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**Greater Manchester Combined Authority**

**Culture and Social Impact Fund**

**Guidance for applicants**

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**SECTION ONE – ESSENTIAL INFORMATION**

**1.1 Criteria and Policy Guidelines**

This guidance on the GMCA Grants Funding Programme should give you all the information you need to apply. Please read it carefully before you fill in the application

The Grants Programme operates over a period of 2 years, from 1st April 2018 to 31 March 2020. Organisations are invited to apply for up to 2 years of grant which will be subject to annual review.

The Grants Programme has two funds within it:

i) Main Fund is open to all eligible organisations delivering a service or activity demonstrating impact against outline programme priorities

ii) Social Impact Fund is open to all eligible organisations delivering a service or activity demonstrating social impact

The grants programme has 4 priorities and **applicants must meet at least two of these priorities:**

* Contribute to the recognition of Greater Manchester locally, nationally and internationally to attract new investment, new visitors and new talent to Greater Manchester;
* Make a positive contribution to improving skills and employability of residents in Greater Manchester, including support for the creative education, expression and ambition of young people across Greater Manchester;
* Play a strong role in developing strong and inclusive communities and an improved quality of life for residents, particularly those residents at risk of disengagement or social isolation; and
* Be able to evidence how the project will make a positive contribution to improving residents’ health and well-being and meeting our equality duties.

**THE GREATER MANCHESTER STRATEGY - OUR PEOPLE; OUR PLACE**

GMCA is in the process of reviewing and updating the Greater Manchester Strategy, building on progress made since the first strategy was published in 2009. The new strategy, which will be published in Autumn 2017, outlines the way in which the ten Greater Manchester districts will work together to maximise the strengths of our region.

* “Our vision is to make Greater Manchester one of the best places in the world.
* A place where all children are given the best start in life and grow up inspired to exceed expectations.
* A place where people are proud to live, with a decent home, a fulfilling job, and stress-free journeys the norm. But if you need a helping hand you’ll get it.
* A place of ideas and invention, with a modern and productive economy that draws in investment, visitors and talent.
* A place where people live healthy lives and older people are valued.
* A place where all voices are heard and where, working together, we can shape our future."

### 1.2 Who can apply

The Greater Manchester Combined Authority Culture and Social Impact Fund will provide funding to properly constituted, not for profit, voluntary organisations providing services across Greater Manchester. Greater Manchester is defined as the ten Local Authorities of: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan.

**While we do not expect all applicants to be able to demonstrate impact across all districts, this funding is specifically for organisations delivering impact or providing services at a Greater Manchester level. We expect you to be able to demonstrate how this funding will support delivery of activity or services for residents across Greater Manchester.**

### 1.3 Who cannot apply

Statutory bodies, including local authorities, private (for profit) companies and organisations that do not deliver services of more than local significance across Greater Manchester.

### Organisations can only submit one individual application or be part of one consortia application. Multiple applications will not be accepted.

### 1.4 When you can apply

**Applications for the programme will be accepted up to Midnight on the 2nd of November, 2017 September. Applications received outside of these dates will NOT be accepted.**

1.5 Applications **must** be submitted by email unless by prior agreement. If for any reason you are unable to submit your application by email please contact Marie-Claire Daly on 07833407822 to discuss before noon October 19, 2017.

**1.6 So we can plan capacity for assessment please email** **marie-claire.daly@greatermanchester-ca.gov.uk** **by noon on October 19, 2017, stating the name of your organisation and the amount you intend to apply for.**

**1.7 Advice on applying**

We will be holding three GMCA Grants Advice Sessions where officers will be advising organisations on the information that should be provided in the application and how that information will be assessed. Sessions will take place in Rochdale, Salford and Tameside. To find out information about these sessions and book a place please contact marieclaire.daly@greatermanchester-ca.gov.uk or call 07833407822

**1.8 Contact us**

If you have any difficulties filling in this form, please refer to the following guidance in the first instance. However, if you are still unclear then please contact marie-claire.daly@greatermanchester-ca.gov.uk or call 07833407822

**1.9. Equality & Diversity**

As a public service, GMCA is required by Section 149 of the Equality Act 2010 (the Public Sector Equality Duty) to demonstrate that it has due regard in the exercise of all of its functions to the need to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not

Questions 7 and 8 allow you to demonstrate how your proposed activities will support GMCA to meet the above requirements. An Equality Impact assessment will be carried out and taken into consideration during the appraisal of applications.

