

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Notre Dame Refugee Centre</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Westminster</b>	
Contact person: <b>Ms Sarah Hughes</b>	Position: <b>Director</b>
Website: <b>http://www.notredamerc.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1122110</b>
When was your organisation established? <b>30/11/1997</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Reducing Poverty</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More people accessing debt and legal services</b> <b>More Londoners with improved economic circumstances</b>
Please describe the purpose of your funding request in one sentence. <b>To maintain existing services to refugees and asylum seekers and extend advice service in response to increasing demand.</b>
When will the funding be required? <b>01/01/2015</b>
How much funding are you requesting? Year 1: <b>£28,387</b> Year 2: <b>£32,876</b> Year 3: <b>£33,638</b>  <b>Total: £94,901</b>

**Aims of your organisation:**

To enable refugees and asylum seekers to be resilient, resourceful and capable in addressing the challenges of their lives and their communities. To empower them through the development of personal and professional skills, knowledge and experience. And to support them to achieve a better quality of life and wellbeing.

**Main activities of your organisation:**

1. To enable refugees/asylum seekers to secure the resources they need to live with dignity while they are seeking asylum :

Tools for knowledge : knowledge bank, response to questions

Building skills : specialist counselling, English language tuition, practical and creative activities

A warm welcome : drop-in centre, training, involvement in centre activities, social activities, communication

2. To support refugees/asylum seekers in their search for a more just and equitable place in society :

Advocacy : networking and provision of evidence to specific campaigns

Campaigning : signposting and referral of clients to pursue their own claims

3. To offer services to refugees and asylum seekers which help to meet their needs :

Immigration advice : OISC Level 3 advice, legal triage

Welfare, housing, health and employment advice

Emergency support : food and clothing, emergency cash support for the destitute

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
0	4	5 // SEAH	30

**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	Unlimited RENT FREE OCCUPATION (SINCE 1996) SEAH

## Summary of grant request

**SUMMARY OF REQUEST:** to maintain and extend services to hundreds of vulnerable refugees, asylum seekers and other migrants according to need within a high level of overall Centre management.

**DELIVERY OF WORK :** Overall Centre management is the Director's responsibility. She achieves this through fulfilling governance, management and coordination roles for 3 days per week.

The 3RD advice worker will see clients on Drop In days (Mon and Thurs), with an additional half a day for paper work and necessary client appointments. The Advice Worker is expected to be accredited at OISC Level 1.

Continued funding for legal triage outreach will be provided by Camden Community Law Centre to maintain free legal services at the Centre up to and through the courts. CCLC will run a legal support session twice a month at the Centre on the basis of referrals from the Advice Workers.

**PROJECT AIMS :** A modest level of paid staff capacity, both in-house and bought in from outside, is essential to maintain the Centre's services to an ongoing caseload of 600 clients receiving advice, and over 5000 visits per year to a welcoming drop-in café. This project will enable the capacity to be sustained and extended in key areas : those of overall direction of the Centre (the Director), immigration and welfare/benefits and housing advice (3rd Advice Worker), and legal triage (legal support from Camden Community Law Centre).

The Director's aims for the next 3 years are to maintain the Centre's recognised range of services, and to adapt and extend them according to the evolving needs of visitors on the one hand, and the availability and skills of the large team of volunteers, on the other. The strong relationship between visitors and volunteers is vital to the health and life of the Centre.

Employing a 3rd part time Advice Worker will help to secure the Centre's capacity to respond to visitors' need for expert immigration advice, as well as advice on welfare, benefits, housing and debt issues. It will also allow the Senior Advice Worker to concentrate on providing expert immigration advice at OISC Level 3. The need for this capacity will continue to grow within the increasingly tough policy framework. The Advice Worker will aim to deliver 750 advice sessions each year with an average of 8 sessions per day.

The work carried out by the legal triage is slow and intensive. To date the CCLC lawyer has taken on ~~44~~ cases since ~~2014~~ and the success rate has been ~~52%~~. The project aims to sustain this level of engagement and success. An average of 4 clients will be seen on each practice day. SEH

**COMPARATIVE ADVANTAGE :** NDRC is the only bilingual (French/English) refugee advice service in Central London. We have offered an exceptional advice service for nearly 20 years, constantly adapting according to the needs of our large number of clients. We run on a tight budget with a few key staff supplemented by dedicated volunteers.

### PROGRAMME OUTCOMES :

Improved economic circumstances for 500 refugees, asylum seekers and other migrants through achieving immigration status taking them out of destitution and into benefits and work.

Tackling food poverty for 60-80 visitors/x2 per week through hot and cold food and improved economic circumstances.

More access to debt and legal services through 3rd Advice Worker and legal triage delivering 4-8 sessions per practice day.

**GOOD PRACTICE :**

Service users involved as client helpers and annual user consultation.  
All backgrounds welcomed and increasingly diverse countries of origin.  
40 volunteers supported by Director and Volunteer Coordinator receive periodic training and feedback.  
Recommendations for reducing carbon footprint being implemented.

If you need any planning or other statutory consents for the project to proceed, what stage have the applications reached?

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

What Quality Marks does your organisation currently hold?

**Advice Quality Standard (Dec 2013 - Dec 2015) : Housing, Immigration, Welfare Benefits, Refugees and Asylum Seekers**

**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.

**Governance, management and coordination responsibilities of the whole Centre by the Director for 1.5 days a week (out of a total of 3) for a period of 3 years.**

**Immigration, benefits and housing advice for 8 clients registered at the Drop-In café per practice day by a 3rd Advice Worker for 2.5 days a week for a period of 3 years.**

**Legal triage and associated costs for 4 clients per practice day on a sessional basis by Camden Community Law Centre for 2 half days per month for a period of 2.5 years.**

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.

**A caseload of up to 600 vulnerable refugees, asylum seekers and other migrants per year will have secured the resources they need to live with dignity while they are seeking asylum or other immigration status.**

**Up to 600 refugees, asylum seekers and other migrants and their families per year will have been supported in their search for a more just and equitable place in society.**

**Up to 600 refugees, asylum seekers and other migrants and their families per year will have benefited from services which help to meet their various needs.**

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?

**The Centre is well established with funders and receives in-kind support from the Notre Dame Foundation. Plans are being developed to increase individual giving as well as sustain the flow from trusts and foundations.**

## Who will benefit?

### About your beneficiaries

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

**500**

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

**London-wide (100%)**

What age group(s) will benefit?

**All ages**

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?

**11-20%**

## Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Director's salary	24,315	25,045	25,796	75,156
Advice Worker's salary	12,480	12,854	13,240	38,574
Legal triage	7,500	7,500	7,500	22,500
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>44,295</b>	<b>45,399</b>	<b>46,536</b>	<b>136,230</b>

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
St John Southworth for legal triage and associated costs	1,875	0	0	1,875
French Huguenot church of London and associated costs	1,875	0	0	1,875
Henry Smith - Director's salary one day per week up to June 2015	12,037	0	0	12,037
Notre Dame de France - Director's salary .5 day per week up to August 2015	8,025	0	0	8,025
<b>TOTAL:</b>	<b>23,812</b>	<b>0</b>	<b>0</b>	<b>23,812</b>

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

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>

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Director's salary (50% of 3 days/week)	12,157	12,522	12,898	37,577
Advice Worker's salary (2.5 days/week)	12,480	12,854	13,240	38,574
Legal triage and associated costs (50% Year 1, 100% year's 2/3)	3,750	7,500	7,500	18,750
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>28,387</b>	<b>32,876</b>	<b>33,638</b>	<b>94,901</b>

## Finance details

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

Financial year ended:	Month: August	Year: 2014
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Income received from:	£
Voluntary income	94,947
Activities for generating funds	
Investment income	28
Income from charitable activities	99,379
Other sources	
<b>Total Income:</b>	<b>194,354</b>

Expenditure:	£
Charitable activities	188,885
Governance costs	2,643
Cost of generating funds	
Other	
<b>Total Expenditure:</b>	<b>191,528</b>
<b>Net (deficit)/surplus:</b>	<b>2,826</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>2,826</b>

Asset position at year end	£
Fixed assets	
Investments	
Net current assets	56,257
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>56,257</b>

Reserves at year end	£
Endowment funds	
Restricted funds	23,884
Unrestricted funds	32,373
<b>*Total Reserves (B):</b>	<b>56,257</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? None
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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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## 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	0	0	0
London Councils	24,546	14,000	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	0	0	0

## 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 £
Trust for London	24,083	24,000	27,333
London Councils	24,546	14,000	0
Henry Smith Foundation	0	17,600	32,666
Notre Dame de France Trust	0	10,000	10,000
Lloyds TSB Foundation for England and Wales	9,200	9,200	9,400

## 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: **Sarah Elizabeth Hughes**

Role within                      **Director**  
Organisation:

