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**Community Safety Grants Programme 2019-2020**

**Application Form**

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Please read the form before completing all sections using Arial font size 12.

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| We have given a word limit for some of the questions in this form. We will only look at the information you give us within this word limit and will not consider any enclosures / attachments. |
| **Can I apply?** |
| *We can only accept applications to this programme from organisations that meet the criteria below. Please use the checklists to make sure you are eligible to submit an application* |
| What type of organisation are you? *(double-click relevant boxes below to tick)* | ✓ | Insert organisation number(if relevant) |
| Unincorporated Association | [ ]  | Not applicable |
| Company Limited by Guarantee | [ ]  |  |
| Registered Charity | [ ]  |  |
| Charitable Incorporated Organisation | [ ]  |  |
| Community Interest Company *(note - CIC’s limited by shares are ineligible)* | [ ]  |  |
| Community Benefit Society  | [ ]  |  |
| Cooperative Society | [ ]  |  |
| Other (please specify) | [ ]  |  |
| None – we’re not constituted | [ ]  | Not applicable |
| To apply for this grant, please confirm your organisation is able to produce if asked: |
| Governing document / constitution | [ ]  |
| Accounts or an income & expenditure statement | [ ]  |
| Bank account in your organisation’s name that has at least two signatories | [ ]  |
| Health & Safety policy and / or procedures | [ ]  |
| Equalities policy | [ ]  |
| Safeguarding policy | [ ]  |
| Evidence (e.g. minutes) of Board / Management Committee meetings in line with your governing document | [ ]  |
| List of Board / Management Committee members including their roles and home contact details | [ ]  |
| Relevant insurance | [ ]  |

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| **IMPORTANT – if you have not ticked all the relevant boxes above, we will not be able to consider your application and you should not fill in the rest of this application form!** |

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| **Section 1: About you** |
| *Please complete all of section 1. We do require a second contact person’s details. Without this information, we cannot process your application* |
| **1.1 Name of applicant organisation** |  |
| **1.2 Contact details**  | Lead Contact | Secondary Contact |
| Name: |  |  |
| Role in organisation: |  |  |
| Telephone number *(must be different for the two contacts)*: |  |  |
| Email address *(must be different for the two contacts)*: |  |  |
| Full postal address*(including postcode)* |  |  |

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| **1.3 Tell us about your organisation’s vision, values and activities** (200 words) |
| *What is the main aim of your organisation, which communities does it support, what kind of work do you do and what outcomes have you achieved?* |
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| **Section 2: About your project** |
| *For what do you need funding? Tell us all about your proposed activities, why they are needed and how they are going to make a difference* |
| **2.1 Title of your project** |  |
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| **2.2 Tell us about your proposed activities** (400 words) |
| *What you plan to do, who for and how. Include the main activities adding as much detail as you can about what is involved. Be as specific as possible and include numbers where appropriate. Your activities must support at least one of the aims of the grant programme (section 2.6 below)* |
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| **2.3 How do you know there is a need for your activities?** (300 words) |
| *What work have you done to identify the need, from engagement with people to research of national / local trends? Tell us how you decided the project is needed* |
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| **2.4 Who will benefit from the project and how will they be involved in developing and running it?** (200 words) |
| *Which individuals and / or communities are you engaging and involving through this project? People might receive a service or they might be involved in setting-up an activity and running it; let us know who will be doing what* |
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| **2.5 Activities coverage** |
| *Which areas do your beneficiaries mainly come from? (If your project is citywide, tick all boxes)* |
| North Manchester  | [ ]  |
| Central Manchester | [ ]  |
| South Manchester | [ ]  |
|  |
| **2.6 Objectives** |
| *Tick at least one the objectives of the grant programme your project will support* |
| Objective 1 (keeping people safe) | [ ]  |
| Objective 2 (reducing harm and offending) | [ ]  |
| Objective 3 (strengthening communities) | [ ]  |
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| **2.7 Outcomes** (200 words) |
| *In support of the objective(s) you have ticked above, summarise the outcomes that beneficiaries will have achieved by the project’s end* |
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| **2.8 Describe how you will meet the monitoring requirements of this grant** (200 words) |
| *The final monitoring form asks you to state the project’s actual spend and the extent to which you achieved planned outcomes. You will need to discuss the number of people that benefited and where in the city they were from. How will you ensure you can provide this information?* |
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| **Section 3: Budgets and Finance** |
| **3.1 Complete the table below showing spend that directly relates to this application e.g. staffing, stationery, equipment, participant expenses. Itemise any running costs** |
| Expenditure Item | Project costs (£) |
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| **Total costs (inc VAT)** |  |
| Grant amount bid for | 5,000 |
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| **3.2 If the total cost of the activities is greater than £5,000, state where the difference will come from and whether you have secured this funding** (100 words) |
| *We do not require matched funding but value the ability of the voluntary and community sector to bring additional funding to the city.* |
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| **3.3 How have you worked out your costs?** (100 words) |
| *What is the rationale for your costs and are they good value? If you have included a contribution to your core costs, you need to explain how this has been worked out* |
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| Have you had a grant through Macc in the last 12 months? **Y / N**Have you had a grant from Manchester City Council in the last 12 months? **Y / N**If yes, please provide details of the year, grant programme name and amount of funding: |
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| **Section 4: Management** |
| **4.1 How will you ensure the successful delivery of these activities?** (300 words) |
| *We want to know about your management approach and any previous experience of successfully delivering similar projects* |
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| **4.2 Explain how you ensure the safety of people who use services, work or volunteer for you – clearly state if vulnerable people are involved in the project** (200 words) |
| *Safeguarding of vulnerable adults and children is a priority for us. We need to know that all organisations that get grant funding are actively protecting vulnerable people* |
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| **Section 5: Declarations** |
| **5.1 Declare any interests of employees or board / management committee members that may be relevant to your application** |
| *Provide the name, position in your organisation and details of anyone who is a Manchester City Councillor or employee and anyone who is a relative of a Manchester City Councillor employee* |
|  |
| I declare that the information given in this application form is accurate to the best of my knowledge and that I am authorised to submit this application.I understand that I must notify Macc of any significant changes to the proposed project and that misleading information can invalidate this application. |
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| **General Data Protection Regulations (GDPR)** The GDPR and Data Protection Act 2018 protects your personal data. The Act protects the rights and privacy of individuals ensuring that we do not process personal data without their knowledge and, wherever possible, do not process data without their consent.The Act requires Macc and Manchester City Council to register the fact that we hold personal data and to acknowledge the rights of data subjects. So that you know we are processing this data lawfully, any applicant organisation trustees, staff or volunteers identified in your application have the right to copies of their own personal data.For the purposes of this grants programme and GDPR, Macc and Manchester City Council are data controllers.Macc re-registers its Information Commissioner Office Reference Z9595019 annually on 10 September. Manchester City Council re-registers its Information Commissioner Office Reference Z6942262 annually on 18 July. We use the personal data that you have provided to process your application. We will not disclose the information to any other organisation for any reason other than in cases of the suspicion of fraud or there is a statutory requirement for disclosure.For more information on how Macc processes data: <https://bit.ly/2KEBsf1>.For more information on how the City Council processes data: <https://bit.ly/2WYnGdJ>. |
| **Signatory** This must be the lead contact named in section 1.2 above. I understand you may contact me during assessment and I confirm I am authorised by the organisation for this purpose and that you may rely on any further information supplied by me.  |
| Name *(actual signature is not required):* |  | Date: |  |

***Before submitting this form, please check that you have answered every question***

**The deadline for applications is midday on Wednesday 14 August 2019**

Please email your completed form to grants@macc.org.uk or post it to Community Safety Grants Programme, c/o Macc, 3rd Floor, Swan Buildings, 20 Swan Street, Manchester M4 5JW