



**MANCHESTER  
CITY COUNCIL**

**Youth, Play and Participation  
Commissioning Framework**

**1<sup>st</sup> July 2023 – 31<sup>st</sup> March 2025**

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Note: This prospectus sets out Manchester City Council's (MCC) vision and commitment for commissioning youth and play services for children and young people. It is aimed and will inform potential service providers, residents, colleagues and Members of our commissioning approach. Hereafter the term commissioning is changed to **the grants programme**, given the money to be distributed will be in grant form.

## **1. Introduction**

I'm sure that we'd all agree that we want Manchester to be the best it can be for all our children and young people, which is why we launched the 2022 Our Year Campaign and why we have set out to become a UNICEF recognised Child Friendly City. Our ambitions are high, and we are determined to make our city one where children and young people have a voice and are listened to.

Quality Youth and Play work in every part of the city is vital to those ambitions. When we talk to children, they tell us that they want a range of things to do in their local areas – which are free and easy to get to. Manchester is an amazing city, but we also know it has significant challenges. Too many of our young people face challenges when compared to young people in other parts of the country as well as additional barriers to accessing provision. We know the difference that professional youth and play work can make to the life of a child and to the city as a whole and we want to make sure this access is available in every part of the city. We already have fantastic providers doing incredible work, day in day out, and we want to continue to support that work.

Things always evolve and change, and we need to constantly review what we do to make sure we are the best we can be. In a city as diverse as Manchester there can't be a "one size fits all" approach- our young people are unique, with different interests and different needs. We also have thriving communities with their own expertise and experience. We want to harness this as part of our commissioning strategy so that we see newer diverse organisations being supported to join our already fantastic range of established organisations.

It's been a tough time for the youth and play sector over the last ten years- with cuts and austerity hitting their work more than most other sectors. Over the last couple of years, we have started to see some improvement and there is now more youth and play work being funded in our city than there has been for a long time. As a Council we recognise the resilience of the sector which has kept going through these difficult times and we want to come together to build on that for the future. We all want the same thing for our city – quality youth and play work which is open and accessible to all children and young people in every part of our great city.

I'd like to end by thanking all those who took part in our listening conversations, those who completed the online questionnaire's, the co-design steering group, and to every individual and organisation working hard to develop Manchester's children and young people. We look forward to working with you all together over the coming months and years.

**Councillor Garry Bridges**  
**Executive Member for Early Years, Children and Young People**

## 2. Strategic Context

### National

Statutory guidance states local authorities have a statutory duty to 'secure, so far as is reasonably practicable, sufficient provision of educational and recreational leisure-time activities for young people, and to make sure young people have a say in the local offer'. This is often referred to as the 'youth service duty'. This includes youth and play work and other provision that:

- 'Connects young people with their communities
- Offers young people opportunities in safe environments to take part in a wide range of activities
- Supports the personal, social and economic development of young people
- Improves young people's physical and mental health, and emotional wellbeing
  - Raises young people's aspirations, builds their resilience, and informs their decision-making.'

***[The Department for Digital, Media, Culture and Sport (DCMS) 2019]***

The government is reviewing the guidance that sets out the statutory duty placed on local authorities to provide appropriate local youth and play services. It is expected that the review will provide greater clarity of government expectations, including the value added by good-quality youth and play work.

Current work includes the government's Comprehensive Spending Review, Statutory Guidance for Local Authorities - securing baseline data from the national youth work census and a ten-year youth sector strategy. This includes priorities and partnerships for young people in Covid-19 recovery, education, employment, health and safeguarding. The Youth Review published in February 2022 highlights DCMS acknowledging the youth sector has faced challenges throughout the Covid-19 pandemic, and the UK government is responding by wanting to make a significant impact by 2025 by wanting to achieve the following:

- A Youth Guarantee: by 2025, every young person will have access to regular clubs and activities, adventures away from home and volunteering opportunities
- Three strategic aims:
  - "Levelling up" and expanding access to youth provision with £560 million investment over the next 3 years (Youth Investment Fund, over 30 VCS providers from Manchester have already expressed an interest)
  - Supporting the youth sector workforce
  - Listening to young people's voices

In working to deliver the above via granting funds to VCS providers will enable the Council to fulfil its Statutory Youth Duty

## Local

Local drivers that inform service priorities and delivery include MCC's Children and Young People's Plan 2020 – 2024 (Building a safe, happy, healthy and successful future for children and young people) [89167 CYPP One Page Plan2020 24 v4.pdf \(mcc.local\)](#)

The Children & Young People's Plan aligns with the priorities and focus of the Our Manchester Youth Strategy (OMYS). It also helps fulfil the priorities identified in the strategy. The OMYS has a clear vision which provides clarity around the development and delivery of youth services:

*“Ensure our young people have the opportunity to achieve their full potential and benefit from the economic prosperity of the city. They will contribute to, and benefit from supportive and dynamic neighbourhoods with access to a wide range of youth, leisure, cultural and recreational opportunities. Their voice and citizenship will continue to be placed at the heart of the city's current and future identity, recognising that our young people are the future of Manchester, economically, socially and culturally. They will come to define our city, and its relationship with the global community’.* [Our Manchester Youth Offer Strategy 2020 .pdf \(mcc.local\)](#)

Further local drivers also underpin and are interlinked by several local strategies to ensure specific needs and priorities are being addressed in key areas of development for children and young people, the list below is by no means exhaustive:

- 1) **Our Manchester Strategy 2016–2025** seeks for everyone to work together in finding creative solutions for Manchester to be in the top-flight of world class cities with a dynamic economy where all will feel safe and living well. The priorities reset up to 2025 places a focus on the challenges – putting equality, inclusion and sustainability centre stage – with a renewed focus on children and young people, health...our environment and infrastructure.
- 2) **Manchester's Sport and Physical Activity Strategy 2019–2028** communicates the long-term vision for increasing sport and physical activities across the city. It has an essential focus on young people's overall wellbeing and potential, helping them to enjoy being active and healthy.
- 3) **Manchester's Promoting Inclusion and Preventing Exclusion Strategy: Supporting our Young People to Thrive 2019–2022** sets out a clear framework for reducing the expulsion of children and young people from education, ensuring all Manchester's early years settings, schools and post-16 providers are inclusive and able to meet the needs of their local communities.
- 4) **The Manchester Work and Skills Strategy** highlights how young people will be better equipped to compete within the local labour market, stressing the importance of sustainable and healthy work with opportunities for progression.
- 5) **Manchester Community Safety Strategy Partnership: Our Strategy** outlines Manchester's community safety priorities. These include 'keeping children and young people safe' from a range of issues, such as criminal

exploitation, youth violence, knife crime, substance misuse, and antisocial behaviour.

- 6) **Manchester Outdoor Learning and Adventurous Activity Strategy for Children, Young People and their Families** describes how young people can access the existing wealth of opportunities and participate in outdoor learning and adventurous activities in Manchester that enable them to have fun, stay healthy and improve their long-term outcomes.
- 7) **Manchester Family Poverty Strategy 2017-22** sets out priorities under three themes - sustainable work & affordable and accessible childcare, the basics and resilience.
- 8) **Manchester SEND Joint Commissioning Strategy 2020 – 2023** working together to enable Manchester’s children and young people to lead safe, happy, healthy and successful lives.
- 9) **Young Carers Strategy** for young carers to have access to the same opportunities as their peers, being protected from inappropriate caring, and that they are safe, healthy, aspiring and achieving.
- 10) **Our Year & UNICEF’S Child Friendly City** this programme aims to create Manchester’s communities where all children and young people – whether they are living in care, using a children’s centre, or simply visiting their local library – have a meaningful say in, and truly benefit from the local decisions, services and spaces that shape their lives. Manchester is working on an ambitious three-to-five-year journey towards international recognition as a UNICEF UK child friendly city.

Successfully funded VCS providers are expected to plan and link the local and national priorities in their delivery of varied services by using youth and play work principles. The next section explains the principles that can be applied to deliver on a variety of priorities, interests and issues pertaining to children and young people.

### **3. National curriculum for youth work**

In order to provide effective youth and play services in Manchester we have adopted National Youth Agency’s (NYA) national curriculum for youth work (2020).

The national curriculum for youth work enables a greater understanding of youth work practice, provides an educational framework and acts as a reference tool to be used by decision makers, policy makers, commissioners, youth workers and young people. The curriculum framework is founded on four cornerstones, which describe the broad aims of youth work:

1. **Education:** Youth work offers informal learning opportunities that can complement formal learning in schools and colleges. It gives young people the opportunity to learn – about themselves, about others, about issues they care about or that concern them and about society and how to engage in their communities.

2. **Empowerment.** Youth work helps young people to develop the skills and confidence to make decisions and act on issues that affect their own lives, the lives of others, their communities and society. This enables young people to take control, have a voice and get involved as advocates.
3. **Equality.** Youth work is for all young people. It respects differences and builds connections between different groups and individuals. It recognises and promotes human rights, social justice and anti-oppressive practices, supporting and challenging young people to reflect on their understanding of themselves and their behaviour towards others.
4. **Participation.** Youth work supports young people and works with them to become partners and leaders in their own learning, to help them gain influence over issues they are concerned about and to engage them with democratic processes.

Youth work relationships are underpinned by youth work values and principles. These provide an ethical foundation that inform the way youth workers make decisions about their work. Values are used to develop principles that allow workers to collectively understand how they apply values to youth work practice. Youth work values and principles:

- Good youth work is delivered by developing a voluntary and trusting relationship between the young person and the youth worker.
- Good youth work is underpinned by contextual safeguarding approaches, where the welfare of young people is paramount.
- It is a rights-based informal educational process and an asset-based empowerment approach. It complements, extends and supports formal education by encouraging and providing other opportunities for young people to achieve and fulfil their potential.
- It does not seek to position young people as a 'problem'; it develops a positive narrative around young people.
- Good youth work embraces the value that young people bring to society and works with them to develop solutions to challenges experienced individually, collectively and societally.
- Youth work equips young people with knowledge and skills for life across a range of dimensions, including socially, economically and politically

#### **4. Play work principles**

In order to provide effective youth and play services in Manchester we have adopted the highly recognised play principles to assist providers in their delivery.

The principles of play work help to understand two critical values of play work practice:

- 1) The nature and value of play.
- 2) The role play workers have in supporting play for children and young people.

The following 8 play work principles were finalised in 2005 and subsequently approved by Skills Active (the Sectors Skills Council for Play work). They are still in use today and encourages every play worker to give children and young people the appropriate space and opportunity to play:

- a) All children and young people need to play. The impulse to play is innate. Play is a biological, psychological and a social necessity, and is fundamental to the healthy development and well-being of individuals and communities.
- b) Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.
- c) The prime focus and essence of play work is to support and facilitate the play process and this should inform the development of play policy, strategy, training and education.
- d) For play workers, the play process takes precedence and play workers act as advocates for play when engaging with adult led agendas.
- e) The role of the play worker is to support all children and young people in the creation of a space in which they can play.
- f) The play worker's response to children and young people playing is based on a sound up to date knowledge of the play process, and reflective practice.
- g) Play workers recognise their own impact on the play space and also the impact of children and young people's play on the play worker.
- h) Play workers choose an intervention style that enables children and young people to extend their play. All play worker interventions must balance risk with the developmental benefit and well-being of children.

The principles are linked to UN Rights of the Child [://www.unicef.org.uk/wp-content/uploads/2019/10/UNCRC\\_summary-1\\_1.pdf](://www.unicef.org.uk/wp-content/uploads/2019/10/UNCRC_summary-1_1.pdf)

All potential VCS organisations seeking funds are expected to utilise the national curriculum for youth work and the play work principles to assist in their delivery to meet children and young people's needs.

## **5. Service Requirements**

As a result of the findings from the Youth Review (2021), the Listening Conversations (2022), the Needs Analysis (2022) and the commissioning framework co-design/creation sector group (2022) the Council has agreed the following requirements. All project proposals need to:



- 1) Have equality, diversity and inclusion embedded in their activities, governance and management arrangements with plans on how they will promote inclusion within their service.
- 2) Promote a culture of collaboration and joint working with all youth and play provision and specialist services that support children and young people, particularly around, attainment, mental health, physical health and their development including their growth in communication skills and other soft skills.
- 3) Recognise the impact of Covid-19 on young people and support needs for recovery.
- 4) Be committed to increasing the participation and volunteering opportunities for young people, subsequently recognising and rewarding achievement.
- 5) Work alongside the Council to seek opportunities to bring organisations together to collaborate on cross-city strategic and operational projects which will improve outcomes for Manchester's children and young people.
- 6) Work with the Council and children and young people to publicise widely the Youth and Play Offer, using methods that young people will use and on the identified web portal.
- 7) Contribute to environmental and economic value in the city.
- 8) Monitor and measure impact of children and young people's involvement in various activities by identifying with them their development, their learning and gained accredited qualifications.
- 9) Provide evidence on how value for money can be achieved against costs, inputs, outputs and outcomes.
- 10) Explain how delivery to children and young people contributes to social value.
- 11) Provide sufficient workforce developmental opportunities to ensure safe and quality delivery.
- 12) Highlight what added value is achievable.
- 13) How organisations work to provide warm spaces.

All bids will be assessed against the above criteria. Applicants should be aware that these requirements will need to be clearly evidenced in their bid. Applicants for smaller grants will not be expected meet all the requirements.

### **Programme Outcomes**

VCS providers funded by Council are expected to be working to achieve the following outcomes for children and young people (adapted from the National Youth Agency's 'Theory of Change for Youth Work' 2018).

## **Intermediate outcomes knowledge and skills:**

- Increased self-awareness and emotional intelligence.
- Improved social and communication skills.
- Greater empathy and understanding of other people.
- Acquired knowledge for planning and problem solving.
- Attitudes and capabilities.
- Increased aspiration, confidence and agency.
- Increased independence, resilience and determination.
- Informed attitude to risk.
- More positive about people from different backgrounds.

## **Social behaviours**

- Engaged in more positive activities, more often.
- Increased willingness to take action to help others.
- Improved decision making, voice and advocacy.
- Increased democratic engagement.

## **Community**

- Needs identified early and access to support services.
- Increased social capital and more positive relationships, peers and intergenerational.
- Increased sense of belonging and community cohesion.

## **Collective impact**

- Stronger families, friendships and civil society.
- Active citizenship, respect and equality of opportunity.
- Improved education, employment, health and mental wellbeing.

Funded organisations will be expected to routinely evidence achieved outcomes on the identified MI (management information) system. Applicants for smaller grants will not be expected to meet all programme outcomes.

## **6. Purpose of the grant**

The grant funding is to:

- Provide safe physical, digital, outreach and detached spaces in the community that delivers open access, informal education to children and young people that will support their personal, social and political development through activities that children and young people need, want and value.
- Deliver regular activities and opportunities for children and young people to participate in decision making forums, social action and volunteering.

- Provide targeted and specialist youth and play work to engage children and young people with specialist needs, disadvantaged young people or marginalised groups.
- Work in partnership with the council, other youth and play providers and specialist agencies, acting as a bridge and supporting children and young people to access other services and being part of a partnership and multi-agency group where appropriate.
- Empower children and young people to co-design and co-produce activities, projects and services.
- Work closely with organisations who work with children and young people from protected groups, such as those who identify as LGBT+ (is this the right terminology), who have a disability or are non-white, SEND, young carers etc utilising their specialist knowledge to improve inclusion.

### **Cost that can be funded**

The programme can fund core and delivery costs associated with delivering your activities, including but not limited to:

- direct delivery including residentials and exchanges
- salaries
- training
- volunteer costs
- management costs – no more than 10% of the total costs for partnership bids and no more than 7% for individual bids
- premises costs
- utilities and overheads
- equipment for delivery
- partnership project costs

This programme will not fund:

- major refurbishments
- the purchase of vehicles, land or buildings
- projects where the main aim is research/evidence gathering
- religious or political activity
- costs of activities taking place outside Manchester local authority boundaries with the exception of residentials, exchanges and project work where the sole purpose is for the development of children and young people via direct face to face delivery.

The grant will be paid quarterly. The first quarter will be paid up front. Subsequent quarters will be paid on receipt of and viewing of quarterly monitoring returns via the identified MI system.

Given the various reviews that have taken place over the last few years as well the national and local drivers and the extensive consultation carried out by the Youth, Play

and Participation Service, we are confident that this grants programme is the most comprehensive one targeted on the most important issues facing children and young people during the next few years, including supporting the recovery of the impact of Covid -19.

## 7. Available funding

The grants programme will initially be a twenty-one-month programme, starting 1<sup>st</sup> July 2023 and ending on 31<sup>st</sup> March 2025. There may be a possibility to extend successful organisation’s delivery by 1 year (1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026). It is envisioned that following this funding cycle, the service can commit to longer term funding (potentially 3 years) however this is subject to resources and capacity available at that time. We are well aware, appreciate and acknowledge that organisations are often placed to make real, long-term change over a period of years once they are confident that resources will continue to be there to support them and we will work diligently to enable this to happen.

### Grant amounts

The total available in this funding programme is £1.6million per year up to 31<sup>st</sup> March 2025. Applicants can apply for a small, medium or large grant as listed below:

Funding Level	Year 1 from 1 <sup>st</sup> July 2023 to 31 <sup>st</sup> March 2024 ( <b>pro-rata for 9 months - £1.2million</b> )	Year 2 from 1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2025
Small	£7,500 to £30,000	£10,000 to £50,000
Medium	£31,000 to £52,000	£51,000 to £100,000
Large	£53,500 to £75,000	£101,000 to £150,000

Organisations cannot apply for more than 50% of their annual turnover.

### Key dates

The programme covers a 21-month period from 1<sup>st</sup> July 2023 to 31<sup>st</sup> March 2025.

The anticipated timeline for the application, evaluation and award process is:

#### Stage 1: Launch

- The programme opens for applications from 12 noon on 5<sup>th</sup> January 2023.

*Grant information events, workshops and meet the funders session will take place on:*

- 10<sup>th</sup> January 2023 from 18:00 to 10:00 at North Manchester Youth Zone
- 19<sup>th</sup> January 2023 from 18:00 to 20:00 at the Powerhouse, Moss Side
- 26<sup>th</sup> January 2023 from 18:00 to 20:00 at Barlow Moore Community Centre
- 1<sup>st</sup> February 2023 from 18:00 to 20:00 – online meeting
- 2<sup>nd</sup> February 2023 from 18:00 to 20:00 North district, venue TBA

- *7<sup>th</sup> February 2023 from 18:00 to 20:00 Central district, venue TBA*
- *15<sup>th</sup> February 2023 from 18:00 to 20:00 South district, venue TBA*

## **Stage 2: Application period**

- Online application can be submitted from Thursday the 5<sup>th</sup> of January until midnight on Sunday the 26<sup>th</sup> of February.

