



The City Bridge Trust Committee

Date: THURSDAY, 28 NOVEMBER 2013
Time: 1.45pm
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members: Deputy Billy Dove (Chairman)
Jeremy Mayhew (Deputy Chairman)
Deputy Ken Ayers
Simon Duckworth
Stuart Fraser
Marianne Fredericks
Alderman Alison Gowman
Deputy the Revd Stephen Haines
Vivienne Littlechild
Edward Lord
Wendy Mead
Alderman Matthew Richardson
Ian Seaton
Vacancy
The Rt Hon the Lord Mayor Alderman Fiona Woolf (Ex-Officio Member)

Enquiries: Xanthe Couture
tel. no.: 020 7332 3113
xanthe.couture@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the minutes and non-public summary of the meeting held on 30 October 2013.

For Decision
(Pages 1 - 8)
4. **OUTSTANDING ITEMS**
To receive a report of the Town Clerk.

For Information
(Pages 9 - 10)
5. **TERMS OF REFERENCE & FREQUENCY OF MEETINGS**
The Committee are invited to review their terms of reference prior to their submission to the Court at its meeting on 1 May 2014 and to review the frequency of their meetings.

For Decision
(Pages 11 - 14)
6. **PROGRESS REPORT AND EVENTS**
To receive a progress report of the Chief Grants Officer.

For Decision
(Pages 15 - 22)
7. **GRANT APPLICATIONS**
To consider an introductory report of the Chief Grants Officer relative to grant recommendations

For Decision
(Pages 23 - 28)
8. **GRANT RECOMMENDATIONS AND ASSESSMENTS**
To consider the Chief Grants Officer's reports on grant recommendations, as follows:-

For Decision
(Pages 29 - 30)

 - a) Otakar Kraus Music Trust - Recommended Grant £35,600 (Pages 31 - 42)
 - b) National Theatre - Recommended Grant £50,000 (Pages 43 - 52)
 - c) Tower Hamlets Community Transport - Recommended Grant £86,150
(Pages 53 - 64)
 - d) NOVA new opportunities - Recommended Grant £51,300
(Pages 65 - 76)
 - e) SSBA Community Trust - Recommended Grant £37,880
(Pages 77 - 90)

- f) MADE in Europe - Recommended Grant £79,200 (Pages 91 - 102)
- g) Vitalise - Recommended Grant £51,000 (Pages 103 - 114)
- h) Havering Association for People with Disabilities - Recommended Grant £25,000 (Pages 115 - 126)
- i) National Centre for Young people with Epilepsy - Recommended Grant £72,600 (Pages 127 - 138)
- j) Coram Voice - Recommended Grant £81,300 (Pages 139 - 150)

9. **STRATEGIC INITIATIVES**

- a) **Pan-London Personalisation Project**
To consider a report of the Chief Grants Officer.
For Decision
(Pages 151 - 154)
- b) **Research into Funder Impact Practice**
To consider a report of the Chief Grants Officer.
For Decision
(Pages 155 - 158)

10. **PROPOSED PARTNERSHIP WITH BUTTLE UK**
To consider a report of the Chief Grants Officer.
For Decision
(Pages 159 - 164)

11. **TO CONSIDER REPORTS OF THE CHIEF GRANTS OFFICER AS FOLLOWS:-**

- a) Grants Recommended for Rejection **For Decision**
(Pages 165 - 170)
- b) Withdrawn and Lapsed Applications **For Information**
(Pages 171 - 172)
- c) Grants Approved under Delegated Authority **For Information**
(Pages 173 - 174)
- d) Reports on Monitoring Visits **For Information**
(Pages 175 - 180)

12. **STATISTICAL MONITORING REPORT, WORKING WITH LONDONERS - JULY 2008 - MARCH 2013**
To receive a report of the Chief Grants Officer.
For Information
(Pages 181 - 196)

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

15. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 30 October 2013.

For Decision
(Pages 197 - 198)

17. **THE COL AS TRUSTEE OF BRIDGE HOUSE ESTATES - TO FOLLOW**

To receive a joint report of the Chief Grants Officer, Town Clerk, Chamberlain, and Comptroller and City Solicitor.

For Information

18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Agenda Item 3

THE CITY BRIDGE TRUST COMMITTEE

Wednesday, 30 October 2013

Minutes of the meeting of The City Bridge Trust Committee held at Guildhall, EC2 on
Wednesday, 30 October 2013 at 1.45pm

Present

Members:

Deputy Billy Dove (Chairman)
Jeremy Mayhew (Deputy Chairman)
Deputy Ken Ayers
Ray Catt
Simon Duckworth
Stuart Fraser
Marianne Fredericks
Deputy Revd Stephen Haines
Edward Lord
Wendy Mead
Alderman Matthew Richardson
Ian Seaton

Officers:

Xanthe Couture	- Town Clerk's Department
Jenna Rigley	- Chamberlain's Department
David Farnsworth	- The City Bridge Trust
Jenny Field	- The City Bridge Trust
Ciaran Rafferty	- The City Bridge Trust
Sandra Davidson	- The City Bridge Trust
Jemma Grieve Combes	- The City Bridge Trust
Tim Wilson	- The City Bridge Trust
Joan Millbank	- The City Bridge Trust
Karisia Gichuke	- The City Bridge Trust
Julia Mirkin	- The City Bridge Trust
Susanna Lascelles	- Public Relations Office

Also in attendance:

Representatives from the following organisations, whom the Chairman welcomed to the meeting were also present.

- British Wheelchair Sports Federation
- Kensington & Chelsea Foundation
- Ms Fiona Adler
- Karina Dostolova CC

1. **APOLOGIES**

Apologies for absence were received from Alderman Alison Gowman and Vivienne Littlechild.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

The Chairman declared a non-pecuniary interest in respect of item 7.g) due to being an honorary life member of SetPoint.

3. **MINUTES**

RESOLVED – That the public minutes and summary of the meeting held on 3 October 2013 be approved as a correct record.

4. **OUTSTANDING ITEMS**

The Committee received a report of the Town Clerk that identified items which required further action by officers.

Members were informed that satisfactory audited accounts for the first year of the newly merged Dulwich Helpline & Southwark Churches Care had been received.

The Chief Grants Officer noted that a report was being completed, in consultation with the Comptroller and City Solicitor, on the meaning of the Trust's independence from the City of London Corporation and would be presented to the Committee at the 28 November 2013 meeting.

5. **PROGRESS REPORT AND EVENTS**

The Committee considered the regular progress report and events update of the Chief Grants Officer, who remarked that visits with Members to City Bridge Trust (CBT) grant recipients were taking place.

The Chief Grants Officer informed Members that the communications strategy to promote the Investing in Londoners programmes was underway..

The Chief Grants Officer remarked that a new format for updating Members on the Trust's progress against its Business Plan objectives was being trialled at this meeting and could be found appended to this report.

It was noted that the assessments of all applications received as part of the Working with Londoners grants programme would not be completed by the target date of October 2013, but would be likely to be completed by January 2014. The target for the launch of the new grants programmes was also likely to change from amber to green by the next reporting period.

The Chief Grants Officer invited officers to present on the City of London Corporation's social investment portfolio and the work of the Social Investment Adviser who was being jointly funded by the Trust and Policy and Resources Committee.

The Social Investment Advisor updated Members on her work to engage with a number of policy investment actors, including City businesses Big Lottery Fund, the Treasury and the Cabinet Office. This work supports the Corporation's aim of positioning London as a global hub for social investment.

The Principal Grants Officer added that in October of 2012, the City of London Corporation had established a £20m Social Investment Fund, drawn from capital in the Bridge House Estates. This fund is overseen by the Social Investment Board on which several members of City Bridge Trust Committee sit. In its first year, the Board has invested £2m, including £500,000 in Golden Lane Housing Bond. Members saw a video illustrating this project.

RESOLVED - That,

- a) Members note the contents of this report; and
- b) the target deadline against KPI 1 of the Business Plan be amended to the end of January 2014.

6. GRANT APPLICATIONS

The Committee considered a report of the Chief Grants Officer, which dealt with recommendations relating to applications received from the current programmes. Members noted that a total of 35 applications would be dealt with at the meeting, of which 1 was a strategic initiative, 12 were recommended for approval, 16 recommended for rejection, 2 had been withdrawn and 1 had been lapsed. Three grants were noted as proposed for approval under delegated authority.

RESOLVED – That,

- a) Members note the contents of the report; and
- b) the individual grant recommendations in relation to the applications set out in the summary schedule and other papers be considered.

7. GRANT RECOMMENDATIONS AND ASSESSMENTS

The Committee considered a report of the Chief Grants Officer which recommended grants to various organisations.

Members considered each application and the following observations were noted:

Item 7.d) (British Wheelchair Association) – It was noted with regards to the grant recommendation that 2012/13 accounts had been received.

Item 7.e) (Trussell Trust) – A Member remarked that in the current environment, a number of churches had also become involved in the development of food banks.

Item 7.f) (ShareAction) – A Member asked if in future, further information on these types of organisations could be provided as in many investment funds, many decision were taken by the fund managers. It was agreed that a progress report be submitted to the November 2014 Committee. The Deputy Chairman requested that this report also include details of the work that Economic Development Office was undertaking to support financial literacy.

Item 7.g) (SETPOINT London East) – The Chairman noted that this was interesting project that had been a beneficiary of previous grants. Members noted that the grant was conditional on City Bridge Trust not being the organisation's single largest funder in any one year.

Item 7.i) (Beyond Youth CIC) – based on a query from a Member, officers had corrected Section 8 of the application to read as follows: voluntary income £50,000; investment income £0; other sources £0 and total income of £183,734.

7.a) Laburnum Boat Club - Recommended Grant £ 64,500

£64,500 over three years (3 x £21,500) for additional sessional workers and volunteers, a driver and new equipment to support and accommodate disabled beneficiaries to take part in paddlesports.

7.b) St Laurence Church Catford - Recommended Grant £60,000

£60,000 towards disability access works to the community centre, at St Laurence Church.

7.c) Lauderdale House Society - Recommended Grant £50,000

£50,000 towards access-related costs comprising the following components:

- a) £2,000 towards a further access appraisal of architect plans when these reach a more advanced stage; and
- b) £48,000 toward access-related building works, conditions upon:
 - (i) A satisfactory further access appraisals of architects' plans;
 - (ii) Confirmation that revenue needed to offset revenue losses while works take place has been secured before building works start.

7.d) British Wheelchair Sports Foundation - Recommended Grant £71,000

£71,000 over three years (£16,000; £27,000; £28,000) towards the salary of a full time Project officer and associated costs to run an equipment loan scheme and support multi-support events as part of the Motivate East Paralympic legacy programme.

7.e) Trussell Trust - Recommended Grant £195,000

£195,000 over three years (3 x £65,000) towards the f/t salaries of a London Network Manager and a London Development Officer.

7.f) ShareAction - Recommended Grant £117,000

£117,000 over three years (£38,000; £39,000; £40,000) towards the salary and costs of a three year programme of environmental education for London's residents.

7.g) SETPOINT London East - Recommended Grant £40,000

£40,000 over two years (2 x £20,000) towards the salary and running costs of environmental workshops for children at the Soanes Centre conditional on the City Bridge Trust not being the organisation's single largest funder in any year.

7.h) Choice in Hackney - Recommended Grant £71,800

£71,800 over two years (£37,100; £34,700) towards the salary and costs of training and delivery of a volunteer and disabled-led information, support planning brokerage service to help people accessing personal budgets and direct payments for the first time.

7.i) Beyond Youth CIC - Recommended Grant £38,000

£38,000 over one year towards the salary of a full time Project Facilitator and running costs to deliver Chance to Change in HMP Send.

7.j) Institute of Fundraising - Recommended Grant £90,500

£90,500 over three years (£30,350; £29,850; £30,300) towards a part-time Project Administrator (2 days per week) and project running costs for a London network matching experienced fundraisers with small charities to strengthen the financial skills of the latter.

7.k) Richmond Upon Thames Council for Voluntary Service - Recommended Grant £131,600

£131,600 over three years (£43,800; £42,800; £45,000) towards the salary of a part-time (21hpw) Project Co-ordinator and running costs of the 'Know Your Impact' project.

7.l) The Kensington and Chelsea Foundation - Recommended Grant £114,000

£114,000 over three years (£40,000; £38,000; £36,000) for the salary and related costs of a full-time Corporate Engagement Manager.

8. STRATEGIC INITIATIVE - UK EVALUATION ROUNDTABLE

The Committee considered a report of the Chief Grants Officer which proposed the Committee commission the Institute for Voluntary Action Research to prepare a study of evaluation practice by charitable grant-makers to convene a meeting for leading trusts and foundations.

This would provide an opportunity to discuss a case-study prepared for the occasion and support CBT and other participating grant-makers, to develop an improved understanding of the design and use of evaluation.

RESOLVED – That,

- a) the Institute for Voluntary Action Research be commissioned to convene the inaugural UK Evaluation Roundtable for charitable trusts and foundations, at a cost of £5,000, to be charged against the City Bridge Trust Strategic Initiatives allocation for 2013/14.

9. TO CONSIDER REPORTS OF THE CHIEF GRANTS OFFICER AS FOLLOWS:-

9.a) Grants Recommended for Rejection

The Committee considered a report of the Chief Grants officer which recommended that sixteen grant applications from the Working with Londoners programme be rejected for the reason identified in the schedule attached to the report.

A Member raised concerns over the rejection of an organisation for reasons that seemed to mirror the reasons given for other grants that had been approved. Officers advised that the organisation had been rejected for reasons beyond those given that could not be listed in public papers without seeming punitive.

It was discussed that for organisations that were requesting grants up to £50,000 a different due diligence form could be developed to make the level of required information proportionate to the size of request. This might be especially helpful for smaller organisations which may not have the same administrative capacity as larger ones.

9.b) Withdrawn and Lapsed Applications

The Committee received a report of the Chief Grants Officer which provided details of two applications which had been withdrawn and one lapsed application.

Members were updated that St Ethelburga's Centre for Reconciliation and Peace would now be submitting an application under the Working with Londoner's programme as further information on finances and theory of change

had now been received and, therefore, it was to be withdrawn from its “lapsed” status.

9.c) Variations to Grants

The Committee received a report of the Chief Grants Officer which advised Members of a variation to one grants agreed since the last meeting of the Committee.

A Member queried as to why the £89,000 balance for the Ackee Housing Project had been revoked, to which officers advised that the end of year accounts had not been sent to the Charity Commission. Officers had subsequently met with the organisation and found that in the first year of the grant, funds had been well spent but subsequent failure to comply with the Charity Commission regulations meant that it had been decided to revoke any further funding.

9.d) Grants Considered under Delegated Authority

The Committee received a report of the Chief Grants Officer which advised Members of the following three grants, totalling £53,760 which had been presented for approval under delegated authority to the Chief Grants Officer in consultation with the Chairman and Deputy Chairman. An amended covering report had been circulated, correcting an error in the Table.

9.e) Reports on Monitoring Visits

The Committee received a report of the Chief Grants Officer relative to two visits that had been undertaken.

The Chief Grants Officer reminded Members that schedules of upcoming monitoring visits would be received quarterly going forward.

10. WEMBLEY NATIONAL STADIUM TRUST

The Committee received a report which advised Members of the progress and activities undertaken by the Wembley National Stadium Trust (WNST), which was administered under contract by City Bridge Trust.

Members were informed of the structure of the National Stadium Trust and the work delivered for the WNST by a seconded CBT officer three days a week.

The officer explained that in consultation with CBT, WNST had been able to develop grant monitoring systems and had produced an annual review that would be presented to an upcoming annual general meeting. The contract with CBT was at the halfway mark, and it was suggested that the WNST may seek to continue the third party administration of the Trust. The officer was hopeful that CBT would be able to continue in this role, to which a Member asked if there was concern over the cumulative impact to CBT on this use of resources.

It was noted that this CBT model of service, where CBT acts as a business incubator for the charity organisation, could be of interest to other charities, and should thus be monitored.

The Deputy Chairman and Chairman agreed that if these types of contracts were to develop further, a policy would need to be considered by the Committee.

11. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT

There were no urgent items.

13. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 1009A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of the Schedule 12A of the Local Government Act.

Item No.

14

Exempt Paragraphs

3

14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

Questions were raised in respect of the following –

The funding relationship between Bridge House Estates and City Bridge Trust.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no items of urgent business.

The meeting ended at 3:03

Chairman

Contact Officer: Xanthe Couture
tel. no.: 020 7332 3113
xanthe.couture@cityoflondon.gov.uk

Item	Action	Officer responsible	Progress by
30 October 2013			
Social Investment funding	Update report on CBT grantees who may be able to access Social Investment funding.	Tim Wilson	Market analysis to start December 2013. New grants programme (part of Investing in Londoners) to launch March 2014
Report on Role of the CoL as Bridge House Estates Trustee	A joint report of the Chief Grants Officer, Town Clerk, Chamberlain, and Comptroller and City Solicitor be brought to the Committee to explain the role of the City of London Corporation as Trustee of Bridge House Estates.	Chief Grants Officer/ Town Clerk /Chamberlain /Comptroller and City Solicitor	A future meeting of the Committee
4 September 2013			
Grant Recommendations Introductory Report format	Review the structure of the report so that information more clearly presented.	Jemma Grieve Combes	January 2014 to coincide with Investing in Londoners recommendations.
9 May 2013			
Islington Giving Evaluation	Present desirability of feasibility study to replicate Islington Giving Cripplegate Foundation partnership model with other London boroughs.	Chief Grants Officer	COMPLETED
18 April 2013			
City Bridge Trust Business Plan 2013-16	Update on the meaning of 'Independence' (as per the mission statement at section 1c of the business plan) in connection to the Trust's relationship with the City Corporation.	Chief Grants Officer	Issue to be combined within the report outlined above on the Role of CoL as CBT Trustee.
Outstanding Financial Conditions: CBT Committee – 4 September 2013			
Castlehaven Community Association	Grant conditional on securing full match funding.	Joan Millbank/Chamberlain	Organisation expects to know outcome of match-funding bid in March/April 2014
Outstanding Financial Conditions: CBT Committee – 4 July 2013			

Mousetrap Theatre Productions	Grant subject to receipt of satisfactory budget for 2013/14.	Jemma Grieve Combes/Chamberlain	Budget received early November 2013
Young People Matter	Grant subject to receipt of satisfactory budget for 2013/14	Joan Millbank/Chamberlain	Anticipated by January 2014

Agenda Item 5

Committee: City Bridge Trust	Date: 28 November 2013
Subject: Terms of Reference of the City Bridge Trust Committee	Public
Report of: Town Clerk	For Decision
<u>Summary</u>	
<ol style="list-style-type: none">1. As part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.2. The Terms of Reference of the City Bridge Trust Committee are attached as an appendix to this report for your consideration. The Court of Common Council agreed at their 18th July 2013 meeting that the Terms of Reference be amended to rectify a difference noted by the Committee between the wording in the Trust's handbook for Members and the wording in the Terms of Reference under subsection (b) (iii) regarding the bodies to be consulted in the application of surplus income.3. It was also noted that, whilst the Chairman and Deputy Chairman had been involved in the recent appointment process for the Chief Grants Officer, the Terms of Reference did not provide for this and the Court of Common Council also agreed this amendment.	
<u>Recommendation</u>	
<ol style="list-style-type: none">4. That, subject to any comments, the terms of reference of the Committee be approved for submission to the Court as set out in the appendix.	

Contact:

Xanthe Couture

Telephone: 020 7332 3113

Email: xanthe.couture@cityoflondon.gov.uk

This page is intentionally left blank

THE CITY BRIDGE TRUST COMMITTEE

TERMS OF REFERENCE

1. Constitution

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- 12 Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Right Honourable the Lord Mayor (ex-officio)

2. Quorum

The quorum consists of any five Members.

3. Terms of Reference

(a) To determine all applications for grants pursuant to the Cy Pres Scheme for the administration of the Charity known as the Bridge House Estates, made by the Charity Commissioners on 9 February 1995 and brought into effect by the Charities (The Bridge House Estates) Order 1995, as respects the following purposes:-

- (i) in or towards the provision of transport and access to it for elderly or disabled people in the Greater London area; and,
- (ii) for other charitable purposes for the general benefit of the inhabitants of Greater London;
other than grants above a sum of £500,000.

(b) Subject to the terms of the Cy Pres Scheme and criteria as to the eligibility and treatment of applications specified from time to time by the Court of Common Council:-

- (i) to review the criteria referred to above and to make recommendations to the Court of Common Council for changes thereto;
- (ii) to determine conditions and other requirements to be imposed in connection with grants that are approved;
- (iii) in considering the application of surplus income in accordance with clause 2 of the said Scheme, the Trustee shall consult with such person, bodies corporate, local authorities, government departments and agencies, charities, voluntary organisations and other bodies as the Trustee may think appropriate from time to time; and,
- (iv) to review, as necessary, the amounts, nature and spread of grants approved or refused, and the operation of administrative arrangements for the Scheme.

c) To be involved in the process for the appointment of the Chief Grants Officer, as appropriate.

This page is intentionally left blank

Agenda Item 6

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject:	Public
Progress Report	
Report of:	For Decision
Chief Grants Officer	
<u>Summary</u>	
<p>This is a regular Progress Report by the Chief Grants Officer.</p>	
Recommendations:	
a) that you receive this report and note its contents; and	
b) that, in respect of the proposed extension of Champollion's contract, you approve a waiver of the City's Procurement Regulations relating to tender thresholds for consultants.	

Main Report

1.0 Grants Programmes

- 1.1 Your former grants programmes, 'Working with Londoners', came to an end in July this year. Some of the extraordinary work you were able to fund through these programmes has been included in the 2012-2013 Annual Review for City Bridge Trust which is hot off the press and you should have received a copy. Particular thanks to your former Chief Grants Officer, Clare Thomas, and your Information & Website Officer, Graham Lee for their work in completing this.
- 1.2 Your new grants programmes, 'Investing in Londoners' is now receiving a steady flow of applications. The communications work to further publicise this programme continues including internal presentations to staff groups across the Corporation, and letters to Borough Leaders and London MPs (being co-ordinated with the Public Relations Office). The new Lord Mayor referred to 'Investing in Londoners' in her recent banquet speech and this was referred to in the Evening Standard (see paragraph 6.1).

2.0 Lord Mayor's Show

- 2.1 The Trust was pleased to once again take part in the Lord Mayor's Show, marking the start of Alderman Fiona Woolf's year in office. For the third year running, our entry was organised in partnership with disability arts charity Heart n' Soul, who are a current grant-holder on your Accessible Arts programme. Our float featured music from "The Fish Police" band, along with video screens and dancers wearing a variety of extravagant costumes. The Chairman and members of the Team followed the float and danced, undaunted, through the rain.

3.0 Launch of the City Philanthropy Exhibition

- 3.1 The City Philanthropy Exhibition was launched by the Lord Mayor at Charterhouse on 29th October 2013 at a well-attended event, including the Chairman, Deputy Chairman and Chief Grants Officer, as well as several Members and City Bridge Trust staff.
- 3.2 The exhibition has generated considerable media interest (see Paragraphs 6.0 – 6.2 below) and has proved very popular with visitor numbers reaching an average of 100 daily.
- 3.3 An event for the Livery Companies was held on the evening after the launch where over 90 attendees were given a private tour of the exhibition followed by a talk on the history of the Livery Companies.
- 3.4 The City Philanthropy Book which accompanies the exhibition has also been well received. 1,000 copies of the book were produced, of which 200 copies have been shared amongst the partners, with 65 each for the Museum of London and Charterhouse and 70 for City Bridge Trust. It can be used as a gift where appropriate but is also being sold at £10 per copy. You are underwriting the cost of the book and any proceeds from sales will be returned to the Trust.
- 3.5 A series of events accompanying the exhibition during November 2013 have drawn in an additional 440 visitors. These have included a debate organised by 'City Philanthropy – a Wealth of Opportunity' exploring how and why the City is best placed to lead the way in creating a culture of philanthropy in the UK. This was attended by the Chief Grants Officer and the Deputy Chief Grants Officer.
- 3.6 The City Bridge Trust staff team were given a highly entertaining private tour of Charterhouse by two of the brothers while on their way to the second day of the Trust's annual Training and Planning Away Days, which took place on 6th and 7th November 2013.

4.0 Launch of Trust support for the London Youth Quality Mark

- 4.1 On 30th October the Chairman and your officer, Ciaran Rafferty, attended an event at Highbury Vale Youth Club hosted by London Youth and its Patron, HRH The Duke of Edinburgh. Each year Prince Phillip makes a private visit to a small selection of youth clubs to see the work at first hand. He has been the organisation's Patron since 1946 and has visited over 100 different clubs since then.
- 4.2 The occasion also saw the launch of your new strand of Investing in Londoners which aims to support and reward youth clubs in London in achieving the Silver or Gold Quality Mark. This accreditation is formally recognised by City & Guilds. Your investment through this programme has been very much welcomed by London Youth's Chief Executive, Rosie Ferguson, who said *"Quality youth work changes young people's lives. That's why these new awards from the City Bridge Trust are so important. It means more clubs can afford to spend the time developing the quality of their services – and so will be able to do more to help young people overcome disadvantage and benefit from the opportunities open to them."*

5.0 Staff Volunteering Day

- 5.1 Each year the Trust staff team volunteers for a day at one of the organisations you are funding. The aim is to provide some practical help to the charity whilst also reinforcing the good spirit amongst the team.
- 5.2 This year, on 23rd October, we brought our skills in painting and bicycle-mending to your grantee the Charlie Chaplin Adventure Playground – a wonderful organisation based in Kennington which provides a range of out-of-school, indoor and outdoor, play activities for children with and without disabilities.
- 5.2 Bolstered by strong tea and home-cooked delights we were expertly marshalled by the Senior Playworker to undertake a range of tasks which the hard-pressed playground staff struggle to do within their normal working hours, especially as most of them are part-time. Over a period of several hours we mended a fleet of broken bicycles and tricycles (and road-tested them of course!); repainted and brought back into service the computer room; and waterproofed a large wooden outside play structure. It was a very successful day for us and, more importantly, for the organisation which seemed sincere in its gratitude.

6.0 Media Work

6.1 City Philanthropy – A Wealth of Opportunity

The launch of the City Philanthropy exhibition at Charterhouse on 29th October (see paragraphs 3.0 – 3.5 above) has generated considerable and good quality media interest, all of which has given high prominence to the support of the City of London Corporation and its charity, City Bridge Trust. The extent of the coverage is largely due to considerable preparation and planning by your City Philanthropy Manager, Cheryl Chapman and the media agency, Champollion in the lead up to the exhibition. A summary is set out in the table below:

Media	Coverage
TV & Radio	
ITV London	Lengthy news item, including an interview with the CGO
BBC London	Two substantial pieces, including interviews with City Philanthropy Manager, Cheryl Chapman and Young Philanthropist, Alan Mak.
BBC London 94.9	A feature on the Robert Elms Show
BBC London Online	News item
BBC Russia	News item
Press	
Sunday Express	Full page feature
Time Out	Full page feature
UK Fundraising	Article
Express and Star	Article
Spear's Wealth Management	Article
Press Association and Community Newswire	Various pieces

6.2 There has also been considerable social media activity around the exhibition. Two high profile guest bloggers attended the launch (one with 22,016 Twitter followers, the other with 17,836 Twitter followers) both of whom have written about the exhibition. Champollion tweeted throughout the evening and conducted video interviews with a number of key attendees, including the curator of the exhibition and two of the Charterhouse Brothers. A multi-media Storify board was compiled by Champollion for use on our, and others', websites which can be seen by following the hyperlink <http://storify.com/CBT/philanthropy-the-city-story>. Since the exhibition launch several other bloggers have written about it.

6.3 Get Young People Working – the Youth Offer

An article has appeared in *Kensington & Chelsea Today* regarding the £100,000 grant awarded under The Youth Offer initiative which gives due

recognition for the City of London Corporation's charity, City Bridge Trust.

6.4 Investing in Londoners

Your new grants programmes were included in the new Lord Mayor's recent Banquet speech; and were referred to in the Evening Standard article on Tuesday 12th November:

<http://www.standard.co.uk/business/business-news/woolfs-warning-city-must-be-inclusive-8934981.html>.

6.5 Champollion Contract

The cost of engaging Champollion during this financial year to date, has been £48,000. As well as the current focus on the City Philanthropy Exhibition, this includes its work promoting City Philanthropy more widely throughout the year, resulting in several high-profile articles being published as well as radio coverage. It has also included work on your Growing Localities programmes helping grantees to place press releases; development of the Parklife London website and considerable social media coverage following the Growing Localities Awards earlier this year. Finally, it has included social media training and support for the City Bridge Trust staff team.

- 6.6 Given the successful coverage of the City Philanthropy Exhibition so far, Officers are of the view that Champollion should continue this work during the exhibition into December 2013. This would include arranging and attending a Daily Telegraph interview with Heather Rabbatts focussing on philanthropy (Ms Rabbatts is due to receive the Freedom of the City) and an article in Monocle magazine. The Guardian has also shown interest in featuring an article on the exhibition. However, under the City's new Procurement Regulations extension of the contract into December requires you to approve a waiver in this instance. The cost of this will be £12,000.
- 6.7 The Public Relations Office have been consulted on this and support the recommendation.

Recommendations:

- a) that you receive this report and note its contents; and
- b) that, in respect of the proposed extension of Champollion's contract, you approve a waiver of the City's Procurement Regulations relating to tender thresholds for consultants.

David Farnsworth, Chief Grants Officer
020 7332 3713
david.farnsworth@cityoflondon.gov.uk
Report written: 13th November 2013

This page is intentionally left blank

THE CITY BRIDGE TRUST

Professional Development Events, Conferences and Seminars Attended 16th October to 13th November 2013

Date	Organisation	Type of Event	City of London's Representative	Location/ Borough	Summary Comments
17/10/13	Buzzacott	Training	Several CBT staff	Wood Street EC2	A short course to learn about new database management software that is available to the Trust.
17/10/13	Trust for London	Launch	Chief Grants Officer	Museum of London	An event to launch the latest edition of London's Poverty Profile.
22/10/13	London Funders	Away Day	Jemma Grieve Combes, Grants Officer	Cripplegate Foundation, Islington	Annual away day for Board members (of which your officer is one) to discuss strategic direction of London Funders.
23/10/13	Charlie Chaplin Adventure Playground	Volunteering Day	All CBT staff	Kennington, SE5	The annual Team Volunteering Day (please see also Chief Grants Officer's progress report).
25/10/13	Ariadne	Seminar	Ciaran Rafferty, Principal Grants Officer; Karisia Gichuke, Senior Grants Officer	Trust for London, EC1	A very informative seminar for funders on the impact of reforms to Legal Aid and Judicial Review.
29/10/2013	The Museum of London and The Charterhouse	Launch	Chairman; Deputy Chairman; several Members; Chief Grants Officer; Deputy Chief Grants Officer; City Philanthropy Manager	The Charterhouse	The launch of the "Philanthropy: The City Story" exhibition (please see also Chief Grants Officer's progress report).
05/11/11	Association of Charitable Foundations	Seminar	Julia Mirkin, Grants Officer	ACF offices, WC1	An informative session on Grant-making and the Law.

12/11/13	London Funders	Seminar	Ciaran Rafferty, Principal Grants Officer	Wood Street, EC2	A seminar for funding organisations in London to examine the value of partnerships. Your officer was one of the speakers.
----------	----------------	---------	---	---------------------	---

**General Events and Receptions
Attended 16th October to 13th November 2013**

Date	Organisation	Type of Event	City of London's Representative	Location/ Borough	Summary Comments
18/10/2013	Organiclea	Visit	Deputy Town Clerk; Chief Grants Officer	Chingford, E4	The Deputy Town Clerk and the Chief Grants Officer, as part of their induction to the work of the Trust, visited the CBT grantee Organiclea,.
21/10/2013	The Reading Agency	Presentation	Mr Ian Seaton; Chief Grants Officer	Farringdon Road, EC1	A presentation by representatives of The Reading Agency together with appointed librarians, who are working on the Six Book Challenge, a programme encouraging prisoners to read and to develop literacy skills.
25/10/2013	Shape London	Visit	Ms Marianne Fredericks; Chief Grants Officer	London NW5	Ms Fredericks and the Chief Grants Officer, as part of their induction to the work of the Trust, visited the CBT grantee Shape London.
29/10/2013	City of London Corporation	Reception	Chairman; Chief Grants Officer	Mansion House	A reception for representatives of churches in the Square Mile.
30/10/13	London Youth	Private Reception	Chairman; Ciaran Rafferty, Principal Grants Officer	Highbury Vale Youth Club, Islington	An event in the presence of HRH The Duke of Edinburgh, Patron of London Youth. (Please see also Chief Grant Officer's progress report)

Committee: City Bridge Trust	Date: 28 th November 2013
Subject: Grant Recommendations - Introductory Paper	Public
Report of: Chief Grants Officer	For Decision
<u>Summary</u>	
<p>This report deals with recommendations relating to applications received on your Working with Londoners grants programmes. A total of 24 applications will be dealt with at this meeting. Of these 2 are strategic initiatives, 10 are recommended for a grant, 5 are recommended for rejection, and 5 have been withdrawn. 2 grants are noted as approved or awaiting approval under delegated authority. The total Working with Londoners recommended sum for this meeting is £699,530. An additional £470,000 is recommended for the development of a hardship fund in partnership with Buttle UK.</p>	
<u>Recommendations</u>	
That you:	
a) note the contents of the report	
b) consider the individual grant recommendations in relation to the applications set out in the summary schedule and other papers	

Main Report

1.0 Introduction

- 1.1 This paper summarises the action taken on grant applications received, and tracks spend on your grant making at each Committee meeting for the current financial year. Sections 2 to 4 deal with your Working with Londoners programmes including applications, Strategic Initiatives and revocations/writebacks. This programme closed to new applications on 5th July 2013 following the completion of your Quinquennial Review. A summary of overall spend against your current year grants budget is provided at the end of this report.
- 1.2 Your policy guidance is available on the intranet in a document entitled "Members' Handbook". It includes the priorities and

exclusions that were ratified for the Trust by the Court of Common Council, in April 2008.

2.0 Working with Londoners

- 2.1 In the period 1st October 2012 to 31st December 2012, 105 applications were received. Of these, 1 application remains pending.
- 2.2 In the period 1st January 2013 to 31st March 2013, 106 applications were received. Of these, 2 are recommended for a grant today, leaving none pending.
- 2.3 In the period 1st April 2013 to 30th June 2013, 103 applications were received. Of these, 1 is recommended for a grant today, 1 is recommended for rejection and 1 has been withdrawn, leaving 6 pending.

Table 1: Applications received 1st April 2013 to 30th June 2013

	Committee Date								Total
	Apr 13	May 13	Jun 13	Jul 13	Sep 13	Oct 03/13	Oct 30/13	Nov 13	
Strategic Initiatives	1		3	1					5
Grants / Recs				2	4	8	7	1	22
Delegated Gr			2	3	5	1	3		14
Rejs/Recs				7	29	8	1	1	46
Withdrawn				1	5	1	1	1	9
Lapsed					1				1
Pending	N/A	N/A	N/A	N/A	N/A	N/A	N/A	6	6
TOTAL	1	0	5	14	44	18	12	9	103

- 2.4 In the period 1st to 5th July 2013, when your Working with Londoners grants programmes closed to new applications, 71 applications were received. Of these, 7 are recommended for a grant today, 4 are recommended for rejection, 4 have been withdrawn and 2 are noted as having been recommended for a grant under delegated authority, leaving 19 pending.

Table 2: Applications received 1st July 2013 to 30th September 2013

	Committee Date				
	Sep 13	Oct 03/13	Oct 30/13	Nov 13	Total
Strategic Initiatives	2				2
Grants / Recs		1	3	7	11
Delegated Gr				2	2
Rejs/Recs	2	11	12	4	29
Withdrawn	1	3		4	8
Lapsed					0
Pending	N/A	N/A	N/A	19	19
TOTAL	5	15	15	36	71

3.0 Strategic Initiatives

3.1 There are two Strategic Initiatives to be considered today. For your information Table 3 also shows 8 strategic initiatives agreed at your previous meetings this year.

Table 3: Strategic Initiatives 2013/14

Strategic Initiatives	Committee date	£
<i>For this meeting:</i>		
'Funding an Impact' by New Philanthropy Capital	28/11/2013	5,000
Broadway/ Pan London Personalisation Project	28/11/2013	80,000
<i>Agreed in this financial year to date:</i>		
UK Evaluation timetable	30/10/2013	5,000
Access and Sustainability Advisory Service	18/04/2013	192,900
City Philanthropy Book	06/06/2013	15,000
City Gateway - Ladder for London	06/06/2013	84,230
Lord Mayor's Show	06/06/2013	29,227
Web-based database of volunteer intermediaries	04/07/2013	6,000
Learning and Sharing Strategy 2013/14	04/09/2013	175,000
Practical Guide for Charity Chairs	04/09/2013	8,200
	Total	600,557
<i>Sum available (5% of total Working with Londoners budget)</i>		<i>747,500</i>
<i>Balance remaining</i>		<i>146,943</i>

4.0 Working with Londoners summary

4.1 From Table 4 you will see that a total of 24 Working with Londoners applications will be dealt with at this meeting. The total recommended sum is £699,530.

Table 4: Applications at this meeting – Summary by number and amount (£)

Grants by number	Number
Strategic Initiatives	2
Working with Londoners grants recommended	10
Working with Londoners grants delegated authority	2
Working with Londoners grants rejections recommended	5
Working with Londoners grants withdrawn	5
Working with Londoners grants lapsed	0
Total applications	24
Grants by amount	£
Working with Londoners grants recommended today	£570,030
Working with Londoners <£5k approved by delegated authority	£0
Working with Londoners <£25k recommended by delegated authority	£44,500
Working with Londoners strategic initiatives	£85,000
Total recommendation amount	£699,530

4.2 From Table 5 you will see the relative distribution of grants this financial year, across your programme areas.

Table 5: Grants in 2013-14 – by Programme

Programme Area	Year to date	This meeting	Total
<i>Working with Londoners</i>	£	£	£
Accessible London	1,137,882	171,750	1,309,632
Bridging Communities	1,162,565	89,180	1,251,745
Improving Mental Health	789,550	20,500	810,050
London's Environment	553,070	79,200	632,270
Older Londoners	1,106,855	51,000	1,157,855
Positive Transitions	1,433,150	178,900	1,612,050
Strengthening Third Sector	1,175,500	24,000	1,199,500
Exceptional Grants	80,000	0	80,000
Strategic Initiatives	515,557	85,000	600,557
Greening the third sector (eco-audits)	14,105	0	14,105
Total Working with Londoners including strategic initiatives	£7,968,234	£699,530	£8,667,764

5.0 Working with Londoners write-backs and revocations

- 5.1 There are no write-backs or revocations to be reported at today's meeting. Table 6 lists write-backs and revocations approved since 1st April 2013 for your information.

Table 6: Write-backs and Revocations 2013/14

Previously reported:	£
<i>Ackee Housing Project</i>	89,000
Action for Advocacy	24,000
Barnet Law Service	800
Westminster Society for People with Learning Disabilities	7,500
Dovetail Community Centre Project	12,000
Kainos Community	5,250
City Bridge Trust (The Lord Mayors Show)	4,160
Total:	£142,710

6.0 Summary of Spend 2013-14

- 6.1 Table 7 (at the end of this paper) summarises the original grants budget for 2013-14, including £2,892,000 carry forward from 2012/13 approved by the Resource Allocation sub Committee in July 2013. This table also shows the implications of Strategic Initiatives of £600,557 approved to date (including those recommended today); write-backs of £142,710 to date; and today's grant recommendations of £614,530 under Working with Londoners - made up of £570,030 (main programmes) and £44,500 (grants approved under delegated authority). Table 7 also includes the sum of £470,000 recommended for Buttle UK to develop a hardship fund to support survivors of domestic violence. Details of this recommendation can be found elsewhere in your papers.
- 6.2 A sum of £8,846,946 remains unspent on your grants budget for 2013/4 with 3 meetings remaining.

