

North West RSMP Hong Kong BN(O) Welcome Grants Application Guidance

What is this document?

- This document provides guidance on for some of the application questions that we think might need explanation.
- We realise that completing an application takes time and effort. This guidance is intended to help you fill in the form with the information we need to decide whether to offer you a grant.
- We recommend you get someone to check over your submission before you send it to us, to ensure you have answered all the questions and that your answers are clear.
- Applications should be submitted using the application form and sent via an email ahead of the deadline.
- Each organisation can apply once to the fund.
- You can get help to complete your application. Email rsmp@manchester.gov.uk

Due diligence

If successful we may ask you to provide evidence to support your application.

Examples could include:

- Your governing document or constitution;
- Minutes of a recent meeting;
- A recent bank statement;
- Evidence of your partnership arrangements;
- Your safeguarding policy.

Tips for good applications

Typical features of successful applications include:

- Full and clear answers to the application questions;
- Clear vision for their organisation with evidence of development and progression;
- Good evidence of service-user involvement in the development and delivery of their services;

- Good evidence of collecting service-user feedback and using this to inform activities and direction;
- Evidence of collaboration with other groups and agencies;
- Evidence of diverse income streams;
- Clear and specific outcomes with evidence of delivery against them.

Typical features of unsuccessful applications include:

- Organisations' governance weak – board lacking relevant skills; no involvement of service users or volunteers in the organisation;
- Lack of evidence/information and in some cases not answering questions;
- Lack of narrative around the importance of the service and the impact it makes on service users, using relevant examples;
- Lack of engagement with service users around service delivery;
- Lack of evidence of collecting/acting on service-user feedback;
- Limited and/or no evidence of success stories and impact.

About this form

Guidance:

This page includes information about the North West RSMP Hong Kong BN(O) Welcome Grants and about application process.

Your contact details

Guidance:

- *All questions throughout the form with an * are compulsory.*
- *The person filling in this form will be the main contact for the application.*
- *Both the main and second contacts should be unrelated senior 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.*

1. What is your full name? (Include first name and surname) *

2. What is your preferred telephone number? *

3. What is your preferred email address? *

4. What is your role? *

Second contact

Please provide details of a second contact person in case we need to get in touch and you are unavailable. The second contact should work for the same organisation as the first contact.

5. What is their full name? (Include first name and surname) *

6. What is their preferred telephone number? *

7. What is their preferred email address? *

8. What is their role? *

About your organisation

9. What is the name of your group or organisation? *

Guidance:

- *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.*

10. What's the address of your group or organisation? (you must include the full postcode) *

Guidance:

- *You must provide your organisations full address details including postcode.*

11. Website (if applicable)

12. Please select your type of organisation (If successful we may ask you to provide evidence such as a governing document or constitution.) *

Guidance:

- *Your organisation must be one of the types listed.*

13. Provide a brief description of what your organisation does, where you usually work and who you usually work with. * (250 words) **KEY QUESTION**

Guidance:

- *This might be different to what you want to do with the Hong Kong BN(O) Welcome Grant*

- *We want to understand why your organisation would be a good choice for working with the Hong Kong BN(O) communities and groups*
- *We want to know that you have the experience, skills and knowledge to carry out your activities as described in q18.*
- *Do not exceed the word count, anything above 250 words won't be taken into account.*

14. I confirm the organisation / group has three or more Trustees or Directors.(If successful we may ask you to provide evidence of this.) *

Guidance:

- *Applicants with less than three trustees or directors will not be eligible for funding.*
- *It's really important that organisations that apply have at least two people on their board or committee who are not related.*

By related, we mean:

- *married to each other*
- *in a civil partnership with each other*
- *in a long-term relationship with each other*
- *living together at the same address*
- *related by blood.*

15. Your organisation's bank account details.

Guidance:

- *DO NOT supply personal bank details through this form.*
- *We cannot fund organisations that do not have their own organisation or group bank account. (If successful we may ask you to provide a recent bank statement.) **

About your activities

16. Which of the Hong Kong BN(O) welcome programme objectives will your proposal help to address? Select all that apply.

17. What are your main means of reaching and engaging with people? Select all that apply and use the comments box to include any additional information about your communication channels that you think would be useful to know.

Guidance:

- Use the comments box to show you can effectively reach Hong Kong BN(O) community.

18. Tell us what you want to do. Include the name and location of your project, how your activities will help address the programme objectives you selected and why you have chosen your approach. (max 800 words) KEY QUESTION

Guidance:

- This is an important question for the panel so answer it as carefully and as clearly as possible.
- Your answer must be no more than 800 words.
- Include where in the North West your activities will take place.
- Explain how the activities you describe relate to the programme objectives – don't assume any knowledge of the panel. Please see the Brief for examples of what we're expecting to fund.
- Tell us how your activities will impact on Hong Kong BN(O) visa holders.
- Tell us why this approach – for example, does it complement other activity? Does it build on other work your organisation does?

19. When do you expect to deliver your activities? Dates can be approximate. *

20. How will you measure the impact of your work? * (250 words)

Guidance:

- Tell us how you will evidence the difference the investment has made.
- Please do not exceed the word count

Costs

21. What is the total amount that you are looking to be covered by the Funding? *

Guidance:

- Please state the full amount you want from the Hong Kong BN(O) Welcome Grant.
- This total can be any amount up to and including the level of funding you are applying for but cannot be less than £1,000.

- *If this is more than £5,000 your application will not be considered.*

22. What will you spend the money on? Breakdowns do not need to be to the penny – we just want to know broad spend areas e.g. staffing, rent, equipment. If you wish, you can use the comments box to further explain what terms mean e.g. "management costs" *

Guidance:

- *Refer to the Specification for a list of what we expect to fund.*
- *You don't need to include every detail, but these cost areas should add up to the total amount in Q21.*
- *Use the comments box to explain any terms.*

Safeguarding

23. Do you have a safeguarding policy in place?(If successful we may ask you to provide a copy of your safeguarding policy.)

Guidance:

- *Any group or organisation working with children or adults with health and social care needs are expected to have an up to date safeguarding policy.*