## **Stage 3: Due diligence**

Officers will review all applicants and documents as soon as applications are received. Applicants will need to provide the following key policies, procedures and documents that outline the way the organisation works, which includes at a minimum:

- Your governing document (constitution, articles of association, etc.).
- Safeguarding policy (including your named safeguarding lead).
- Health and safety.
- Data protection.
- Equal opportunities.
- Financial overview
- Copies of your insurance cover certificate.
- Annual reports or equivalent.
- Your annual accounts for at least the last 12 months. We understand that for some organisations, in particular new start up organisations this may not be possible. As such, a signed statement from the trustees / directors describing why the accounts are not available, the organisation's financial position for the last 12 months and current expectations about the future position will be needed. This should be signed by two trustees / directors being the chair and treasurer.
- Evidence of four quorate board meeting/management committee reports.

## **Stage 4: Decision-making and grant award**

- The grant making board will meet and assess applications from Monday 27<sup>th</sup> of February.
- All organisations will be contacted by no later than Wednesday 15<sup>th</sup> of March with an outcome. Grant confirmation letters will be issued on Friday 17<sup>th</sup> of March. Delivery will be expected to commence on the 1<sup>st</sup> of July.

## **8. Workforce Development**

Our approach recognises the importance of the VCS in providing services for children and young people in Manchester. To support and enhance delivery the Youth, Play and Participation service aims to support the sector to develop their workforce. To do this we will work with the sector to address key areas including but not limited to:

- Increasing the number of professionally recognised youth & play workers: Level 2/3 play work diploma, The nationally recognized Joint Negotiating Committee's (JNC) Level 3 youth work qualification and possible apprenticeships.

- Continuous professional development (CPD): safeguarding, issue-based, capacity building, organisation development.
- Support to enhance quality assurance: peer (workforce) review training, monitoring, recording and evaluation, young ambassadors training etc.

## **9. Quality Assurance**

The need for granting funds and the resulting procurement activity to be undertaken within a performance management framework is critical to achieving success and continuous improvement and to ensuring that resources are targeted effectively.

There are a range of performance management and monitoring systems in place for children and young people's services across the country however, the Youth, Play and Participation service recognises that it has to do more to ensure that we measure value for money, capture the exceptional work delivered by providers and highlight the outcomes achieved by children and young people.

In terms of this funding, we will develop a standardised performance management framework for all funded youth and play providers, to include systematic and explicit benchmarking in relation to costs and outcomes for the granted providers. This will involve the setting of clear targets and the use of a standardised MI system to monitor performance and measure impact. All successful organisations will be provided with training and be provided with the MI system without the need to purchase it. The MI system will be a:

- a) Central data monitoring system for all funded youth and play work in the city and for the holiday activity programme (HAF).
- b) Facility where successful applicants can upload due diligence documents once.
- c) Front page advertising and signposting process for youth and play provision.
- d) Record keeping scheme of young people's development – journey travelled. Measure the real impact of provision on young people's lives, including measure learning outcomes/accreditations/DoE & other qualifications
- e) Provision for qualitative data which MCC is keen to access, and providers are keen to share.
- f) Provision for quantitative data and demographics.

Additionally, quality assurance, impact and monitoring processes will be carried by using a supportive, transparent and a developmental approach with methods that will help:

- a) Allow for "sampling visits" – Informal process with the aim of collaborative learning. Samples may be from universal provision or targeted projects, it will be discussion based, to gather evidence from children and young people and youth & play workers.

- b) Drop ins – with a formalised template which will be informal for the purposes of seeing organic provision.
- c) Young Ambassador visits – Trained young people to conduct announced visits
- d) Peer Reviews – trained workers to conduct announced visits. Mix of experienced, paid staff and volunteers to bring diverse perspectives. This will use a strengths-based approach, sharing best practice and if required collectively working on areas of development.
- e) Develop a “Quality Mark/Award” – potential for this after first 9 months of funded provision.
- f) Play work to be quality assured and monitored in a similar way with less constraints on outcomes but acknowledging the need for play provision to be driven by children and young people and that it is not restrictive.
- g) Play work to be aligned to England’s “Quality in Play” and the 8 principles of play.

## **10. Value for money**

There will be close links with procurement and contracting colleagues within the council and other bodies to ensure that all services are contracted in accordance with local standing orders and procurement regulations.

The Local Government Information Association defines contestability as being “the process of considering different supplier options, rather than just considering changing the management, method or processes of the existing supplier”. Promoting a mixed market in the delivery of public services is a key component of the government’s public service reform agenda. Ensuring grant makers, users, and funders of public services get the best value for money from a mixed pool of providers is crucial to service improvement and sustainability. The Council’s approach supports the need to work to the principle of contestability in terms of widening the market to create more suppliers of youth and play services. The procurement approach will utilise a number of principles that will be applied in order to secure value for money. These are as follows:

- Cost effectiveness without compromising quality.
- Competition will be sought.
- Required rather than desired outputs.
- Added value through innovation and creativity.
- Accountability and transparency.
- All viable sourcing options will be considered.
- Transactions will be streamlined to ensure efficient use of resources.
- Administrative processes kept to a minimum to avoid bureaucracy.
- Continuous improvement and learning from experience through ongoing relationships and the joint effective management of the relationships.
- Focus on improving services for the future rather than maintaining services of the past.

Proof of good value for money is in concluding that the services received were worth the price paid. For services for children and young people this will be increasingly measured by their outcomes achieved in relation to the budgets committed.

As outlined above, to demonstrate value the points above will become established procurement practice within the grants to deliver youth and play services.

### **Real Living Wage Plans**

In line with OMCVS 's Grant Programme this fund has adopted the council's plan for Manchester to become a Real Living Wage City, aiming to narrow the gap that exists between what our residents earn and what others working in the City earn. Manchester's paid and volunteer VCS sector workforce is huge, and it is important that the city's commitment to the Real Living Wage is reflected in this fund. All applicants are required to outline how their organisation will work towards achieving the Living Wage Employer Mark, accredited by the Living Wage Foundation, by March 2025. Applicants are advised to include the costs of accreditation in their submissions.

We would also encourage you to use Joint Negotiating Committee (JNC) rates set by the National Youth Agency for those members of staff who are qualified youth workers. There are two grades within the JNC framework, youth support worker and professional youth workers. The JNC rates can also be applied for qualified play workers.

### **Diversifying income**

We acknowledge and appreciate that due to local, national and international issues, groups and organisations have no guarantee of funding. We also acknowledge and appreciate that, sometimes / often, organisations are reliant on most of their funding from a small number of sources. We are deeply invested in the youth and play sector and as such, if successful and if needed, the service will work with you to devise and implement a plan to increase their financial resilience by diversifying your income

#### **11. Who can apply / partnership bids**

Individual organisations from the VSC who meet the listed criteria are eligible to apply.

#### **Partnership applications**

Organisations can apply in partnership to deliver youth and play services city wide, area wide or in certain geographical areas.

Where a partnership wishes to apply to the grants programme, one organisation must complete the application on behalf of the partnership, known as the lead partner. Other organisations in the partnership application are known as named partners. You must have at least two partners (lead plus 2 named partners) to submit a partnership bid. There should be a significant amount of funding that goes to the partner organisation as only 10% of the total cost can be used as management costs by the lead partner.



An organisation can only apply for one grant but you may also be a beneficiary from a second application as a named partner. You cannot be a lead partner if you are also submitting an individual application (see guidance document for more information).

Lead partners will be expected to:

- Confirm that all partner organisations named on the application meet the fund’s eligibility requirements and undertake due diligence on partners (see guidance document for more information).
- Take responsibility for distribution of funds to partner organisations.
- State on how any conflicts in the partnership are to be resolved.
- Collate and submit monitoring information on behalf of the partnership.

Partnerships will be expected to have an agreement in place that includes (but is not limited to) how they will work together to deliver activities, keep people safe (in terms of health and safety and safeguarding), monitor the work and pass on funding.

All formal partners will be expected to take part in the due diligence process. Officers will undertake due diligence of the partnership arrangements.

### **District and city wide networks**

The new proposals will enable more partnerships to be developed across the city. At the same time, we are aware that networks are needed now more than ever before. As such, a total of £120,000 from the grant will be set aside for three neighbourhood district-based networks and one city wide network (£30,000 per network).

The networks will be expected to work in their neighbourhood areas and city wide to liaise with funded and non-funded groups to support each other, build each other’s capacity, identify and arrange developmental opportunities, jointly address issues and needs of children and young people and have autonomy to address any other points that the Network wishes to. Successful organisations will be expected to:

- Arrange a minimum of six Network meetings per annum.
- Have UNICEF’s Child Friendly City (CFC) as a standing item on the agenda to actively engage, promote and deliver the principles, values and contribute to CFC in Manchester.
- Ensure the Network is diverse ensuring the local community is represented.
- Address neighbourhood issues / city wide issues.
- Develop neighbourhood / city wide projects.
- Have no less than six other organisations as part of the Network.
- Be the liaison with the Council.
- If required arrange developmental opportunities.

The networks will be based in and cover the current MCC’s neighbourhood boundaries of North, Central and South with the addition of one city wide network to provide a good geographical and manageable spread. To support networks, funding will be available:

North	Central	South	City Wide
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£30,000	£30,000	£30,000	£30,000
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Organisations are expected to apply to lead the neighbourhood and city-wide Networks. The lead organisation will only be able to use between 7% of the allocated amount for management costs.

## **12. Eligibility**

The purpose of this fund is to invest in a healthy and thriving voluntary sector to support Manchester's children and young people. The grants programme will support organisations that can demonstrate good practice in both their operational activity and the impact they have on participants. This section outlines the minimum eligibility criteria for the youth, play and participation fund and the expectations that organisations must evidence in their application.

### **Eligibility criteria**

In summary, the fund is open to voluntary and community sector organisations that are already delivering services and new groups that are based in Manchester who wish to support and develop the city's children and young people. This means not-for-profit, non-governmental, community-based organisations that are value driven and reinvest surpluses to further social, environmental or cultural objectives for the community.

Manchester's VCS and children and young people are defined as all normally based in and are residents in the 32 electoral wards of Manchester, including people who are temporarily homeless.

We will accept applications from the following types of voluntary and community sector organisation:

- Registered charity.
- Charitable incorporated organisation.
- Community-interest company limited by guarantee.
- Community-interest company limited by share (schedule 2 with 100 per cent asset lock only).
- Community-benefit company registered as an industrial and provident society.
- Unincorporated charitable association / group.

Your organisation must:

- Be applying for funding to work with children and young people aged 5 to 19 (up to 25 for care leavers and those with additional needs).
- Be based in Manchester
- Deliver services to children and young people in Manchester.
- Be constituted and have a bank account in the organisation's name.

- Have at least three trustees or directors (who are not related to each other and are not paid shareholders).
- Have a set of objectives that allows you to undertake the activities you're proposing.
- Be value-driven, for the social good.
- Be non-party political.
- Provide services or activities that are not religious or political in nature and that do not promote religious or political affiliation (please note that faith groups can apply but not for activities related to worship or the promotion of a particular faith).
- Reinvest any financial surpluses to further social, environmental and/or cultural objectives that bring a significant benefit to children and young people of Manchester.
- Not distribute any of your surpluses or assets to individuals.

Applicants will be asked to confirm they meet these requirements at the application stage, which will then be confirmed at due diligence. Any organisation not able to provide evidence during due diligence will be unsuccessful in receiving funding.

### **13. How to apply**

Applications can be submitted online via: Apply online via [xxx](#). A paper copy is also available – please email [youth\\_team@manchester.gov.uk](mailto:youth_team@manchester.gov.uk) to receive a copy.

Please note the deadline for all applications is Sunday the 26<sup>th</sup> of February at midnight. For more information, please see the guidance document for more information.