

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Southwark Law Centre	
If your organisation is part of a larger organisation, what is its name? N/A	
In which London Borough is your organisation based? Southwark	
Contact person: Ms Catherine Evans	Position: Director
Website: http://www.Southwarklawcentre.org.uk	
Legal status of organisation: Charitable company	Charity, Charitable Incorporated Company or company number: 277927
When was your organisation established? 01/01/1976	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Reducing Poverty
Which of the programme outcome(s) does your application aim to achieve? More people accessing debt and legal services More people accessing debt and legal services
Please describe the purpose of your funding request in one sentence. More people accessing immigration and asylum advice which will relieve poverty
When will the funding be required? 01/04/2015
How much funding are you requesting? Year 1: £51,000 Year 2: £52,530 Year 3: £54,106 Total: £157,636

Aims of your organisation:

The Law Centre's primary aim is the relief of poverty by provision of legal advice, representation, education, research for people in need primarily in Southwark.

Main activities of your organisation:

The Law Centre works towards achieving our aims and objectives by providing specialist legal advice and representation, which is free and of high quality in the areas of discrimination, employment, housing, welfare rights, and asylum/immigration law to those who could not otherwise afford to receive legal services and by researching the effects of laws, policies and practices which cause poverty and/or infringe human rights.

We prioritise cases which involve the prevention of homelessness, destitution, discrimination, breaches of human rights and poverty. We also provide training on legal rights and legal support to local advice and community agencies. We also campaign to influence law, policy and practice and promote human and civil rights.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
10	5	10	2

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	Rolling quarterly agreement

Summary of grant request

Summary of the project

We will provide specialist immigration advice, casework and representation to people most at risk of harm due to poverty in Southwark and Lewisham.

The need for the project

Asylum seekers are being returned to their home country to face torture, children, families and young people are destitute because of the lack of good quality legal advice on immigration.

How the work will be delivered

We will provide face to face specialist legal advice, casework and representation in immigration and asylum law for 105 migrant clients (35 per year) and their families (estimated project total of 210 beneficiaries) from our premises in Peckham, or in their homes, hospital or detention if required. The work will be delivered by an existing member of staff, the head of our immigration team, a qualified and experienced solicitor with advanced level Law Society Accreditation. Our migrant clients will include failed asylum seekers, care leavers, people with mental health illnesses, people fleeing domestic violence, people who have been trafficked or are destitute.

What our project will aim to achieve

We will:

- maintain migrants' right to family and private life by working with them to obtain leave to remain
- improve access to mainstream benefits and housing for migrants most at risk of harm
- improve more vulnerable migrants' well-being by keeping them safe from harm/improving access to health care

Why we are the right organisation

We have substantial expertise, strong links with the local community and a recognised track record in providing specialist immigration advice.

How we meet the Trust's programme outcome

Submission of an application for leave to remain will enable our clients to access financial support and accommodation so will mean more Londoners with improved economic circumstances and fewer Londoners experiencing food poverty.

Trust's Principles of Good Practice

Involvement of service-users in the management and running of the service

We encourage former clients to be on the Trustee Board. The foster parent of one our asylum seeking clients is a member of our Trustee Board. We are mentoring one of our young clients who is involved with our young people's project to be on the Trustee Board. We have an advisory group for our young people's project which has advised on publicity for the project and monitoring outcomes.

We welcome people from all backgrounds and value diversity

We have an equal opportunities policy which is reviewed yearly. We are updating it so it is

a living document. We ensure that we follow this policy in respect of recruitment of staff, the trustee board and service delivery. Our clients are from diverse backgrounds reflecting the diversity of Southwark. Out of 10 trustees 5 are from a BAME background. We recruit staff following our equal opportunities procedures; all permanent staff are recruited through open advertisement, a fair interview and assessment procedure. We recruit temporary staff through an agency or from our pool of volunteers.

Value and support volunteers

We have a detailed volunteer policy. We have a thorough induction programme for volunteers, provide expenses for all volunteers and only require a commitment of one day a week for 6 months which we consider to be reasonable. We supervise and support volunteers and have a member of staff, part of whose role is to recruit, induct and train the volunteers. 2 of our volunteers have secured jobs in the last year as a result of volunteering at the Law Centre.

Taking steps to reduce our carbon footprint

We have an environmental policy which is currently under review. We recycle where possible; 20 % of our staff cycle to work. (see detailed proposal).

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?

Lexcel Quality Mark

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.

Submit thoroughly prepared applications for leave to remain for 35 vulnerable migrants each year maintaining their right to private and family life and keeping them safe from harm.

Support 35 vulnerable migrants by liaising with housing/welfare benefits caseworker/partners to ensure access to income such as NASS and Social Services support.

Improve 35 vulnerable migrants by liaising with housing caseworker/partners to find more suitable, stable accommodation.

Advocate for 10% of clients (around 4 per year) to access essential mental health services.

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.

As a result of submitting an application for leave to remain clients and their families will maintain their private and family life and be kept safe from harm.

As a result of submitting an application for leave to remain clients and their families will maintain or have increased access to housing and financial support.

As a result of submitting an application for leave to remain clients will maintain or have improved access to health and social services. As part of casework, where appropriate, we refer clients for health and social services support including mental health teams.

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?

N/A

Who will benefit?

About your beneficiaries

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

38

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

Southwark (85%)

Lewisham (10%)

Croydon (5%)

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
Salary, National Insurance and Pension	49,494	50,978	52,508	0
Supervision	4,228	4,354	4,484	0
Training	555	572	589	0
Travel and refreshments	155	159	163	0
Practicing Certificate	352	362	373	0
Postage and telephone	1,566	1,613	1,661	0
Stationery	1,100	1,133	1,167	0
Computer costs and equipment	1,074	1,106	1,139	0
Contribution towards overheads	15,395	15,856	16,332	0
TOTAL:	73,919	76,134	78,416	228,469

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Anticipated Income from Legal aid	22,919	23,604	24,310	70,833
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	0	0	0	0

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
none	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	0	0	0	0

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Salary	49,494	50,978	52,508	152,980
Supervision	1,506	1,552	1,598	4,656
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	51,000	52,530	54,106	157,636

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	850
Activities for generating funds	
Investment income	30
Income from charitable activities	813,406
Other sources	
Total Income:	814,286

Expenditure:	£
Charitable activities	708,263
Governance costs	8,258
Cost of generating funds	
Other	
Total Expenditure:	716,521
Net (deficit)/surplus:	97,765
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	97,765

Asset position at year end	£
Fixed assets	5,030
Investments	
Net current assets	333,325
Long-term liabilities	
*Total Assets (A):	338,355

Reserves at year end	£
Endowment funds	
Restricted funds	10,234
Unrestricted funds	328,121
*Total Reserves (B):	338,355

* 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?
c.30 - 40%

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	232,981	232,981	254,303
London Councils	36,554	12,879	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	15,400	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 £
Big Lottery Fund	39,054	67,757	0
Trust for London	0	2,500	30,000
Children In Need	0	7,534	28,802
Barings	0	0	23,426
Comic Relief	0	0	27,753

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: **Catherine Evans**

Role within **Director**
Organisation: