

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Eastside Primetimers Foundation</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Hackney</b>	
Contact person: <b>Mr Brent Thomas</b>	Position: <b>Director</b>
Website: <b>http://www.ep-uk.org</b>	
Legal status of organisation: <b>Charitable company</b>	Charity, Charitable Incorporated Company or company number: <b>5249273</b>
When was your organisation established? <b>04/10/2004</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Strengthening London's Voluntary Sector</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More organisations with improved skills in financial management</b> <b>More organisations with improved capabilities in monitoring, evaluation and impact reporting</b>
Please describe the purpose of your funding request in one sentence. <b>To continue the programme we started three years ago to strengthen the quality of the financial management of small charities.</b>
When will the funding be required? <b>01/10/2016</b>
How much funding are you requesting? Year 1: <b>£49,700</b> Year 2: <b>£49,700</b> Year 3: <b>£0</b>
<b>Total: £99,400</b>

**Aims of your organisation:**

To strengthen the quality of the voluntary sector through:

- designing and developing improved ways of working and;
- through improving the quality of the people who are engaged in the sector.

**Main activities of your organisation:**

To provide small charities with a financial health check that indicates what changes need to be made to improve the quality of their financial management.

To provide small charities with an income diversification diagnostic that indicates what changes need to be made to improve the quality of future income sources.

To provide small charities with a commissioning and partnership diagnostic that indicates what changes need to be made to improve the chances of gaining commissioned income.

To provide small charities with a collaboration and partnership diagnostic that indicates what changes need to be made to improve the quality of collaboration between charities.

To provide mentors and business advisers who can help small charities implement and embed the changes highlighted in the financial health check, income diversification diagnostic, commissioning, partnerships and collaboration diagnostics.

To provide individuals who are new to the voluntary sector with advice on how they can most effectively engage with charities and find roles that best suit them.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>0</b>	<b>1</b>	<b>7</b>	<b>50</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>Rented</b>	<b>Open ended</b>

## Summary of grant request

### Background/need:

The financial environment in which small not-for-profit organisations are operating has become increasingly challenging. Pressures on income have not abated but now there is a new pressure, on costs, resulting from the introduction of the National Living Wage and workplace pensions. Charity leaders know they need reliable financial systems and accurate management information to enhance their chances of survival. Over the last 3 years the top issues that the organisations indicated they needed help with were:

- growing the skills of their finance and accounting staff;
- the pricing of tenders and grant applications; and
- changing inadequate accounting processes, procedures and systems.

### What we propose to deliver/achieve.

To continue to focus on small and vulnerable charities. To continue to provide two support services:

1. financial healthcheck - it provides a clear, independent picture of an organisation's financial health and the challenges they face in managing their finances effectively. The output is a tailored development plan focused only on their finance and accounting areas;
2. finance/accounting mentoring/consultancy from a qualified accountant who knows the sector.

Over the last 3 years we have combined the financial healthcheck and follow up mentoring. We have provided this to 40 organisations. For the next 2 years we propose supporting another 40 organisations. We will achieve this increase (from 13 pa to 20 pa) by focusing more on shorter duration interventions. These will continue to be mainly a financial healthcheck but may also additionally include other short consultancy projects of 3 to 5 days focused on financial and accounting improvements. In addition, we will also include projects where impact assessment/measurement is to be included in the management reports for the organisation.

We will continue with, but provide fewer, complete packages of financial healthcheck followed by 5 days of mentoring. We have found that the commitment to receive mentoring support has been harder to deliver simply because events overtake the good intentions of the staff and they get drawn into other priorities. This often results in the mentoring stretching out beyond the 12 months that we planned. For the next 2 years we will only commit to the mentoring if we have a greater surety that there is the capacity to take it up.

Similarly, where an organisation has already got a development plan for its finance and accounting functions - they may have carried out a diagnostic for another funded programme - we will move directly to providing mentoring/consultancy from the start.

### Why us, why continuation funding?

The financial pressures on small charities are not abating, on the contrary, they are increasing. We have a resource of over 20 accountants who have successfully delivered the financial health check and provided mentoring/consultancy support over the last 3 years. We have incorporated our learning from this in our new delivery design.

### Impact on the Trust's programme outcomes:

1. Better financial systems embedded in 40 organisations;
2. Higher level financial skills embedded in the staff of 40 organisations;
3. Better understanding of the numbers and financial risk amongst trustees;
4. Better integration of impact reporting with regular financial reporting.

### Principles of Good Practice

- We will track the cascade benefits through interviewing all the beneficiary organisations and their trustees to calibrate the range of our impact;
- We have used the feedback from the beneficiary organisations in our first grant to redesign our delivery around short duration interventions. We will use the same process to

identify further continuous improvements;

- We have increased access from 13 pa to 20 pa;

- We share knowledge with the sector through running regular seminars and publishing tools on our website.

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? **No**

What Quality Marks does your organisation currently hold?

### **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.

**A combined financial healthcheck and mentoring/consultancy to 20 organisations over the next 2 years**

**Mentoring/consultancy support only to over 10 organisations over next 2 years**

**A financial healthcheck only to over 10 organisations over next 2 years**

**A report on financial risks to over 40 trustee boards over next 2 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.

**Improved accounting systems. The organisations will improve the quality of the data they input and therefore get out of their financial systems. This might be because they update or change their coding or they make a selection of an accounting software package that better meets their needs.**

**Improved management reporting systems. The organisations will improve the quality of their service, impact, operational and financial data so that the management have an improved overall view of the performance of their organisation. They will also have better cashflow forecasts.**

**An improved pricing model for grant or tender applications. The organisations will have a more accurate understanding of the implications of costing tender applications and in quantifying the delivery costs of services.**

**An improved model for assigning costs to projects or funders. The organisations will have a more accurate understanding of cost overruns for the projects they are delivering and which they will need to provide assurance to their funders.**

**A better method for selecting the IT system that will best serve their overall needs for accounting and finance. The organisations will make better choice of IT accounting systems and be able to assess whether it is better to outsource or insource their bookkeeping and accounting.**

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?

**Yes we do want to continue the activity beyond the funding period. We are speaking to other grant funders, such as Lloyds Bank Foundation, who are committed to providing skills based support in addition to their grants to determine their interest in funding a similar programme.**

## Who will benefit?

### About your beneficiaries

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

**80**

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

**London-wide (100%)**

What age group(s) will benefit?

**16-24**

**25-44**

**45-64**

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
Attracting & selecting organisations to receive support	7,355	7,355	0	0
Direct delivery costs	33,000	33,000	0	0
Support to delivery costs	7,193	7,193	0	0
Monitoring & evaluation	2,152	2,152	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>49,700</b>	<b>49,700</b>	<b>0</b>	<b>0</b>

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
	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
	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
Attracting & selecting organisations to receive support	7,355	7,355	0	0
Direct delivery costs	33,000	33,000	0	0
Support to delivery costs	7,193	7,193	0	0
Monitoring & evaluation	2,152	2,152	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>49,700</b>	<b>49,700</b>	<b>0</b>	<b>0</b>

## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2015</b>
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Income received from:	£
Voluntary income	5,580
Activities for generating funds	67,407
Investment income	12,595
Income from charitable activities	151,014
Other sources	0
<b>Total Income:</b>	<b>236,596</b>

Expenditure:	£
Charitable activities	134,044
Governance costs	0
Cost of generating funds	51,375
Other	61,492
<b>Total Expenditure:</b>	<b>246,911</b>
<b>Net (deficit)/surplus:</b>	<b>-10,315</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>-10,315</b>

Asset position at year end	£
Fixed assets	312
Investments	55,462
Net current assets	-2,923
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>52,851</b>

Reserves at year end	£
Restricted funds	0
Endowment Funds	0
Unrestricted funds	52,851
<b>*Total Reserves (B):</b>	<b>52,851</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?  
0%

### Organisational changes

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

None



### 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	0	0	0
Health Authorities	0	0	0
Central Government departments	387,731	320,435	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 £
Social Action Fund	101,249	0	0
	0	0	0
	0	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: **Brent Thomas**

Role within                      **Director**  
Organisation: