

The City Bridge Trust

Bridging Divides: Application for a grant



About your organisation

Organisation Details

Name of your organisation: St Clement and St James Community Development Project	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Kensington & Chelsea	
Contact person: Ms Fiona Naismith	Position: Fundraising Manager
Website: http://www.clementjames.org	Social Media Accounts:
What Quality Marks does your organisation currently hold? Matrix Advice & Guidance quality standard and our Adult Learning programme is assessed by Ofsted (through RBKC). QISS (Quality in Study Support) Accredited and Mentoring and Befriending Foundation Accreditation.	

Legal Status

Legal status of organisation: Registered Charity			
Charity Number: 1009253	Company Number:	CIC Number:	Bencom Number:
When was your organisation established? 05/01/1982			
Aims of your organisation: We are a grass-roots community project providing a range of direct services to local people. Our objectives are: -To advance the education of local people -To relieve poverty among local people -To provide and assist in the provision of facilities for the recreation and social welfare of local people in need -To promote community cohesion through a varied menu of pastoral and academic activities Within these objectives, our principal priorities are the advancement of education and the relief of poverty. We aim to achieve these objectives through the provision of carefully-researched, high quality and innovative services sustained over the long-term.			

Main activities of your organisation:

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most deprived areas. We do this through four key programmes:

- ? Employment Support - Helping people to gain meaningful and sustainable employment. We offer tailored advice and support, mentoring and work skills activities.
- ? Young People's Education - Helping young people to learn, flourish and achieve their potential. We provide academic support, mentoring, intensive literacy and numeracy support and aspirational activities.
- ? Adult Learning - Supporting adults to improve their English, Maths and ICT skills. We offer a wide range of accredited Functional Skills courses and intensive literacy and numeracy support.
- ? Wellbeing & Support - Empowering people to overcome barriers and challenges and to engage with their own wellbeing. We do this through the provision of Information, Advice

Your Staff & Volunteers

Full-time:	Part-time:	Trustee/Board members:	Active volunteers:
27	6	10	100

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
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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	25

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

We have recycling bins in all our public spaces and all our staff offices. All staff have been trained on how to recycle effectively and what can and can't be recycled. We have recently made refurbishments to some areas of our site and have installed motion sensors light switches where possible.

Finance Details

Organisation Finances

	Year of most recent audited / examined accounts	Current financial year forecast	Next financial year budget
End of financial year date	31/08/2018	31/08/2019	
Grants & donations:	£1,020,620	£1,028,562	£0
Earned income:	£16,687	£0	£0
Other income:	£246	£11,200	£0
Total income:	1,037,553	£1,039,762	£0
Charitable activity costs:	£927,181	£1,002,794	£0
Cost of raising funds:	£36,244	£36,968	£0
Other costs:	£0	£0	£0
Total expenditure:	£963,425	£1,039,762	£0
Free unrestricted reserves held at year end:	£517,591	£517,591	£517,591

What is your organisation's reserves policy?

The trustees have reviewed the charity's need for reserves, particularly in the current financial climate, and consider that it is appropriate to seek to set aside free reserves to cover up to six months' running costs. The purpose of the charity's free reserves is to provide the charity with the means to counter possible risks to continued operation in the event of a lack of funding in the short term or meet unexpected opportunities which cannot be funded out of normal operating income.

In addition to providing the financial security necessary for the continued growth of the charity.

For your most recent financial year, what % of your income was from statutory sources?
11-20%

Organisational changes

Describe any significant organisational changes 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? Positive Transitions/Migrants & refugees				
Which of the programme outcome(s) does your application aim to achieve?				
Please describe the purpose of your funding request in one sentence. To part fund our Adult Learning Programme providing ESOL, basic skills, and advice and guidance to local, disadvantaged adults with English as a second language.				
When will the funding be required? 03/06/2019				
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:	Year 2:	Year 3:	Year 4:	Year 5:
£46,968	£48,142	£0	£0	£0
Total Requested: £95,110				

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

96 people will achieve ESOL accreditation, improving English language skills, and their confidence in accessing the wider community and services. 70 will receive extra support, or Information, Advice and Guidance, allowing them to overcome language barriers, and use the wider services on offer.
93% of learners will meet individual learning targets, Improving English language skills, Improving confidence, and become more able to access the wider community and services.
At least 90% will move onto a higher level language course, or training (at ClementJames or elsewhere), or progress into employment.

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

9 x non-accredited daytime & evening ESOL courses from beginners to Level 2. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre.
11 x EdExcel Accredited English daytime and evening courses, from Entry 1 to Level 2. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre.

You and your grant request

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

We're applying to The City Bridge Trust for funding towards our Adult Learning Programme for disadvantaged learners. Year on year we consistently meet our Adult Learning targets, both in terms of numbers of students enrolled and the outcomes achieved for each course. Over the past three years, 96% of students achieved their learning outcomes. The number of courses that we have delivered has steadily increased over the years as the organisation has grown to meet the demand in the local community. We make sure to deliver courses at all levels, reaching the many underrepresented learners locally who have been out of learning for a long-time or have no previous experience of formal learning. This included courses specifically for the large domestic worker community in North Kensington.

How will the project described achieve your stated outcomes?

ClementJames has a strong record of attracting a diverse range of hard-to-reach learners and achieving excellent results ? year on year an average of 90% of our adult learners pass their exams and achieve their accreditation. Students are thoroughly assessed to ensure that they are placed appropriately, and each has an individual learning plan. The Adult Learning team meet regularly to ensure paperwork is up-to-date, that students are on track to achieve their targets and set best practice. The Adult learning team produces a Self-Assessment Report, reflecting on the previous year's achievements and setting targets for the year ahead. Senior managers, peer tutors, external providers and Ofsted regularly observe classes. Last year, all tutors received outstanding or good in their Ofsted observations.

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

The ClementJames Centre is located in the North of Kensington and Chelsea, one of London's most polarised boroughs. 76% of residents of the Notting Dale Ward, where the ClementJames Centre is located, suffer from at least one form of deprivation, such as inadequate or overcrowded housing, poor health, social isolation and low-income. Tragically, such disadvantage contributes towards the shocking 16-year difference in life expectancy between the north and the south of the borough. Furthermore, in North Kensington, there are over 1,800 households where no occupant speaks English as their main language, and over 1,400 residents speak very little to no English. Due to limited English language skills, many local adults are struggling to interact with their community, their children's school, or the doctor, and feel isolated or dependent on others.

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

We will provide a range of adult learning provision per week, including:

9 x non-accredited daytime & evening ESOL courses from beginners to Level 2. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre

11 x EdExcel Accredited English daytime and evening courses, from Entry 1 to Level 2. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre

Why are you the right organisation to do this work?

The ClementJames Centre is an award-winning charity that empowers the community to release its potential through education, employment and wellbeing support in one of London's most deprived areas. We achieve this through four key programmes: Employment Support, Young People's Education, Adult Learning and Wellbeing & Support. Our four programmes work together holistically to ensure that local people have the best opportunity to achieve their potential.

We take into account clients' long-term aspirations. Some of our students, especially from difficult situations, require the individualised pastoral support we provide to increase their confidence and aspiration. Our classes have a high staff to student ratio, allowing individual attention and well-tailored provision. Our range of high-quality English classes with embedded I.T. and numeracy improve opportunities to enter further education or paid work. The majority of our courses are accredited and students can progress through different levels or to our Employment Programme.

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

There are many language providers locally; however, they predominantly offer classes at high levels. Furthermore, local colleges assume a basic level of English and do not offer Pre-Entry English courses. Our English Language programme has been designed to fill the gap and support some of the 1400 local people with little to no English. In addition, many of the people we support have never been in a formal education environment, or have had difficult experiences in education, as one of our users said: "academically I used to find it hard to concentrate because when I was younger bombs often used to drop on the school and being in classes reminded me of this". As a result, many of the local education centres can be an intimidating and frightening place for local people. We offer both accredited and non-accredited courses at a range of levels in a non-threatening, appealing community setting.

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

Learners are invited to cross-borough student voice opportunities and our student forum has been instrumental in advising on the content of courses, learning materials and site development. In addition, we have developed a comprehensive monitoring process to track students' progress and evaluate the impact of the programme. All students complete baseline and end evaluation forms at the beginning and end of every term to assess their progress. Evaluation forms consist of both quantitative and qualitative questions and enable participants to contribute to the shaping of provision by providing feedback on what has been particularly successful and highlighting areas we could develop. Responses are then analysed by the staff team, enabling them to identify any changes that need to be made in light of the feedback received.

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 Centre has been supporting people in Kensington and Chelsea for over three decades, including many domestic workers. Life in London for someone unable to speak the language can be frighteningly isolating, as one of our users said: 'it is like being deaf and dumb'. Isolation for domestic workers is often compounded by their rigorous workload and lack of clearly defined hours. Over the years, we have adapted our services in order to best support isolated and vulnerable groups. From our experience, and through consultation with ClementJames users, we learnt that employers were more likely to give domestic workers time off to attend educational classes. However, most courses in the local area happen midweek making them impossible for domestic workers to attend. As a result, the centre has designed a series of courses specifically designed to target and support domestic workers at a time best suited to them - Sundays.

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?

Our project meets an already identifiable need - local people who can't speak English.

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

The ClementJames Centre Adult Learning team works closely with the programme teams at ClementJames. For example, if we notice that a student needs extra help we can refer them to a member of our Numeracy and Literacy Team for tailored one-to-one support. Students who attend our Adult Learning courses also have access to our Wellbeing and Support and Employment Support programmes. Many of the people we work with are vulnerable and isolated, consequently users sometimes disclose issues of a sensitive and delicate nature to staff. We have a trained Safeguarding Manager on site who advises staff on the best course of action to take following a disclosure. Consequently, staff may be required to liaise with Social Services if they believe the disclosure to be serious enough.

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?

We aim to help the most vulnerable in our community, as a result, many of the people who attend our English language classes speak little to no English and would fit into the 'Surviving' stage. However, our Adult Learning Programme provides language classes at all levels, enabling local people to develop the skills necessary to release their potential. Students can progress through our various courses and gain the English, maths and ICT skills necessary to dramatically improve their employability. Coupled with our in-house Employment Support Programme, local people can access support at The ClementJames Centre that can help them to thrive.

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

We recognise the importance of reducing our carbon footprint and take steps to do this. All staff are trained how to effectively recycle and the importance of being mindful of energy consumption. Staff encourage students to be mindful of recycling and to keep any printouts and resources they have been given. Furthermore, we hope that by improving our students' English language they will be able to read and understand recycling instructions.

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
Employment costs (incl. management contribution)	146,155	149,809	153,529	157,317	161,175	767,985
Direct project costs	12,814	12,814	12,814	12,814	12,814	64,070
Contribution to premises and support costs	15,664	15,664	15,664	15,664	15,664	78,320

TOTAL:	174,633	178,287	182,007	185,795	189,65	910,375
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Calleva	2,500	0	0			2,500
TOTAL:	2,500	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
RBKC Adult and Community Learning (previous funder)	125,165	0	0	0	0	125,165

TOTAL:	125,165	0	0	0	0	0
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How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Cost of Adult Learning tutors	46,968	48,142	0	0	0	95,110

TOTAL:	46,968	48,142	0	0	0	0
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Who will benefit?

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

148

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

**Kensington & Chelsea
Hammersmith & Fulham
Westminster**

Does this project specifically target any groups or communities?

No - open to everyone

This project will specifically work with the following age groups:

16-24/25-44/45-64/65-74

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:

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

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: **Leo Reid**

Role within **Senior Fundraising Officer**
Organisation: