

BRIDGE TO WORK PROPOSAL

Muscular Dystrophy UK

CITY BRIDGE TRUST
Disability and Employment Fund
First-stage Application form.

Broadly speaking, we have three main aims for this fund:

- To support a significant number of disabled people into paid employment.
- Supporting disabled people in paid employment to stay in work and progress their careers.
- Supporting employers to recruit and retain more disabled people.

With the exception of work targeted at employers, all projects applying for this fund must have a target beneficiary group which falls between the ages of 16 – 30 and considers themselves to have a disability as defined by the Equality Act (2010).

This is a first stage application form designed to give us a preliminary idea of the kinds of projects which will help us to achieve our aims around disability and employment. Whilst we expect the nature of the project which you outline to remain consistent, due to the short turnaround time for this form we acknowledge that financial figures quoted may vary slightly.

Name of Organisation: Muscular Dystrophy UK

Main contact details:

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Please describe briefly which of our aims your work aligns with, the outcomes you want to achieve and how you will reach those outcomes:

Our project will most closely align with the first of the programmes aims – supporting young disabled people into paid employment.

Since 2013, the City Bridge Trust has funded our work experience and employability skills project for young disabled Londoners. Over that time, we have provided internal work experience opportunities to people who have otherwise struggled to find the opportunities to take this crucial step on their way to full employment. We have also run employment skills workshops, inviting speakers from across various industries to share their experiences and offer advice to their peers and, more recently, worked with external organisations to create further work experience opportunities for our participants. This model has worked well with many participants telling us of the transformative effect of taking part in the programme has had on them, increasing their confidence and self-belief, and giving clarity to their future ambitions both in their careers and in their lives. We would like to apply predominantly to continue this important work for the next five years.

A common theme that has emerged from those who have participated – and others in our wider young person network – is a lack of knowledge and confidence in employment rights. To tackle this, we would like to launch a new programme

delivering workshops on these issues to young people at universities, clinics and colleges across London. At the core of this work will be a cohort of young disabled people themselves who will be trained by the Disability Law Service. They will be our ambassadors and will co-facilitate the workshops to be run at relevant institutions across London, equipping young disabled people with the knowledge and confidence in their rights they need to move into the world of work. In order to deliver this new project development, it has been agreed that we will recruit a paid intern to focus on this area each year working a day per week for six months. This will be a separate internship from the one we offer to Moving Up participants as that internship is guided by the interests of the individual.

Over the next five years we will develop our online resources by: continuing with our 'careers spotlight' blog and introducing more audio and visual content. It will then be shared with universities and colleges, encouraging them to integrate it into their own online disability careers support.

Through these two initiatives we hope to better support people as they leave higher education and also to create more access points to our own work experience placement programme for young disabled Londoners.

How much are you requesting from City Bridge Trust?

Please provide an additional single sheet with the detail of posts to be funded, etc, (eg title, salary incl NI/pension, hours per week) plus any other info you feel relevant.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Project Lead (3.5 days per week)	£18,676	£19,610	£20,590	£21,620	£22,701
Management (1 day per week)	£6,728	£7,064	£7,418	£7,789	£8,178
Project Support Internship (1 day per week for 6 months)	£1,853	£1,945	£2,042	£2,145	£2,252
Placement Internships x2 (3 days per week for 3 months)	£5,764	£6,052	£6,354	£6,672	£7,006
Other Staff Time	£1,000	£1,000	£1,000	£1,000	£1,000
Director Time	£2,750	£2,825	£2,938	£3,056	£3,180
Travel	£3,000	£3,000	£3,000	£3,000	£3,000
Training from the Disability Law Service (inc development and materials in first year)	£1,250	£750	£750	£750	£750
Event costs	£2,000	£2,000	£2,000	£2,000	£2,000
Equipment	£2,000	£2,000	£2,000	£2,000	£2,000
Running costs	£6,382	£6,801	£7,241	£7,702	£8,188
Total	£51,403	£53,047	£55,333	£57,734	£60,255

We recognise the totals here are higher than the amounts on offer per year from the City Bridge Trust – this is the total project budget. We would like to apply for a £50,000 contribution per year from the City Bridge Trust to fund this project. If we are successful and depending on the level of funding awarded, we will either meet the

remaining costs through our unrestricted income or apply to other organisations with an interest in this type of project.

Are you providing any additional funds/resources from other sources towards this project?

We will meet the indirect charity costs for this project including: governance, accounts, IT, HR etc...

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Indirect costs	£10,998	£11,548	£12,125	£12,732	£13,368

What are the principal outputs you hope to achieve:

Year 1:

- We will continue to offer in house work experience opportunities to young disabled Londoners across all teams in the charity
- Continue to offer two paid internship roles to particular candidates as part of the internal placement programme
- Build on the work done over the last 15 months developing relationships with external organisations to offer placements and to encourage their wider involvement in the project through support, advice and workshops.
- We will continue to hold two employability workshop days inviting guest speakers and running interactive support sessions on interview skills and CV writing.
- Begin to recruit young disabled people to become Moving Up Ambassadors
- Hold a bespoke training session for the Ambassadors led by the Disability Law Service.
- Set up and run our first employment rights workshops in conjunction with our Ambassadors – three in the first year.
- Development of our online materials, videos, Top Tip guides and audio content which will be shared with higher education establishments, encouraging them to adopt it into their disability careers support services.

Year 2-5: Broadly speaking, the outputs will remain the same over the project lifetime. The only difference will be we will increase the number of employment rights workshops to six per year from year two onwards. There will also be a continued recruitment and training/retraining of Ambassadors each year depending on what retraining is required and how long the Ambassadors choose to remain part of the project.

What are the principal outcomes you hope to achieve:

1. 75 young disabled Londoners will have taken part in our placement programme and will be more confident in their abilities and be in a better position to secure paid employment thanks to better CV and interview skills and office working experience.
2. 50 external organisations will have taken part in the project offering placements or advice and support at our employability workshops. These organisations will be in a better position to support disabled employees in the future.

3. Each year, 4 young disabled people will be trained by the Disability Law Service, giving them the skills and knowledge so they can support their peers.
4. At least 6 workshops held every year at higher education establishments (universities or colleges) and at clinics – as well as other suitable locations – for young disabled people to learn more about their employment rights and feel better equipped before moving into the world of work.
5. Through increasing our online content, we will develop a more holistic employability service giving young disabled people the opportunity to get the support they need when they need it and in whatever format they choose.

Please outline how you will monitor/track progress against these outputs and outcomes:

As we have been funded by the City Bridge Trust since 2013, we have completed two yearly reports and one final project report as part of the Trust's monitoring and evaluation procedure. We have consistently provided good qualitative and quantitative data to support our evaluation without query.

Over the last year we have improved our monitoring procedures further. Each participant has an interview at the start which covers what their experience is so far, what they'd like to do, how we can best support them, and any adjustments we need to make for them. Throughout their time with the charity, the project lead is in contact with the participant ensuring they are feeling fully supported and are getting as much out of the experience as possible. This is the same for those taking part in external placements – we maintain constant contact to ensure they are fully supported. Once they have completed their placement, we conduct an exit interview allowing the participant to provide honest and open feedback on their experience. This has proved very beneficial, giving us learning on what works well and where we can improve. Finally, we regularly catch up with those who have completed their placements with us or externally to offer any support as necessary and so we can gather accurate data on what participants do in the future.

With regard to our employability workshops, we have historically asked for feedback after each session and used this to put together news items and blogs, and to include in our reports to City Bridge Trust. We will use this template to analyse the effectiveness of our new employment rights workshops at universities, colleges and clinics.

For all participants, whether they are taking part in placements, become Ambassadors, or attend one of our workshops, we will ensure we have all the baseline data necessary including their age, the borough they live in and ethnicity recorded on our database – subject to the participant's approval.

Signed:

Please attach the following financial information:

1. Your most recent signed audited/examined accounts
2. Your latest management accounts with a forecast to the end of the financial year OR draft accounts
3. A budget for your whole organisation over the next year including confirmed and unconfirmed income.

For consideration in the March committee meeting, please send the completed application form and supporting documentation by email no later than Tuesday 28th February to: james.lee@cityoflondon.gov.uk forms returned after this date will be considered in May.