Baguley, Sharston, Woodhouse Park

The networks will be expected to work in their respective areas or across the whole city to support and liaise with funded and non-funded groups, building capacity, identifying and arranging developmental opportunities, jointly address issues and needs of children and young people and have autonomy to address any other points that the Network wishes to. There will also be some strategic priorities that all networks leads will ensure they link into. These include but are not limited to the Child Friendly City programme and

participation and engagement. There is no management costs allocated for this section as it will be the Network who makes the decision as to how to spend the money.

- **INDIVIDUAL APPLICATIONS from ORGANISATIONS** – Youth and Play providers are encouraged to apply in their own right to deliver services to children and young people within Manchester. Successful applicants will only be able to use 10% of the allocated amount for management costs.

Available Funding

Funding will initially be for twenty-one-months, starting 1st July 2023 and ending on 31st March 2025. There may be a possibility to extend successful organisation's delivery by 1 year (1st April 2025 – 31st March 2026). It is envisioned that following this funding cycle, the service can commit to longer term funding (potentially 3 years) however this is subject to resources and capacity available at that time.

Grant Amounts

The total available in this funding programme is £1.6million per year up to 31st March 2025. Applicants can apply for a small, medium or large grant as listed below:

Funding Level	Year 1 from 1st July 2023 to 31st March 2024 (prorata for 9 months)	Year 2 from 1st April 2024 to 31st March 2025
Small	£7,500 to £30,000 £10,000	£10,000 to £50,000
Medium	31,000 to £52,000	£53,000 to £100,000
Large	£53,000 to £95,000	£101,000 to £150,000
District Networks x3	£30,000 x3	£30,000 x 3
City-Wide Network	£30,000	£30,000

The closing date for all applications is **Sunday 26th February 2023**.

We are unable to consider applications received after this date.

It is hoped that all organisations will be contacted no later than Wednesday 15th March 2023 with an outcome with grant confirmation letters being issued on Friday 17th March 2023. All delivery will commence on 1st July 2023.

Note to Applicants

Demand for this funding has been high and for this round we are expecting even higher demand given existing and new organisations have expressed interest. We would like you to take this into consideration and that you have a plan in place for your project if you are unsuccessful on this occasion, or we are unable to offer you the full amount of funding you have requested in your application.

We would strongly encourage you to contact us via email

youth_team@manchester.gov.uk so that you can arrange to speak someone about your application once you have read the application guidance notes and are in a position to discuss your project.

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

1. Youth work across all wards and levels of income.
2. Projects around safe spaces for young people.
3. Outdoor activities that focus on nature, the environment and development of children and young people.
4. Detached and street-based activities.
5. Visits, trips and exchanges with other groups.
6. Park based activities.
7. Targeted support groups for young people.
8. Projects around life and digital skills and life outside of school.
9. Social action and campaigning projects.
10. Wellbeing projects.
11. Employability/next steps projects.
12. Youth activities operating out of youth hubs/centers.
13. Quality youth and play work.
14. Social and emotional support for young people.
15. Support for young carers – activities that are inclusive and supportive of them.
16. Management and delivery of district and city-wide Networks to support VCS organisations.

Who can apply?

Any voluntary and community sector organisation/group (VCS) can apply providing they are:

1. Groups/organisations operating in Manchester delivering services in its 32 wards
2. Non-profit organisations.
3. Non-profit, non-governmental, community-based organisations that are value driven and reinvest surpluses to further social, environmental or cultural objectives for the community.
4. Registered charity.
5. Charitable incorporated organization.
6. Community-interest company (CIC) limited by guarantee.
7. Community-interest company (CIC) limited by share (schedule 2 with 100 per cent asset lock only).
8. Community-benefit company registered as an industrial and provident society.
9. Unincorporated charitable association/group.

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 deliver services to children and young people in

Manchester. 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?

- Organisations that are based and registered outside of Manchester.
- Schools.
- Private organisations.

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

- Yes.

How long do I have to spend the funds?

- You must have spent the funds and delivered projects by the end of March 2024 in Year 1 and by end of March 2025 in Year 2 of the fund.
- If you do not spend the funds by this date, MCC will seek to recover any unspent funds.

What evidence do I need to keep?

- You will need to keep all 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 etc.
- MCC can work with you to create these policies.
- Organisations must also have appropriate insurances to cover the activities they are proposing. (Public Liability of £10million).

What if I cannot fill in the application form or unsure whether we are eligible?

- Please contact us via email on youth_team@manchester.gov.uk

Expected level of training/qualifications

Applicants and their workers must have qualifications appropriate for the delivery of the proposed provision e.g., Qualified youth and play workers delivering youth and play work or 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 online application form, those who encounter difficulties with online applications please contact youth_team@manchester.gov.uk
2. Where you are unable to answer certain questions, please insert a 0 (zero) on the online application/s as all fields are mandatory. Without completing the mandatory fields, you will not be able to progress.
3. You can print out the application form and complete it by hand, scan it and e-mail it to us.

The Application Process

The application form contains many sections, all sections **must** be completed for your application to be considered.

Guidance for completing applications

Some of the questions in the application form are deemed to be “straight forward”. Where we believe this to be the case there is no guidance provided however should you need support with those questions then please contact us via email: youth_team@manchester.gov.uk. The following section provides guidance where it is required for the three respective application forms. Please use the following guidance for the following numbered questions:

PATRNSHIP APPLICATIONS

Section 2. Individual or Partnership application?

Q1. Are you applying in partnership?

Only click Yes if you are submitting an application as a partnership. An organisation can only apply for one grant but you may also be a beneficiary from a second application as a named partner. You cannot be a lead partner if you are also submitting an individual application. If you answer No, you will be redirected to the Manchester City Council website where you will subsequently need to complete the **Individual form or the District and City-wide form**.

Section 3. Confirm Eligibility of all Named Partners

Q2. Please confirm that each of the partner organisation is eligible by ensuring they are one of the following:

- a registered charity, a community interest company limited by guarantee a community interest company limited by share (schedule 2 with 100 per cent asset lock only).
- a company limited by guarantee.

- a community benefit company registered as an industrial and provident society.
- a charitable incorporated organisation.
- an unincorporated charitable association.

Q3. Is every organisation in the partnership constituted or formalised with an agreed set of rules or governing document in place? The later part of this question is missing on the online version

This question asks whether organisations have written agreements, a constitution, between the organisation and its members. Each organisation in the partnership is expected to have a set of rules.

Q5. Does each organisation need to have three or more trustees or directors that are not related to each other and are not paid shareholders?

Yes. Trustees and directors are required to have independent control over, and legal responsibility for an organisation's management and administration.

Section 5. About your Partners

Q20. What experience/skills does the lead organisation have to be able to act as a lead partner?

Indicate what experience, skills and knowledge the lead organisation has to be the lead partner. Examples can include leadership and management skills, experience in conflict resolution and relationship building, encouraging teamworking, ability and experience in addressing inequality, setting new challenges and meeting goals etc.

Section 6. Partnership vision, values and activities

Q21. Please tell us when the partnership first came together and when it was formalised, if applicable?

If you have very recently established a partnership state the date this happened, your answer will not jeopardise your partnership application as we are aware new partnerships form regularly. Explain when this partnership became formalised, as in when did it establish a set of rules or a constitution?

Q22. Tell us about your partnership's vision, values and activities. Your response should include:

A summary about the type of work your partnership does, what communities/children and young people you work with and what you hope to achieve with your work. We want to know about the work your partnership does generally in this section. Tell us what you have achieved in terms of working with children and young people. Explain the type of work carried out with participants and the outcomes achieved by children and young people. You are still able to apply if you are newly formed partnership and working towards becoming formalised – in which case please outline what you expect your values and vision to be?

Q23. Tell us about how your partnership is run and managed and plans for the future.

Explain what you do to ensure smooth running of your partnership, how is it managed and how is funding managed. Describe what your processes are to work collaboratively with others. What methods are used to monitor progress and address any shortfalls. What are your plans for the future?

Q24. How do informal and formal partnerships and relationships with other organisations enhance the work you do?

Which other organisations, charities, public bodies etc do you work with or have relationships with. Do you have a formal agreement to work together or is it informal? How has this helped you meet your objectives and achieve children and young people's outcomes, explain how these relationships improved delivery?

Section 7. The people you work with

Q25. What are the strengths, challenges and needs of the children and young people and communities your partnership works with?

What issues do children and young people and the communities (includes diaspora and locations) they come from encounter. What has the partnership done to address the issues. What are the positives and merits of the participants and their communities and how has this assisted your partnership in its delivery? What have your participants said and what did you do about it to provide effective services to children and young people to meet their needs?

Q26. How does your partnership involve children and young people in the work that it does?

What opportunities has the partnership given children and young people to give their ideas about what they would like to do. What have you done with children and young people to deliver services with them? How are children and young people included in managing projects, evaluating them and in making decisions?

Q27. If you have already worked in partnership prior to this application, tell us about the positive impact you've had in Manchester within at least the last six months.

What difference has your delivery made to the children and young people you have worked with. What steps did you take to make this difference. How many children and young people have you worked with and what are their origins (including diaspora and locations in Manchester)?

Section 8. Volunteers

Q36 If you have a volunteer offer, tell us how you support volunteers to upskill them, and how they help you deliver effective and safe activities?

What is your process for the recruitment, training and retainment of volunteers, how are they recognised and what activities/projects do they deliver? What value have volunteers brought to the partnership?

Section 9. Proposed activities

Q39 Tell us about your proposed activity?

What are the main aims and objectives of the activities, what do you intend to achieve? What activities does the partnership wishes to deliver to children and young people, what skills, knowledge and experiences will they gain and what outcomes will they achieve. Which of the two strategies will your delivery contribute to and in what way? How many children and young people do you intend to engage for each project (if more than one project) and how will you know you have achieved your aims and objectives?

Q40. Tell us how your partnership will include the youth work curriculum in your delivery? Please refer to section 3 of the prospectus for more information on the youth work curriculum.

What will the partnership do to provide children and young people with informal educational opportunities to learn new knowledge and skills to support their development. How will the partnership help children and young people build on their decision-making skills and empower them to appropriately take action about their lives, about their community and others and promote and challenge issues. Explain what the partnership will do to ensure children and young people are equipped to challenge injustice and inequality. What opportunities will the partnership provide children and young people to coproduce and co-deliver activities for themselves and their peers? For further information on the curriculum please visit [Curriculum – NYA](#)

Q41. Tell us how you will include a minimum of 2 play principles in your delivery? Please refer to section 4 of the Prospectus. Only complete this section if you are applying to deliver play work.

What will the partnership do ensure at least two of the play principles will be included in the delivery of play work, how will the principles be embedded in your delivery?

Q42. How will you meet the following requirements?

How will you ensure equality, diversity and inclusion?

We would like to know what you will do in regards to this aspect of work including delivery of services, how it works with others and how the partnership is managed? Explicitly reference equality, diversity and inclusion in your response.

Q43. How will you ...

Promote a culture of collaboration and joint working with all youth and play provision and specialist services that support children and young people, particularly around, attainment, mental health, physical health and their development including their growth in communication skills and other soft skills.

What will the partnership do to ensure effective joint working to achieve tangible and measurable outcomes for children and young people?

Q44. How will you ...

Be committed to increasing the participation and volunteering opportunities for young people, subsequently recognising and rewarding achievement

What opportunities, support and training will the partnership provide for young people to become volunteers and how will their involvement be rewarded and recognised?

Q45. How will you ...

Work alongside the Council to seek opportunities to bring organisations together to collaborate on cross-city strategic and operational projects which will improve outcomes for Manchester's children and young people.

What will the partnership do to establish collaboration city wide, deliver and evaluate work in different areas. What will you do to make achievement of outcomes easily achievable?

Q46. How will you ...

Work with the Council and children and young people to publicise widely the Youth and Play Offer, using methods that children and young people will use along with outlining your commitment to use a Manchester City Council identified universal web portal.

What commitment will the partnership give to ensure monthly updates of your programme on the designated web portal. How will the updates be completed, e.g., by an identified worker, by each partner updating the web portal when changes to the programme are made etc?

Q47. How will you ...

Monitor and measure impact of children and young people's involvement in various activities by identifying with them their development, their learning and gained accredited qualifications.

What system and methods will you use to capture children and young people's learning and achievements, how will you measure distance travelled in relation to self-development and how will they be involved in identifying their learning? We expect children and young people have a meaningful involvement where their decision-making skills are improved. Please note, if successful providers will be expected to use a management information system provided by the council – please take this into account when responding to this question.

Q48. Explain how your delivery to children and young people contributes to social value.

Looking beyond hard financial results how can delivery of your service to children and young people improve the economic, social and environmental value of the partnership area you wish to work in?

Q49. How will you ...

Provide sufficient workforce developmental opportunities to ensure safe and quality delivery.

Does the partnership have a strategy to develop the workforce, what have you done or intend to do to ensure all the workforce is appropriately skilled and safe to deliver services to children and young people?

Q50. Highlight what added value is achievable

What will the partnership do to achieve this, e.g. will the partnership process inputs into outputs leading to increasing your value. Will you be able to create value when children and young people are willing to participate more (output) higher than the input by staff?

Q51 Resulting from participating in activities your organisation delivers, what outcomes will children and young people achieve?

Applicants for smaller grants will not be expected to meet all programme outcomes. List some of the outcomes mentioned below and in Section 5 of the Prospectus that children and young people will achieve from being involved in programmes delivered by the partnership.

Intermediate outcomes knowledge and skills:

- Increased self-awareness and emotional intelligence.
- Improved social and communication skills.

- Greater empathy and understanding of other people.
- Acquired knowledge for planning and problem solving.
- Attitudes and capabilities.
- Increased aspiration, confidence and agency.
- Increased independence, resilience and determination.
- Informed attitude to risk.
- More positive about people from different backgrounds.

Social behaviours:

- Engaged in more positive activities, more often.
- Increased willingness to take action to help others.
- Improved decision making, voice and advocacy.
- Increased democratic engagement.

Community:

- Needs identified early and access to support services.
- Increased social capital and more positive relationships, peers and intergenerational.
- Increased sense of belonging and community cohesion. Collective impact
- Stronger families, friendships and civil society.
- Active citizenship, respect and equality of opportunity.
- Improved education, employment, health and mental wellbeing.

Q52. What tools and methods will you use to measure and monitor these outcomes?

We want you to tell us what processes you will use to quantify the outcomes gained. e.g., will you list learning outcomes gained against each individual, will you identify outcomes gained by children and young people completing accredited outcomes, etc. Please note, if successful providers will be expected to use a management information system provided by the council – please take this into account when responding to this question.

Section 10. Finances and project management

Q54. What is the total amount you are requesting over 21 months?

Please indicate the total amount you are applying for, this includes the amount requested for Year 1 plus for Year 2.

Q55. If the grant amount requested is less than the total cost of the activities, identify where the difference will come from and whether you have secured this funding.

Explain how much and from whom have you secured additional from to deliver your proposed project?

Q56. How will you spend the grant over the 21-month period?

Complete the table below showing expenditure per year directly related to this application e.g., staffing, direct project delivery, residentials, trips, rent, stationery, equipment. If you are including running costs itemise these, including the partnership management costs.

There should be a significant amount of funding that goes to the partner organisations as only 10% of the total cost can be used as management costs by the lead partner.

(If you do not need the full table please mark unused cells with a 0 in order to move on to the next question).

Explain what you will use the funding for in Years 1 and 2, be specific for the expenditure heading?

Q57. Allocation of Money.

Show how the money requested will be allocated between your organisation and your partner organisation(s)?

Give brief details on how much money you will distribute to each partner in Years 1 and 2?

Q58. How have you worked out your costs?

We want to know the thinking behind your costs and how they represent reasonable value. Where you have included a contribution to core costs then you need to explain how this has been worked out.

What were the reasons for the partnership to agree the costs for each part of the proposal, e.g., how did you decide on how much to pay for staff, project delivery, equipment etc?

Q59. Tell us which organisation will be responsible for this grant and how it will be managed?

Who will be the lead organisation managing the grant, what processes will be used to ensure successful management of the funds awarded?

Q60. Please tell us what your annual income was across the partnership in the last 3 years?

If you have only just established as a partnership please indicate the combined income received over past 3 years?