



We Love Manchester Stronger Communities Fund

Application Guidance Notes

Applications are invited from Manchester based organisations and individuals to the **We Love Manchester Stronger Communities Fund**, which is funded and administrated by the Lord Mayor of Manchester's Charity Appeal Trust.

The objective of the **We Love Manchester Stronger Communities Fund** is to bring communities together to celebrate our diversity and help Manchester people build stronger relationships in and across Manchester's communities. Manchester is a multi-cultural city and the charity recognises the importance of building strong relationships in and across these diverse communities. The city has a long history of communities coming together and celebrating our diversity. It is recognised that the need for such activity is even more critical as the city continues to change and grow.

The We Love Manchester Stronger Communities Fund **provides grants of up to £2,000** for initiatives that bring communities together to celebrate diversity and help build stronger relationships in and across those communities. The fund is designed for all the communities of Manchester and is looking to support projects which have one or more of the following themes:

- **Pride – celebrating neighbourhoods and the people that live there**
- **Connect – bringing people together to celebrate the diversity in our city**
- **Educate – providing the chance for people to learn about where they live and their neighbours, both within and across Manchester's wards**

Who can apply?

You can apply if you are:	We cannot accept applications from:
<ul style="list-style-type: none"> • voluntary or community organisation • registered charity • constituted group or club • not-for-profit company or community interest company • social enterprise • school • individual (please see conditions below) 	<ul style="list-style-type: none"> • organisations that have access to incoming resources in excess of £100,000 per annum • sole traders • companies that are aimed at generating profits primarily for private distribution • organisations based outside the UK • applications made by one organisation on behalf of another

We Love Manchester Stronger Communities Fund

Application Guidance Notes



You **MUST** be supporting or working with communities within the **City of Manchester**. Applications from projects based in the wider Greater Manchester area will not be considered.

Applications from individuals must have a sponsor organisation. This is an organisation or group who will endorse the application from the individual and act as a guarantor. Examples of suitable organisations include schools, voluntary organisations, charities, housing associations.

About your project?

Applicants are asked to **identify the aim (s) of the proposed project or activity:**

- **Pride** – celebrating neighbourhoods and the people that live there
- **Connect** – bringing people together to celebrate the diversity in our city
- **Educate** – providing the chance for people to learn about where they live and their neighbours, both within and across Manchester's wards

And answer the following questions:

- **Name and aim of your project** - please describe your project in 50 words.
- **How will the project help achieve the Funds aims?** - Applicants must clearly state which aims the project meets and how your project achieves this aim. We are looking for projects which help build stronger relationships in and across the neighbourhood where the project is taking place.
- **Where is it taking place?** - Applicants must clearly define the geographical area the project is focussed on. Projects or activities need to benefit residents from one or more of the 32 wards of Manchester.
- **Who is running the project?** - Who is running the project and how many will work on the project. Is this paid staff or volunteers?
- **Who does the project benefit and how many?** - Events or activities need to be inclusive and not specific to any one part of the local community.
- **What are the projects timescales?** - Applicants must indicate when their project or activity will take place. Is it a one off event, a series of dates or ongoing over a set period.
- **How has it been identified that the project is needed?** - Applicants must demonstrate why the project or activity is needed and how this need has been identified within the local community.

We Love Manchester Stronger Communities Fund

Application Guidance Notes



- **How will you know your project has been a success?** - Applicants need to tell us what you want to achieve and describe this.
- **How will you measure what success looks like?** - Applicants need to outline how you are you planning on measuring if you have achieved what you set out to achieve.

Examples of projects the charity would seek to fund:

- Community fun day/events which celebrate the different cultures represented in the neighbourhood (could incorporate diverse food, music and entertainment).
- Projects which involve visits/activities between Manchester wards to increase knowledge and understanding about other neighbourhoods and communities.
- Projects which give residents the opportunity to explore what it means to be a resident in their community, encouraging involvement across ages, religions, genders, ethnicities and helping them to identify activities which can build stronger relationships in their community.
- Intergenerational activity sessions, helping to build relationships and understanding across the generations.

Please note that all applications will require supporting documentation.

How much can you apply for?

The Fund will award grants up to £2000.

What cannot be funded?

- Major capital requests (i.e. building and construction work). Please note minor building repairs or improvements will be considered but all applications of this nature must be accompanied by 3 written quotes from reputable sources.
- Funding for staffing related salaries & ongoing/overhead costs of established projects e.g. rent, utilities.
- Academic or medical research & equipment.
- Services for individual benefit such as private counselling, professional legal advice, personal therapy, further education courses and private tuition.
- Fees or payments where individual members of the applicant organisation will benefit.
- Sponsorship or fundraising events unless profits are to be put back into the organisation.



We Love Manchester Stronger Communities Fund Application Guidance Notes

- Parties for annual events which are part of the community calendar
- Requests whose primary purpose is to promote religious or political beliefs.
- Donations to animal based charities
- Retrospective requests (i.e. Projects/activities that have already taken place or have already been paid for).
- Local branches of national charities unless locally managed, financially autonomous and not in receipt of financial support from the national body.
- Multiple applications for the same project.
- An application from an applicant who has received funding from the We Love MCR Community Fund within the last 2 years (from date of receipt of prior grant).
- Requests that will replace or enhance statutory provision.
- Applications for projects that are funded by Manchester City Council through mainstream budgets.

This is not an exhaustive list so if you are unsure then please contact us.

Your responsibilities

- Applicants are responsible for ensuring that all necessary permissions, regulations and insurance relating to their project or event are in place.
- The grant must be used for the purposes for which it is approved.
- Applicants must not make arrangements to spend a grant unless they have received written formal notification of the award decision.
- If a grant is awarded a Grant Funding Agreement and Grant Monitoring Form will be issued. These must be completed and returned by the stated deadline.

The We Love Manchester Charity may wish to publicise the support given to your organisation and project on the charity's website, through social media channels, in the press and in printed materials.

Guidance on completing the Application Form

To help speed up the assessment process please ensure each section of the application is completed. Please include adequate information which will assist the Trust in their decision making. If your application is incomplete it may be returned to you and will not be processed until further information is received.



We Love Manchester Stronger Communities Fund

Application Guidance Notes

About you - questions 2

Please tell us who you are and the details of the organisation you are working for or with to deliver this project.

About your organisation - questions 3-5

In this section you will help us understand the aims of the organisation. Please tell us what your organisation does and who is involved. Please also indicate which area(s) of the city you operate in.

About your project- question 6-21

Please answer each question relating to your project. Describe the project your organisation is requesting funding for, which of the Funds aims of Pride, Connect and Educate does it meet and how the project will meet one or more of these aims.

Which areas of Manchester will benefit from the project? (Q 14-15)

We would like to know who is running the project, who is going to benefit and how many people will benefit from the project. (Q16-17)

What are the timescales for the project ie when the project/activity will start and finish. (Q18)

It is important to tell us why the project or activity is needed and how this need has been identified within the local community. (Q19)

Finally how will you know your project has been a success? - Think about what you want to achieve and describe this. And how will you measure what success looks like? - How are you planning on measuring if you have achieved what you set out to achieve? This could be asking those benefitting from the project a few simple question or recording how many people attended your project and the difference taking part has made to their lives. (Q20-21)

Safeguarding- question 22

If your group works with children, young people and vulnerable adults you will need the necessary safeguarding policies in place before you can access this grants programme.

For example: Child Protection Policy and DBS checks. If you are successful in securing a grant from the charity you will be asked to provide copies of the relevant polices and checks before funds are released.



We Love Manchester Stronger Communities Fund

Application Guidance Notes

Your project costs - questions 23-30

In this section you are asked to provide a clear idea of how much money you need for your project/activity. Please provide a detailed breakdown of costs using the table provided. **Please note you must include written quotes for each cost element.** If you are seeking funding from other sources for your project please tell us how you plan to raise the remainder of the funding required.

Financial information - question 31-32

If your organisation's accounts are audited then please submit an up to date copy of these accounts, otherwise please provide a cashflow, profit and loss, balance sheet or summary of your income and expenditure.

Please give details of the organisation's bank account into which a fund would be paid. We cannot make payments to personal bank accounts. If you do not have a bank account, you will need a referee organisation to accept a fund on your behalf. If this is the case, the referee group will need to complete this section and the referee organisation details.

Referee organisation - question 33-34

If you are using a referee organisation, please ask them to complete this section.

What Happens Next?

1. Complete your application online and submit, then please email your supporting information to welovemcrcharity@manchester.gov.uk. Alternatively you can download a form to completed and return by email (see info below)
2. An initial assessment of your application will be carried out to ensure it fits the funding criteria. At this stage we may request further supporting information.
3. Once any additional information has been received and is satisfactory your application will be circulated to our Grant Panel who will provide comments and recommendations to the Trust.
4. Trustees will meet to consider the panel's recommendation and make a decision.
5. Following a Trust meeting we will inform you of the Trust's decision.
6. If a grant is awarded a **Grant Funding Agreement** and **Grant Monitoring Form** will be issued. The Grant Funding Agreement must be completed and returned before any funds are released. You also need to submit your bank details on letterhead. Once received, funds will be transferred electronically to your designated bank account.

We Love Manchester Stronger Communities Fund Application Guidance Notes



Application deadlines for 2018/9

Deadline for Applications	Trustee Meeting Dates
30 June 2018	24 July 2018
30 September 2018	30 October 2018
30 November 2018	29 January 2019
28 February 2019	end March 2019

PLEASE NOTE: Sometimes it is necessary to request further information following the initial assessment of an application. If additional information is requested this may potentially delay the application process and result in the application missing the deadline. It will then be presented at a later meeting of the Trust.

Application Checklist:

- **APPLICATION FORM:** Please ensure each section of the application is complete and that it provides enough detail to allow the Trust to make an informed decision.
- **SUPPORTING EVIDENCE:** Please ensure all supporting evidence is submitted along with your application.
- **PROJECT COSTS:** Please send written quotes for each cost element.
- **BANK ACCOUNT STATEMENT:** Please send a copy of an up to date bank account statement
- **ACCOUNTS:** Please send copies of your latest accounts (or Cashflow Forecast / Balance Sheet if formal accounts are not available).

Please note: Due to the volume of applications received it is not always possible to provide feedback on unsuccessful applications.

Where to send the application

If you are returning your application via email please send to:
welovemcrcharity@manchester.gov.uk

or post to:

We Love MCR Charity

c/o Manchester City Council

Floor One, Town Hall Extension

Albert Square, Manchester, M60 2LA