**SECTION 2 - COMPLETING THE APPLICATION FORM**

**CAN YOU APPLY?**

This section is designed to establish whether you are eligible to apply for the fund before you complete the full application.

We can only accept your application if your organisation meets certain conditions.

* **Is your group a constituted voluntary and community sector or not-for profit organisation?**
* **Are you a cultural or arts organisation or does your organisation have demonstrable social impact for residents in Greater Manchester?**

You must answer yes to all of the above criteria. If you say no to any of the above questions please do not continue with your application?

**What your application must include?**

The information we expect to be included in each section of the application form is set out below.

It is important that you don’t assume that the assessor already knows what you do and you must explain any specialist terms/abbreviations.

**DETAILS OF YOUR ORGANISATION**

Please fill in the details of your organisation so we know who to contact regarding your application.

**How much are you requesting from GMCA?**

Given the current funding climate we are only able to support a limited number of organisations using this funding. The final budget allocated to this fund will be decided based upon the quality of applications received. It is likely that the total budget for the programme will be at similar levels to previous years, approximately £3m p/a.

* If you are currently in receipt of Section 48 AGMA funding we ask that you request funding at the same annual level or original annual level applied for
* If you have never received AGMA Section 48 funding, please propose a realistic amount that will enable you to capably deliver the ambitions outlined in your proposal.

Please fill in the amount you are requesting from GMCA in 2018/19 and 2019/20 and complete the total requested amount in the final column.

**3. ABOUT YOUR ORGANISATION**

GMCA wants the Culture and Social Impact fund to benefit residents across Greater Manchester and will fund organisations who are able to demonstrate delivery of excellent cultural experiences or work that has significant social impact.

This section will provide the assessor with details of the benefit to Greater Manchester that will be achieved from the proposed activities being funded. You should provide both quantitative information (e.g. numbers of jobs or volunteers) and more qualitative information which demonstrates the full range of the impact your activities can bring. Provide details of how you have calculated the impact of your services where possible.

Q1. We want to fund a balanced portfolio that delivers a wide range of activity across Greater Manchester. Please choose the box that best describes your activity. If your activity is not represented in the tick boxes please tick other and fill in detail in the box provided.

Q2. Please use this section to describe why your organisation exists and what your organisation does.

Q3. Please us this section to describe more fully the activity or service your organisation delivers. Please include quantitative and qualitative information about the number of events, sessions and services you deliver and who accesses or attends them. You may also include information that demonstrates the quality of your work, whether press, peer or participant reviews.

Q4. Please use this section to describe what you will deliver with the funding requested. This could be core funding for your organisation or a particular strand of your organisation’s work. Please estimate the number of sessions or events you will deliver and who will access or attend them. You can also use this space to demonstrate need or demand for your work. This could be from audience members, visitors, attendees or commissioners.

Q5. The GMCA Culture and Social Impact Fund has four priorities.

* Contribute to the recognition of Greater Manchester locally, nationally and internationally to attract new investment, new visitors and new talent to Greater Manchester;
* Make a positive contribution to improving skills and employability of residents in Greater Manchester, including support for the creative education, expression and ambition of young people across Greater Manchester;
* Play a strong role in developing strong and inclusive communities and an improved quality of life for residents, particularly those residents at risk of disengagement or social isolation.
* Be able to evidence how the project will make a positive contribution to improving residents’ health and well-being.

**Applicants must agree to deliver against at least two of these priorities.**

Please use this section to articulate how your current and planned work will deliver against at least two of the outlined priorities). We hope to see delivery that is proportionate to amount of funding requested. You may choose to deliver against all four criteria. Using the word allocation and a combination of qualitative and quantitative information, please demonstrate your track record in delivering against the criteria outlined and how current activity and activity planned for 2018/19 2019/20 fits the priorities of the fund.

Below are examples of the type of information you might want to include in this section if available. You are not required to provide all this information but applications that can demonstrate and evidence the greatest impact to Greater Manchester residents, using a mix of the below measures, will be viewed favourably. Please use a mixture of quantitative and qualitative information as appropriate.

**Priority 1: Contribute to the recognition of Greater Manchester locally, nationally and internationally to attract new investment, new visitors and new talent to Greater Manchester;**

|  |  |
| --- | --- |
| **Impact** | **Suggested Measure**  |
| Additional Jobs Created  | No of additional FTE’s employed as a result of the funding, e.g. staff employed for a project, freelance staff |
| Jobs Safeguarded  | No of FTE’s continuing to be employed as a result of the funding  |
| Volunteers Employed | Total no of volunteers  |
| Volunteer Hours, including Trustee/Board Member Hrs | Total of annual hours worked by volunteers |
| Annual Turnover | Total gross expenditure |
| Annual salaries for GM-based staff | Total salaries (including NI contributions) paid to staff living within GM |
| Spend in local (GM) supply chain | Total spend on goods, services and materials with local suppliers to support delivery of services  |
| Additional Visitors to GM – where applicable | Additional visitors accessing activities/services provided by your organisation. These can be: Overnight visitors and/or Day visitors (defined as a drive time of 20 miles)  |

**Priority 2: Make a positive contribution to improving skills and employability of residents in Greater Manchester, including support for the creative education, expression and ambition of young people across Greater Manchester.**

|  |  |
| --- | --- |
| **Impact** | **Suggested Measure**  |
| No of people receiving training | Total no of staff, residents and volunteers trained through your activities  |
| No of formal qualificationsachieved | Total no of staff, residents and volunteers receiving qualifications as a result of training received |
| People gaining jobs as a result of participation or learning | No of people moving into jobs as a result of participation in activities or training received |
| People accessing other learning opportunities | No of people moving onto other learning or training as a result of learning accessed through activities |
| Participation by Children & Young People (0-24) | No of children or young people volunteering or participatingin your activities or attending an event or project. Give the absolute number and also represent it as a % of all beneficiaries in GM. |

**Priority 3: To play a strong role in developing strong and inclusive**

**communities, contributing to an improved quality of life and well-being for all residents**

|  |  |
| --- | --- |
| **Impact** | **Suggested Measure** |
| Participation in sports,cultural or social activities  | Number of residents participating in activities through the Project. Include the number of beneficiaries participatingin sports, cultural & social activities in GM. Please then show how this translates into a % of all GM beneficiaries |
| Participation of hard to reach or socially/economically excluded groups  | % of your work/activities which are directly targeted at thesegroups including number of beneficiaries targeted.You should show how you have taken the needs of socially and economically excluded groups into account (e.g. Black and Minority Ethnic groups, disabled people, older people and people on low incomes). Include details of how you will monitor the number of people from those groups using your services). |
| Improves community cohesion | Number of individuals or groups of people brought together to create understanding. Include summary of how the funding will support activities that improve community cohesion. Please include any supporting evidence to your bid if you deem necessary. |

**Priority 4. Be able to evidence how the project will make a positive contribution to improving residents’ health and well-being.**

|  |  |
| --- | --- |
| **Impact** | **Suggested Measure** |
| Reduces demand on other public services  | Include preventative activity which reduces demand elsewhere (e.g. on health or criminal justice services). Summary of how the funding will support activities that reduce demand on other public services.  |
| Improves health and well-being of residents | Include evidence of previous activity that has improved the health and wellbeing of Greater Manchester residents. Use a mixture of quantitative and qualitative information. |

**Q6.**

In building a balanced portfolio of delivery, activity and participation across Greater Manchester we need to understand how your work will reach different people and communities across the area. We understand that funding requested should be proportionate to delivery, however, and recognise that targeted delivery across a number of districts might be more impactful than delivery in all, so while delivery or impact in more than one district is essential, delivery across all ten districts is not.

**Q7, Q8.**

As a public service, GMCA is required by Section 149 of the Equality Act 2010 (the Public Sector Equality Duty) to demonstrate that it has due regard in the exercise of all of its functions to the need to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not

Alongside public service duties outlined above, GMCA also understands the value in celebrating diverse culture across the area and will build a portfolio that offers opportunity for the greatest possible diversity of activity and service delivery.

Please use the tick boxes to identify protected characteristic groups your organisation works or reaches before demonstrating your track record in engaging with those groups and how you will continue or expand this work in the future.

**Q9.**

This question asks you about the different partners you work with to enhance your work and maximise impact for Manchester residents. This could include local, national or international partners, businesses or local authority partners you work with to improve the quality and reach of your work. If you are able to provide evidence of these partnerships (ie letters of support) please attach to your final submission.

**Q10.**

 Please us this question to explain how you will monitor the impact of your work, indicating the type of qualitative and quantitative data you collect, methods for collection and how this information is analysed and incorporated into future plans.

