

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Down's Syndrome Association	
If your organisation is part of a larger organisation, what is its name? N/A	
In which London Borough is your organisation based? Richmond	
Contact person: Ms Prerna Uppal	Position: Trusts Fundraiser
Website: http://www.downs-syndrome.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1061474
When was your organisation established? 06/11/1970	

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? Disabled people actively taking part in the arts or sport Disabled people reporting increased well-being as a result of taking part in the arts or sport
Please describe the purpose of your funding request in one sentence. To deliver a bespoke sports programme for children and adults with Down's syndrome living in London.
When will the funding be required? 02/04/2018
How much funding are you requesting? Year 1: £64,518 Year 2: £65,928 Year 3: £67,560 Total: £198,006

AIMS of your organisation:

DSA is a national charity, dedicated to helping people with Down's syndrome live full and rewarding lives throughout their life span.

Main activities of your organisation:

We provide information, support and training support; empowering around 40,000 people with Down's syndrome living in the UK and those closest to them. We champion their rights, campaign against discrimination and improve awareness, knowledge and understanding of the condition. We have specialist advisers on benefits, education, health and social care who advise new parents or anyone with questions. Our services include: developing and sharing information, running training courses for parents and professionals; conducting assessments for individuals with Down's syndrome and delivering our successful employment programme called Workfit to find suitable work for adults with Down's syndrome. In addition we run a sports programme to get more children and adults involved in an active sport.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
30	12	10	125

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	N/A

Summary of grant request

DSActive is a unique sports programme for children and adults with Down's syndrome (DS). Working in partnership with local community sports clubs, it supports 42 football and 22 tennis clubs across England and Wales. There are 4 tennis and 8 football DSActive clubs running across London, supporting 215 participants.

DSActive was created to address the sedentary lifestyle of people with DS and the associated health problems, including obesity. A 2010 study found that only 7.4% of adolescents and 0% of adults with the condition met the recommended levels of physical activity; 48% of people with DS fall in the 'obese' category.

Launched in 2006, DSActive has made a huge difference in the lives of people with DS. Players have seen improvements in their physical wellbeing, including weight loss, as well as improvements in their social wellbeing, with players reporting having more friends and more confidence in social situations. And, families benefit as well, especially when they meet with other parents and families of children with Down's syndrome helping them strengthen their support network.

Continues overleaf

Summary of grant request

Continued from previous

As with all our projects, DSAActive strives to make society more inclusive for people with DS. In addition to impacting their health and general well-being, building their confidence and social skills, it opens up pathways for them to move into pan disability and inclusive sports activities.

With over 8,000 people with DS in London, we want to offer more DSAActive sessions across London, especially in NE London. It was recently reported to have some of the most inactive boroughs in London, consequently making it harder for people with DS in these areas to be physically active.

In a bid to provide a wider range of activities, DSAActive plans to launch a series of Athletics clubs. We piloted this part of the project in summer this year to an overwhelmingly positive response from players and their families.

To make DSAActive more inclusive, the DSA would partner with London gyms and leisure centres to offer better access and support to those who would like to exercise more frequently and independently, without having to wait for weekly DSAActive sessions. By training members of staff to support the needs of clients with DS, we hope local leisure centres will offer a more inclusive environment for all its users.

Every year, we will host an annual festival, one each for the Tennis and Athletics teams across London and a Sports Day for Gym users.

We will appoint a designated sports officer to support our London-based users. They will carry out the necessary work to launch this phase of our project and sustain activity thereafter.

They will report to the DSAActive Project Manager who has a degree in Psychology, including specialising in Health Psychology; he is also a qualified Personal Trainer and Dietician. His work is overseen by our Services Director who has a strong background in learning disabilities within health, education and social care.

The DSA is a user-driven organisation promoting and facilitating information exchange between our members via 125 regional, affiliated, parent-led groups who, with our guidance, contribute to government policy at all levels. Our Trustees are service users, or have DS themselves. We currently have approximately 200 volunteers who work with us on a regular basis in a wide range of roles.

We are constantly taking steps to reduce our carbon footprint. In 2017 we made series of changes to make our building more energy efficient. Recently we installed cycle racks and a shower to encourage staff to cycle to work. Wherever possible we encourage remote working and use online resources to facilitate meetings and training.

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?

Whilst the DSA does not have a recognised quality assurance certificate in place we do have rigorous systems and processes

for ensuring that our organisation, projects and people are well managed and work efficiently and effectively.

The organisation hierarchy is designed to ensure that there is regular and careful management of all of our projects and activities. The Board of Trustees have ultimate control, and they meet 4 times a year to review and plan on a quarterly basis. The Chief Executive is in close contact with the Chair so that she is up to date with all progress. The staff Senior Management Team meet every 6 weeks. At these meetings each department submits a progress report and each report is discussed, so that all Senior Managers are aware of the progress of the organisation in all areas and can pull together to address any issues. Senior managers then feedback to their own department so that all staff are up to date and working towards the same goals.

Staff and volunteer management is also arranged departmentally, with each department having a head who is the line manager and budget holder for their department. The line manager knows their individual staff members well and will be in regular, usually daily, contact with them to ensure that they are working to fulfill their objectives. An annual formal appraisal is undertaken by all staff to formally record the progress and achievements over the last year and set objectives for the year ahead. The Senior Management team manage the Heads of Departments and regularly appraise them and the Chief Executive is managed by the Chair. The HR Manager oversees all the recruitment and selection processes. The induction process for new staff and trustees is documented and follows set procedures. The HR Manager records all leave, maternity leave, sickness absence etc. and reports to the Chief Executive. There is an annual budget for staff training.

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.

To recruit a London-based project officer to expand the reach of DSActive across London, especially in North East of the city, which has some of the most inactive boroughs in London-this includes Newham, Barking, Dagenham and Enfield.

To increase the number of participants. We envision recruiting around 8 participants per club annually with the introduction of 1 football club, 2 tennis, and 3 athletics clubs in a three year period.

To maintain 12 existing clubs and recruit additional participants to each new club through additional presence in the London region.

To partner with gym/leisure centres across London and Greater London to offer a wider range of sports/physical activities for DSActive members or any one with Down's syndrome.

To launch 1 football club, 2 tennis, and 3 athletic clubs across London in a three-year period

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.

More people with DS will have access to sport, and additional sporting opportunities will be available to them. Families will benefit as sessions will provide an opportunity to share experiences and develop new contacts and friendships. Coaches will benefit from the training available and from the experience of coaching.

An increase in physical activity leading to increased reporting of general well-being, healthy weight, and social benefits.

Maintaining opportunities for physical activity will increase skill level and maximise the potential for people with DS to progress to more varied inclusive activities

By working in partnership with gyms and leisure centres, these facilities will become more accessible and supportive to the needs of people with DS, helping them become more inclusive.

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 continue to diversify our funding streams and work hard to remain on target. Our committed and loyal membership sources general donations, legacies and fundraising events income. We strive to inspire interest from existing and new corporates and charitable trusts. We seek opportunities to secure statutory funding, although these openings are very limited.

Who will benefit?

About your beneficiaries

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

400

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

London-wide (100%)

What age group(s) will benefit?

0-15

16-24

25-44

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?

91-100%

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
London Project officer salary	27,025	27,701	28,532	83,258
DSActive Manager salary component	6,628	6,794	6,998	20,420
Office Costs, Resources & Staff training	6,000	6,100	6,202	18,302
Marketing & Publicity	2,500	2,550	2,601	7,651
Summer Athletics Club	5,000	5,100	5,202	15,302
Start Up Grants to launch new clubs	2,000	2,000	2,000	6,000
Festivals	6,000	6,120	6,242	18,362
Travel & Subsistence	3,500	3,570	3,641	10,711
Management & Admin (@10%)	5,865	5,993	6,142	18,000
TOTAL:	64,518	65,928	67,560	198,006

What income has already been raised?

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

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
None	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
London Project Officer salary	27,025	27,701	28,532	83,258
DSActive Manager salary component	6,628	6,794	6,998	20,420
Office Costs, Resources and Staff training	6,000	6,100	6,202	18,302
Marketing and Publicity	2,500	2,550	2,601	7,651
Summer Athletics Club	5,000	5,100	5,202	15,302
Start up grants (to launch new clubs)	2,000	2,000	2,000	6,000
Festivals	6,000	6,120	6,242	18,362
Travel and Subsistence	3,500	3,570	3,641	10,711
Management and Administration (@10%)	5,865	5,993	6,142	18,000
TOTAL:	64,518	65,928	67,560	198,006

Subsequently Revised - 805 APPENDIX A

Finance details

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

Financial year ended:	Month: March	Year: 2017
-----------------------	------------------------	----------------------

Income received from:	£
Voluntary income	1,014,679
Activities for generating funds	467,747
Investment income	10,208
Income from charitable activities	529,504
Other sources	164,725
Total Income:	2,186,863

Expenditure:	£
Charitable activities	1,814,356
Governance costs	50,730
Cost of generating funds	368,285
Other	0
Total Expenditure:	2,233,371
Net (deficit)/surplus:	-46,508
Other Recognised Gains/(Losses):	-26
Net Movement In Funds:	46,534

Asset position at year end	£
Fixed assets	1,181,207
Investments	527
Net current assets	1,851,093
Long-term liabilities	-226,435
*Total Assets (A):	2,806,392

Reserves at year end	£
Restricted funds	1,344,938
Endowment Funds	0
Unrestricted funds	1,461,454
*Total Reserves (B):	2,806,392

* 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?
1-10%

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.

	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	35,046	29,206	32,125
Other statutory bodies	40,850	35,824	27,984

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 £
The Henry Smith Charity	0	0	21,000
Zochonis Charitable Trust	31,000	0	15,000
Balley Thomas Charitable Fund	0	10,000	0
Eveson Charitable Trust	0	0	10,000
Garfield Weston Foundation	25,000	0	25,000

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: **Perna Uppal**

Role within **Trusts Fundraiser**
Organisation:

APPENDIX A - REVISED BUDGET

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
London Project officer salary	27,025	27,701	28,532	83,258
DSActive Manager salary component	6,628	6,794	6,998	20,420
Office Costs, Resources & Staff training	6,000	6,100	6,202	18,302
Marketing & Publicity	3,500	3,570	3,641	10,711
Summer Athletics Club	5,000	5,100	5,202	15,302
Start Up Grants to launch new clubs	2,000	2,000	2,000	6,000
Festivals	6,000	6,120	6,242	18,362
Travel & Subsistence	2,500	2,550	2,601	7,651
Management & Admin (@10%)	5,865	5,993	6,142	18,000
TOTAL:	64,518	65,928	67,560	198,006

What income has already been raised?

Source (All Own Contribution)	Year 1	Year 2	Year 3	Total
DSActive Manager salary component	6,628	6,794	6,998	20,420
Office Costs, Resources & Staff training	6,000	6,100	6,202	18,302
Start Up Grants to launch new clubs	2,000	2,000	2,000	6,000
Festivals	6,000	6,120	6,242	18,362
Marketing & Publicity	3,500	3,570	3,641	10,711
Management & Admin (@10%)	2,413	2,458	2,508	7,379
TOTAL:	26,541	27,042	27,591	81,174

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
None	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
London Project Officer salary	27,025	27,701	28,532	83,258
Travel & Subsistence	2,500	2,550	2,601	7,651
Summer Athletics Club	5,000	5,100	5,202	15,302
Management and Administration (@10%)	3,452	3,535	3,634	10,621
TOTAL:	37,977	38,886	39,969	116,832