

Positive Engagement Programme

GUIDANCE FOR APPLICANTS



A Fund for the City of Manchester in collaboration with:





Young Manchester Application Form Guidance – Positive Engagement Programme

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

General Guidance

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

There are two Lots available in this fund and so five questions in the application form are broken up as ‘a’ and ‘b’. Questions marked with ‘a’ refer to Lot 1, questions marked with ‘b’ refer to Lot 2, in these instances.

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.

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) as lead partner on the bid. If your organisation is also known by other names, put these in brackets. In this application you will need to apply as lead organisation of a partnership – in this section we just need the details of your organisation as lead.

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 What funding are you applying for?

There are two lots of funding available through this fund, covering different wards of Manchester. You can apply for either Lot 1, Lot 2 or both Lots.

1.3 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. We want information here about you as the lead partner of this application.

Section 2 About Your Activities (This section is scored)

2.1a & 2.1b Tell us about your proposed activities – Lot 1 & Lot 2 (600 words)

This question is split in to 'a' and 'b' depending on which Lots of the fund you are applying for.

We need to know about your activities and how you and your partners will deliver them.

Describe the activities clearly and how many people you expect to be involved. Tell us how your activities will meet the objectives of the fund.

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

We want to see creativity, meaningful partnerships and high quality delivery.

*** If you are applying for both Lot 1 and Lot 2 of the fund – you need to answer both questions - 2.1a and 2.1b. ***

2.2a & 2.2b How will you work with partners to deliver your activities? Lot 1 & Lot 2 (500 words)

This question is split in to 'a' and 'b' depending on which Lots of the fund you are applying for.

You cannot apply for this fund unless you are working in formal partnerships to manage and deliver activities.

We want to know who you are proposing to work with, why it will work well and what part they will play in your work.

What does each partner bring to your bid?

*** If you are applying for both Lot 1 and Lot 2 of the fund – you need to answer both questions - 2.2a and 2.2b, even if the partners you are working with are the same for both Lots. ***

2.3 What types of projects have you delivered in the past that mean you will be able to successfully deliver your proposed activities? (400 words)

What experience do you or your partners have of detached youth work? We want to know here that whilst you have creative ideas for addressing the objectives of this fund, you also have the credentials and experience to make it work.

2.4 Who will benefit from your activities and how will they be involved in shaping them? (300 words)

The thrust of this work is around engaging young people where they are, in their own environment – we want to know how you will give young people a voice and say in those activities.

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

2.5a & b What outcomes will your project achieve for young people? Lot 1 & Lot 2

This question is split in to ‘a’ and ‘b’ depending on which Lots of the fund you are applying for.

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 outcomes of your activities must relate directly to one or more of the objectives of the programme.

For example, part of your activities should focus on increasing numbers of young people involved in positive social action, as a way of giving back to their communities and benefitting themselves. Your outcome might be:

“15 young people in each ward will have a better awareness of the issues that exist in their local area and have the skills and attitudes to do something positive about improving the situation for them and their community.”

*** If you are applying for both Lot 1 and Lot 2 of the fund – you need to answer both questions - 2.5a and 2.5b. ***

2.6 Describe how you will meet all of the monitoring requirements of this grant (including monitoring the outcomes you have identified above.) (300 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.

We want to know how you will positively feed in to multi-agency meetings to address issues on a ward by ward basis and what other services you might be able to link in to in order to make a positive impact.

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

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.

Please let us know how much you are requesting for each of Lot 1 and Lot 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.

3.4a & 3.4b 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.

Bear in mind that Lot 1 runs for 18 months, until December 2019 and Lot 2 runs for 21 months until March 2020.

*** If you are applying for both Lot 1 and Lot 2 of the fund – you need to answer both questions - 3.4a and 3.4b. ***

3.5a & 3.5b 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.

*** If you are applying for both Lot 1 and Lot 2 of the fund – you need to answer both questions - 3.5a and 3.5b. ***

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 around safeguarding. How will you ensure the safety of children and young people in your work and the safety and wellbeing of youth workers engaging in detached youth work.

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 Tim Knappett at Young Manchester on enquiries@youngmanchester.org or by phone on 0161 631 2881.