

University Construction Community Fund 2017/18: Application Guidance

What is the University Construction Community Fund?

The University of Manchester and its main construction partners (Balfour Beatty, Laing O'Rourke and Sir Robert McAlpine) have established this £20,000 fund to support neighbourhood initiatives in areas closest to the University's construction sites.

Who is eligible to apply?

The fund is open to established non-profit groups, voluntary groups and other community groups, as well as groups of residents and community members working together for the first time.

What funding is available?

There are two categories of funding:

Name	Value	Eligible groups	Application deadlines
Small Award	Up to £500	This open to any established non-profit groups, voluntary groups and other community groups, as well as groups of residents and community members working together for the first time	18 December 2017 1 February 2018 1 March 2018 2 April 2018 1 May 2018 <i>Decisions will normally be made within 1 month of the deadline</i>
Large Award	£500 - £2,000	This is open to any established non-profit groups, voluntary groups and other community groups. It is expected that these may be registered charities	18 December 2017 1 March 2018 <i>Decisions will normally be made within 2 months of the deadline</i>

Please note: there is a finite level of funding and once funds are allocated then applications will not be successful.

What are the funding criteria?

- Awards are to be used for projects or initiatives which benefit those Manchester communities and neighbourhoods closest to the University's major construction sites:
 - the main University campus development around Oxford Road; or
 - the Fallowfield residential campus development near Owens Park, Wilmslow Road.

2. Your project or initiative must address one or more of the following aims:
 - *People, place and environment*: supporting community cohesion, social inclusion and/or environmental sustainability.
 - *Education and work*: supporting people from all backgrounds to develop their full educational and employment potential.
 - *Health and wellbeing*: improving health and wellbeing in communities.
 - *Culture and science*: using the arts, science or culture to promote understanding and participation in communities.
3. Your project or initiative must show clear evidence of potential community benefits and outcomes.
4. Your project or initiative must begin before 31 July 2018 and would normally be completed within 12 months.
5. Your group must have a bank account in order to receive any approved funding, or have permission of another group to receive the funding for you as a referee. Payment cannot be made to personal bank accounts.
6. **[Large Awards only]** Preference will be given to projects or initiatives that show potential for working in partnership with the University and/or its construction partners, for example involving student volunteers, staff volunteers or working with research, teaching or administrative staff.

What is NOT eligible for funding?

- Projects and initiatives that do not directly benefit Manchester residents close to either the main University campus or residential campuses.
- Traffic-calming schemes or CCTV.
- Projects that simply replace existing facilities with no significant improvement.
- Projects that improve or benefit privately owned land to which the public have no access and un-adopted roads and footpaths.
- Projects that have already been completed or will have been by the time the grant is awarded.
- Ongoing revenue funding of staff wages, salaries or expenses or overheads such as rent, leases or utility costs.
- Projects that only benefit individuals (eg. qualifications, counselling sessions, professional legal advice).
- Projects from public sector organisations (such as schools or hospitals) that are considered core business and are not value-added activities above normal business.
- Groups cannot directly benefit financially from their own application (they cannot be a fiscal beneficiary).
- Purchase of alcohol and gambling activities.
- Activities of a religious or political nature.
- Activities that are contrary to The University of Manchester or Manchester City Council's equalities and safeguarding policies.

How do I apply?

Please apply using the University Construction Community Fund Application Form. Completed forms and accompanying information should be emailed to socialresponsibility@manchester.ac.uk or posted to:

Office for Social Responsibility
The University of Manchester
186 Waterloo Place
Oxford Road
Manchester
M13 9PL

How is the funding being decided?

Step 1: complete and submit an application form before the deadline, remembering for large awards to attach any copies of estimates or quotes and details of any other funding received or applied for.



Step 2: the application will be reviewed by award panels.

Large Award applications will be reviewed by an independent panel consisting of representatives from the University, its construction partners and Manchester City Council using the funding criteria 1-6.

Small Award applications will be reviewed by an independent panel consisting of representatives from the University using the funding criteria 1-5.

Unfortunately we may not be able to fund all good projects as there may be more applications than there is money available. However, all applications will be considered fairly.



Step 3: we will send an email you an email to advise if your application has been successful or not. If you have been unsuccessful this time, please remember that you can apply again.



Step 4: if your application is successful we will send you an offer email, which may include special conditions attached to your award, together with a link to an acceptance form. This form should be completed (online) including your group or your referee organisation's bank account details. This must be completed within two weeks otherwise the funding offer may be withdrawn. Funding will normally be paid within 28 days. If this is to a third party group this may take longer.

Please note: when you accept the funding you agree to complete the project or initiative by a set date shown within the offer email. If you do not think you will be finished by this date, you must contact us immediately. And should a project not go ahead, we reserve the right to request the return of monies.

What do I need to submit at the end of my project?

When your project or activity is finished you will need to:

- complete and submit a short project report accompanied with images or a short video (with the necessary permissions for use by the University and its construction partners).
- submit original receipts and invoices for any work undertaken as part of your project or initiative.

***[Large Awards only]* Referee for your application**

If applying for a large award, please include a referee who would support your application. They could be your local councillor, ward officer or local head teacher.

General enquiries

If you have any questions or queries, please contact the University's Office for Social Responsibility:

Email: socialresponsibility@manchester.ac.uk

Tel: 0161 306 3047

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