Small Grants Inclusion Pilot Programme
Prospectus and Application Guidance

Manchester City Council is piloting this small grants programme aimed at supporting universal providers to develop sustainable improvements for the inclusion of children and young people with special educational needs and / or disabilities (SEND).

On the Council's behalf, this pilot programme is administered by Macc, the voluntary, community and social enterprise sector (VCSE) support organisation for the city of Manchester.

Around twenty grants of up to £2,000 are available to VCSE organisations. The deadline for funding applications is midday on Friday 10 November 2017.

Below is important information that you need to be aware of before making an application to this pilot grants programme. Please ensure that you read it and understand what is needed.

The rest of this document is in three main parts: 1) about the grants programme, 2) about applying for a grant and 3) guidance on completing the application form

Important information you need to be aware of before making an application to this grants programme

There are particular time constraints that apply to this grants programme. Successful applicants must be able to deliver their funded activity between January and March 2018. All project spend must be made by 31 March.

Successful applicants will be notified ASAP during week commencing 27 November. In order to ensure that awarded grants are paid out during December, there is a tight timetable that the programme administrators must follow.

<u>During week commencing 27 November, successful applicants must be able to provide four items of information as a matter of urgency.</u> (See the section about due diligence on page four below.)

Please consider whether you will be able to provide the required information immediately should your grant application be successful. If you are unable to do so, your grant award may be at risk.

1 About the grants programme

The Our Manchester Disability Plan sets out a vision for children and adults with a disability in Manchester. It is Manchester's plan to support and enable disabled children and young people (C&YP) to be able to participate in all opportunities, facilities, activities and communities. The plan is based on a Social Model of Disability which says that it is not people's conditions or impairments that disable people, but environmental and societal conventions and the way society is organised that creates barriers and does not accommodate difference and therefore disabled people.

The Small Grants Inclusion pilot programme aims to support universal providers to develop sustainable improvements for the inclusion of C&YP with SEND. It offers an opportunity to test out new ideas and pilot initiatives in advance of the Young Manchester, Youth and Play Fund 2018-2020.

The small grant programme encourages applicants to develop projects that explore new approaches to ensuring more effective and meaningful inclusion in this context. The grant could be used very flexibly to support the piloting of new initiatives that could offer solutions to barriers experienced by C&YP with SEND. Potentially, project activity areas could include one of the following:

- Transport - walking bus, travel training, buddying up with someone
- Digital - assisted software, social stories for website
- Training - a package which can be rolled out to new & existing staff regularly
- Young Person designed check list for settings & guide pack about including them
- Equipment
- Chill out / sensory area development

The above types of activities are suggested only for indicative purposes. The Council is open to considering entirely different sorts of project ideas as long as they attempt to address barriers to inclusion and attempt to address sustainability.

By sustainability we mean in terms of how new ideas could be sustainable beyond the lifetime of the grant other than through sourcing additional funding.

Think of sustainability in terms of continuing impact rather than ongoing funding. This could be looked at in terms of:

- the creation of mechanisms/networks/facilities that will have a lasting impact on the ability of C&YP with SEND to participate in universal leisure services and activities
- an increase in the learning/capacity/skills of universal services to help C&YP with SEND

The grant can also be used actually getting to various youth and play settings since this in itself is a key barrier.

2 About applying for a grant

The maximum grant available is £2,000 which must be spent between January and March 2018.

Who can apply?

Examples of mainstream activities eligible for this grant include: youth and play provision; museums, galleries, libraries or theatres; managed (community) parks and spaces; swimming pool and leisure centres.

Applicants can be voluntary, community and social enterprise organisations or local authority-linked organisations delivering the above types of mainstream activities.

Your organisation must have and be able to produce if asked:

- a safeguarding policy
- a health and safety policy and/or procedures
- accounts, or an income and expenditure sheet
- a bank account in your organisation's name with at least two signatories
- evidence (e.g. minutes) of Board / Management Committee meetings in line with your constitution
- a list of Board / Management Committee members including their roles
- a governing document (i.e. Constitution)
- relevant insurance

How to apply

The deadline for applications is 12 noon on Friday 10 November 2017. Applications should be emailed to grants@macc.org.uk.

All applications will receive an automated email acknowledging its receipt. If you do not receive this email, your application has not been received and will not be assessed for funding. If you have sent in a bid and did not receive this email, please contact Oliver Cranfield at Macc on 0161 834 9823.

Successful applicants will be notified during week commencing 27 November 2017**.** Please be aware that due diligence checks will be made that are dependent on you urgently providing four items of information (see further down this page).

Macc will pay individual grants in one tranche to successful applicants during December 2017

Support with your application

Until Wednesday 7 November 2017, Macc's capacity building team can provide support for applicants through their usual referral process. Groups are free to contact them on the 0333 321 3021 support line or via info@mcrcommunitycentral.org to request support and the team will manage requests subject to their capacity.

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

How will decisions be made

Decisions will be made by a small grants selection panel assembled by Manchester City Council and administered by Macc and which includes a Parent Champion representative. The panel will assess all correctly completed applications that are received by midday on 10 November.

All successful applicants will be notified during week commencing 27 November 2017.

Due diligence checks of successful applicants

Please note that there will be due diligence checks made on successful applicants. This is so that we can verify your organisation exists, that you're active locally and that you are financially solvent.

Early in the week beginning 27 November, applicants will be informed as to whether or not their bid has been successful. These organisations will need to urgently provide the following information[1]:

i) A copy of the Constitution / Memorandum & Articles of Association for your organisation

ii) A copy of the most recent bank statement for your organisation, dated no earlier than October 2017

iii) A list of names and home addresses of trustees or equivalent

iv) And either:

- Signed annual accounts (must be dated April 2017 or later), or
- An up-to-date income & expenditure statement that matches the balance in your organisation's bank statement

Due diligence documentation will not need to be provided if your organisation is currently commissioned to deliver services by Manchester City Council or if you have received a Council grant since 1 April 2017 (see section 3.2 of the application form).

Award letter and payment of grants

Following completion of the due diligence checks successful applicants will receive a grant award letter with terms and conditions. Macc will pay out all grants ASAP during December upon completion of due diligence checks.

Reporting

Three weeks after all projects have ended on 31 March 2018, all grant holders will be required to submit a final report on their activities and to confirm actual project spend.

[1] Any personal data provided as part of due diligence checks will be used by Macc for the purpose of processing your application and will not be disclosed to any other organisation for any other purpose other than in relation to cases of suspected fraud or where there is a statutory requirement for disclosure. Macc is registered as a data protection controller with the Information Commissioners Office (https://ico.org.uk/ESDWebPages/Entry/Z9595019).

3 Guidance on completing the application form

General Guidance

Complete all sections in the application form. Use clear English, typed in black-coloured Arial font size 12pt.

Some sections of the form have a word count limit. Any words that exceed the word count will not be assessed. However, you can use bullet points and you do not need to write in whole sentences if the meaning is clear. Answers that are short (less than 50% of the word count) are unlikely to contain sufficient information to score highly.

Don't attach further information to the application form, unless specifically requested, as it will not be considered.

Your grant application will be assessed on the quality of your project idea and not the quantity of words. If your bid is successful, you will be expected to deliver the activity you have written about. When your project ends, you will be asked to complete a form telling us exactly what your grant was spent on and what it achieved compared to what was written in the original application form.

Detailed Guidance Notes

The maximum grant available is £2,000.

<u>Section 2: About Your Project</u>

2.1 Tell us what your project will do (350 words maximum)

Describe the activities clearly and how many people you expect to be involved in each of the activities.

The project needs to start ASAP in January and finish, with all funds spent, by 31 March 2018. This is a very short timeframe.

We encourage applicants to develop projects that explore new approaches to the inclusion of C&YP with SEND at universal services and activities. We're very open to trying out new ideas to approaching common barriers to see if they may work if subsequently developed further.

A key emphasis will be on sustainability, i.e. how the new ideas could be sustainable beyond the lifetime of the grant other than through sourcing additional funding.

2.2 Who will be involved in developing and running your project? (200 words maximum)

We want to know who will be doing what activities in your proposed project. This information will help us understand how you will go about delivering your project.

<u>Section 3 Your project costs</u>

In this section you need to tell us exactly how you will spend the grant that you are asking for (up to £2,000). Break down the costs into a small number of headings using the lines provided.

If your project's costs include items provided by other organisations, please get the best value for what needs to be purchased.

If this funding is to part fund an activity, please tell us if you have secured the additional funding required.

Please note: you are not required to send evidence of project spend such as receipts / invoices. However but you must retain these items for up to 7 years for financial compliance purposes and be able to provide them if the programme becomes subject to statutory audit.

Section 4 Declaration

The main contact for the project needs to sign and date the form, i.e. the person who will be running the funded activity and understands the requirements of this grants programme.

Good luck with your application.