**Q11.**

Please use this question to demonstrate your understanding of potential challenges to delivery in 2018/19 and 2019/20 including how you will identify them, who is responsible for addressing them and clear and achievable mitigations in place to manage these challenges.

**Governance**

Questions 12-14 ask you about the type of organisation you are and details of your board or management committee so that the assessor can be assured that your organisation is robust and properly constituted and therefore eligible to receive grant funding under the Funding Programme.

Question 14 - asks what policies you have in place to guide your activities. You do not need to submit copies of these policies with your application but you may be asked to provide copies of other policies at a later date.

**Financial information**

Questions 15, 16 and 17 - provide full details of your costs and income (public grants, private funding income, fees or sponsorship) to deliver the activities, including any explanatory notes on how budgets will be managed.

**Declaration**

You must make sure that the declaration is signed by an authorised signatory for your organisation. Wherever possible please complete an electronic version of this form and include a scanned signed version of the form.

You are also asked to include the following documents with your application:-

1. A copy of your latest Audited /Independently Verified Accounts for your organisation.

2. Constitution or Memorandum of Articles of Association

3. Certificate of Incorporation

**SECTION 3 - APPLICATION ASSESSMENT & DECISIONS**

**3.1 Assessment process**

When we receive your application we will first check whether it is eligible (see ‘Who can apply’ on page 2 of this Guidance). All eligible applications will then be considered against the criteria set out in this Guidance.

Our assessment will be in two distinct stages:

* the first stage is an assessment of the application itself, looking at the organisation and its ability to deliver the activities that it proposes
* the second stage is about balancing the funded organisations that are supported to achieve our objectives and priorities and will shape the final client portfolio so that GMCA is able to best deliver the priorities of the Grants Programme.

We will make our assessment on the basis of the information you provide in your application, including any further clarification information that we request from you or other stakeholders.

**Stage One of Assessment: Contributing to GMCA Priorities**Stage One makes an assessment regarding the contribution that your organisation would make to our objectives and priorities. All applications will be assessed against the following criteria:

1. **Contributing to the GMCA Grant priorities:**

You must provide details on the programme of work or the activities you wish to do and how they will contribute to the following priorities:

Contribute to the recognition of Greater Manchester locally, nationally and internationally to attract new investment, new visitors and new talent to Greater Manchester. (25%)

Make a positive contribution to improving skills and employability of residents in Greater Manchester, including support for the creative education, expression and ambition of young people across Greater Manchester. (25%)

Play a strong role in developing strong and inclusive communities and an improved quality of life for residents, particularly those residents at risk of disengagement or social isolation. (25%)

Be able to evidence how the project will make a positive contribution to improving residents’ health and well-being. (25%)

An Equality Impact Assessment (EIA) will be undertaken and equality will be given due regard during the assessment process.

1. **Governance, leadership and management:**

You need to have appropriate governance, leadership and management to be able to deliver effectively the programme of work that you propose. You will be asked to confirm that your application is supported by the governing body of your organisation.

1. **Financial sustainability:**

Your organisation needs to be legitimate, financially stable and have appropriate financial controls in place to be able to deliver effectively the programme of work that you propose.

We will consider how you have planned your income and expenditure for this funding period alongside your latest audited/verified accounts. We will expect your application to demonstrate clear value for money (e.g. efficiencies through collaborating with other partners and minimising overheads) and that the lowest level of grant needed to support the proposed activity is requested.

Where it is appropriate, we will also take into account the extent and strength of financial support from other partners, such as other funders and agencies.

**Stage Two of Assessment: balancing investments and outcomes**

The second stage considers how services proposed by applicants fit into a portfolio of organisations and services which will achieve a balance of outcomes against the priorities. This stage looks at a range of areas where GMCA wants to find a balance across its investment in the sector.

Geography

Diversity

Artform

Scale

 **3.2 Who will make the decision?**

Assessments during the first stage will be made by GMCA officers.

GMCA Executive Board will determine grant awards.

**GMCA Funding agreement**

Any decision to offer funding will be subject to organisations discussing and finalising a detailed funding agreement with the GMCA. This process could result in agreed changes to your planned activities and budgets.

3.4 Complaints procedure

The decision of the GMCA Executive Board is final and no appeals will be accepted. However, if you have any issues with the application process, contact marie-claire.daly@greatermanchester-ca.gov.uk and we will discuss this with you. If we are unable to resolve your complaint, you can ask for a copy or download GMCA’s Complaints Procedure from our website.