

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Sutton Borough Volunteer Bureau	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Sutton	
Contact person: Ms Anita Maullin	Position: Chief Executive
Website: http://www.vcsutton.org.uk	
Legal status of organisation: First Contact	Charity, Charitable Incorporated Company or company number: 1048978
When was your organisation established? 05/09/1995	

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 organisations with the skills to improve their volunteer management More equalities organisations with enhanced voice, advocacy and representation skills
Please describe the purpose of your funding request in one sentence. Enable organisations through capacity building and events to recruit, motivate and retain diverse, hard to reach volunteers, provide voice and representation, ensuring suitable, effective roles.
When will the funding be required? 01/04/2018
How much funding are you requesting? Year 1: £52,566 Year 2: £51,366 Year 3: £53,264 Total: £157,196

Aims of your organisation:

For over 50 years Volunteer Centre Sutton (VCS) has delivered a broad portfolio of services to enhance community well-being through voluntary action, encouraging and supporting everybody who lives in or visits the Borough to volunteer with a positive outcome.

We have 4 key strategic objectives:

VCS inspire community by empowering others. We provide volunteering infrastructure to the voluntary sector by offering dynamic marketing and support, passionate policy response and campaigning, ensuring excellence in volunteer management and delivering transformative training and resources.

VCS inspire community through digital inclusion, making volunteering accessible, innovative, meaningful and visible to both people, volunteers and VCO's.

VCS inspire community through leading by example. VCS run mentoring, befriending, youth projects to support vulnerable or disadvantaged members of our community.

VCS are an inspired community, dedicated to sustainable delivery. We diversify our funding sources; we look at identifying learning and sharing with a commitment to purposeful fundraising.

Main activities of your organisation:

We provide volunteering infrastructure to the voluntary sector by offering capacity building, marketing and support, ensuring excellence in volunteer management and delivering transformative training and resources. VCS also delivers a broad portfolio of services, providing a diverse range of community-based initiatives to the borough of Sutton. Central to our role is ensuring exemplary standards in volunteer management are maintained and ensuring volunteers and community are recognised for their valuable contribution to the local community.

Our innovative projects support, empower and promote strong community and individuals. Among these is the Mentoring and Advocacy Peer Support (MAPS) programme, Citizens Commissioning, to support residents and the people of Sutton to have a say in what and how services are provided within the borough and Befriending projects to support isolated, elderly and frail people.

We work in alliance with partnerships ranging from council departments, voluntary, faith and community organisations, active participation within Networking Forums, strategic alliances and local government.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
2	16	7	420

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	8

Summary of grant request

Volunteer Centre Sutton (VCS) has a wealth of experience and skills within the Voluntary sector supporting organisations for over 50 years. This service will provide 2-part time staff time to identify and work to improve organisational best practice around volunteering with emphasis on supporting people under represented and often marginalised. These people could potentially have additional needs such as mental health or disabilities, learning difficulties to groups that are often harder to reach and not fully represented within society, such as Offenders, NEETS, Refugees, etc.

There is a need for organisations to be better informed and equipped to maximise the value of volunteering including providing a voice and representation.

The key aims are:

- ? Identify and work with organisations to recruit and support the above targeted people into potential placements.
- ? Provide training workshops to engage, share learning including new skills in what is required to support people with additional needs or those hard to reach.
- ? Support community volunteering to maximise voice and representation within specific targeted areas.
- ? Track and monitor the impact and learnings to share widely.

VCS have regular engagement with over 300 organisations and it is through discussions at various networking events that we have recognised the need to provide extra support to both identify and engage specific volunteers. Feedback stated the need for extra tools, information and training for organisations to equip them to work with volunteers with extra needs. Often organisations express a willingness to take on new people, such as NEETS or those with a disability, however when it comes to how organisations approach people and work with them, there is often uncertainty. Every week as a Volunteer Centre we are approached by people with additional needs however we often struggle to find suitable placements for them.

With the additional resource available, one staff member will be dedicated to supporting organisations, including small, grass roots groups, working with hard to reach volunteers, community organising and creating opportunities. The second staff member will directly support recruitment with outreach and events plus training workshops to share information and learning.

In terms of the overall Index of Multiple Deprivation 2015 (IMD 015), Sutton is one of the least deprived London boroughs with 7 areas within Sutton that rank in the 20% most deprived in England.

A recent survey by the Sutton Youth Commissioners highlighted that 83.7% of young people thought it was important to have a local youth ambassador or advocate. They expressed a need to provide voice and representation for young people within the borough. With over 10% of young people affected with mental health concerns, this service will target and support with volunteer interventions to upskill and provide improvements in self-confidence and well-being.

VCS works on a Developmental Asset based model of evaluation and this programme will provide flexible bespoke support, shared learning and information across networks. VCS holds several quality standards including Investing in Volunteers and C4EO accreditation

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which places VCS in the top 9% of services for people in the UK, demonstrating we achieve excellence in outcomes measurement.

VCS have strong relationships working with organisations, social care teams, the Stroke Association, MENCAP, Alzheimer's Society, Housing Associations, Age UK, CAB amongst others. Throughout the three years we will involve organisations in the continuous improvement of the service and will target diverse uptake to ensure engagement from as many small and less resourced organisations as possible.

Funding from City Bridge would support our vision to 'Inspire Community'. This service will support marginalised and disadvantaged people across Sutton, reducing the inequalities they face, by providing them with support, representation, an opportunity and a voice.

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?

The charity holds and continually reviews the following quality standards:

- ? **Investing in Volunteers;**
- ? **Positive About Disabled People**
- ? **Volunteer Centre Quality Accreditation.**

Other Awards that VCS hold include:

- ? **C4EO ? Centre For Excellence**
- ? **Experts in Volunteering ? Volunteer Management Charter**
- ? **The Queen's Award for Voluntary Service.**

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.

- 1. Work with +120 organisations, including small, less resourced organisations to improve volunteer management. This will include bespoke work such as recruitment, retention and support of hard to reach and volunteers who require additional support. We will look at overcoming barriers with roles for people with disabilities, offenders, NEETS etc.**
- 2. Develop, hold 250 external outreach events to engage both potential volunteers and organisations in areas not currently supported. These events may be within libraries, jobcentres to outside community events at shows, community halls, high streets, estates etc. We will discuss with people and promote volunteering opportunities to register them.**
- 3 VCS will work directly with minimum of 80 organisations to ensure set quality standards are worked towards including key elements of best practice in volunteering, e.g. Investing in Volunteering. How to use tools effectively to**

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support, process, templates and monitoring and evaluation techniques to improve standards of work.

4. Provide minimum 9 training workshops to organisations and small community groups in how to support volunteers directly with additional needs or those hard to reach. These workshops will be followed by supplying online blogs, toolkits and bespoke support to ensure organisations are equipped to strategically engage and share learnings.

5. The service will actively recruit and work directly with 300 people under-represented to provide opportunity and representation with volunteering. This will include targeted work with offenders, NEETS, those with mental health concerns, schools to provide skills based volunteering for those not in education, employment or training and under-represented groups.

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.

1. Diverse organisations will understand best practice volunteering and will be equipped and confident to support volunteers with additional needs and those hard to reach. These organisations will have improved understanding with recruitment strategies, procedures and set standards for supporting, maintaining and motivating volunteers from these groups.

2. External events including outreach work will promote volunteering, recruit volunteers and engage small, under-represented organisations. New organisations and often neglected people will understand the potential of diverse volunteering. These events will talk to a minimum of 1500 people, provide current information to sign up for volunteer opportunities.

3. Organisations will engage, share information and actively recruit volunteers with additional needs. Working with individual organisations, they will be able to match and find suitable roles with support. Their stories will be shared widely to both share learning and promote the benefits of volunteers.

4. Organisations will attend bespoke training workshops specifically to address and identify areas of need, such as supporting volunteers with mental health concerns. These organisations will utilise further online support tools. Organisations will have increased skills and knowledge to work with people with additional needs, overcoming barriers, attitudinal and practical.

5. Under-represented volunteers from diverse backgrounds, some with additional needs such as mental health, disability or offenders will be recruited and ready for volunteer placements. Through 1 to 1 support, these volunteers will have demonstrable increased self-confidence, be prepared and hopefully sourced new placements to learn new skills.

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 aim to carry on with this work by diversifying our fundraising; including developing self-managed models for volunteer delivery. We will develop a sustainability plan, including developing tools for organisations with plans for longer-term sustainability including research of potential social enterprise. This work will be ongoing, years two and three.

Who will benefit?

About your beneficiaries

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

860

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

Sutton (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?

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
Staff costs	40,477	39,477	41,475	121,429
Supervision/Finance/Reception/ Evaluation/Travel&Expenses	4,900	4,900	4,900	14,700
Activity outreach Costs	1,000	1,000	1,000	3,000
Premises	3,028	3,028	3,028	9,084
Capital costs	500	300	200	1,000
Print Publicity costs	479	479	479	1,437
Office Costs (Stationary, phone, Postage etc)	1,008	1,008	1,008	3,024
Professional Fees (Payroll, Audit, HR etc)	1,174	1,174	1,174	3,522
	0	0	0	0

TOTAL:	52,566	51,366	53,264	157,196
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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
	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
Looking into Henry Smith & Esme Fairbarn (however not formally applied yet)	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

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

Expenditure heading	Year 1	Year 2	Year 3	Total
See Total Cost of Budget above	52,566	51,366	53,264	157,196
All the above is requested	0	0	0	0
	0	0	0	0

TOTAL:	52,566	51,366	53,264	157,196
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Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Salaries, NI and Pensions	32250	32250	32250	96750
Recruitment	500	0	0	500
Guidance development & Evaluation	1500	500	500	2500
Travel	800	800	800	2400
Training	200	200	200	600
Events outreach	1600	800	800	3200
Volunteer Expenses	1000	1000	1000	3000
Accommodation	1514	1514	1514	4542
Utilities	504	504	504	1512
General running expenses	1928	1228	1178	4334
TOTAL:	41796	38796	38746	119338

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
TOTAL:				

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
TOTAL:				

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Salaries, NI and Pensions	32250	32250	32250	96750
Recruitment	500	0	0	500
Guidance Development & Evaluation	1500	500	500	2500
Travel	800	800	800	2400
Training	200	200	200	600
Events outreach	1600	800	800	3200
Volunteers expenses	1000	1000	1000	3000
Accommodation	1514	1514	1514	4542
Utilities	504	504	504	1512
General running expenses	1928	1228	1178	4334
TOTAL:	41796	38796	38746	119338

Finance details

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

Financial year ended:	Month: March	Year: 2017
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Income received from:	£
Voluntary income	1,016
Activities for generating funds	10,710
Investment income	1,068
Income from charitable activities	518,656
Other sources	4,965
Total Income:	536,416

Expenditure:	£
Charitable activities	489,314
Governance costs	0
Cost of generating funds	42,971
Other	0
Total Expenditure:	532,285
Net (deficit)/surplus:	4,131
Other Recognised Gains/(Losses):	0
Net Movement In Funds:	4,131

Asset position at year end	£
Fixed assets	0
Investments	0
Net current assets	482,113
Long-term liabilities	196,723
*Total Assets (A):	482,113

Reserves at year end	£
Restricted funds	260,010
Endowment Funds	0
Unrestricted funds	222,103
*Total Reserves (B):	482,113

*** 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?
11-20%

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	262,635	391,610	342,525
London Councils	0	0	21,086
Health Authorities	0	0	9,294
Central Government departments	6,000	4,800	4,800
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	0	29,112	39,208
Children In Need	27,300	26,860	26,860
Games Aid	62,571	70,500	95,400
City Bridge Trust (* Youth Offer)	49,981	38,991	0
Henry Smith	18,000	9,000	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: **Anita Maullin**

Role within Organisation: **Chief Executive**