

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Havelock Family Centre	
If your organisation is part of a larger organisation, what is its name? No	
In which London Borough is your organisation based? Ealing	
Contact person: Miss Neelam Rahi	Position: Manager
Website: http://www.havelockfamilycentre.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1119136
When was your organisation established? 01/06/1986	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Making London More Inclusive
Which of the programme outcome(s) does your application aim to achieve? Community buildings that are more accessible and as a result
Please describe the purpose of your funding request in one sentence. Refurbishment works to our Family and Community Centre to include children, elderly and disabled people in our full range of services throughout the building.
When will the funding be required? 01/12/2016
How much funding are you requesting? Year 1: £95,500 Year 2: £0 Year 3: £0 Total: £95,500

Aims of your organisation:

Havelock Family Centre's (HFC) is a drop-in family and community centre whose charitable objects are: "to promote any charitable purpose for the benefit of the inhabitants, especially the parents and children of Ealing, and to relieve poverty, sickness and distress, through promoting health, advancing education, and improving, through working with partners, conditions of life for local residents."

We are the first point of contact/help for local people in need in a ward affected by multiple social and economic disadvantages. Our services seek to enable local people to address entrenched problems of poverty, indebtedness, and lack of skills and of job opportunities, ill health and social isolation. Our services range from early intervention through developing skills and promoting access to services and entitlements to providing intensive support to families facing complex challenges including domestic abuse, substance misuse, and mental health issues.

Main activities of your organisation:

Our services include:

- Welfare benefits advice with casework for people struggling to make ends meet. We also host surgeries providing specialist advice and legal representation (a service we support by providing interpretation for non-English speaking service users).
- Financial capability training to help people, especially young people to better manage finances, make informed money choices, and reduce economic hardship.
- Parenting workshops targeting communities with different cultural norms on how to raise children, including awareness of domestic violence and safeguarding issues.
- Healthy living workshops on obesity, dental hygiene, and healthy lifestyle choices.
- Projects to support unemployed people, including volunteering opportunities to gain skills, employability support; job applications, providing references.
- Child Contact; enabling absent parents to re-establish relationships with children after separation. We advise parents on cooperative parenting, reducing children's exposure to conflict. Through this work engage with fathers, traditionally a hard to reach group.
- Mentoring/peer advocacy programmes targeting vulnerable and isolated parents, including new arrivals, lone parents and domestic abuse survivors.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
1	1	7	10

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	

Summary of grant request

Need: HFC is based on the run-down Havelock Estate in Norwood Green, which ranks amongst England's 10% most deprived wards (DCLG Index of Commission of Deprivation 2015). Local families tend to be trapped in poverty/deprivation; live in sub-standard social housing; have few opportunities to socially interact; and have low levels of expectation and aspiration.

We own the freehold of a two storey building that was in substantial disrepair when purchased and 70% of the building remains unused due to the need for major repairs (the whole first floor cannot be used). The building is not accessible with significant physical barriers still remaining. This limits project delivery and largely excludes disabled and ambulant disabled clients from using our services. For example, wheelchairs users are unable to gain access beyond the small front entrance foyer. The dilapidated condition prevents us from effectively addressing community needs, expand services, and ensure the centre's overall offer is fully inclusive to all.

We commissioned an access audit and design appraisal of plans to make our centre fit for purpose. The recommendations have been fed into the architectural drawings, delivering what we believe is a successful inclusive scheme. Our Service User Group, inclusive of people with access requirements (wheelchair users and elderly), have helped inform the plans. Their involvement will continue throughout project planning and delivery.

We seek a grant towards: accessible parking, non-slip gradient path to entrance, a rear extension will provide space for two accessible WCs, a passenger lift to enable access to training and counselling rooms on the first floor, external/internal signage and widening of internal doors. The refurbishment will create fully accessible multi-functional and flexible spaces, including a large hall/crèche, training and counselling rooms and offices. Our priority is to remove barriers preventing disabled users from fully accessing services, ensure they benefit from activities, so that they fully integrate into community life. Affordable room rental/hires will enable other organisations to deliver services to local people and generate additional income for us to reinvest in our community and run more services on a more sustainable basis.

Project delivery: will be led by London Borough of Ealing's Major Development Team (surveyors, architects, etc.) who are experienced at planning, procurement, construction and managing building contracts. They will work with our Board and Manager to ensure work progresses to plan and within budget. Contractors will be appointed through a tendering process.

We have the right competencies to successfully complete this project and sound systems to manage, control and account for funds. We have full support from the London Borough of Ealing who have provided substantial funds (£220,000); and pro-bono technical support (from in-house architects, surveyors, planners etc.) throughout the preliminary stages and we have secured a significant proportion of the costs. Our work reflects the Trust's good practice principles: We are fully committed to engaging users in planning and evaluating our services, our organisation mirrors the diversity of the local area and we especially value our volunteers, without whom we could not deliver the breadth of services we offer.

As an organisation, within access of the local community, the decreased usage of cars and encouraging families to walk is promoted, raising the awareness and connectedness of local people, promoting information to support service users' interest and understanding of environmental issues.

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, Investors in People, Accredited Child Contact Centre, Help and Support for Separated Families

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.

Installation of a fully accessible Passenger Lift to access training facilities on first floor.

Extension to building to enable installation of passenger lift and two accessible toilets; one on ground floor and one on first floor.

Two new accessible WCs with handrails/fittings and hand dryers.

Create new permanent accessible non slip gradient path for main entrance with external lighting with gradient of 1.20 with suitable width to level threshold at the entrance.

Improve signage and way-finding system both internally and externally.

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.

Reduced social isolation of disabled children, adults and older people; through improved access and take up of services and activities in the local community.

Disabled users report improved emotional well-being through increased participation in activities including volunteering opportunities.

A 20% increase in disabled users accessing advice/advocacy and support service within 6 months of re-opening.

Accessible affordable space for use by other charities bringing additional services for disabled service users.

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?

Increase in overhead costs after completion will be met by; including management fees, revenue and direct project costs in funding applications, room hire for meetings and training, rental income, charges for equipment use, maximise income by organising, advertising and delivering our own courses, fees, charges and subscriptions paid by members of the public (i.e. users, visitors).

Who will benefit?

About your beneficiaries

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

1,500

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

Ealing (90%)

Hounslow (4%)

Hillingdon (4%)

London-wide (2%)

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

White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Gypsy, Traveller or Irish Traveller; Any other White background)

Mixed / Multiple ethnic groups

Asian/ Asian British (including Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)

**Black/ African/ Caribbean/ Black British (including African; Caribbean; Any other
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
Capital costs inc VAT	395,920	0	0	395,920
Professional fees inc VAT	50,740	0	0	50,740
Surveys and Reports inc VAT	10,000	0	0	10,000
Statutory fees	4,029	0	0	4,029
Contingency @ 3%	13,821	0	0	13,821

TOTAL:	474,510	0	0	474,510
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
London Borough of Ealing	200,000	0	0	200,000
Ward Forums	20,000	0	0	20,000
Trusthouse Charitable Trust	45,000	0	0	45,000

TOTAL:	265,000	0	0	265,000
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What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
Garfield Weston (applied)	43,610	0	0	43,610
Henry Smith Charity (applied)	65,400	0	0	65,400
Screwfix(applied)	5,000	0	0	5,000

TOTAL:	114,010	0	0	114,010
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How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Accessible Passenger Lift	26,000	0	0	26,000
Installation of two new accessible WCs	11,000	0	0	11,000
Extension shell for installation of Lift and 2 x WCs	28,000	0	0	28,000
Internal doors with powered openers/push pads	6,000	0	0	6,000
Gradient access path/non-slip paving (entrance and emergency exit)	9,000	0	0	9,000
Dropped kerb	1,700	0	0	1,700
Internal/External Signage and way finding	7,300	0	0	7,300
Staircase handrails	1,500	0	0	1,500
Contribution towards electrical work for accessibility; door entry system/push pads etc	5,000	0	0	5,000

TOTAL:	95,500	0	0	95,500
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Revised Budget – Appendix 1

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Capital costs inc VAT	395,920	0	0	395,920
Professional fees inc VAT	50,740	0	0	50,740
Surveys and Reports inc VAT	10,000	0	0	10,000
Statutory fees	4,029	0	0	4,029
Contingency @ 3%	13,821	0	0	13,821
TOTAL:	474,510	0	0	474,510

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London Borough of Ealing	200,000	0	0	200,000
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TOTAL:	265,000	0	0	265,000

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Gradient access path/non-slip paving (entrance and emergency exit)	9,000	0	0	9,000
Dropped kerb	1,700	0	0	1,700
Internal/External Signage and way finding	7,300	0	0	7,300
Staircase handrails	1,500	0	0	1,500
Contribution towards electrical work for accessibility; door entry system/push pads etc	9,500	0	0	9,500
TOTAL:	100,000	0	0	100,000

Finance details

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

Financial year ended:	Month: March	Year: 2015
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Income received from:	£
Voluntary income	0
Activities for generating funds	0
Investment income	311
Income from charitable activities	76,230
Other sources	0
Total Income:	76,541

Expenditure:	£
Charitable activities	55,249
Governance costs	3,175
Cost of generating funds	0
Other	0
Total Expenditure:	58,424
Net (deficit)/surplus:	18,117
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	0

Asset position at year end	£
Fixed assets	136,268
Investments	0
Net current assets	168,290
Long-term liabilities	57,439
*Total Assets (A):	247,119

Reserves at year end	£
Restricted funds	14,806
Endowment Funds	0
Unrestricted funds	232,313
*Total Reserves (B):	247,119

* 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?
41-50%

Organisational changes

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

Unrestricted funds include 12months reserves and internally generated purchase of the building for £136.268. Of liquid reserves (169,040) unrestricted reserves stood at £100,851 at 31.03.2015 which will reduce given temporary accommodation costs 6 months during refurbishment and our commitment to meet the project's unforeseen costs from this pot. Once works are completed, annual expenditure will increase with free reserves falling below our reserves policy.

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	34,000	34,000	43,682
London Councils	0	0	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 £
London Borough of Ealing	34,000	34,000		43,682
People's Health Trust	18,570	6,250		0
LLoyds TSB	13,701	13,700		0
Big Lottery Fund (Transiton Fund)	0	15,000		10,000
London Community Foundation	0	0		15,000

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: **Neelam Rahi**

Role within **Manager**
Organisation: