



Sharing Our Wellness Campaign

Mini-grants and Training Places Application Guidance

Macc is pleased to announce a continuation of the Sharing Our Wellness Campaign, a conversation that wants to ask a range of people across Manchester to share their views on keeping well mentally and physically.

Manchester Health & Care Commissioning (MHCC) is funding the campaign, which will enable voluntary, community and social enterprise organisations to gather people's thoughts on wellness.

To support the production of material for the campaign, twenty mini-grants of £500 are available as well as thirty free places on Gathering Stories training sessions.

Please note: we will only accept applications for the full £500 mini-grant in this round of funding.

- The deadline for completed mini-grant / training-place applications is midday on **Friday 6 September 2019**
- Applicants will learn the outcome of their submissions by 20 September
- Successful applicants will then undergo simple due diligence checks before mini-grants will be paid out (see section further below, *Due diligence checks of successful applicants*)

The campaign will run between 1 October 2019 and 31 March 2020.

We will share online all material that grant holders generate over the six-months. You can find some of the wellbeing material that was gathered in the first campaign by going to:

<http://www.manchestercommunitycentral.org/policy-and-influence/sharing-our-wellness>.

For general information about the Sharing Our Wellness Campaign, please contact Oliver Cranfield via oliver@macc.org.uk.

Aim of the campaign, mini-grants and training places

The aim of the Sharing Our Wellness Campaign is to ask a large number of people from across Manchester: **how do you keep well?** Macc will collate and share the responses widely so that everyone in Manchester can learn from others and be inspired.

As well, MHCC hopes the campaign can generate information about what publicly available non-NHS resources benefit people's wellness at a neighbourhood level. This information will help support the development of the Manchester Local Care Organisation's integrated High Impact Primary Care service.

- The £500 mini-grants are for voluntary, community and social enterprise (VCSE) organisations to run activities that will enable people from a wide range of communities to contribute their perspectives
- As well, there will be two free one-day training courses entitled Gathering Stories. These sessions will help up to two staff or volunteers from your organisation to develop their storytelling skills and get to the roots of people's responses to how they keep well. During this training, we can help you develop the ideas you have for the campaign and look at some of the story-telling skills that may be needed.

Interested groups can apply for a training-place without applying for a grant. The course would be useful for other activities such as fundraising or campaigns similar to this one. However, we hope that all training attendees are able to use what they learn to help produce material for Sharing Our Wellness.

- You can also simply help people share what works for their wellbeing by joining the Sharing Our Wellness Campaign on Twitter using [#SharingOurWellness](#)

Conversations about wellness

In contrast to the previous campaign's focus on mental health, this time we are taking a broader view that encompasses both physical and mental wellness. The conversation will continue emphasising people's wellness rather than illnesses or diagnoses.

As part of this, MHCC seeks to understand better the role of publicly available, non-NHS resources that support people's wellness in each of the twelve neighbourhoods of Manchester.

For example, public parks, favourite walking areas, cafes, clubs or community centres; but what else do people use in their local neighbourhoods that helps them to keep well?

Through sharing ideas and celebrating people who have found things that help them keep well, we want grant holders to encourage those taking part to consider:

- What is out there that helps practically - what has helped people get from a 'bad place to a good place' (the 'what' does not necessarily mean support services)
- Get ideas about improving support available at weekends: helping raise awareness of what is on offer and encouraging local groups to create more spaces that are safe, welcoming, friendly peer support venues
- The value of peer support to wellbeing. At its simplest, peer support occurs when people with lived experience of ill health provide knowledge, experience and emotional, social or practical help to each other. Peer support can take place in a variety of settings: community groups, mentoring, befriending, self-help groups, online communities and other support groups. It does not cost a great deal once it is set up, but it does need momentum to build networks and spaces
- Exploration of ways to address the impacts of ill health - including loneliness/isolation, community cohesion, social inclusion, overcoming stigma, life limiting illness, barriers to living, etc.

- Examples of working alongside public services. We particularly seek examples of community organisations, amenities or projects which work in collaboration with primary health and care services

IMPORTANT - privacy of contributors to the campaign

We all must ensure that sensitivity and privacy are paramount in inviting people to participate in the wellness conversation. We encourage grant holders to use creative ways to make people's voices heard but in a way which enables them to feel safe, where necessary anonymous, and to retain control over how what they wish to say is communicated.

Before sending us material for use in the campaign, grant holders must get permission to use participants' contributions in this way.

Who can apply for a mini-grant / training place?

We welcome bids from VCSE organisations in Manchester that represent a range of local communities of identity. Organisations can bid for a £500 mini-grant and free Gathering Stories training that:

- Are a voluntary or community organisation or a social enterprise
(We are unable to accept applications from Community Interest Companies limited by shares)
- Have an annual income less than £100,000
- 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 two or more 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 (i.e. gathering people's answers to the question, how do you keep well?) and provide materials for use in the Sharing Our Wellness Campaign
- Have an up-to-date safeguarding policy (for projects that involve children or vulnerable adults; you will 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 Trustees, Board or Management Committee members, their roles and home contact details

If your organisation is successful in bidding for a mini-grant and before Macc can pay the £500, we will request some basic information as part of our usual due diligence checks. See the section on page six titled, "Due diligence checks of successful applicants". Occasionally, in certain circumstances during the checking process, we may need to ask for other forms of information relating to any of the items listed above.

What we cannot fund

- projects that do not bid for the full £500
- activities that do not explicitly work to provide material for the Sharing Our Wellness Campaign
- ongoing running costs, pre-existing projects, fundraising appeals or larger projects that do not meeting the programme's aim
- any organisation not based in Manchester
- any project that is not for the benefit of Manchester communities
- 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

Campaign activities should include engagement with specific communities of identity, e.g. refugees, young people, women, older people, Black Asian or Minority Ethnic communities, Lesbian Gay Bisexual Transgender+ groups, homeless people, those with long term and chronic health issues, vulnerable people or others.

Collecting thoughts on wellness from seldom-heard communities is a particular priority for the campaign.

You can use mini-grants to run an event or activity that discovers what wellness means to people and then to tell us about it. It could be:

- an awareness-raising event
- making a video
- putting together a photography or art exhibition
- hosting a zine-making workshop
- or any other activity you would like to run

To get ideas as to what we funded previously, you can find some of the wellness material that was gathered in the first campaign by going to <http://www.manchestercommunitycentral.org/policy-and-influence/sharing-our-wellness>.

Be as creative as you like and do not be shy in sharing less traditional means of promoting wellbeing! The sorts of costs that we can fund include:

- venue hire
- travel expenses
- refreshments
- printing / stationery costs
- small items of equipment
- event supplies
- arts materials

Application form guidance

The application form is how you will tell us the main elements of your proposal. Please read the form and this prospectus carefully before answering all of the questions.

For a grant of only £500, there are a relatively large number of questions in the application form. This is because grant holders need to provide campaign materials that are quite specific.

Therefore, we have tailored the form to the specifics of what we require for the Sharing Our Wellness Campaign. As well as information about your organisation and your project’s budget, we ask you to specify:

- which community (or communities) of identity you will be working with
- which of the three time blocks you will deliver your work in
- which of Manchester’s twelve neighbourhoods most of your activity’s participants will come from
- how many people you hope to engage
- the campaign-supporting activities you will run
- how you will collect participants’ contributions to the campaign
- what form your final submission to the campaign will take

There will be one-round of bidding, though in the application form we ask applicants to specify one of two blocks of time within which you will deliver your project:

Block	Between
One	1 October and 31 December 2019
Two	1 January and 31 March 2020

The application form will also ask whether up to two staff or volunteers from your organisation wish to attend the Gathering Stories training. We will run a free one-day training session twice, with lunch provided, on Wednesday 9 October 2019 and Wednesday 8 January 2020, i.e. one session per time block. The training sessions will help you develop campaign ideas, storytelling and media skills though attendance is not mandatory.

Getting help with your application

Macc’s capacity building team can provide support for applicants through its 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.

In addition, Macc’s capacity building team runs drop-in sessions for voluntary and community groups to get advice on a range of topics. You are welcome to get support with your application between 2pm and 4pm on the following dates only, Tuesdays 6, 13, 20 and 27 August.

The drop-in venue is Macc, Third Floor, Swan Buildings, 20 Swan Street, Manchester, M4 5JW.

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

How to submit your mini-grant application

The application form is available at www.manchestercommunitycentral.org/sharing-our-wellness-campaign.

- Applications should be emailed to grants@macc.org.uk
- The deadline for funding applications is midday on Friday 6 September 2019

Please note: applicants should receive a reply to acknowledge receipt of their bid. If you do not receive this within one working day, we have not received your application and the panel cannot assess it. If you have applied but not received a confirmation, please contact Oliver at Macc on 0161 834 9823 ASAP.

To find out more about how we protect any personal data provided during the application and due diligence processes, please go to <https://bit.ly/2KEBsf1>.

How the programme will make funding decisions

A panel of MHCC and VCSE sector representatives will decide which applicants are to receive mini-grants. Panellists will assess all applications that aim to provide material for use in the Sharing Our Wellness Campaign, prioritising those reaching the most seldom-heard communities. The panel's decisions will be final.

Macc will notify all applicants of the outcome of their bids by 20 September

Due diligence checks of successful applicants

Before mini-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 20 September, 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:

1. the organisation's governing document / constitution
2. a bank statement in the name of the organisation and dated no earlier than August 2019
3. the names and home addresses of two Trustees / Committee Members / Directors (only where the lead and secondary contact named on the application form are not Trustees)

Please note: Macc may not need you to submit due diligence documentation if you have received a grant through us since September 2018. If your bid is successful, we will confirm if we need the information.

Mini-grant payment and confirmation of training places

Immediately on completion of due diligence checks, you will receive the mini-grant in a single payment via bank transfer as well as confirmation of any places requested on the training course.

Grant holders' contributions to the campaign

Within three weeks of completing their activities, grant holders will need to submit the campaign material they have produced.

We will not ask you to provide a report on your activity, only some form of material that collects people's ideas around maintaining wellness, e.g. video and / or audio recordings, interview transcripts, posters, prose / poetry, photos, banners, a zine booklet, illustrations and other art forms.

We also encourage grant holders to tweet or share in other forums the material they have produced.

Good luck with your application!