

The City Bridge Trust

Bridging Divides: Application for a grant



About your organisation

Organisation Details

Name of your organisation: THE FRENCH PROTESTANT CHURCH OF LONDON	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Westminster	
Contact person: Mrs Benedicte Fougier	Position: Vice-President of the Consistory
Website: http://www.egliseprotestantelondres.org.uk/en/	Social Media Accounts: https://www.facebook.com/egliseSoho
What Quality Marks does your organisation currently hold?	

Legal Status

Legal status of organisation: Registered Charity			
Charity Number: 1070623	Company Number:	CIC Number:	Bencom Number:
When was your organisation established? 24/07/1950			
Aims of your organisation: The French Protestant church is the last descendant of the 48 Huguenot churches which existed in England in the 18th century. Its aims directly relate to its early roots of being a community of refugees fleeing persecutions and are threefold: 1- to promote, since its foundation by Edouard VI in 1550, Christian faith to the diverse and ever-changing French speaking community of Reformed tradition. 2- to be one of the cultural landmarks of central London in: - opening the stunning Grade II* premises to a large public for concerts, conferences, art exhibitions, theatre performances and workshops; - affirming its role as Huguenot centre in building on its unique collection of rare books and archives dating back from the 16th century; 3- to do charitable work at two levels: by financially supporting charities we have strong links with to allow vulnerable people, London based, to access relief more easily and by helping directly members of our community in need.			

Main activities of your organisation:

1- Providing a spiritual place for everyone to find peace, contemplation and reflection with a strong focus on the French speaking community (mostly French national or African francophones), its new-comers, young students or professionals to facilitate their integration and wellbeing. Other churches, like Malagasies, regularly use the place.

2- Conservation and diffusion of our unique heritage to make it widely known and accessible: offering free resources on our bilingual website; widening our outreach through open days with self-guided leaflet (see Open House 2018); hosting conferences, concerts, theatre performances; opening the Library to researchers and tailored visits; Increasing the awareness of the Huguenot heritage in collaboration with the Huguenot Museum, Huguenot Society, Huguenot of Spitalfields...

3- Helping a wide range of charities such as the French Clinic, Notre Dame Refugee Centre, Shelter, Refugee council and sustaining active links with charities we support, such as Jonas Foundation's youth choir which takes part in services. Collections of clothes and toiletry are regularly organised.

Your Staff & Volunteers

Full-time:	Part-time:	Trustee/Board members:	Active volunteers:
1	0	10	11
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?
Owned	

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

The Church is committed to improve its overall sustainability within the constraints of the existing building.

In the past year, we have mainly focused our efforts on:

- reducing the consumption of paper by switching to online communication and soft copies when possible. Newsletters, invitations ? are now exclusively sent by email as all events are advertised directly on our website and/or social media;
- improving our recycling imprint by introducing new recycling bins with clear labels in our facilities;
- strongly encouraging our volunteers and members to use public transport to access our location.

The refurbishment proposal strongly focuses on reducing our environmental footprint by switching to LED light fittings, replacing boiler and radiators by new more efficient ones and improving the thermal insulation of the premises.

We are planning to apply for a free eco-audit via City Bridge Trust following completion of the redevelopment.

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	31/12/2018	31/12/2019
Grants & donations:	£443,467	£309,882	£342,400
Earned income:	£5,727	£5,970	£2,000
Other income:	£6,499	£5,000	£5,000
Total income:	455,693	£320,852	£349,400
Charitable activity costs:	£15,783	£2,022	£6,000
Cost of raising funds:	£2,810	£1,200	£1,500
Other costs:	£108,237	£232,658	£829,300
Total expenditure:	£126,830	£235,880	£836,800
Free unrestricted reserves held at year end:	£604,969	£689,941	£202,541

What is your organisation's reserves policy?

The Trustees maintain unrestricted reserves for a minimum of one to a maximum of three years? budgeted expenditure (£120k - £360k).

The amount of the Church's reserves were £222k at market value on 31 December 2017.

For your most recent financial year, what % f of your income was from statutory sources?
0%

Organisational changes

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

N/A

Grant Request

Which of the Trust's programmes and priority areas will your application deliver?
Connecting the Capital/Access Improvements to community buildings

Which of the programme outcome(s) does your application aim to achieve?
**Connecting the Capital/Local communities have better, more sustainable, assets (financial, physical, environmental)
Connecting the Capital/Londoners experiencing inequality or disadvantage have greater wellbeing and independence through improved access to arts, sports and other community facilities and services**

Please describe the purpose of your funding request in one sentence.
Ensuring the redevelopment of our unique Grade II* heritage building is accessible and inclusive to the community providing an enriching experience of the building, its history, future services and events.

