

The City Bridge Trust

Bridging Divides: Application for a grant



About your organisation

Organisation Details

Name of your organisation: London Legal Support Trust	
If your organisation is part of a larger organisation, what is its name? London Legal Support Trust	
In which London Borough is your organisation based? City	
Contact person: Mr. Nezahat Cihan	Position: CEO
Website: http://www.londonlegalsupporttrust.org.uk	Social Media Accounts: @londonlegal
What Quality Marks does your organisation currently hold? We run a quality assurance system we call Centre of Excellence for specialist legal advice providers, we are a member of Fundraising Institute	

Legal Status

Legal status of organisation: Registered Charity			
Charity Number: 1101906	Company Number: 04930926	CIC Number:	Bencom Number:
When was your organisation established? 04/02/2004			
Aims of your organisation: The relief of poverty and distress among the residents of Greater London and Home Counties in any way that the trustees think fit, including, but not limited to, through the provision of financial and other support to charitable and other agencies that provide advice, casework and representation in respect of legal issues and The promotion of such other purposes being exclusively charitable according to the Law of England Wales as the Trustees may from time to time determine			

Main activities of your organisation:

To promote and encourage the legal profession to support charities in the legal sector
 To support and provide training and services that improve the quality and increase legal provision within the beneficial area

To make grants and to provide other forms of financial assistance or assistance in kind, including loans (with or without interest)

To establish and support any charitable body formed for all or any of the Charitable Objectives

To raise funds or to invite and accept (or disclaim) gifts or loans of money and other property whatsoever real or personal and subject or not to any special charitable trust or any condition PROVIDED in raising funds the charity may not undertake any non-charitable trading

To conduct or promote the conduct of any research and publish knowledge acquired as a result of the research

To write, make, commission, print and publish or distribute written materials, films, audio or visual tapes or other materials or assist in such activities

Your Staff & Volunteers

Full-time:	Part-time:	Trustee/Board members:	Active volunteers:
3	1	13	10

Do you have a Safeguarding policy? **No**

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

Paid Staff
No

Volunteers
No

Trustees / Management Committee Members
No

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?
Rented	May 2020

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

We are based at the National Pro Bono Centre, a serviced office where all organisations share photocopier, printer, broadband etc. The centre has facilities for recycling and does not use any plastic/paper cups/plates.

As an organisation, we are almost paper free as we take our laptops and follow the meetings with the electronic documents.

For the trustees meetings, we always ask who needs to the paper copies of the documents and we only print them for those who have asked us to print.

All the information about the centre is included in our staff handbook and we cover these in our induction too.

Under our money saving scheme, we encourage the groups to use recycled goods i.e. files, computers etc. and recycle goods from the city firms to the voluntary sector. We send a newsletter to the organisations circulating second hand recycled goods such as office chairs, computers etc.

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:	£225,061	£164,500	£0
Earned income:	£939,859	£947,100	£0
Other income:	£2,080	£2,100	£0
Total income:	1,167,000	£1,113,700	£0
Charitable activity costs:	£927,510	£798,300	£0
Cost of raising funds:	£204,452	£205,000	£0
Other costs:	£105,219	£110,000	£0
Total expenditure:	£1,237,181	£1,113,300	£0
Free unrestricted reserves held at year end:	£137,720	£168,120	£0
What is your organisation's reserves policy?			
To ensure the Trust's ability to make grants where necessary and appropriate minimum reserves are held for LLST's own operations. If suitable grant or loan requests equal or exceed our unrestricted reserves LLST will only keep the unrestricted reserves needed to maintain LLST's operations for 6 months.			
For your most recent financial year, what % of your income was from statutory sources? 0%			

Organisational changes

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

A new CEO started in April 2018.

Grant Request

Which of the Trust's programmes and priority areas will your application deliver?
Connecting the Capital/Capacity building 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 assist individual agencies to identify where there may be threats to their sustainability and provide practical support so they can develop strategies to overcome those threats and develop opportunities

When will the funding be required? **01/10/2019**

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

City Bridge Trust?

Another funder? (if so which)

Yes

How much funding are you requesting?

Year 1:

£152,724

Year 2:

£154,097

Year 3:

£165,617

Year 4:

£0

Year 5:

£0

Total Requested: £472,438

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

More vulnerable people who cannot afford access to justice will access specialist legal advice and debt advice and have improved well-being by supporting current legal advice providers to keep their doors open

More legal advice providers will have diversified funding base, strengthen their resilience and maintain low cost overheads.

Better awareness of the social issues in the community requiring legal advice by end-users and more awareness of the issues affecting agencies providing legal advice services to disadvantaged groups

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

To increase number of COEx to 45 in Year 1, 50 in Year 2 and 55 in Year 3)

To provide grants to COExs, £350,000 (2019-20), £400,000 (2020/21) and 450,000 (2021/22).

To receive and review annual COEx self-assessment reports (45/year, 135/total)

To carry out 10 assessment visits every year (30/total)

To provide 6 learning/development opportunities per year to maximize income, increase effectiveness and raise awareness of the COEx scheme based on annual assessments of the COExs.

We will be providing specific trainings that are not provided by other training organisations such as Law Centres Network and Legal Aid Practitioners Group.

To broker further support for COEx and other specialist advice agencies

To roll out Money Saving Scheme pilot to all COEx and other agencies to save them money on overheads by negotiating discounted prices

To broker practical pro-bono support from law firms i.e. setting up pro-bono clinics, design/print etc.

You and your grant request

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

We apply for a grant of £472,438 over three years to support and provide grants to 360 legal advice organisations. 105 organisations will be our Centres of Excellence (COEx) and 255 other organisations will benefit from the knowledge, experience and money saving scheme that we will be running for our COEx. The funding includes salary cost (£121,204), direct project cost (£39,809) and overheads (£1,425), direct grants (£310,000). This funding will allow us to continue running our COEx scheme that ensures free specialist legal advice providers in London are stable and remain viable to continue providing vital services to disadvantaged people who need to access justice.

How will the project described achieve your stated outcomes?

1. By supporting current legal advice providers to keep their doors open, this project will enable them to continue providing targeted services for the vulnerable people who need help to access justice.
2. By providing COEx agencies assessment in the core areas of the organisation and feedback opportunities against good practice management criteria, we help them to see potential weak points including overreliance on one stream of income. A detailed risk assessment by a practitioner who understands the sector, enables the organisations to manage their risks and plan for the future. Additionally, we will run a money saving scheme that organisations sign up to save money on stationary, IT, printers etc. to reduce their overheads broker more support from law firms.
3. Our annual COEx self-assessment provides current and emerging issues that affect specialist advice providers. We raise these issues in all the platforms that we attend to increase awareness.

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

Trust for London's poverty profile found that 27% of Londoners were living in poverty after housing costs are taken into account. 700,000 London children live in poverty and 58 % Londoners live in poverty live in working families.

Since the drastic cuts introduced by Legal Aid, Sentencing and Punishment of Offenders Act 2012, 60% of advice agencies closed down. Local authorities who had previously provided grant funding for legal advice are no longer (or very few) give funding to advice agencies.

Our annual COEx assessment shows that 73% identified funding as the biggest risk faced followed by 63% being worried about the wellbeing of their staff as the increased demand on their services put tremendous pressure on the staff.

The aim of the COEx scheme is to provide a core support for sustainable free specialist legal advice agencies to help them become stable and remain viable in this difficult climate.

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

Based on our evaluation in 2019, LLST's COEx scheme will continue to provide funding and free management consultancy/training to specialist legal advice agencies. We carry out an assessment against a range of good practice indicators in the areas of:

- ? management and governance;
- ? risk, business planning/strategy;
- ? financial management;
- ? quality and compliance.

These are assessed by a sector specialist, who writes a report identifying strengths and areas for development. We ask the agencies to complete an annual self-assessment to reflect on their annual progress in each area and identify issues which need further development, supported through LLST where possible. LLST provides and/or brokers funding and other forms of support to enable the agency to reach or maintain COEx status. Additionally, based on our recent evaluation, we will develop our role as broker pro-bono support from law firms and roll out our pilot Money Saving Scheme pilot to all COEx.

Why are you the right organisation to do this work?

LLST is well positioned and well regarded within the legal sector in London through years of organising events that raise funding for legal advice. Between them LLST's staff have decades of experience in working with the voluntary legal advice sector and have deep understanding of issues that may affect the sector. LLST works with across all agencies including law centres, citizen's advice and other legal advice providers which are members of the main advice networks including, Advice UK, Citizens Advice, Law Centres Network as well as working closely with the networks themselves. LLST has built a trusted relationship with the legal advice providers over the years and this helps the organisations to approach LLST when they face a difficulty. LLST has excellent links with the city law firms and in-house legal departments and can coordinate emergency help (financial and pro bono help) when the agencies face a difficult situation.

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

LLST works across the legal advice providers in London whereas Citizens Advice works only with citizens advice and Law Centres Network with law centres. By bringing all the sector together, LLST enables the learning and experience to be shared by all the organisations rather than just the network members.

LLST works very closely with Law Centres Network through regular meetings in order not to duplicate the work. Similarly we have met with Legal Aid Practitioners Group (LAPG), Legal Action Group (LAG), Law Works to go through their training programmes to ensure there is no duplication. LLST provides customized practical training that is not provided by any of these agencies. Where the training is identified is provided by another agency, LLST works with the agency to make referrals. For example, we recently referred and subsidized 10 organisations to do a senior management training with LAPG rather than providing training ourselves.

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

Our programme is to support legal advice organisations that provide legal advice to disadvantaged people. Although we do not provide direct services to the disadvantaged people, our COEx assessment includes a quality part where we assess how organisations involve service users in design and delivery of their services.

As part of our annual COEx assessment, we encourage the organisations to send us two case studies and we use these case studies to create awareness of the issues that disadvantaged people face in our regular newsletters.

We publish articles in journals such as The Law Society, highlighting the issues that disadvantaged people face. We are a member of London Funders and work with other funders to raise issues that disadvantage people face through their meetings and networks.

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?

Through our COEx programme, we bring together law centres, citizen's advice, organisations such as Anti Trafficking and Labour Exploitation Unit (ATLEU), Just for Kids Law and Public Law Project that cover a range of services and target audiences between them. Through our annual assessment, we collect good practice emerging from our COEx and it is our intention to share these with other centres in a more formal way.

LLST's annual London Legal Walk is joined by over 13,000 walkers including Lord Chief Justice, the president of Supreme Court, Attorney General and other judiciary, barristers and solicitors. We send out weekly newsletters that contain case studies from our COEx to raise both awareness of the legal issues that disadvantaged people face and the support needs of the organisations that provide services to the disadvantaged people.

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?

The Legal Aid, Sentencing and Punishment of Offenders Act (LASPO) took employment law, immigration law, and private family law (unless there is DV); welfare benefits, debt, housing work unless threatened with homelessness, and restricted the means test. LASPO also removed the concept of early legal advice in the areas of law left within scope of Legal Aid. The cuts in legal aid did not only cause the closure of law centres but also many law firms stopped providing legal aid work. This has increased demand on existing service providers who are under tremendous pressure. Our COEX are specialist legal advice centres that deal with high level representation and appeals. But some of them have diverse funding that allows them to see people at an early stage.

Our COEx program focusses on supporting these organisations to continue providing their services for both early help and acute issues.

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

We work very closely with specialist legal advice providers as our main target groups.

We will work with other legal advice providers who are not COEx to share our Money Saving Scheme and lessons learnt.

We will work very closely with Law Centres Network (LCN), Legal Aid Practitioners Group (LAPG), citizens Advice (CA) and Advice UK to avoid duplication and use the opportunities they provide for our COEx.

We will work very closely with London Funders and highlight the issues that our COEx face in their meetings/networks to create awareness of such issues and develop joint approaches to respond unmet needs in London.

We will work very closely with the city law firms and other corporate organisations to bring in kind support (pro bono and recycled goods).

We will work with legal press i.e. Law society journal to raise awareness of the need for legal advice.

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?

Our programme is an organizational development programme that works with specialist legal advice providers in London. Our current COEx organisations provided services to 136,493 people in London in 2018. Most of our COEx have holistic services i.e. legal advice, mental health support (counselling) etc. that help people to manage their multiple complex needs. Their target group will have combination of people who are surviving, coping, adapting and thriving.

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

Our recycling of goods (furniture, stationary, arch files etc.) will help reducing environmental footprint. In our one to one or group meetings with our COEx, we encourage paper free meetings, taking our laptops with us to refer any information needed.

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
Salaries	78,442	80,795	84,219	0	0	242,456
Consultants	10,800	11,124	11,458	0	0	33,882
Training	3,600	3,708	3,819	0	0	11,127
Volunteers	300	309	318	0	0	927
Publicity material	600	200	0	0	0	800
Overheads	16,600	17,098	17,611	0	0	51,309
TOTAL:	460,342	513,234	566,425	0	0	1,540,001

What income has already been raised?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
London Legal Support Trust	307,618	359,137	400,808	0	0	1,067,563
TOTAL:	0	0	0	0	0	0

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
TOTAL:	0	0	0	0	0	0

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Salaries	39,213	40,389	41,601	0	0	121,204
Consultants	10,800	11,124	11,458	0	0	33,382
Training	1,800	1,854	1,910	0	0	5,564
Volunteers	150	155	159	0	0	464
Publicity	300	100	0	0	0	400
Grant making	100,000	100,000	110,000	0	0	310,000
Overheads	461	475	489	0	0	1,425
TOTAL:	152,724	154,097	165,617	0	0	472,438

Who will benefit?

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

140,000

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?

No - open to everyone

This project will specifically work with the following age groups:

This project will specifically work with the following gender groups:

This project will specifically work with the following ethnic groups:

If Other ethnic group, please give details:

This project will specifically work with Deaf and disabled people:

No

This project will specifically work with LGBTQI groups:

No

This project will specifically work with other groups or communities:
This project will work with organisations that work with all the groups specified above

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

We have been providing services under this project for over four years. We have 15 years' experience of working with specialist legal advice providers and our staff members have expertise of the specialist legal advice sector in London.

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

No

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

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

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: **Nezahat Cihan**

Role within **CEO**
Organisation: