

The City Bridge Trust

Bridging Divides: Application for a grant



About your organisation

Organisation Details

Name of your organisation: Body & Soul	
If your organisation is part of a larger organisation, what is its name? N/A	
In which London Borough is your organisation based? Islington	
Contact person: Ms Helen Watson	Position: Trusts and Foundations Fundraising Officer
Website: http://www.bodyandsoulcharity.org	Social Media Accounts: Twitter and Facebook at @bodysoulcharity
What Quality Marks does your organisation currently hold? Advice Quality Standard certificate for casework services; registered with Ofsted; shortlisted for the Nesta Good Help Award	

Legal Status

Legal status of organisation: Registered Charity			
Charity Number: 1060062	Company Number: 3245543	CIC Number: N/A	Bencom Number: N/A
When was your organisation established? 01/10/1997			
Aims of your organisation: THE OBJECTS FOR WHICH THE COMPANY IS ESTABLISHED ARE: A) THE RELIEF OF PERSONS AFFECTED BY THE HUMAN IMMUNODEFICIENCY VIRUS (HIV), BY THE PROVISION OF APPROPRIATE ADVICE, INFORMATION AND SUPPORT TO THEM, THEIR FAMILIES, FRIENDS, PARTNERS AND CARERS; B) THE ADVANCEMENT OF PUBLIC EDUCATION IN ALL MATTERS WHICH ARE RELATED TO, OR THOUGHT TO BE RELATED TO, HIV; C) THE ADVANCEMENT OF PUBLIC HEALTH FOR THE PUBLIC BENEFIT, IN PARTICULAR BUT WITHOUT LIMITATION BY THE PROVISION OF APPROPRIATE ADVICE, INFORMATION AND SUPPORT TO PEOPLE WHO MAY EXPERIENCE, WHO ARE EXPERIENCING OR WHO HAVE EXPERIENCED TRAUMA; D) THE RELIEF OF THOSE IN NEED BY REASON OF ILL-HEALTH OR OTHER DISADVANTAGE; E) THE ADVANCEMENT OF PUBLIC AWARENESS AND EDUCATION IN ALL MATTERS RELATING TO TRAUMA.			

Main activities of your organisation:

Body & Soul transform the lives of individuals devastated by childhood adversity, including abuse, neglect, illness, and family dysfunction. We support three sub-populations disproportionately at risk of experiencing childhood adversity: people living with HIV; children adopted from care; and young people who have attempted suicide.

We run age-specific programmes for each of these groups:

? HIV Programme: Children's Centre (0-9s); BaSe (10-12s); Teen Spirit (13-19s); Young Adults (20-30s); and Adults (30+). Each programme runs weekly except Teen Spirit which is monthly.

? Post-Adoption Support Programme: Young Explorers (8-12s); Teen Spirit (13-16s); and Parent's Place, run monthly.

? ?You Are Not Alone?: Dialectical Behaviour Therapy group course for 16-30-year-olds who have attempted suicide.

Within each age-specific programme, members (service-users) access a package of care unique to their needs and circumstances. Members can choose to access any combination of: 1:1 and group mental health interventions; casework and advocacy support; education/employment coaching; art/sports-based activities; health and well-being workshops; and peer-to-peer support.

Your Staff & Volunteers

Full-time:	Part-time:	Trustee/Board members:	Active volunteers:
15	13	10	80

Do you have a Safeguarding policy? **Yes**

Are the following people in your organisation subject to DBS checks?

Paid Staff
Yes

Volunteers
Yes

Trustees / Management Committee Members
Yes

Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
Leased	We have a 15-year lease

Environmental Impact

What action have you taken in the past year to progress environmentally sustainability principles and practice?

To reduce our Impact on the environment we:

? Are paperless ? we digitalise any paperwork we receive, shred and recycle unused paper, and only generate new physical paperwork when necessary.

? Use the waste provider, First Mile, who recycle our plastics, metals, electronics, and card/paper.

? Actively monitor usage of water, gas and electricity and reduce our usage wherever we can.