When will the funding be required? **01/04/2019**

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)

No

How much funding are you requesting?

Year 1:	Year 2:	Year 3:	Year 4:	Year 5:
£91,550	£6,550	£0	£0	£0

Total Requested: £98,500

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

Achieving independent access for disabled people to the Grade II* building: allowing people to move easily and safely into the building and have equal use facilities as well as to visit the space during open days, historical visits or come to concerts, conferences or simply shelter from noise and stress.

Welcoming in our newly renovated basement's rooms all people regardless of disabilities or impairments:

* Increasing the use of the space for community events, charitable activities, art or musical rehearsals and workshops as well as commercial hire;

* providing an environment that is in line with Equality Act legislation.

Improved experience for people with sensory impairment: allowing people with a hearing loss to participate fully during conferences, cultural activities via an effective hearing loop system and people with a visual impairment to have an improved experience by providing large print label books.

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

Providing step free access to the main historical space of the Grade II* building and basement to improve visitor journey (by forming a new sloped route through the side entrance, modifying the doors for automated ones, installing a lift and providing a clear signage of the accessible side entrance)

Providing accessible WC facilities to support wheelchair users and people with impaired mobility, by installing a new wheelchair accessible WC at basement level and a new ambulant WC at ground level

Installation of a hearing loop system suitable for the church and basement spaces, by:

- in year 1, engaging a company to assess suitable hearing loop system to link to PA system and basement space;
- in year 2, installing the hearing loop system.

You and your grant request

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

The grant will enable us to implement the recommendations of the Access Audit completed by a NRAC consultant (04/2018) during the redevelopment of our Grade II* building. It will allow everyone, including older people and people with disabilities, to visit our premises and create equal and non-discriminatory opportunities to experience the heritage, history and range of events offered (arts, education, charity activities...). We aim to achieve independent access for people with physical, sensory and cognitive impairments.

This is part of a comprehensive project to redevelop the outdated premises including the basement space (236 sqm) costed at £796,000 of which £118,100 concern the accessibility.

A team of volunteers has raised to date £665,000. Those funds will finance the redevelopment as well as conservation works on the Library and Archives (£150,000) and have financed maintenance works on roofs, windows and stained glass (£214,000). The project's shortfall stands at £145,000. See detailed project.

How will the project described achieve your stated outcomes?

Providing step free access through public areas, safer stepped access and new accessible facilities to develop the place as a space where people of all abilities feel welcome and have an improved visitor experience.

A sloped entrance will be formed, complemented by automated doors, and will be leading to the side lobby, where the visitor will be able either to visit the main space of the church (already largely accessible) or use the basement's renovated spaces thanks to a newly installed lift.

The change in level within the basement will be overcome by a front and back lift's opening allowing direct access to the different levels.

Staircases will be rebuilt to provide safer access and meet design guidance. New wheelchair accessible WC (basement level) and ambulant accessible WC (ground floor) will be created. The redecoration will follow current design guidance regarding colour and contrast and include updated signage and wayfinding.

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

From direct feedback of members of our own community and especially older people who are unable to use the steep staircase and therefore unable to participate in events taking place in the basement. To a lesser extent, it is also a limitation for families with young children. We don't have direct feedback from wheelchair user of the community space as they are unable to visit it.

From discussions with potential users of the basement (charities, associations as well as commercial companies) which highlight the lack of disabled facilities as a major obstacle for a regular use and hire of the building spaces.

From direct observation, most recently during Open house London 2018 during which people in wheelchair struggled to access the building.

From the Access Audit report conclusions (see report attached).

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

The Charity governing body has designated a steering group to manage the project and sign off the budget at different stages. The group is also in charge of fundraising- works closely with the architects Caroe Architecture Ltd- which have been appointed in September 2017.

The architects continue to work on the development incorporating the access audit recommendations in close cooperation with the access consultant.

A quantity surveyor has been appointed (DR Nolan), who is experienced in funding management and managing budgets holistically.

A programme and schedule of works have been produced. Stage 1, 2 & 3 have been completed. The team is working towards Stage 4 and the issue of tender documentation in early 2019.

The length of construction period is estimated as 6 to 8 months and works are planned to start in April 2019.

Costs plan and schedule are regularly reviewed in monthly meetings of the steering group.

Why are you the right organisation to do this work?

We strongly believe that our unique heritage and central location, well served by public transport, are unique assets to:

- help individuals, communities -including our own- and charities strengthening their resilience and protecting them against changes in their financial situation, by providing to local charities rooms to host their activities at no cost;
- engage with and serve the larger French speaking community in London, in the context of Brexit, to ensure that they benefit from our presence and facilities to find peace, friendship, emotional support and a sense of belonging: providing rooms at discounted rates to French speaking charities aiming to make a difference in individual's wellbeing through arts, culture or music;
- Increase awareness of the contribution of the Huguenot refugees to British arts, history and culture and benefiting to the largest possible audience by extending our opening hours and our cultural program on offer.

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

- French community: most cultural facilities targeted at French speakers are in west London (mostly South Kensington with the Institut Français, Médiathèque?), far from the French speakers who have chosen to settle in central or north London following the opening of the CFBL (French secondary in Kentish town, the Lycée international Winston Churchill in Wembley or the Ecole Jeannine Manuel next to the British Museum);
- Opening to charities: NCVO has repeatedly warned of increased financial pressure on small and medium sized charities and the use of our premises at no cost could be a huge financial relief for charities we will be partner with, as for example, the Refugee Centre in Leicester square which is unable to expand despite strong demand for more creative activities such as drama;
- Cultural events: we are in a unique position of being able to reach both French and English speakers.

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

From start, organisations and communities have been associated to the different stages and goals of our project guarantying their backing and future involvement. We have invited members of our community and charities we are working closely with (including the the Refugee Centre in Leicester square) to voice their views and have taken their comments on board.

The accessibility aspect has been carefully developed in building on the Access Audit and through access consultancy. We have had regular contacts with the Access & Sustainability Advisory Service at the Centre for Accessible Environments. An access advisor came to visit the premises and to feedback on the steps to ensure that the building access is assessed by a suitable access consultant.

We are strongly committed to ensure the widest range of access and to address the needs of people with sensory and cognitive impairments by improving signs, lighting, sound systems and decorative schemes.

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?

Early in the project, the community ? which members include vulnerable people, amongst which unemployed or older people- has been consulted through a survey to develop the vision. Their engagement in the decision process is ensured through direct contribution of community?s members to the management team.

The other stakeholders which have been identified (local charities, Huguenots? organisations, French associations ?) are kept informed and involved through regular meetings and feedback. They have been invited to visit the premises and asked to comment on our project.

Two specific programs we are working on specifically aim at helping vulnerable people :

- building the well-being and integration of refugees by hosting in our renovated premises workshops, group activities and/or support cafés;
- developing the church as a privileged place to find spiritual guidance, peace and reflection in targeting French new-comers, young people and over 65yo, more vulnerable to loneliness and social exclusion.

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 Access Audit has identified acute needs: as it stands, the building has a total lack of step free access to the premises and the two lower basement levels, as well as minor threshold changes in level within each floor.

Existing stairs and steps throughout are lacking by modern standards and in some areas considered unsafe for the intended users.

There are no wheelchair accessible WC?s or ambulant accessible WC?s within the premises.

Overall the premises are inaccessible.

Of the 29 recommendations of the Access Audit, 24 have been identified as crucial (priority 1), that is 83%.

On the 24 priority 1 recommendations, half are short term ones (S1).

Those constraints prevent us to widely open the building or welcome disable people for our historical visits, tours or events. They also restrict access for members of our own community to attend public or community events hosted in the basement.

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

The steering group reports monthly to the governing body of the charity, quarterly to the trustees of the French Huguenot Church of London Charitable Trust and formally to the community on an annual basis (more often informally).

The funders are informed of the project through specific newsletters and engagement events.

Stakeholders and potential users of the renovated spaces will be associated throughout the delivery phase through small group meetings and web-based engagement.

Project management done by the steering group in close collaboration with Caroe Architecture Ltd, Nolan's quantity surveyor and the building team which will be chosen after the tender process.

New part-time staff in charge of Outreach work and Event management hired at the end of the project.

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 target groups may be at different stages of their journey:

- Refugees, from coping to adapting & thriving, regarding of their own personal story: our aim is to help future visitors to move on in their life, often from a desperate and destitute base. The planned weekly Drop-In cafe will enable visitors to socialise, enjoy hot and cold food and beverages, and receive travel reimbursement if they are destitute. The activities which build visitors' skills are more orientated towards adapting and thriving, especially creative activities, like art group. Advanced planning with Notre Dame Refugee Centre is underway to allow them to expand in our refurbished basement (letter explaining this project attached);
- Own/French speaking community and Huguenots, adapting & thriving: expanding our cultural program on offer and developing the place as an open, collaborative, welcoming and inclusive location to help people building their well-being.

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

- Efficient LED light fittings will be installed throughout the renovated spaces;
- The existing boiler is to be replaced with a new, more efficient boiler which will serve the new basement heating and the existing ground floor heating of the church (including its historic radiators). New radiators and pipe work will be installed throughout the basement, reducing heat wastage.
- Windows in poor condition will be removed and replaced with new double-glazed units with hardwood painted timber frames. Blinds and curtains will be added, improving further thermal insulation.
- Existing failing wall linings resulting in dampness are to be replaced by new robust wall linings with new radiators and appropriate and efficient mechanical ventilation system.
- The associated management plan, and improved access to the service controls and ducts will enable appropriate maintenance to be carried out in future, ensuring the new systems run effectively.

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
Providing a new accessible entrance through the side lobby and a step free access to the main space	10,900	0	0	0	0	0
Installing a fully enclosed three stop through car platform lift which will allow mobility impaired people to use the basement's rooms with secondary power supply to new lift (including fire risk assessment cost)	58,000	0	0	0	0	0
Provision of a new wheelchair accessible toilet at basement level and a new ambulant accessible WC at ground level	12,000	0	0	0	0	0
Removing minor changes in level in the basement and rebuilding stairs and staircase to current guidance including contrasting step nosings and handrails	7,300	0	0	0	0	0
Providing small portable ramps for access to the Library and the Sanctuary	0	650	0	0	0	0
Provision of one evacuation device capable of going upstairs, visual alarm beacons to all toilets to ensure deaf people are alerted and an emergency evacuation plans to meet the needs of disabled people	0	6,200	0	0	0	0
Providing a new induction loop system and alternative formats for Interpretation displays, to include large print, audio and braille and provision of accessibility related information within a new section of the website	0	6,500	0	0	0	0
Providing new wayfinding signage scheme taking account of the new routes (Including evacuation) and facilities available	0	3,200	0	0	0	0
Allowance for power and lighting, hot and cold water and ventilation etc. attributable to disabled WC and accessible corridor areas	13,350	0	0	0	0	0
TOTAL:	101,550	16,550	0	0	0	0

What income has already been raised?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
French Huguenot Church of London Charitable Trust	15,000	0	0	0	0	0
TOTAL:	15,000	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
Installing a fully enclosed three stop though car platform lift which will allow mobility impaired people to use the basement's rooms with secondary power supply to new lift (excluding fire risk assesment cost)	55,500	0	0	0	0	0
Providing a new accessible entrance through the side lobby and a step free access to the main space	10,900	0	0	0	0	0
Provision of a new wheelchair accessible toilet at basement level and a new ambulant accesible WC at ground level	12,000	0	0	0	0	0
Provide section of kitchen designed as either ?shared refreshment facillties? or based on wheelchair accessible guidance	500	0	0	0	0	0
Providing a new Induction loop system to the existng PA system	0	2,000	0	0	0	0
Providing two portable ramps for access to the Library and the Sanctuary	0	650	0	0	0	0
Providing new wayfinding signage scheme taking account of the new routes (Including evacuation) and facillties available	0	3,200	0	0	0	0
Providing visual alarm beacons to all toilets to ensure deaf people are alerted	0	700	0	0	0	0
Add allowance for power and lighting, hot and cold water and ventilation etc. attributable to disabled WC and accessible corridor areas	13,350	0	0	0	0	0
TOTAL:	91,950	6,550	0	0	0	0

Who will benefit?

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

18,374

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:

0-15/16-24/25-44/45-64/65-74/75 and over

This project will specifically work with the following gender groups:

Male

Female

This project will specifically work with the following ethnic groups:

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

Mixed / Multiple ethnic groups

White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Any other White background)

Refugees and asylum seekers

If Other ethnic group, please give details:

Francophone Africans

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:
French speaking londonners Including francophone Africans.

How will you target the groups/communities you have identified? What is your expertise in providing services for these groups?
Through French speaking newspapers in London, web-based engagement, community events, specific newsletters...

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: **Benedicte Fougler**

Role within **Vice-President of the Consistory**
Organisation: