# Communities Addressing Gambling Harms

Project Proposal Form

## Introduction

The Greater Manchester Combined Authority (GMCA) is inviting proposals to support place-based and community-led initiatives in Greater Manchester (GM), ‘Communities Addressing Gambling Harms’. Public, community and voluntary sector organisations with a footprint within GM are encouraged collaborate and submit a project proposal.

This programme is supported by the Gambling Commission as part of the National Strategy to Reduce Gambling Harms and funded by a regulatory settlement with an industry operator. A total of £300,000 is available under the Communities Addressing Gambling Harms fund.

Projects may range in size and scale, with no minimum amount of funding available, but should not exceed £30,000 in total unless this demonstrates significant collaborative and cross-boundary delivery. Funding is initially available for a maximum duration of 12 months.

More details about the GM gambling harm reduction programme, including a prospectus for the Communities Addressing Gambling Harm fund can be accessed from the [GMCA website](http://www.greatermanchester-ca.gov.uk/what-we-do/health/gambling/supporting-community-interventions). **Please read the** **accompanying prospectus and event summary documents** as these provide useful content to inform the development of proposals.

For further information or support in developing a project or submitting and proposal please contact publicservicereform@greatermanchester-ca.gov.uk.

## How to submit a proposal

Completed proposals must be submitted no later than 5pm on Friday 13 August via the electronic system at [www.the-chest.org.uk](http://www.the-chest.org.uk/). Applicants should note that the registration and uploading process when submitting via this portal may take some time, you should therefore start this process in sufficient time in advance of the deadline. Proposals must be submitted in Microsoft Word format using this template.

If you require any technical support in relation to the submission of bids via The Chest please contact The Chest helpdesk (managed by Due North) during hours of 08:30 to 17:30, Monday to Friday (excluding public/statutory holidays) by following the instructions in the Supplier Support section of The Chest portal: [www.the-chest.org.uk/SupplierSupport.html](http://www.the-chest.org.uk/SupplierSupport.html).

Your application must be completed in full and in English (word limits are provided as a guide and responses should be within -/+10% of the stated limit).

This proposal form includes the following sections:

1. Applicant details
2. About the project
3. Project delivery
4. Involvement of lived experience
5. Sustainability
6. Costing
7. Declaration

All proposals submitted in accordance with this application document will be deemed to remain open for acceptance or non-acceptance by the GMCA for a period of 90 days from the closing date stipulated.

If you have any questions about Communities Addressing Gambling Harms, or completing the proposal form, please contact publicservicereform@greatermanchester-ca.gov.uk.

## How proposals will be assessed

The GMCA has a two-stage process to award funding:

* An initial ‘call for proposals’ with a deadline of 13 August. Proposals will be reviewed by an expert panel and be entered into a ‘development phase’. During this phase the expert panel may provide feedback or guidance to applicants with suggestions for how proposals may be improved.
* The expert panel will assess final proposals using a scoring criteria. The highest scoring bids will be awarded funding with a view to achieving distribution of projects across the four priority areas and within all ten localities in GM. Where proposals do not represent full coverage, funding may be withheld for a future round of proposals.

Responses to questions will be scored using following scoring criteria:

|  |  |  |
| --- | --- | --- |
| **Assessment**  | **Description**  | **Score**  |
| Unacceptable  | Response to the question is unacceptable or no response received.  | 0 |
| Poor  | Inadequate detail provided or some of the answer not directly relevant to the question.  | 1 |
| Below Expectations  | Limited information provided, and/or a response that is inadequate or only partially addresses the question.  | 2 |
| Satisfactory  | Acceptable response in terms of the level of detail, accuracy and relevance.  | 3 |
| Good  | Comprehensive response in terms of detail and relevance to the question.  | 4 |
| Excellent  | As Good, but to a significantly better degree and a response, which goes above and beyond to answer the question with precision and relevance  | 5 |

## Project Proposal Form

### Applicant details

#### Name of lead contact, role and email address

|  |
| --- |
|  |

#### Full name of lead organisation

|  |
| --- |
|  |

#### Provide a brief description of what the lead organisation does

Please include a website or social media channel where available

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| --- |
|  |

#### Details of lead organisation

|  |  |
| --- | --- |
| **Do you have the following policies in place** | **Yes or No** |
| Health and safety |  |
| Equal Opportunities Statement |  |
| Data Protection |  |
| Safeguarding policy including DBS requirements if relevant (previously called CRB checks) |  |
| Public liability insurance |  |

#### Details of any partner organisations

|  |
| --- |
|  |

#### Provide a name and email address of a contact during project review and development phase.

*This contact should be able to make decisions regarding the project and be available between 13 August – 10 September (include details of any dates during this period when this contact will not be available, for example planned annual leave).*

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### About the project

#### Project name

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| --- |
|  |

#### Please summarise your project and what you hope to achieve

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| --- |
| *50 words* |

#### Please identify which localities your project will have a footprint in as a proportion of overall delivery

*(For example, Tameside 50%, Stockport 50%)*

|  |  |
| --- | --- |
| **Borough** | **Percentage** |
| Bolton |  |
| Bury |  |
| Manchester |  |
| Oldham |  |
| Rochdale |  |
| Salford |  |
| Stockport |  |
| Tameside |  |
| Trafford |  |
| Wigan |  |

#### Which of these priority areas will this project contribute to?

|  |  |
| --- | --- |
| **Priority Area** | ***Mark X for all that apply*** |
| Tackling inequalities |  |
| Reforming public services |  |
| Community led activities and sports clubs |  |
| Children and young people |  |

### Project delivery

#### Please describe who the core beneficiaries of this project will be and how will you reach this audience:

|  |
| --- |
| *250 words* |

#### What activities will you undertake as part of this project, for each of these activities please describe:

1. why you think this approach will work
2. what resources you will need to deliver this
3. project duration and an outline timeline (this may be included as an appendix)

|  |
| --- |
| *500 words* |

#### Please describe the impact of this project, including:

* the measurable effect of this project (e.g. 50 people engaged)
* the long term change you would expect to see as a result of this project
* any additional or wider benefits of the project
* any learning you expect to gain as a result of this project

|  |
| --- |
| *500 words* |

### Involvement of lived experience

The GM gambling harm reduction programme is supported by a local network of experts by lived experience of gambling related harms who are available to be involved in the co-design and production of your project.

Please describe how you plan to embed lived experience within the design and delivery of your project:

|  |
| --- |
| *250 words* |

### Sustainability

Please give details of how this project will be integrated within your organisation(s), for example where this fits within your strategic priorities and how you will embed learning in future delivery:

|  |
| --- |
| *250 words* |

### Costing

Please note that funding is intended to be used for revenue expenditure, although we will consider funding capital expenditure in exceptional circumstances where this is justified in the description of how the project will be delivered.

#### Funding requested

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost (£)** | **Brief description of item** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Funding Requested:** | **£0.00** |  |

Please include details of any existing / in-kind resources which will be used to support delivery of this project, for example, staff time or equipment funded from another project or core funding:

|  |
| --- |
|  |

### Declaration

Before submitting your proposal, you must ensure that the project lead and a Senior Responsible Officer from the lead organisation (e.g. CEO or Director) sign the following declaration. Electronic signatures are accepted.

I / We hereby offer to supply the above-mentioned goods and / or services as a result of this process at the price detailed in this proposal.

I / We hereby agree that we will actively participate and contribute to the Gambling Harm Reduction Community of Practice by openly capturing, sharing and promoting learning gained from delivery of this proposal.

I / We are committed to improving ethical and sustainable practices locally and globally and will work openly with the GMCA to further their ambitions in relation to social value as described in the [GM Social Value Framework](http://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/).

I / We hereby certify that I / we have not canvassed, nor will canvass any member, director, employee or adviser of the GMCA in connection with this proposal and the award of the Contract by the GMCA; and that no person employed by me / us or acting on my / our behalf, or advising me / us, has done, or will do any such act.

I / We hereby certify that this is a bona fide proposal, and that I / we have not fixed or adjusted the amount of the proposal or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this quotation). I / We agree that the GMCA may, in consideration of this proposal, and in any subsequent actions, rely upon this statement.

#### Project Lead

|  |  |
| --- | --- |
| Signed |  |
| Name *(Block Capitals)* |  |
| Date |  |

#### Senior Responsible Officer

|  |  |
| --- | --- |
| Signed |  |
| Name *(Block Capitals)* |  |
| Job Title |  |
| Date |  |

**Thank you for completing a proposal to the Communities Addressing Gambling Harms fund. Please submit your completed proposal, along with any supporting materials, no later than 5pm on Friday 13 August via the electronic system at** [**www.the-chest.org.uk**](http://www.the-chest.org.uk/)**.**