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Youth & Play Fund
GRANT APPLICATION GUIDANCE
2020 - 2022



Purpose of the guide and how to use it

We realise that completing an application form takes time and effort. Please read the **prospectus** and this **guidance** and check your **eligibility** in full before starting your application.

This guidance is intended to help you fill in the form with the information we need to decide whether or not to offer you a grant.

If any part of this guidance is unclear, or you have any questions, please email them to enquiries@youngmanchester.org.

General Guidance

Answer the sections of the form that are relevant to your application.

All applicants must address sections 1,2,7, 8 and 9

Answer all of the questions within the relevant sections. If the question is not relevant, then insert “n/a” (not applicable).

Many questions have a word count. You will be assessed on the quality of what you write not on the quantity. However, answers that are short (less than half of the word count) are unlikely to contain sufficient information to score highly.

The assessment panel will not read any words in excess of the word count. You can use bullet points and lists and you do not need to write in whole sentences as long as the meaning is clear.

Please don't attach further information to the application form – the panel won't be able to read it. If we need further information, or letters of support, we will ask for them after the deadline.

We recommend that you get someone to check over your submission before you send it to us, to ensure that you have answered all of the questions and that your answers are clear.

We can only receive applications by email, if this is a significant barrier to you please let us know. Email your completed form to applications@youngmanchester.org putting the name of your organisation and 'Youth and Play 2020' into the email subject line.



Detailed Guidance Notes

We have only supplied guidance for questions which we consider may need clarification.

Can I Apply

Is your group a voluntary or community sector organisation connected to Manchester?

By voluntary and community sector organisation we mean an organisation which is not-for-profit with a social mission.

If your application is successful, **we will ask you** for the documentation and evidence listed in this section.

Section 1: About you (this section isn't scored)

1.1 Details of you and your organisation

Name of organisation

Use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets. If you are applying as a partnership, then this should be the name of the lead organisation.

Address of organisation

The address should be the registered address of your organisation.

Organisation's website and/or social media addresses

Insert the website and main active social media addresses of the lead organisation and of any organisations within the partnership.

Main Contact Person and Second Contact Person

Both contact people should be key members of your organisation with detailed knowledge of your application. We will only contact the second contact person if the main contact person is unavailable.

What is the status of your organisation?

If your organisation has more than one status (e.g. charity and company) list them all.

1.2 Tell us about your organisation's vision, values and activities

We want to get a flavour of the kind of organisation you are so we can understand how your proposed activities fit with who you are and what you do.



Section 2: Funding Pots (this section isn't scored)

Successful applicants will only receive funding for one project under each pot as a Lead Partner but are welcome to contribute to other bids as a delivery partner.

Please tick which pots you are applying for.

- A Lead Organisation can submit an application for **Pot 1** - Place based or **Pot 2** - City Wide
- A Lead organisation can submit an application for **Pot 3** as well as **Pot 1** or **Pot 2**
- A Youth and Play organisation can apply for **Pot 3 only** but they must be able to link into and have the support of a Lead Organisation
- Organisations can apply for **Pot 4** - Strategic Leadership submitted in addition to a **Pot 1** or **Pot 2** application

Section 3: About your project (Pot 1 only)

3.2 Project summary

Please provide a concise, clear summary of your project describing what you want to do and the difference it will make.

3.4 Tell us about your partnership vision, values and activities

This is a really important question. We want to support strong place based partnerships that work together for children and young people in this funding and beyond. Describe your partnership model (lead and delivery? Consortium?) What experience have you got of working together? What agreements are in place? How will all partners share resources equitably? What systems do you have in place to manage challenges with projects or disagreements within the partnership?

3.6 Tell us about your proposed activities

What do you plan to do, with whom and how? What's the mix of activities? What's the split between play and youth provision? Between centre-based and detached? What activities will you do that support your partnership? How will you ensure that social action is embedded in your proposal?

3.7 How does your project address the aims of the fund?

How does your project support children and young people to thrive through outstanding opportunities? What outcomes will they achieve through participating in your provision? How is social action built into your work? And Skills for Life?

3.8 How do the voices and experiences of children and young people shape/drive your work? (500 words)

Ensuring that the voices and lived experiences of children and young people are heard and championed in Manchester, is a core value of our work and we are committed to ensuring that children and young people realise their right to a say in decisions that affect them. How do you embed this in your work??

What are the concrete examples of how they are involved in your day to day services or the governance of your organization? Have they been involved in developing this proposal?

3.11 What are the strengths and interests of the children and young people in the wards you have selected, and how will you support and grow them?

We believe in strength-based practice and want to know that you are carrying out activities in a way that builds on the strengths of children and young people you work with. We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. What do they like doing? What would they like to do? How will they be involved in choosing activities and service design?

3.12 What are the needs and challenges of the children and young people in the wards you have selected, and how will you work with them to overcome these challenges?

We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. Tell us who you are working with: how old are they? Where do they live? Are they particularly marginalised? Tell us exactly what is going on for children and young people in your area, and how you know.

Your answer could include local data to back up your arguments - but avoid using national or Manchester wide stats (the panel will know these!). You should look at the needs analysis that informs this fund (available on the Young Manchester website).

You could also include insight from your ongoing work - have you talked to young people? To families? To other stakeholders - for example to schools? The Police or Early Help?

3.13 What specific strategies, methods or plans do you have in place to reach out to children and young people who are most excluded from services?

Certain groups of children and young people including Looked after Children, LGBT+ young people, children with special educational needs and young carers are at greater risk of poor outcomes. Inclusion is a clear priority of the fund so we want to know who you will reach and how. What will you need to do to make your offer relevant to them? Be as specific as you can here. A mix of open access and targeted sessions? Include detached work? Provide food? Provide transport? Engage with parents and carers?

3.14 What is the total cost of your activities?

If you are applying for part-funding of a larger set of activities then tell us the cost of the larger set of activities here, otherwise your answer to this question will be the same as for 3.11.

3.16 If the grant amount requested is less than the total cost of the activities then please identify where the difference will come from and whether or not you have secured this funding.

We understand and value that voluntary and community organisations often put together funding from many sources to run a set of activities. Tell us how you are achieving this and any plans you have to raise funding not yet secured.

3.17 Complete the table showing expenditure directly related to this application.

In this section you need to tell us exactly how you will spend the grant that you are asking for. If you are asking for a contribution to core costs or management costs, detail these, please don't ask for a set percentage.

Section 4: About your project (Pot 2 only)

4.2 Project summary

Please provide a concise, clear summary of your project – describing what you want to do and the difference it will make.

4.6 Tell us about your proposed activities

What do you plan to do, with whom and how? What's the mix of activities? What's the split between play and youth provision? Between centre-based and detached? What activities will you do that support your partnership?

4.8 How does your project address the aims of the fund?

How does your project support children and young people to thrive through outstanding opportunities? What outcomes will they achieve through participating in your provision? How is social action built into your work? And Skills for Life?

4.9 How do the voices and experiences of children and young people shape/drive your work? (500 words)

Ensuring that the voices and lived experiences of children and young people are heard and championed in Manchester, is a core value of our work and we are committed to ensuring that children and young people realise their right to a say in decisions that affect them. How do you embed this in your work??

4.11 What are the strengths and interests of the children and young people with whom you work, and how will you support and grow them?

We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. Tell us who you are working with: how old are they? Where do they live? Are they particularly marginalised? Tell us exactly what is going on for children and young people in your area, and how you know.



Your answer could include local data to back up your arguments - but avoid using national or Manchester wide stats (the panel will know these!). You should look at the needs analysis that informs this fund (available on the Young Manchester website).

You could also include insight from your ongoing work - have you talked to young people? To families? To other stakeholders -for example to schools? The Police or Early Help?

4.12 What are the needs of the children and young people in the wards you have selected, and how will your project address them?

We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. Tell us who you are working with: how old are they? Where do they live? Are they particularly marginalised? Tell us exactly what is going on for children and young people in your area, and how you know.

Your answer could include local data to back up your arguments - but avoid using national or Manchester wide stats (the panel will know these!). You should look at the needs analysis that informs this fund (available on the Young Manchester website).

You could also include insight from your ongoing work - have you talked to young people? To families? To other stakeholders -for example to schools? The Police or Early Help?

4.13 What specific strategies, methods or plans do you have in place to reach out to children and young people who are most excluded from services?

Certain groups of children and young people including Looked after Children, LGBT+ young people, children with special educational needs and young carers are at greater risk of poor outcomes. Inclusion is a clear priority of the fund so we want to know who you will reach and how. What will you need to do to make your offer relevant to them? Be as specific as you can here. A mix of open access and targeted sessions? Include detached work? Provide food? Provide transport? Engage with parents and carers?

4.14 What is the total cost of this project?

If you are applying for part-funding of a larger set of activities then tell us the cost of the larger set of activities here, otherwise your answer to this question will be the same as for 3.11



4.16 If the grant amount requested is less than the total cost of the activities then please identify where the difference will come from and whether or not you have secured this funding.

We understand and value that voluntary and community organisations often put together funding from many sources to run a set of activities. Tell us how you are achieving this and any plans you have to raise funding not yet secured.

4.17 Please complete the table showing expenditure directly related to this application.

In this section you need to tell us exactly how you will spend the grant that you are asking for. If you are asking for a contribution to core costs or management costs, detail these, please don't ask for a set percentage.

