

Manchester Food Providers Fixtures and Fittings Fund GUIDANCE

From a total funding pot of £15,000, fifteen grants of £1,000 are available to voluntary, community and social enterprise (VCSE) emergency food provider organisations working in the city of Manchester.

The funding is about supporting emergency food providers to plan ahead and prepare for the pressures of the upcoming winter period. £1,000 grants are available to be used for purchasing fixtures and fittings that:

- improve health and safety of service users and workers, particularly regarding Covid-19; and/or
- help sustain and improve efficiency of existing food services; and/or
- support increased food service provision

Priority will be given to those food providers that particularly support Black, Asian and other Minority Ethnic (BAME) communities, including those that specialise in culturally appropriate or other specialist emergency food provision.

Please note: grants of exactly £1,000-only are available, individual organisations can apply for one grant.

General information

- The email address for funding applications is grants@macc.org.uk
- The deadline for funding applications is midday on Thursday 1 October 2020
- Macc aims to notify all applicants of the outcome of their bids by Monday 19 October
- Upon completion of standard due diligence checks, successful applicants will receive their £1,000 grants in a single payment via bank transfer. We aim to pay monies out before the end of October
- Grant holders then have until 28 February 2021 to spend their grant

This funding has been made available by Greater Manchester Combined Authority and the Greater Manchester High Sheriff's Trust and is administered by Macc, the VCSE sector-support organisation for the city of Manchester.

If you have general questions about the funding, please contact Oliver at Macc via oliver@macc.org.uk. For more specific support with your grant application, please see the section headed "Application form guidance and getting help with your application" on page three below.

Aim of the Fixtures and Fittings Fund

This funding is about supporting VCSE-sector emergency food providers to plan ahead and prepare for the pressures of the upcoming winter period.

Local food providers, including food banks, food pantries and food clubs have been a lifeline for Manchester residents. Manchester's community and voluntary sector has been supporting the most at risk and vulnerable members of our communities during the Covid-19 crisis. Understandably, food has become

a main priority especially for those unable to leave their homes, as well as those experiencing food poverty prior to the crisis that continue to need support now.

These £1,000 grants are available to help ensure these vital services continue to be delivered. The funding can be used only for small items of capital that facilitate the delivery of food providers' services, either food-production equipment or physical adaptations that enable social-distancing in actual food-provision.

Priority will be given to those food providers that particularly support Black, Asian and other Minority Ethnic (BAME) groups including those that specialise in culturally appropriate or other specialist emergency food provision.

Grants can be used to pay for fixtures and fittings such as:

- Physical adaptations to existing services that enable social-distancing, such as separation screens or similar measures; and/or
- Food production-related equipment such as fridges, freezers, ovens, microwaves, etc.

That aim to help:

- improve health and safety of service users and workers, particularly regarding Covid-19; and/or
- help sustain and improve efficiency of existing food services; and/or
- support increased food service provision

Who can apply for a grant?

Please note: Macc is unable to accept bids from Community Interest Companies limited by shares.

We welcome bids from food banks, food pantries, food clubs and similar providers of emergency food that:

- Are a voluntary or community organisation or a social enterprise (except CIC's limited by shares)
- Have a governing document or constitution (applicants do not have to be registered organisations)
- Have a bank account in the organisation's name that has at least two signatories
- Work within the city of Manchester for the benefit of its people
- Are able to deliver an activity that meets the programme's aim
- Have an up-to-date safeguarding policy (for projects that involve children or vulnerable adults; you may need to provide your safeguarding policy on request)
- Have a health and safety policy that contains appropriate standard procedures
- Have an equalities policy
- Have a current insurance liability policy certificate (for public projects)
- Maintain financial accounts or an income and expenditure sheet
- Maintain minutes of Board / Management Committee meetings in line with your governing document or constitution
- Have an up-to-date list of Board / Management Committee members, their roles and home contact details
- Agree to complete and return a Grant Monitoring Form after the project is finished

Please note: if your organisation is successful in bidding for funding and before Macc can pay the £1,000, we will request a small selection of the above-listed information as part of basic due diligence checks. See the section further below titled, "Due diligence checks of successful applicants".

However, in infrequent circumstances, aside from the basic due diligence checks, 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 £1,000
- activities that do not meet the aims of the grants programme
- ongoing running costs, pre-existing projects, fundraising appeals or larger projects that do not meet the programme's aims
- any organisation not based in Manchester and that is not a provider of emergency food
- any project that is not for the benefit of Manchester communities
- Community Interest Companies that are *limited by shares*
- any political organisations / groups
- the purchase of vehicles or property
- building renovation or repair
- the work of individuals

What we can fund

This funding aims to help sustain VCSE-sector emergency food providers' services by supporting the following sorts of fixtures and fittings:

- Physical adaptations to existing services that enable social-distancing, such as separation screens or similar measures;

and/or

- Food production-related equipment such as fridges, freezers, ovens, microwaves, etc.

That will help:

- improve health and safety of service users and workers, particularly regarding Covid-19; and/or
- help sustain and improve efficiency of existing food services; and/or
- support increased food service provision

Applications will be accepted from groups and organisations working together in partnership to deliver joint project activities. We will also consider activities that wish to use this funding with other funding already in your possession that is to be used for fixtures and fittings.

Application form guidance and getting help with your application

The application form is how you explain the main elements of your proposal. Guidance on completing your application is on the second page of the form itself.

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

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

How to submit your grant application

- The application form can be found at <https://www.manchestercommunitycentral.org/manchester-food-providers-fixtures-and-fittings-fund>

- Applications should be emailed in Word format to grants@macc.org.uk
- The deadline for all funding applications is midday on Thursday 1 October 2020

Please note: applicants that submit their application to grants@macc.org.uk should receive a reply to acknowledge receipt of their bid. If you do not receive this email within one working day, 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 ring Macc on 0161 834 9823 as soon as possible.

- For information on Macc's Data Protection Policy, please go to <https://bit.ly/2KEBsf1>

How the programme will make funding decisions

A panel of VCSE sector representatives will decide which applicants are to receive grants. Panellists will assess all applications that meet the conditions of funding and prioritise those that support BAME communities.

Macc will notify all applicants of the outcome of their bids by Monday 19 October 2020. The panel's decisions will be final.

Due diligence checks of successful applicants

Before grants can be paid, due diligence checks will be carried out on successful applicants so that we can verify your organisation is active locally and financially solvent.

By Monday 19 October, Macc will inform applicants as to whether or not their bid has been successful. Macc will ask successful organisations to provide the following information ASAP:

- the organisation's governing document / constitution
- a bank statement in the name of the organisation and dated no earlier than August 2020
- the names and home addresses of two Trustees / Committee Members / Directors

Please note: Macc may not need you to submit due diligence documentation if you have received a grant through us since 2019. If your bid is successful, we will confirm if we need the information.

Upon completion of standard due diligence checks, successful applicants will receive their grants in a single payment via bank transfer

Grant holders then have until 28 February 2021 to deliver their projects and spend the grant

Grant monitoring forms

All successful applicants will be required to complete a grant monitoring form within one month of your project's completion and no later than 31 March 2021. This will be a short form telling us about the delivery and outcomes of your project.

We would be happy to receive any photos or feedback from project beneficiaries as these can be used to illustrate the grants programme's success and help make the case for future funding opportunities.