

Small Grants Inclusion Programme Prospectus and Application Guidance

Manchester City Council has funded this small grants programme to support voluntary, community and social enterprise (VCSE) providers of universal youth and play, culture or leisure services to develop sustainable improvements for the **mainstream** inclusion of children and young people with special educational needs and / or disabilities (SEND).

Around twenty grants of up to £2,000 are available to VCSE organisations.

Macc, the VCSE sector support organisation for the city of Manchester, administers this programme on the Council's behalf.

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

The deadline for funding applications is midday on Monday 10 September 2018.

1 About the grants programme

Supporting the vision set out in the Our Manchester Disability Plan, the Council aims 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 programme aims to support VCSE and public sector universal providers of youth and play, culture or leisure services in making sustainable improvements to the inclusion of children and young people with special educational needs and / or disabilities (SEND) in **mainstream** activities.

Applicants are encouraged to offer solutions to barriers commonly experienced by C&YP with SEND and develop projects that explore new approaches to ensuring more effective and meaningful inclusion. Potentially, project activity areas could include:

- Purchase of equipment / activity supplies and resources to enable participation of C&YP with SEND in mainstream provision
- Bridging projects to support C&YP with SEND to access mainstream session
- Relaxed performances, etc., chill out / sensory area development
- Support groups of C&YP with SEND to self-organise visits to local mainstream leisure provision
- Transport - walking bus, travel training, buddying up with someone (to access mainstream services)
- Digital - assisted software, social stories and welcome video / virtual tour of the site for websites
- Training - a package which can be rolled out to new and existing staff
- C&YP-designed check list for settings & guide pack about including them

The above ideas are for indicative purposes only. The Council is open to considering entirely different sorts of projects as long as they attempt to sustainably address barriers to inclusion.

Regarding making sustainable improvements, by this we mean looking at how new ideas could be sustainable beyond the lifetime of the grant other than through additional funding. Think of sustainability in terms of continuing impact rather than ongoing funding, e.g.:

- Creating lasting impact on the ability of C&YP with SEND to access universal leisure services and activities
- An increase in the learning/capacity/skills of universal services to help C&YP with SEND

2 About applying for a grant

The maximum grant available is £2,000.

Who can apply?

Applicants can be VCSE organisations that deliver mainstream leisure activities such as youth and play provision; music venues, museums, galleries, libraries or theatres; managed (community) parks and spaces; sports, swimming pools, leisure centres and other visitor attractions.

Schools, pupil referral units and colleges will need to partner with a VCSE applicant.

Please be aware, separate to the programme's due diligence requirements (see further below), your organisation must have and be able to produce if asked:

- A safeguarding policy
- A health and safety policy and/or procedures
- Evidence (e.g. minutes) of Board / Management Committee meetings in line with your constitution
- Relevant insurance

How to apply

The deadline for applications is 12 noon on Monday 10 September 2018. Applications should be emailed to grants@macc.org.uk.

All applications will receive an 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 the email, please contact Oliver Cranfield at Macc on 0161 834 9823.

Successful applicants will be notified as soon as possible during week commencing 24 September 2018. Please be aware that due diligence checks will be made that are dependent on you providing four items of information (see overleaf).

Macc will pay individual grants in a single tranche to successful applicants that have passed due diligence checks by early October.

Support with your application

IMPORTANT - support from Manchester City Council:

Applicants are welcome to discuss their project ideas with Maria Simpkin, the Council's Local Offer Coordinator & Parental Engagement Manager. Maria is able to advise on specifics with regard to inclusion of C&YP with SEND and can be contacted via 0161 245 7302 or maria.simpkin@manchester.gov.uk.

Macc's capacity building team can provide general bidding 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.

Manchester City Council and Macc's capacity building team provide 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 including a Parent Champion representative. The panel will be administered by Macc.

All successful applicants will be notified during week commencing 24 September 2018.

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.

In the week beginning 24 September, applicants will be informed as to whether or not their bid has been successful. These organisations will need to rapidly provide the following information¹:

- 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 August 2018
- iii) A list of names and home addresses of trustees or equivalent
- iv) And either:
 - Signed annual accounts (if dated in the last twelve months), 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 July 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 early October upon completion of due diligence checks.

Reporting

By 19 April 2019, three weeks after the latest available project end date, 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.

Section 2: About Your Project

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. Include a start and end date for your project. Projects can start as soon as grants have been paid out and the latest end date will be 31 March 2019.

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.

Section 3 Your project costs

In this section, you need to tell us exactly how you will spend the grant (up to £2,000) that you are asking for. 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 your plan is to use this grant to support a larger activity, please tell us if you have secured the additional funding required.

Please note: as projects progress, you are not required to send evidence of expenditure such as receipts / invoices. However, 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.