Section 5: About your project (Pot 3 only)

5.1 Describe how your organisation currently works with arts, culture and heritage organisations and what you would like to change as a result of this funding

Please provide a concise, clear summary of your assessment of where you think your organisation is at, in terms of connecting with the arts and creative practice (this won't be scored – we just want a clear picture).

5.3 How does your project address the aims of the fund?

How does your project support children and young people to thrive through outstanding opportunities? What difference will collaborating with an arts organisation make to your work?

Engagement in the arts encourages self-expression, allows children and young people to explore their imaginations and have a creative outlet. Enabling children and young people to explore their creative potential through the arts has been proven to have a positive impact on the development of children and young people in terms of their aspirations, confidence and wellbeing. We believe that embedding quality arts practice in to youth and play settings can make a difference to improving children and young people's lives in Manchester.

5.4 Tell us about your proposed activities

What do you plan to do, with whom and how? Which arts forms or cultural practices do you want to use? How will you engage children and young people? What ideas do you have?

5.5 Tell us who you will work with and how?

We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. Tell us who you are working with: how old are they? Where do they live? Are they particularly marginalised? Tell us exactly what is going on for children and young people in your area, and how you know. You could also include insight from your ongoing work - have you talked to young people? What do they like doing? What would they like to do?



5.9 Complete the table showing expenditure per year directly related to this application e.g. staffing, project costs, commissioning artists

In this section, you need to tell us exactly how you will spend the grant that you are asking for. If you are asking for a contribution to core costs or management costs, detail these, please don't ask for a set percentage. Make sure you include the costs associated with a staff member attending regular professional development and networking for this pot, and costs for commissioning an arts organisation or practitioner.

5.10 How have you worked out your costs?

We need to understand the reasoning behind your costs, why you have chosen to spend the money as you have and how you have worked out the cost of each item. This will help us to understand how your activities represent reasonable value for money. *Common mistakes are to list how you have worked out the cost but not why you are spending the money in the way that you are or how it represents good value.*

Section 6: About your project (Pot 4 only)

6.3 How does your project address the aims of the fund?

How does your project support our sector's infrastructure? How will you build capacity of our hugely diverse sector to increase the quality of the offer for children and young people.

6.4 Tell us about your proposed activities

What do you plan to do, with whom and how? What specific activities will you carry out in partnership with others to strengthen the sector?

6.5 Describe how you will work with other organisations to enhance the effectiveness of your activities

It essential that in this section you explain how you will facilitate supporting our sector. How will you bring people together? How will you influence their practice? How will you make sure development activities are relevant and accessible?

6.7 Complete the table showing expenditure directly related to this application.

In this section you need to tell us exactly how you will spend the grant that you are asking for. None of this funding needs to be allocated to direct delivery with children and young people, it is intended for staffing, core costs, training costs etc.

6.8 How have you worked out your costs?

We need to understand the reasoning behind your costs, why you have chosen to spend the money as you have and how you have worked out the cost of each item. This will help us to understand how your activities represent reasonable value for money. *Common mistakes are to list how you have worked out the cost but not why you are spending the money in the way that you are or how it represents good value*

Section 7: Information for Young People's Assessment Panel

These questions were chosen by young people, and should be self-explanatory. Do make sure you answer them fully, even if you are repeating information from elsewhere on the form because this is all the young people will see. When making their recommendations. Also make sure you write in an accessible style.

Section 8: Management

8.1 Explain how you will ensure the safety of people who use your services, or work/volunteer for your organisation.

We need to know that you have robust and appropriate systems and policies in place to ensure the safety of all those involved in your service (children and young people, staff, volunteers, visitors etc.)

8.2 What types of projects have you delivered in the past that mean you will be able to successfully deliver your proposed activities?

Tell us about your track record. How do you manage your work to ensure high quality for the children and young people you will be working with. We want to ensure that any money granted will be managed effectively and efficiently, to provide the best outcomes for young people. What structures and processes do you already have in place to manage your activities? What will you put in place to make sure your activities are successful?

8.3 What monitoring, evaluation and learning systems do you have in place? How do they influence and shape your work?

What systems are already in place and will they work across your whole partnership?

8.4 How do you ensure quality within your provision?

Do you hold relevant accreditation/standards? Whilst we have not set this as a requirement of the funding, it is important that all of our funded organisations are committed to quality provision. Tell us about the qualifications your staff hold. Do you have supervision practices in place?

Section 9: Declarations

We need to be aware of any individuals formally connected with your organisation that could pose a conflict of interest with the Young Manchester grant giving process.

Signatory One

This needs to be the same person that is entered as the main contact at your organisation.

Signatory Two

This needs to be an individual with appropriate delegated authority who is accountable for your organisation's application.

