



Community Safety Grants Programme 2019-2020

PROSPECTUS

We invite voluntary, community and social enterprise (VCSE) organisations, including faith groups, to apply for one of ten community safety grants of £5,000.

Manchester's Community Safety Partnership aims to make the city a safer place in which to live, visit and work. The grants support the delivery of this aim and those of the Greater Manchester Combined Authority (GMCA) strategy *Standing Together: Our plan for police, community safety, criminal justice services and citizens in Greater Manchester*.

Following last year's pilot scheme, GMCA has provided another £50,000 for the grants programme, which Manchester City Council will oversee on behalf of Manchester Community Safety Partnership. The City Council has commissioned Macc to administer the grants process.

- The deadline for funding bids is midday on **Wednesday 14 August 2019**
- Macc will notify all applicants of the outcome of their bids by Friday 6 September
- Upon completion of standard due diligence checks, successful applicants will receive their grant in one payment and must then deliver their activity by 31 March 2020 (i.e. within a 6-7 month period)

If you have general questions about the funding, please contact Oliver at Macc on 0161 834 9823 or via oliver@macc.org.uk.

GMCA has also awarded Community Safety funding to Greater Manchester authorities outside the city of Manchester. Please contact the Council that covers your local area to find out more.

Aims of the Community Safety Grants Programme 2019-2020

The GMCA and Manchester's Community Safety Partnership want to bring together residents and communities to make the city a safe place to live, work and visit. In particular, this grants programme will fund appropriate and effective community safety projects led by local VCSE and faith groups that enable communities across the city to work together:

To keep people safe – keeping people safe and protecting those who are vulnerable, are victims, or at risk of being victimised

To reducing harm and offending – preventing antisocial behaviour and criminal behaviour, including terrorism

To strengthen communities and places – helping build resilient communities and protecting places where people, live, work and travel

You can find more information on the strategic context of community safety in Manchester by following the links below:

- GMCA *Standing Together* <https://bit.ly/2xjqNOI>
- Manchester's Community Safety Partnership *Strategy 2018–21* <https://bit.ly/2ZvhN5u>
- Manchester City Council *The Manchester Strategy* <https://bit.ly/2KWSJ3g>

Who can apply for a Community Safety Grant?

Please note: Macc is unable to fund Community Interest Companies limited by shares.

The funding programme is open to VCSE and faith organisations, that:

- Have a governing document / constitution
- Work within the city of Manchester for the benefit of its people and able to deliver activity that meets the programme's community safety aims listed above
- Have a bank account in the organisation's name that has two or more signatories
- Have an up-to-date safeguarding policy (for funded activities that involve children or vulnerable adults; we may ask to see your safeguarding policy)
- Have a health and safety policy that contains appropriate standard procedures
- Have an equalities policy
- Have a current insurance liability policy certificate (for public activities)
- Maintain financial accounts or an income and expenditure sheet
- Maintains minutes of Board / Management Committee / Director meetings in line with your constitution or governing document
- Have an up-to-date list of Trustees / Management Committee members / Directors including their home contact details
- Agree to complete and return a Grant Monitoring Form after the project is finished

Please note: before Macc can pay the grants, if your organisation is successful in bidding for funding we will request specific information as part of standard due diligence checks for grants of £5,000. See the section further below titled, "Due diligence checks of successful applicants".

Aside from the standard due diligence checks carried out by Macc, during the grants selection process we may be required to ask for evidence of any of the other items listed above.

What we cannot fund

- projects that do not bid for the full £5,000
- any organisation not based in Manchester
- activities that do not meet the aims of the grants programme
- any project that is not for the benefit of Manchester communities
- ongoing running costs, pre-existing projects, fundraising appeals or larger projects not meeting the programme's aims
- any political organisations / groups
- the payment of speakers from within your organisation
- the purchase of vehicles or property
- building renovation or repair
- the work of individuals

What we can fund:

This funding supports community safety projects that will be delivered between September/October 2019 and 31 March 2020 and aim to provide activities creating a positive impact on communities in Manchester.

Brief descriptions of projects funded by last year's pilot Community Safety Grants Programme are at the end of this prospectus. These indicate the kind of activities we seek to fund; however, we also welcome entirely different sorts of projects. As long as your proposed activity meets the overall aims of the funding programme, the grants selection panel will assess your application.

The costs involved in your project could include:

- Venue hire
- Equipment purchase or hire
- Volunteer expenses
- Staff costs
- Printing / stationery costs
- Promotional material costs
- Transport costs
- Event supplies

Please note: your grant application must specify what your group would do with the full £5,000.

The application form

The application form is how we ask you to explain the main elements of your proposal. The project must take place in the city of Manchester and aim to spend the full £5,000.

The application form asks you to tell us about:

- your organisation, its values and activities
- your proposed activities – what, when, for whose benefit and who will be running them?
- how you know there is a need for your project
- who will benefit from the project and how will they be involved in developing and running it
- the area(s) of Manchester your project reaches

- meeting this programme's aims and identifying your outcomes
- how you will meet the monitoring requirements of this grant
- the project's costs, how they are worked-out and whether you are using match-funding
- how you will ensure the successful delivery of your project
- how you will ensure the safety of people who use services, or work or volunteer for your organisation

Support with your application

Macc's capacity building team can provide support for applicants through their usual referral process. Groups are free to request assistance on the 0333 321 3021 support line or via info@mcrcommunitycentral.org. The team will manage requests subject to available resources.

Macc's capacity building team provides this support separately to the administration of the grants programme and the decisions of the grants selection panel.

How to submit your application

- The deadline for applications is midday Wednesday 14 August 2019
- Applications should be emailed to grants@macc.org.uk or posted to Community Safety Grants Programme, c/o Macc, 3rd Floor, Swan Buildings, 20 Swan Street, Manchester M4 5JW

Please note: applicants that submit their application via email should receive a reply to acknowledge receipt of their bid. If you do not receive this email within a couple of hours, we may not have received your application and the panel will not assess it. If you have applied but not received a confirmation email, please contact Oliver at Macc on 0161 834 9823 as soon as possible.

- For information on how Macc handles information you provide, our Data Protection Policy can be viewed at <https://bit.ly/2KEBsf1>
- All applicants will be notified of the outcome of their applications by Friday 6 September
- If successful, applicants will receive their grant in a single payment via bank transfer upon satisfactory completion of due diligence checks (see further below)

How funding decisions will be made

A panel of representatives from Manchester City Council's Community Safety Team, Greater Manchester Police and the VCSE and faith sector will make decisions. The panel will assess all applications that meet the conditions of funding and prioritise projects that are most effective at targeting community safety issues in Manchester. The panel's decisions will be final. Macc will notify all applicants of the outcome of their applications by email by Friday 6 September.

Macc will send all successful applicants a grant offer letter containing a grant acceptance form and terms and conditions. Before grants are paid, successful applicants will need to complete and return the acceptance form to Macc along with information requested as part of due diligence checks.

Due diligence checks of successful applicants

By Friday 6 September, Macc will email all successful applicants asking them to provide the following ASAP:

1. a copy of their group's governing document / constitution
2. a copy of their most recent bank statement, dated no earlier than August 2019
3. the names and home addresses of two trustees or committee members
4. an up-to-date safeguarding policy used by the group (if the proposed activity involves children and / or vulnerable adults)
5. a valid insurance liability policy certificate to cover any public activities

We need to review this information as part of our due diligence checks on all successful applicants in order to confirm that they are currently active in Manchester and financially solvent.

This can slightly delay grant payments or the funders can decide not to award payment if they feel that you have not met the due diligence requirements or that the group may use the funding for activity other than that stated in the application form.

Monitoring

All successful applicants will be required to complete a grant monitoring form within 4 weeks of your project's completion and no later than 30 April 2020. The grant monitoring form tells us about the delivery and outcomes of your project.

We also welcome photos, feedback from participants, videos and newspaper clippings. We will use the information provided to help make the case for future funding grants and to illustrate the success of work being done in Manchester.

Good luck with your application!

Previously Funded Community Safety Grant Projects

Eleven projects funded by last year's pilot Community Safety Grants Programme include:

- i) Weekly workshops over a six-month period supporting disadvantaged women from across the city. Activities covered issues such as self-care, body image and discrimination, delivered through venue-based workshops, interactive activities, wellbeing exercises and visits to places like galleries, parks and other places nominated by participants.
- ii) Recruitment, training, support and co-ordination of volunteers to provide safe, accessible travel training to disabled residents across Manchester. Using Training in Systematic Instruction (TSI) in an informally delivered structured approach to teach independent living skills to people with learning disabilities. Interactive activities general covering practical information about different forms of public transport and options as well as route finding/planning and timetables.
- iii) Delivery of a one-to-one befriending service for older people in various parts of South Manchester aimed at creating stronger communities, encouraging residents to look out for one another and helping tackle loneliness and isolation.
- iv) Employing people with learning disabilities to develop a 'Think Safe, Stay Safe' training package aimed specifically at people with learning disabilities and the risks associated with internet usage. Topics: why people use social media; dangers of the internet; how people can stay safe online; what information is safe to share; how to protect personal data; the signs of cyberbullying; and what to do if someone bullies or upsets you online.
- v) Working with a cohort of young people aged 11-19 years to support them in increasing self-confidence, reducing their own challenging behaviour, feeling safer and more connected within their own communities. The project worked with a number of local schools and colleges as well as other agencies through outreach and networking in order to highlight and promote the positive work achieved.
- vi) BAME and older people's community events and community/personal safety workshops to raise awareness amongst local people empowering them to make informed choices and keep safe. Aimed at those unable to access mainstream support due to barriers including age, disability, ethnicity and languages. Topics include tackling crime and antisocial behaviour, keeping young and older adults with vulnerabilities safe preventing them from falling victim to exploitation and crime; protecting people from serious harm.
- vii) Classroom-based group work in central Manchester with cohorts of 12-week interactive workshops to develop a mind-set among young people that values respect, friendship, shared values and integration. To include interactive discussions, presentations and a message sheet to stimulate critical thinking around on a wide range of local issues relating to equality, crime, appreciating difference, dealing with hateful comments, standing up to and reporting discrimination; bullying, cyber bullying and online safety.
- viii) A 6-months north Manchester community safety, health and crime awareness programme of workshops, community radio broadcasts and webinars designed to reduce the risk of vulnerability among young people of all secondary school ages and those in and or out of education, training or employment. Topics include sexual health / healthy relationships; knife crime awareness; substance misuse / drug awareness; shoplifting; de-escalating challenging behaviour; personal safety management and strategies.

- ix) To work with a group of young women from central Manchester, to explore the safety issues that most affect their lives and equip them with the skills, confidence and knowledge to improve levels of safety for themselves and their community. Involves a structured programme including skills development: recruitment of young women and identification of their priorities; training to interview and gather perspectives of their peers and community; raising awareness and starting a community-wide conversation.
- x) Providing opportunities for young people in central Manchester subject to youth justice measures to do practical activities aimed at improving integration with the community and developing new skills for employment. Activities to include: weekly sessions covering carpentry, furniture restoration and gardening. Participants attending at least five sessions receive an AQA level one certificate. The project donates restored furniture to young people leaving care when they move into new homes.
- xi) A 6-month project addressing crime prevention issues in north Manchester communities. Involving engagement with young people through community consultation to initiate and implement an anti-alcohol/substance misuse project using ideas from young people. Young people benefit from peer-led education and social activities that will heighten awareness around alcohol and substance misuse and related crime and violent behaviour and provide alternate activities to roaming the streets and consuming drugs and alcohol.