

Manchester Aiming High Fund

Guidelines for Small Grants and Fast Track

Partnership between



**MANCHESTER
CITY COUNCIL**



**COMMUNITY
FOUNDATION**
FOR GREATER MANCHESTER

4CT
Limited

For maximum grants of £5,000

Manchester City Council is working in partnership with Community Foundation for Greater Manchester (CFGM) and 4CT Limited to deliver Aiming High for Disabled Children. Funding is available through both organisations. Please read this information before completing the application form.

Please be aware that organisations that have an outstanding End of Grant Form relating to previous funding from CFGM, will be unable to submit any new applications for funding until you have returned the information requested and CFGM are satisfied that the terms of the grant offer have been met.

If you have any queries about the application form or application process please contact either of the organisations and do not worry if you send your application to the wrong address, both organisations are in regular contact with each other and will ensure it is sent to the right person.

Please send your completed application form to:

For Wythenshawe, South and Central West districts:

**The Community Foundation for Greater
Manchester**

5th Floor, Speakers House

39 Deansgate

Manchester, M3 2BA

Telephone: 0161 214 0940

Email: enquiries@communityfoundation.co.uk

Charity Registration Number: 1017504

For North East, North West and Central East districts:

4CT Limited

**The Grange Community Resource
Centre**

Pilgrim Drive, Beswick

Manchester, M11 3TQ

Tel: 0161 230 1420

Email: info@4ct.org.uk

Charity Registration Number: 1120417

Please read this information carefully before completing the application form.

What fund are you applying to?

Aiming High for Disabled Children has provided significant additional funding for Local Authorities and Primary Care Trusts to provide more short break opportunities for disabled children from 2008-11. Manchester City Council are working in partnership with Community Foundation for Greater Manchester and 4CT to deliver this programme and funding has been set aside to fund voluntary sector providers to offer short break opportunities for disabled children and young people.

Purpose of the Fund

The funding will be used to improve access to short breaks for severely disabled children and young people and should include the following groups of children with complex support needs:

- Children and Young People with Autistic Spectrum Disorder or those children and young people whose challenging behaviour is associated with other impairments such as severe learning disabilities.
- Children and Young People with complex health needs including those with a disability and life limiting conditions, palliative care, cognitive or sensory impairment or have moving/handling needs or require specially adapted equipment.

What is a short break?

Short Breaks support disabled children and young people to engage in play and leisure activities. Capital and revenue funding is available to help create access to and enhance short breaks provision through providing support, new equipment, adaptations that enable more disabled young people to access activities, and challenge the perception of what is possible.

- A short break might usually be a minimum of 3 hours (including transport to and from activity)
- A break for young people and their carers from day to day activities
- A break from caring for their parents and siblings when family members do not have to be present to provide care or support for the disabled young person
- Time away from the family for the disabled child or young person, giving them the opportunity for independence, to have fun with their peers, make new friends and have new experiences

Examples of what could be funded include:

- Youth club activities
- After school / holiday activities
- Sports and leisure activities
- Fun days
- Weekend activities

Proposals to fund existing activity will not be considered unless you have clearly demonstrated that this funding will enable you to extend/develop your current support/activity/service or support **additional** children/young people.

Priorities

Priority will be given to those applications that:-

- Increase short break opportunities to disabled children and young people with more complex needs.
- Improve the skills and capacity of the organisation to deliver short breaks once the funding has come to an end.

Who can apply and how much?

Application forms are being made available to voluntary and community groups and organisations working across Manchester. You can apply for a:

- **Fast track small grant up to £1,000**
- **Small grant of between £1,001 and £5,000**

Funding is available for both **revenue** and **capital** projects and organisations can apply under both categories using the one form. **Please note the maximum amount you can apply for under each category is £5,000.**

Examples of **capital** funding applications include:

- Mobile hoists
- Soft play equipment
- Sensory room equipment

Examples of **revenue** funding applications include:

- Staff costs to enable the employment of individuals
- Employing sessional/casual staff
- Training for staff and volunteers
- Venue hire or rental costs
- Contribution to rent costs (related to activities/service delivery)
- Travel expenses for volunteers
- Equipment hire

What we CAN and CANNOT fund

Priority is given to organisations that:

- Are run by local volunteers who wish to improve the circumstances of individuals and communities in Manchester.
- Do not have access to a professional fundraiser and experience difficulty in attracting funding from other sources.
- Encourage involvement of local service users in improving, designing, identifying and implementing community activities.
- Promote voluntary participation and social inclusion as well as community involvement and self-help.
- Meet and demonstrate an emerging or immediate need and serve to build the community's awareness.

Who and what cannot be funded?

- Adaptations or any other building work that are a requirement under the Disability Discrimination Act (DDA)
- Activities that do not benefit the children or young people in the groups identified
- Retrospective Grants (i.e. Projects/activities that have already taken place or have already been paid for).
- Individuals
- Organisations who have less than three people on the Management Committee
- Organisations and projects outside Manchester.
- Organisations trading for profit or intending to redistribute grant awards.
- Requests that will replace or enhance statutory provision.
- Overseas travel.
- Activities of a political or exclusively religious nature
- Primary purpose of request is to promote religious or political beliefs.
- Local branches of national charities unless locally managed and not in receipt of financial support from the national body.

How to complete the Application Form

Please complete all sections of the application form, even if you are enclosing supporting or corresponding information, as this speeds up the assessment process. If your application is incomplete this will delay the processing of your application and may be returned to you.

Contact Details

Please give all your contact details accurately as we aim to keep our records as complete as possible. If the person completing the form is not a member of the Management Committee, you must provide either the Chairperson or Treasurer's contact details as the second contact person. We often try and communicate via the telephone to ensure the swift progress of your request. Having the ability to contact two representatives from your organisation can help us to process your application more effectively. If there are certain times in the day when it would be best to contact you, please indicate these.

About your organisation

In this section you will help us understand the structure and purpose of your organisation. You can tell us what you actually do and who is involved.

About the project/activity

Please describe the project your organisation is proposing and what exactly you are planning to do once the grant has been received. It is also important to show how the need for the project or activity has been identified within the respective community, that members of that community have been involved in the process and that they will be involved in delivering the project or activity.

Beneficiaries and Timescale

We would like to know how many people are going to benefit from your project and it is also important to indicate when the project/activity will start.

Please be realistic about the speed at which we can provide you with a decision. For fast track applications (grants under £1000), if you meet the criteria and your application form is complete we will aim to approve your grant and have a cheque ready in 14 days. For small grant applications (£1001 to £5,000), we aim to process your application in 28 days.

Cost of the project

In this section you are asked to provide a clear idea of how much money you need for your project/activity. Please give as thorough a breakdown of costs as possible using the table provided on page 8 of the application form. Should your project/activity cost more than the maximum you can apply for, please tell us how you plan to raise the remainder of the funding.

Finances of your organisation

We ask you to provide a brief summary of your income and expenditure within the application form. Organisations that have been established for more than twelve months will need to provide a copy of your latest annual accounts or a financial statement showing your annual income and expenditure. If you are a new organisation established for less than twelve months, you will need to provide copies of your organisation's three most recent consecutive bank statements.

If you have no banking arrangements in place, we will ask you to find another organisation that is willing to accept the grant into their account for you. You will need to ask this group to sign and complete the relevant statement on the application form.

PLEASE NOTE THAT WE CANNOT MAKE CHEQUES PAYABLE TO INDIVIDUALS.

Referee Details

We can only process your request once the required information has been received. This includes your referee completing and signing your application on page 10 to confirm that they have read the application. Please read the notes on page 10 of the application form relating to Referee Details. Should you need further advice on who can act as your referee, please contact Community Foundation or 4CT Limited.

What Happens Next?

1. Return your completed application form to either Community Foundation or 4CT Limited depending on your area of benefit. **Please remember to include any supplementary information requested.**
2. Your application will be checked to make sure your request fits the funding criteria.
3. We will contact you to confirm receipt of your application & advise if further information is required, or we will confirm the date that your application will be submitted to a panel.
4. Following receipt of all information requested and subsequent assessment, your application will be passed on to an independent panel for consideration. The panel will decide if your request can be funded.
5. The Community Foundation Trustees must then approve any decisions taken at panel before we can contact you.
6. We will then advise you on the panel's decision in writing and issue a grant-cheque.

Please return your completed application form to the appropriate funder for the area you are working in. Contact details can be found on the front of these guidelines.