

Large Grant Application Form Guidance

We realise 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 give you a grant.

Your application will be assessed and scored by a panel.

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 jenna.southern@manchester.gov.uk

General Guidance

Answer all 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.

We 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.

Formal Partnerships

We define a formal partnership as a group of 2 or more organisations that have agreed to work together, make a joint application and who have selected one of them to act as a lead organisation to apply on behalf of the formal partnership.

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 can be a new set of activities or a continuation and/or increase in an existing set of activities.

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 the Jenna Southern (jenna.southern@manchester.gov.uk) before applying.

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

Evidence of significant recent provision of services to Manchester residents

Evidence may include annual report, monitoring information, and reports of activities. We are looking for evidence that you have carried out significant work with Manchester residents within the year prior to the date of application for this grant. In assessing the significance we will be looking for a combination of impact and numbers. If your work has high impact then working with small numbers of residents may be significant but if your work has low impact then there would need to be higher numbers to be significant.

Section 1: About You

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) then list them all.

21 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

22 Name of activities

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

23 Tell us about your proposed activities

If you apply for part of a larger set of activities then tell us about the larger set of activities in this section.

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 in each.

We do not expect you to be able to tell us exactly what will happen across the lifetime of the grant period as we expect activities to develop based on monitoring and evaluation.

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

24 Describe how you will work with other organisations to enhance the effectiveness of your activities

Partnership working is a high priority for us.

If you are proposing to work in a formal partnership, let us know who this is with, whether the formal partnership is agreed or planned and how your partner/s will contribute to the activities.

We want to see evidence of you working with organisations relevant to the outcomes that you are proposing to achieve. Where relevant include partners from the voluntary and community sector, public and private sector.

Tell us how each of these partners will contribute to your ability to deliver your outcomes.

A common mistake is to list lots of partners but without explaining how their involvement will contribute to achieving the aims of the activities.

25 Tell us how you intend to engage the relevant service users for the Street Engagement Hub and how you will involve them in the ongoing development of the Service.

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. Discuss any wider social impacts that this funding will allow.

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.

26 Activities Coverage

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

The table below shows the wards within each locality.

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

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.

27 Objectives

The objectives of the grant.

28 What key outcomes will your activities achieve?

An outcome is the key changes or difference your activities will make.

The outcomes of your activities must relate directly to the objectives of the grant programme.

Be specific about who you will engage, how many people you will engage and how you will engage them. For example, if an objective of the grant programme is:

- To support people with a learning disability to become more independent

Your outcomes might be:

- 10 people with a learning disability volunteering
- 5 people with a learning disability in paid employment

These outcomes will be used as a basis for the monitoring and evaluation of your activities and you will need to report on your success in achieving them.

Numbers in these outcomes must only be for that portion of the activities that the grant from us funds.

Common mistakes are to repeat one of the objectives, list broad vague outcomes or outcomes that are not measurable.

29 Describe how you will meet all of 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.

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.

Consideration should be given to how you will monitor equality data including the following protected characteristics: -

- Age
- Disability
- Gender reassignment;
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation.

We would also like to hear how you would monitor data relating to other vulnerable groups such as:-

- Families living in poverty
- Carers
- Homelessness
- Ex armed forces

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 and how you will use this information to improve service delivery.

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.

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.

Section 3: Budgets and Finance

30 /31 What is the total cost of your activities?

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

32 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.

33/ 34 Complete the table below showing expenditure per year 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.

35 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 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.

36 Do you or your partners (if you are in a formal partnership) currently receive any funding from any department of Manchester City Council?

We only want to know about grants that you are currently receiving but also include grants that have been awarded but have not started as yet.

Date beginning/end

In what month and year did the grant begin and when is the grant period due to end.

Amount

Put here the total amount of grant awarded over the lifetime of the grant.

Partnership Organisation in receipt of grant.

We want to know whether organisations involved in a formal partnership with you are receiving grant(s) from MCC. Leave this blank if it is just your organisation receiving the grant.

Section 4: Management

37 How will you ensure the successful delivery of these activities?

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.

38 Explain how you will ensure the safety of people who use services, or work or volunteer for your organisation

We need to know that you are committed and have robust and appropriate systems and policies in place to ensure the safety of everyone who will be involved in activities that are funded to any degree by us.

Further Resources

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

Manchester Community Central

<http://www.manchestercommunitycentral.org>

Grantnet

A Beginner's Guide to Successfully Securing Grant Funding

<http://www.grantnet.com/HelpfulReports/securingfunding.pdf>

Directory of Social Change

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

Big Lottery

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

Know How Non-Profit

<http://knowhownonprofit.org/>