? Look to work with utility providers who put a premium on saving resources. Last year, we switched to Engie for electricity and Everflow for water, both of whom have respectable ?green? credentials.

? Ensure staff attend monthly Policy and Practice meetings to look at our policies in-depth alongside our current practices and make any adjustments accordingly. At least once a year, this meeting explores environmental issues.

? Re-use materials from the Scrap Project to create decorations and resources for our Children?s Centre.

Finance Details

Organisation Finances

	Year of most recent audited / examined accounts	Current financial year forecast	Next financial year budget
End of financial year date	31/12/2017	31/12/2019	
Grants & donations:	£1,276,744	£1,302,000	£0
Earned income:	£280,261	£350,000	£0
Other income:	£0	£0	£0
Total income:	£1,557,005	£1,652,000	£0
Charitable activity costs:	£1,306,641	£1,407,390	£0
Cost of raising funds:	£176,332	£180,370	£0
Other costs:	£0	£0	£0
Total expenditure:	£1,482,973	£1,587,760	£0
Free unrestricted reserves held at year end:	£497,911	£412,500	£0
<p>What is your organisation's reserves policy? The Trustees aim to maintain unrestricted reserves equivalent to three months' running costs.</p>			
<p>For your most recent financial year, what % of your income was from statutory sources? 11-20%</p>			

Organisational changes

Describe any significant organisational changes to your structure, financial position or core activities since the date of your most recent accounts.

Since publication of our latest annual accounts (year ending 31st December 2017), we have welcomed two additional staff members to our Senior Management Team: Kathryn Forbes, Public Health Impact Manager; and Zoe Reynolds, Programmes and Pathways Manager. Ida Andreasen, Head of Suicide Support Services, left Body & Soul to pursue a Masters in June 2018.

Grant Request

Which of the Trust's programmes and priority areas will your application deliver?
Advice and Support/Provision of advice and support

Which of the programme outcome(s) does your application aim to achieve?

Please describe the purpose of your funding request in one sentence.
To help fund the delivery of our essential casework and advocacy services for people living with HIV, providing advice and support on issues around housing, benefits, immigration, employment and debt.

When will the funding be required? **01/07/2019**

Is this request to continue work that is currently funded or has been funded in the last year by:

City Bridge Trust?
Yes

Another funder? (if so which)

How much funding are you requesting?

Year 1:	Year 2:	Year 3:	Year 4:	Year 5:
£30,000	£30,000	£0	£0	£0

Total Requested: £60,000

What 3 main differences or outcomes do you want to achieve through your funding proposal?

95% of project beneficiaries (i.e. 333 individuals) will report feeling that their support network has increased, by indicating that they feel less isolated, they have more people to talk to, and that their needs have been heard.

85% of project beneficiaries (i.e. 298 individuals) will report feeling more stable, by demonstrating that their economic circumstances have improved, they are no longer in a state of crisis, they feel less stressed, and they feel more able to actively participate in their community.

75% of project beneficiaries (i.e. 263 individuals) will report feeling better able to manage their practical needs themselves, by indicating that they have a better understanding of their rights, feel more confident to speak to their local council, and have an increased ability to manage their finances.

What are the main activities or outputs you will deliver to achieve these differences?

Run 48 x Help Centres a year, accessed by at least 5 members (service-users) a week for 1:1 appointments with our Head of Casework and Advocacy; and run 48 x Self-Help Centres a year, accessed by approximately 5 members a week for 1:1 support with our casework interns and volunteers.

Provide 36 x legal clinics a year where members can access expert support from a team of pro-bono lawyers and solicitors around their housing, immigration, and general legal needs.

Deliver 6 x practical-based workshops a year supporting people living with HIV to better manage their own practical needs including improving their understanding of their rights and how to better manage their finances.

You and your grant request

What, specifically, are you applying for (your project)?

Our project ? ?Stability and Success? ? will provide advice and support on practical issues, including around housing, benefits, immigration, and finances, for people living with HIV.

Funding will cover the salary of our Head of Casework and Advocacy (HCA) who will manage and deliver the project. ?Stability and Success? will provide:

? A weekly Help Centre, where members (service-users) meet with our HCA to address their needs. These cases will form our HCA?s caseload, including writing support letters, helping members understand their benefits (including appeals), applying for Hardship grants, and accessing legal advice around immigration and community care matters.

? A weekly Self-Help Centre where members are supported by interns/volunteers to address low intensity practical needs.

? Regular pro-bono legal clinics to address members? complex needs.

? Bi-monthly practical workshops, where our HCA will equip members with knowledge and skills to manage their own needs e.g. improve their budgeting.

How will the project described achieve your stated outcomes?

?Stability and Success? will provide multiple opportunities for members to enlarge their support network, by sharing their needs with staff, volunteers, interns, solicitors, and with each other, to ensure they feel listened to, understood, and can contribute their experiences to support others in similar situations to them.

We will look at the ?whole picture? i.e. not just members? immediate presenting needs, but also their long-term needs and goals. This holistic approach will help members feel valued, therefore more confident to be honest about their needs/circumstances, leading to an increased likelihood of us achieving positive practical outcomes for beneficiaries to bring about lasting change and stability in their lives.

Whether through workshops or 1:1 appointments, we will aim to increase members? knowledge and skills around the circumstances they find themselves in so that they can better manage their needs both now and in the future, helping themselves to become more stable.

How do you know there's a need for this work?

1 in 23 Black African women in the UK are HIV+ and every borough in London has a high, or extremely high, HIV prevalence rate, comparable to that of the Congo and higher than in Uganda or Nigeria. HIV and poverty are inextricably linked. 92% of members who accessed our casework services last year are from Black or Minority Ethnic communities. 83% of our members are unemployed (half due to poor health, a third due to their immigration status, and the remainder are looking for work); 81% regularly cannot afford to buy food for themselves and their families; 60% are disabled; a third rate their English language skills as poor; and a third have experienced intimate partner violence. Practical support is the fastest growing area of our work to address the complex needs of our members, who without our support, are at risk of destitution, homelessness, and exploitation.

How will the work be delivered - specifically, what will you do?

Weekly on a Tuesday evening, an Intern will manage our triage system i.e. talking to members who require practical support to ascertain who they need to speak to. Those who need to speak to our Head of Casework and Advocacy (HCA) will do so that evening through our Help Centre (6-8.30pm), each having a 1:1 appointment (lasting approx. 30-minutes). Our HCA will follow-up each members' case with relevant actions in the following weeks (e.g. writing support letters, appealing unfavourable benefit decisions, writing Hardship grant applications etc) and keep members informed of progress.

Our Self-Help Centre will also run weekly on a Tuesday evening with volunteers/interns supporting members with low level needs e.g. writing a CV. Three times a month, pro-bono lawyers/solicitors will meet members to understand their more complex needs and advise our HCA on what action(s) to take. Our HCA will deliver topical workshops e.g. on budgeting, every 2-months.

Why are you the right organisation to do this work?

- We have 22-years' experience supporting people living with HIV.
- Members have told us they feel most comfortable accessing practical support at Body & Soul.
- Our Head of Casework and Advocacy is a qualified solicitor with 10 years' experience in the financial services industry, 2+ years' experience at Body & Soul, and 3 months' experience at the Disability Law Service advising on employment and benefits.
- Awarded the AQS for Advice at Casework Level in January 2019 - "There are an impressive number of good practices... where the organisation has exceeded the requirements of the AQSv2 to a significant extent"
- We have well-established partnerships with the Terrence Higgins Trust, NAT, Positive East, and with hospitals, GP surgeries, and clinics across London to reach people living with HIV.
- The City Bridge Trust has helped fund our casework and advocacy services over the past 3-years and been impressed with the impact of our services.

How does your work complement and not duplicate other services within your area?

Body & Soul are the only organisation in the UK providing weekly services to address the social, emotional, and practical needs of people of all ages living with HIV. Other HIV-specific services are in decline. In the last year alone, the Terrence Higgins Trust (THT) lost funding for its Positive Balance project (providing money advice to people living with HIV) and for its casework services. Many people previously supported by THT have now been re-directed to Body & Soul for casework.

Our work complements statutory services as we provide a more empathetic approach, recognising members' mental health needs in tandem with their practical issues.

In instances where we are aware of a service which has the capacity to support our members, we refer our members to that service rather than duplicate work. For example, we often refer members to Z2K to secure representation at tribunal to appeal unfavourable benefit decisions.

How will you ensure that your project will hear and represent the views and needs of disadvantaged people and/or diverse communities?

One of the primary aims of ?Stability and Success? is to listen to and understand the needs of people living with HIV, who are some of the most disadvantaged members of our society, facing a plethora of needs (poverty, poor mental health, unemployment, discrimination etc). We will listen through 1:1 appointments, discussion in workshops, and by asking for members? feedback when their ?case? ends. Members? feedback, ideas, and needs will all influence what services we deliver and our approach.

We will represent our members? voice through campaigning around issues which matter to them. For example, in 2017, we helped advocate for formula milk to be provided free on the NHS to HIV+ mothers based on our members? experiences. We will share our members? views and needs through conferences (e.g. BHIVA), networking events, and social media to advocate for changes to systems/policies which perpetuate cycles of disadvantage in our members? lives.

How does your project engage and empower individuals and/or communities to come together on this issue? Will you be working with people who are particularly excluded?

The beneficiaries of this project face exclusion on multiple levels, because of their HIV status, poor mental health, race, culture, language, and living situation. Our members will proactively reach out to their peers through our remote peer support service to check-in with individuals we have not seen for a long time, thereby reaching people who are particularly excluded.

As well as our staff providing support and advice, we will encourage project participants to share their experiences, e.g. of the welfare system or of being homeless, through workshop discussions to support members going through similar issues to them. This will empower individuals who have experienced adversity to use their negative experiences for the benefit of others and support those going through a difficult period to know they are not alone.

We will work with other organisations to amplify members? needs through campaigns tackling the root causes of poverty and inequality.

Is the focus of your project meeting an already identifiable need (acute or otherwise) or are there elements which are preventative and/or incorporate early action?

?Stability and Success? will address members? existing needs and equip project beneficiaries to manage their own needs and circumstances before they escalate into a crisis. For example, practical-based workshops will support members to better understand their rights, so that they can ask for help earlier, and equip members with skills to manage their needs, for example teaching beneficiaries how to create a weekly budget.

Another preventative element is that Body & Soul provides a weekly programme of 1:1 therapies, creative workshops, and peer support, to people living with HIV. This means we see many members on a weekly basis, so are often aware of their practical circumstances earlier than a drop-in service focusing solely on practical support would be, allowing us to act before a member reaches a state of crisis.

Who might you need to work closely with in delivering this project - whether before, during or afterwards?

Body & Soul work closely with numerous organisations to deliver our casework and advocacy services. We work with:

? Hospitals, GPs, and sexual health clinics to advertise our services to people living with HIV.

? Immigration/asylum support services who can provide accommodation for members e.g. Red Cross, Praxis, Refugee Council and Hackney Migrant Centre.

? Foundations and Trusts to secure Hardship grants for members e.g. Glasspool, Margaret's Fund and Helnz.

? ITV Legal, Hogan Lovells, Miles and Partners, and Wilsons LLP to deliver our pro-bono legal clinic.

? NBC Universal who provide employee volunteers to conduct follow-up work with members following their attendance at a practical-based workshop e.g. helping members reduce their energy bills.

? Local authorities and GP surgeries to direct members to social prescribing opportunities in their local community.

? Other HIV support organisations e.g. Food Chain to provide hot meals for our members experiencing food poverty.

Our aim as a funder is to help people move positively between any of the four stages of Surviving, Coping, Adapting and Thriving. For your project at which of these stages will most people begin their journey?

Most project beneficiaries will start their journey at the surviving stage. We anticipate supporting people living with HIV whose benefits have been cut, who have been made homeless, and who face an unstable immigration status, for example. These are individuals who face social, emotional, and economic barriers which prevent them thriving.

We will support members to transition from surviving to coping by providing someone to listen to, understand, and help address members' presenting needs, and by supporting members to adjust their expectations of what is possible/likely. We will support beneficiaries to adapt by upskilling members to manage their own circumstances, e.g. improved budgeting skills will support members to plan ahead rather than survive week to week. And we will support members to thrive by supporting people living with HIV into employment or into a stable home providing a solid base for them to become an active part of their community.

Will there be any elements of this project that will help you or your beneficiaries to reduce your environmental footprint?

Where possible we will signpost members to use energy providers which are both cheap and green. Through workshops focused on budgeting, we will encourage members to plan their meals to both save money and to reduce food waste. We will signpost members to services such as Freecycle and Gumtree, again not only cheaper options for our members, but also greener by encouraging re- / up-cycling. We use Green Tomato Cars as our taxi provider for members with mobility needs.

Funding required for the project

What is the total cost of the proposed activity/project?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Head of Casework and Advocacy	30,000	30,000	0	0	0	60,000
Adult Service Team	11,200	11,200	0	0	0	22,400
Casework Interns	3,240	3,240	0	0	0	6,480
Casework Volunteers	1,164	1,164	0	0	0	2,328
Pro-Bono Legal Team	11,250	11,250	0	0	0	22,500
Members Transport Costs	3,600	3,600	0	0	0	7,200
Members Weekly Hot Meal	960	960	0	0	0	1,920
Monitoring & Evaluation	3,084	3,084	0	0	0	6,168
Office Overheads	6,168	6,168	0	0	0	12,336
TOTAL:	70,937	70,937	0	0	0	141,874

What income has already been raised?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Big Lottery Fund	11,200	0	0	0	0	11,200
The Progress Foundation	4,404	0	0	0	0	4,404
In-Kind Pro-Bono Support	11,520	11,520	0	0	0	23,040
Our Social Enterprise "Brave"	13,813	13,813	0	0	0	13,813
TOTAL:	40,937	25,333	0	0	0	66,270

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Big Lottery Fund (to be approached in Sep 2019)	0	15,604	0	0	0	15,604
TOTAL:	0	15,604	0	0	0	15,604

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Head of Casework and Advocacy	30,000	30,000	0	0	0	60,000
TOTAL:	30,000	30,000	0	0	0	60,000

Who will benefit?

How many people will directly benefit from the grant per year?

350

In which Greater London borough(s) or areas of London will your beneficiaries live?

London-wide

Does this project specifically target any groups or communities?

Yes - please enter details below

This project will specifically work with the following age groups:

16-24/25-44/45-64/65-74/75 and over

This project will specifically work with the following gender groups:

Male

Female

This project will specifically work with the following ethnic groups:

Asian/ Asian British (including Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)

Black/ African/ Caribbean/ Black British (including African; Caribbean; Any other Black/ African/ Caribbean background)

Mixed / Multiple ethnic groups

Refugees and asylum seekers

If Other ethnic group, please give details:

This project will specifically work with Deaf and disabled people:

Yes

This project will specifically work with LGBTQI groups:

No

This project will specifically work with other groups or communities:

People living with HIV

How will you target the groups/communities you have identified? What is your expertise in providing services for these groups?

22 years experience; target through active outreach at hospitals, GPs, clinics, word of mouth, and active online presence

Are there any groups or communities you think your organisation will find hard to include through this project?

Yes - please specify

If yes, please specify which groups or communities? Where possible using the categories listed above.

Over recent years, we have found it difficult to engage young adults (aged 18-30) living with HIV.

If yes, what steps will you take to make your services accessible to and meet the needs of the groups/communities you have identified?

We are currently conducting focus groups in clinics to listen to the needs of young adults living with HIV and what they would like to see in services for their age group and adapting our services accordingly to better reach this group.

Declaration

I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Please confirm: Yes Full Name: **Helen Watson**

Role within Organisation: **Fundraising and Partnerships Manager**