

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: LawWorks	
If your organisation is part of a larger organisation, what is its name? N/A	
In which London Borough is your organisation based? City	
Contact person: Mr. David Raeburn	Position: Director of Programming
Website: http://www.lawworks.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1064274
When was your organisation established? 29/07/1997	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Strengthening London's Voluntary Sector
Which of the programme outcome(s) does your application aim to achieve? More equalities organisations with enhanced voice, advocacy and representation skills
Please describe the purpose of your funding request in one sentence. To support our Not-For-Profits Programme to enable us to continue to broker services to small, voluntary organisations which struggle to pay for legal advice.
When will the funding be required? 02/10/2017
How much funding are you requesting? Year 1: £54,955 Year 2: £56,330 Year 3: £0 Total: £111,285

Aims of your organisation:

LawWorks believes in the power of pro bono legal advice to help improve the lives of people in need:

- 1) by enabling access to justice to individuals in need of advice who are not eligible for legal aid and are without the means to pay for a lawyer (through our LawWorks Clinics Programme); and
- 2) by brokering legal advice to small not-for-profit organisations, to support the continuation and expansion of their services to people in need (through our Not-for-Profits Programme).

LawWorks aims to support and develop pro bono activity across England and Wales, using our experience and understanding to ensure pro bono efforts are targeted where they can be most effective and have the greatest impact.

Our work is informed by the needs of people, developed in collaboration with partner stakeholders, and delivered by a network of committed volunteer lawyers and law students.

Main activities of your organisation:

Through our LawWorks Clinics Programme, we support a network of independent legal advice clinics across England and Wales which offer access to free advice by volunteer lawyers on a variety of legal issues including welfare benefits, housing, and family law to some of the country's most vulnerable individuals and families. However, we recognise that for some people more comprehensive support is needed. Because of this, where other forms of free legal advice are unavailable, we work with partner stakeholders to strengthen and deepen the legal expertise on offer through our Secondary Specialisation Programme.

This application focuses on our Not-For-Profits Programme (NFPP), formerly known as LawWorks for Community Groups, which provides access to free legal advice to small charities, community organisations and social enterprises that assist people in need in England and Wales. The NFPP connects these small not-for-profit organisations with the skills and expertise of volunteer lawyers willing to provide advice for free, strengthening their capacity to deliver their services.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
12	5	10	212

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	The lease ends in May 2020

Summary of grant request

The Not-For-Profits Programme is needed because small charities in particular struggle to survive financially at a time when their services to beneficiaries are in huge demand (in 2016 the National Council for Voluntary Organisations' report "Navigating Change" found that government income for small charities had fallen by 38% on average). A report entitled Social Landscape 2017 published by the Charities Aid Foundation recently found that 25% of chief executives of small charities think their organisations are struggling to survive, with 80% of all respondents saying that demand for their services had increased over the past 12 months.

Charities therefore have to make difficult decisions about whether to use their scarce resources on obtaining legal advice or to support their beneficiaries. Paying for legal advice when an unexpected issue arises can tip a small charity into administration. Equally, obtaining advice can enable focus and expansion, and be the foundation for increased capacity to deliver much-needed services.

The aim of the NFPP is to help small charities facing this dilemma through the provision of free legal advice from some of the country's top legal teams. Caseworkers assess applications from small not-for-profit organisations such as charities, voluntary organisations and social enterprises that in turn assist vulnerable and disadvantaged people in England and Wales. Issues tackled by these organisations vary enormously but commonly deal with poverty, disability, abuse, social exclusion and special educational needs. We match them with volunteers with the relevant expertise needed. Examples of requests for legal help include reviewing leases, drafting contracts, updating constitutions or advising on rights in a dispute.

LawWorks also makes short "Free Talks" (legal information videos) available online which cover legal issues relevant to not-for-profit organisations and help them make timely, critical decisions on legal issues, thereby avoiding later costs or disputes.

We have just completed a small pilot "Honorary Counsel" scheme where a pro bono lawyer carries out a legal "health check" of a voluntary organisation by examining its main documents to identify any potential legal issues. The lawyer also becomes a long-term, trusted adviser who can be called on to give initial advice on further legal problems. The pilot has proved so successful that all three organisations and volunteers involved have agreed to continue with it. We plan to increase the scale of the pilot during the course of 2017.

LawWorks provides a unique service and as we are a membership organisation we can draw on a growing network of over 70 law firms and in-house legal teams, all of which have specifically registered with LawWorks to carry out pro bono work.

The NFPP fits very well into the aims of the Strengthening London's voluntary sector programme, in particular through its priority to broker services to enable small not-for-profits across London to receive free, high quality, specialist advice. As a result of advice received through the NFPP, small not-for-profit organisations have an increased understanding of legal issues and the confidence to deal with them, have greater confidence in dealing with third parties and report improved governance and efficiency, thereby meeting our chosen outcome.

We meet the "Principles of Good Practice" in the following ways:

- ? we request detailed feedback from voluntary organisations about the number of beneficiaries helped and how services to them have been improved;
- ? we request feedback about how our services can be improved and use this to build on future practices;
- ? we actively market our services to smaller organisations (to be eligible for the programme the organisation must usually have a turnover of £500,000 or less);
- ? we prepare annual reports on the programme's work which we share with stakeholders.

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?

LawWorks is a registered member of the Fundraising Regulator and is entitled to display a Fundraising Regulator badge to show our commitment to the highest standards in fundraising. In addition, the work of our volunteers is regulated by the Solicitors Regulation Authority.

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.

Broker help for 110 cases for small not-for-profit organisations assisted which support beneficiaries in London in year 1 of the funding, rising by 5% in year 2.

Market the programme effectively to attract 5 more member firms in year 1, rising by 5 more in year 2.

Successfully broker help for 95% of approved cases that meet our eligibility criteria.

Expand the Honorary Counsel pilot scheme to include 3 further small voluntary organisations (which support beneficiaries in London) in year 1 and a further 3 organisations in year 2.

Hold 3 training sessions for volunteer lawyers in London which are specifically aimed at understanding the legal needs of small not-for-profit organisations in year 1 and in year 2.

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.

Increase the understanding of the majority (i.e. at least 60%) of small not-for-profit organisations assisted (which support beneficiaries in London) in relation to the particular types of legal issues that concern them

Give the majority (i.e. at least 60%) of small not-for-profit organisations assisted (which support beneficiaries in London) the confidence to deal with similar legal issues in the future;

Improve the governance and efficiency of the majority (i.e. at least 60%) of small not-for-profit organisations assisted (which support beneficiaries in London)

90% of small not-for-profits assisted (which support beneficiaries in London) to confirm that they would seek legal assistance from LawWorks again

95% of volunteer lawyers to confirm that they would take on more pro bono cases through LawWorks or recommend a colleague to do so

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?

We plan to continue the Not-For-Profits Programme beyond the period of the grant we are seeking (it has already been operating successfully for over 15 years). We will continue to make applications to appropriate trusts and foundations for financial support, as well as using our unrestricted income to part-fund the project.

Who will benefit?

About your beneficiaries

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

110

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?

51-60%

Funding required for the project

SEE
UPDATED
BUDGET
(ATTACHED)

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Project staffing	83,263	85,345	0	0
Other direct project costs	9,500	9,738	0	0
Rent (annual costs of a desk including rent, electricity, office supplies etc)	9,812	10,057	0	0
Governance	5,370	5,504	0	0
IT costs	1,966	2,015	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

TOTAL:	109,911	112,659	0	0
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	0	0	0	0

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

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	0	0	0	0

TOTAL:	0	0	0	0
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How much is requested from the Trust?

SEE
UPDATED
BUDGET

Expenditure heading	Year 1	Year 2	Year 3	Total
Project Staffing	41,631	42,672	0	0
Other direct project costs	4,750	4,869	0	0
Rent (annual costs of a desk inc. rent, electricity, office supplies et)	4,906	5,029	0	0
Governance	2,685	2,752	0	0
IT costs	983	1,008	0	0
	0	0	0	0
	0	0	0	0

TOTAL:	54,955	56,330	0	0
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Finance details

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

Financial year ended:	Month: December	Year: 2015
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Income received from:	£
Voluntary income	251,752
Activities for generating funds	0
Investment income	1,444
Income from charitable activities	607,360
Other sources	0
Total Income:	860,556

Expenditure:	£
Charitable activities	741,354
Governance costs	42,982
Cost of generating funds	26,092
Other	0
Total Expenditure:	810,428
Net (deficit)/surplus:	50,128
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	50,128

Asset position at year end	£
Fixed assets	2,995
Investments	0
Net current assets	257,118
Long-term liabilities	0
*Total Assets (A):	260,113

Reserves at year end	£
Restricted funds	1,000
Endowment Funds	0
Unrestricted funds	259,113
*Total Reserves (B):	260,113

*** 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?
21-30%

Organisational changes

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

In June 2016 we appointed a new Chair of Trustees, Alasdair Douglas, who is a former senior partner of a leading firm of solicitors and for five years chaired the City of London Law Society. In accordance with our current three year strategy, he has taken steps to reduce the number of trustees on the board from 17 to 10.

Previous funding received

Please list the funding received by your organisation from the following statutory sources during the last THREE years.

	Year 3 £	Year 2 £	Most recent £
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	0	177,660	236,800
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	Year 3 £	Year 2 £	Most recent £
Big Lottery Fund	59,311	64,575	15,119
Legal Education Foundation	60,000	51,000	17,500
Together for Short Lives	30,000	30,000	30,000
Tudor Trust	30,000	11,250	45,500
John Ellerman Foundation	0	7,500	30,000

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: **David Raeburn**

Role within **Director of Programmes & Deputy Chief Executive Officer**
Organisation:

REVISED BUDGET

(FOR 3-YEAR FUNDING)

[illegible]