

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Volunteer Centre Kensington &amp; Chelsea</b>	
If your organisation is part of a larger organisation, what is its name? <b>N/a</b>	
In which London Borough is your organisation based? <b>Kensington &amp; Chelsea</b>	
Contact person: <b>Mr Andrew Croxford</b>	Position: <b>Deputy Chief Executive</b>
Website: <b>http://www.voluntarywork.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1076392</b>
When was your organisation established? <b>05/07/1999</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Resettlement and Rehabilitation of Offenders</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More ex-offenders successfully and sustainably resettled in the community and re-offending rates reduced</b> <b>More offenders and ex-offenders receiving help and support to improve their mental health</b>
Please describe the purpose of your funding request in one sentence. <b>InsideOut provides the link between an offender's release from prison and life in the community through volunteering, training and work placement opportunities that reduce re-offending.</b>
When will the funding be required? <b>15/01/2015</b>
How much funding are you requesting? Year 1: <b>£43,000</b> Year 2: <b>£41,500</b> Year 3: <b>£39,000</b> <b>Total: £123,500</b>

**Aims of your organisation:**

The Volunteer Centre promotes volunteering and the opportunities it offers to engage in the local community, meet new people, learn new skills, find employment and new careers. The Centre acts as an infrastructure organisation to local charities and community groups to boost the recruitment, management and good practice around volunteers and volunteering

In order to meet these aims we support residents of Kensington & Chelsea find volunteer opportunities that meet their needs. We actively recruit volunteers from disadvantaged and marginalised groups and communities and support match them with volunteering opportunities that will help build their hard and soft skills. We support local charities and community organisations to advertise, recruit and manage volunteers. We also actively support small, emerging community groups who might find it difficult to access mainstream services.

We aim to address social exclusion and our vision is to ensure that volunteering is accessible to everyone and enriches the lives of both volunteers and their local communities.

**Main activities of your organisation:**

The core service engages annually with over with over 3,500 volunteers and over 350 local organisations of all sizes and we also deliver five specialist programmes: InsideOut (the subject of this application) supports prisoners due for imminent release and local resident ex-offenders. New Opportunities engages unemployed people, those on low pay/hours and those wishing to gain new qualifications through volunteering and training. Stepping Stones promotes access and inclusion for disabled people and those with mental health issues to volunteer in the local community. The K&C Ambassadors programme engages 150 local residents as volunteers working on events such as the Notting Hill Carnival and concerts. This project targets both young unemployed people 17 to 25 years of age, and older people who have retired. We encourage intergenerational, cross cultural and social backgrounds teams to work together. Our Corporate community involvement and volunteering programme develops partnership opportunities with companies working with organisations. This project includes mentoring, training and placements for local residents.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>6</b>	<b>2</b>	<b>7</b>	<b>85</b>

**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?
<b>Leased</b>	<b>Annual (rolling) lease</b>

## Summary of grant request

InsideOut will provide volunteering and development placements for serving offenders and ex-offenders as a route into employment. Volunteering through InsideOut allows participants to show their commitment to change. Participants learn skills, make a successful transition into the community and rates of reoffending drastically reduce with safer communities for all. Skills learned will include landscape gardening, building and DIY, catering, administration and web design.

InsideOut produces results with offenders across a broad spectrum of offences. An individual's conviction is not generally a barrier to involvement. But 95% of our participants are 30 years + and increasing (25%) with "older" prisoners over 50 years. Research highlights the lack of transition services and support for prison leavers and particularly and increasingly these older generations.

We will work with a range of agencies and organisations to deliver positive outcomes. This includes both HMP Brixton and Wormwood Scrubs, Probation and specialist agencies - substance abuse rehabilitation, health, training, legal and other advice.

Through its infrastructure work the Volunteer Centre has strong placement relationships with 350+ volunteer-involving organisations in Kensington & Chelsea and the surrounding areas. Over the life of the programme we have developed strong relationships with over 20 local voluntary organisations, 3 training organisations and over 6 commercial employers with whom we place clients. We will expand this number over the programme period.

Nine out of ten prisoners have mental health problems and about 8% have psychosis. Many offenders have a combination of mental health problems, substance misuse, personality disorder and learning difficulties. 72% of male and 70% of female prisoners have two or more mental health disorders and many attempt suicide/self-harm. Less than one-third of released prisoners have a job or a place in training or education on leaving prison.

InsideOut support continues 'through the gates' including in employment. Additional support older and those with mental health will include working closely with mental health inreach and community mental health services. This will to enable ex-offenders to find employment and provide continued support after they have done so.

Over three years the project will deliver a minimum of 200 volunteer/work placements in local community organisations/companies with over 30% progressing into paid employment. We anticipate that 75% of participants will have mental health problems and will work with our partners to improve the diagnosis of individuals so that appropriate long term help can be secured. InsideOut is increasingly specialising in work with older prisoners and ex offenders -- a group increasingly recognised as being underserved. We will train at least 10 resettled ex-offenders and 10 other volunteers to work prisoners ahead of release.

The Volunteer Centre has 12 years experience of working with offenders in custody and ex-offenders in the community. We have significant experience of working with socially excluded communities including homeless, have mental health issues, physical disabilities, learning difficulties, alcohol and substance misuse issues and a lack of qualifications. The existing project has delivered outputs and outcomes against a DWP and Jobcentre Plus initiative for ex-offenders.

InsideOut will tackle the current high levels of re-offending amongst those released from custody among offenders with acute housing needs, problem drug use, poor levels of literacy and self-esteem with particular reference to older offenders. The clear objective of the project is to break the cycle of crime and prison with support at all stages and enable our users to turn their lives around.

InsideOut is establishing a Steering Group of stakeholders and users to guide and support the programme. This complements the consultation with users that has informed the development of the programme including the increased emphasis on addressing older people and those with mental health issues.

Do you have a Vulnerable Adults policy? **Yes**

What Quality Marks does your organisation currently hold?

- **Investing in Volunteers**
- **Investors in People - recently expired; resubmitting later this year**
- **PQASSO level 3 - also recently expired**

**We will also be applying for Matrix accreditation in early 2015**

### **Outputs and outcomes**

What are the main activities or outputs you want to deliver? Please include no more than 5. By activities or outputs we mean the services, products or facilities you plan to deliver. If you plan to deliver work over more than one year you should include activities over the full grant period requested. Try to be specific.

**Provide 200 volunteering/work and training opportunities and placements with local charities, commercial (for work placement) and education organisations for serving offenders and locally resident ex-offenders as a route into employment.**

**Work in partnership with a network of specialist agencies (housing, substance abuse rehabilitation, health, training, legal and other advice, family and relationship and welfare agencies and charities) to deal with other barriers and enable a stable transition in "civil" society.**

**Provide additional support offenders and ex-offenders with mental health problems in order to further improve their outcomes including links with mental health agencies.**

**Secure placements with local charities and other organisations for volunteers including staff training as required**

What main differences or outcomes do you hope the activities you have described above will achieve? Please include no more than 5. By differences or outcomes we mean the changes, benefits, learning or other effects that result from the work your project would deliver. These might be for individuals, families, communities or the environment.

**At least 50% of participants to make a successful transition into paid employment over three years.**

**At least 25% of participants will have an improved sense of mental health and wellbeing.**

**Over 200 ex-offenders will be successfully and sustainably resettled in the community**

**Average rates of re-offending by participants will be reduced by at least 70%**

**Over 75 local charities and other organisations will benefit from the input of volunteers helping to deliver essential services for the community**

Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how do you intend to sustain it? If not, what is your exit strategy?

**Over the lifetime of a grant from the City Bridge Trust the aim will be to generate additional sums from trusts as well as secure statutory income from a number of potential sources to secure the long term sustainability of the activities.**

## Who will benefit?

### About your beneficiaries

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

**66**

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

**Kensington & Chelsea (80%)**

**Westminster (10%)**

**Hammersmith & Fulham (10%)**

What age group(s) will benefit?

**16-24**

**25-44**

**45-64**

**65-74**

What gender will beneficiaries be?

**All**

What will the ethnic grouping(s) of the beneficiaries be?

**A range of ethnic groups**

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

**41-50%**

## Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff Time	28,244	28,788	29,364	86,377
Ni/Pension etc.	4,526	4,617	4,709	13,852
Training, Coaching, Mentor Support	1,000	500	500	2,000
Venue & Room Hire	350	357	364	1,071
DBS Checking	350	357	364	1,071
Print, Stationery & Copying	700	714	728	2,142
IT & Telephones	500	510	520	1,530
Volunteer Expenses	1,900	1,938	1,977	5,815
Administration	5,633	5,667	5,779	17,079
<b>TOTAL:</b>	<b>43,183</b>	<b>43,449</b>	<b>44,306</b>	<b>130,937</b>

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**What other funders are currently considering the proposal?**

Source	Year 1	Year 2	Year 3	Total
Tudor Trust	0	1,500	5,000	6,500
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>1,500</b>	<b>5,000</b>	<b>6,500</b>

**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Resettlement Worker	28,224	28,788	29,364	86,377
Ni/Pension etc.	4,526	4,617	4,709	13,852
Training, Coaching, Mentor Support	1,000	500	500	2,000
Venue & Room Hire	350	357	364	1,071
Venue & Room Hire	350	357	364	1,071
Print, Stationery & Copying	700	714	728	2,142
IT & Telephones	500	510	520	1,530
Volunteer Expenses	1,900	1,938	1,977	5,815
Administration	5,450	3,719	473	9,642
<b>TOTAL:</b>	<b>43,000</b>	<b>41,500</b>	<b>39,000</b>	<b>123,500</b>

## Finance details

Please complete using your most recent audited or independently examined accounts.

Financial year ended:	Month: March	Year: 2014
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Income received from:	£
Voluntary income	118,504
Activities for generating funds	0
Investment income	205
Income from charitable activities	206,147
Other sources	0
<b>Total Income:</b>	<b>324,856</b>

Expenditure:	£
Charitable activities	367,135
Governance costs	18,654
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>385,789</b>
<b>Net (deficit)/surplus:</b>	<b>(60,933)</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>(60,933)</b>

Asset position at year end	£
Fixed assets	0
Investments	0
Net current assets	119,440
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>119,440</b>

Reserves at year end	£
Endowment funds	85,690
Restricted funds	33,750
Unrestricted funds	0
<b>*Total Reserves (B):</b>	<b>119,440</b>

\* Please note that total Assets (A) and Total Reserves (B) should be the same.

### Statutory funding

For your most recent financial year, what % of your income was from statutory sources? 61%
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### Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts:
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## Finance details

Please complete using your most recent audited or independently examined accounts.

Financial year ended:	Month: <b>March</b>	Year: <b>2013</b>
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Income received from:	£
Voluntary income	126,342
Activities for generating funds	0
Investment income	254
Income from charitable activities	289,048
Other sources	0
<b>Total Income:</b>	<b>415,644</b>

Expenditure:	£
Charitable activities	377,373
Governance costs	9,783
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>387,156</b>
<b>Net (deficit)/surplus:</b>	<b>28,488</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>28,488</b>

Asset position at year end	£
Fixed assets	458
Investments	0
Net current assets	179,915
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>180,373</b>

Reserves at year end	£
Restricted funds	32,069
Endowment Funds	0
Unrestricted funds	148,304
<b>*Total Reserves (B):</b>	<b>180,373</b>

\* Please note that total Assets (A) and Total Reserves (B) should be the same.

### Statutory funding

For your most recent financial year, what % of your income was from statutory sources?  
61-70%

### Organisational changes

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



### Previous funding received

Please list the funding received by your organisation from the following statutory sources during the last THREE years.

	2012 £	2013 £	2014 £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	171,100	204,532	194,436
London Councils	0	0	0
Health Authorities	57,106	51,853	56,260
Central Government departments	0	31,742	2,006
Other statutory bodies	0	0	16,000

### Previous grants received

Please list the grants received by your organisation from charitable trusts and foundations (other than City Bridge Trust) during the last THREE years. List source, years and annual amounts. Please include the 5 largest only.

Name of Funder	2012 £	2013 £	2014 £
Campden Charities	50,000	50,000	43,000
The Tudor Trust	45,000	45,000	45,000
Drapers Company	5,000	0	0
	0	0	0
	0	0	0

### 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: **Jessica Wanamaker**

Role within                      **Chief Executive**  
Organisation:

REVISED REQUEST  
VOLUNTEER CENTRE KENSINGTON & CHELSEA (12516)

<b>InsideOut Full Budget</b>	Year 1	Year 2	Year 3
Staff Time	£45,158	£46,062	£46,983
Ni/Pension etc.	£7,879	£8,058	£8,241
Training, Coaching, Mentor Support	£1,500	£750	£750
Venue & Room Hire	£700	£714	£728
DBS Checking	£350	£357	£364
Print, Stationery & Copying	£1,400	£1,428	£1,457
IT & Telephones	£1,000	£1,020	£1,040
Volunteer Expenses	£3,800	£3,876	£3,954
Administration	£9,268	£9,340	£9,527
<b>Totals</b>	<b>£71,056</b>	<b>£71,604</b>	<b>£73,044</b>

<b>InsideOut City Bridge Budget</b>	Year 1	Year 2	Year 3
Resettlement Worker	£28,224	£28,788	£29,364
Ni/Pension etc.	£4,526	£4,617	£4,709
Training, Coaching, Mentor Support	£500	£750	£500
Venue & Room Hire	£350	£714	£728
DBS Checking	£350	£357	£364
Print, Stationery & Copying		£1,428	£1,457
IT & Telephones		£1,020	£1,040
Volunteer Expenses	£1,900	£1,938	£1,977
Administration	£5,150	£3,738	£511
<b>Requested from the City Bridge Trust</b>	<b>£ 41,000</b>	<b>£ 43,350</b>	<b>£ 40,650</b>

<b>Total Request</b>	<b>£ 125,000</b>
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<b>InsideOut Tudor Trust Budget</b>	2015-2016	2016-2017	Year 3
Resettlement Worker	£16,934	£17,273	
Ni/Pension etc.	£3,353	£3,441	
Training, Coaching, Mentor Support	£1,000	£0	
Venue & Room Hire	£350	£0	
DBS Checking	£0	£0	
Print, Stationery & Copying	£1,400	£0	
IT & Telephones	£1,000	£0	
Volunteer Expenses	£1,900	£1,938	
Administration	£4,063	£2,348	
<b>Tudor Trust Totals</b>	<b>£ 30,000</b>	<b>£ 25,000</b>	<b>£ 0</b>

<b>Total Tudor Trust</b>	<b>£ 55,000</b>
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<b>Other Funders</b>	2015-2016	2016-2017	2017-2018
<b>Total Other Funders</b>	<b>£ 56</b>	<b>£ 3,254</b>	<b>£ 32,393</b>

Totals
£138,203
£24,178
£3,000
£2,142
£1,071
£4,285
£3,060
£11,630
£28,135
£215,704

Totals
£86,377
£13,852
£1,750
£1,792
£1,071
£2,885
£2,060
£5,815
£9,398
£ 125,000

Totals
£34,207
£6,794
£1,000
£350
£0
£1,400
£1,000
£3,838
£6,410
£ 55,000

Totals
£ 35,703