



# Manchester City Council Equalities Fund



## Are you eligible? You must pass this test.

- Have a constitution. (*or a governing document*)
- Be based in Manchester and accountable to the community that you are predominantly delivering services to.
- Be a not-for-profit third sector organisation – this includes voluntary and community organisations, co-operatives and mutual societies, non-governmental organisations which are value driven and which principally invest their surpluses to further social, environmental or cultural objectives.
- Be representative of the community you are intending to work with.



## You must be able to provide the following

- A copy of your organisations audited or independently verified accounts
- A list of your board members, or directors, or trustees, or management committee members
- A schedule of your board, trustee, directors or management committee meetings



## You must provide the following

- A copy of your business plan/strategic plan
- A copy of your equalities policy
- A copy of your child protection/safeguarding policy
- A copy of your Vulnerable adults policy
- A copy of your data protection policy
- A copy of your financial procedures



Please use this checklist to ensure you have provided all the information required where applicable:

- a. Completed all relevant questions
- b. Provided a copy of your governing document (Constitution/Memorandum & Articles)
- c. Provided a copy of your organisation's most recent audited or independently verified accounts
- d. Provided a copy of Equal Opportunities/Equality policy
- e. Provided a copy of Child Protection policy (if applicable)
- f. Provided a copy of Data Protection policy (if applicable)
- g. Provided a copy of Protecting Vulnerable Adults Policy (if applicable)
- h. Provided a copy of Financial Procedures / Policies including reserves policy if relevant
- i. Provided a list of Board/Management Committee members
- j. Provided a schedule of Board/Management Committee meetings
- k. Provided a copy of Business, Development or Annual Plan
- l. Signed the application. The application should be signed by the main contact, the Chair and Treasurer of the Board/Management Committee
- m. Signed the Data Protection and Freedom of Information declarations
- n. Sign the permission to approach other organisations for information on your track record
- o. Retained a copy of the application for your reference

**Complete this form by midnight on 31st January 2013 - applications submitted after this deadline will not be considered.**

**Please return this form to the Business Improvement and Partnerships Team either by email on [voluntary.sector.grants@manchester.gov.uk](mailto:voluntary.sector.grants@manchester.gov.uk) or by mail to Business Improvement and Partnerships Team, Manchester City Council, PO Box 532, Town Hall, Manchester M60 2LA.**



# Your project must meet at least one of the City Councils equalities priorities

- To strengthen our knowledge, understanding and evidence base about communities so that we can increase community cohesion and design services that meet everyone's needs
- To tackle discrimination and narrow the gap between disadvantaged groups and the wider community and between Manchester and the rest of the country
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- To celebrate the diversity of Manchester and increase awareness of the positive contribution that our diverse communities make to the city



## Your project must meet at least one of the Manchester Board priorities

- Reducing worklessness
- Raising aspirations
- Promoting private sector growth



You must also demonstrate how your project will .....

- Involve local people, groups, and service-users in its design and delivery and where applicable encourage opportunities for volunteering
- Become sustainable after the initial grant award has expired
- Represent good value for money





# Your project should meet at least one of the following eligibility criteria

- Be innovative in nature
- Provide research or evidence on gaps in services
- Increase awareness of equality



## Contact Us

**Tel:** 0333 321 3021

(lines open 10am – 4pm, Mon – Fri)

**Email:**

[info@mcrcommunitycentral.org](mailto:info@mcrcommunitycentral.org)

**Web:**

[www.manchestercommunitycentral.org](http://www.manchestercommunitycentral.org)