

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:

DISTRICT NETWORK & CITY WIDE NETWORK APPLICATIONS

Section 3. Confirm eligibility

Q4. Please confirm that your 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

Q5. Is your organisation constituted or formalised with an agreed set of rules or governing document in place?

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

Q20. Tell us how you intend to actively engage, promote and deliver the principles, values and contribute to UNICEFs Child Friendly City (CFC) in Manchester.

Manchester is working to ensure the rights of children within the city, thus, we are involved in the CFC initiative to support organisations to embed the United Convention on the Rights of the Child. Please click on the link for further information on how you can contribute to the initiative and how to answer this question. [Child Friendly Cities Initiative | Child Friendly Cities Initiative](#)

Q21. How you will ensure the Network is diverse, ensuring the local community is represented and that non-white organisations are involved in decision making?

What will you do to guarantee your Network is representative of the many different communities that make up Manchester's community? What processes will you put in place for these communities have a say in all that the Network will do?

Q22. Given your knowledge of your district / of the city, how will you address neighbourhood / city wide issues?

What methods will you use to tackle some of the issues that neighbourhoods and the city encounters regards children and young people?

Q23. How will the Network enhance the work you and other members do?

What new knowledge and skills will be learned, how will new developments in youth and play work be shared and how will resources be shared that will foster collaboration and joint working. How will all this be utilised to support the development of children and young people?

Q24. Tell us about how your Network will be run and managed and plans for the future.

Describe the agreements that you intend to have in place with your members to deliver a successful Network. Tell us how you will work together.

Section 5. About your Network

Q25. Please use the table below to tell us who you may contact to be part of the Network? We are aware the list may change and be added to in the future.

These organisations can be existing Network/partnership members and/or those who you wish to contact and encourage to be part this new Network. We would encourage you to have as many members as is possible / manageable

There is no management costs attached to District and City Wide applications as it will be the Networks decision as how to spend the £30,000.