Recommendations:

That you

- a) note the contents of the report.
- b) consider the individual grant recommendations in relation to the applications set out in the summary schedule and other papers.

Contact: Jemma Grieve Combes
Grants Officer - 020 7332 3174
jemma.grievcombes@cityoflondon.gov.uk
Report written: 14.11.13

Table 7: Grants budget 2013/14

Original Grants Budget for 2013/14				14,950,000
Carry forward from 2012/13				2,892,000
Write-Backs & Revocations 2013/14				142,710
Total Budgets Available				17,984,710
	Approved /Recommended	Delegated authority < £5k	Delegated authority < £25k	Budget Remaining
	£			£
Strategic Initiatives	600,557			17,384,153
Applications at Committee				
April 2013	1,129,370	10,125	97,700	16,146,958
May 2013	929,870	0	30,060	15,187,028
June 2013	816,150	0	47,500	14,323,378
July 2013	1,094,540	10,580	15,000	13,203,258
September 2013	885,780	1,152	125,295	12,191,031
October 3/13	1,142,400	0	19,995	11,028,636
October 30/13	1,043,400	5,000	£48,760	9,931,476
November 2013	570,030	0	£44,500	8,846,946
<i>Buttle UK hardship fund</i>	470,000			
Sub-total spend for 2013/14	8,682,097	26,857	428,810	9,137,764
Total remaining budget for 2013/14				8,846,946

The City Bridge Trust The City Bridge Trust Committee - 28 November 2013 Summary of Grant Recommendations

	Ref No.	Organisation	Requested Amount	Recommended Amount
<u>Accessible London</u>				
a)	11979	Otakar Kraus Music Trust	£35,520	£35,600
b)	11636	National Theatre	£147,304	£50,000
c)	11951	Tower Hamlets Community Transport	£86,150	£86,150
<i>Total Accessible London</i>			£268,974	£171,750
<u>Bridging Communities</u>				
d)	11978	NOVA new opportunities	£51,210	£51,300
e)	11914	SSBA Community Trust	£55,427	£37,880
<i>Total Bridging Communities</i>			£106,637	£89,180
<u>London's Environment</u>				
f)	12006	MADE in Europe	£76,120	£79,200
<i>Total London's Environment</i>			£76,120	£79,200
<u>Older Londoners</u>				
g)	12005	Vitalise	£51,000	£51,000
<i>Total Older Londoners</i>			£51,000	£51,000
<u>Positive Transitions to Independent Living</u>				
h)	12007	Havering Association for People with Disabilities	£27,642	£25,000
i)	11930	National Centre for Young People with Epilepsy (operating name Young Epilepsy)	£145,195	£72,600
j)	11665	Coram Voice (formerly Voice for the Child in Care)	£81,276	£81,300
<i>Total Positive Transitions to Independent Living</i>			£254,113	£178,900
<u>Strategic Initiatives</u>				
	12027	Pan London Personalisation Project	£79,935	£80,000
	12039	Research into Funder Impact Practice	£5,000	£5,000
<i>Total Strategic Initiatives</i>			£84,935	£85,000
Grand Totals			£841,779	£655,030

This page is intentionally left blank

MEETING: 28/11/2013

Ref: 11979

ASSESSMENT CATEGORY - Accessible London - Arts

Otakar Kraus Music Trust

Adv: Ciaran Rafferty

Base: Richmond

Amount requested: £35,520

Benefit: Richmond &

neighbouring boroughs

Amount recommended: £35,600

Purpose of grant request: Provide a specialised 'Music School' to enhance the musical talent and personal development of children and young people with special needs.

Background

Otakar Kraus Music Trust (OKMT) is a small but impressive charity which was established in 1991 to provide music therapy for people of all ages who have physical, psychological, behavioural, learning or emotional difficulties. It is managed on a voluntary basis by its founder but employs some part-time staff for its general administration and for its therapy programmes. (The charity is named after Otakar Kraus OBE, a renowned opera singer and voice teacher.) It now provides over 2,000 individual and 300 group therapy sessions per year.

Funding History

An application to your Small Grants programme in 2007 was declined as the organisation's turnover exceeded the programme's threshold.

Current Application

This application is to provide a Music School project for young people with special needs. In fact a grant, if awarded, would be used to expand an existing one day-per-week project (funded by BBC Children in Need) and for which there is a long waiting list. The School will target children and young people aged 5 – 25 and who have a range of special needs, including many who have no verbal communication at all. OKMT's specialist lead therapist has devised a range of techniques and activities to use music to help the young people to interact socially and to gain confidence and improve communication.

In the current project the young people have achieved significant personal outcomes and, in many cases, been able to perform in public or to take music exams. Whilst the project will continue to use OKMT's purpose-built studio it will also deliver sessions in local church hall and community venues to ensure that young people can access the scheme from as wide an area as possible. The Music School targets young people from families who would be unable to afford to pay for private or unsubsidised therapies.

Financial Observations

Audited accounts for the year ended 31st December 2012 show an overall surplus of £13,965 (7.7% of turnover) comprising a surplus of £19,234 on restricted funds partially offset by a deficit of £5,269 on unrestricted funds. Free unrestricted reserves held at the year-end amounted to £50,161, equating to 3 months' worth of forecast expenditure for 2013. The organisation's reserves policy is to aim to hold 6 months' worth of total expenditure.

The budget for the current year to 31st December 2013 forecasts total income of £207,000 of which £186,000 (90%) has been secured as at 13th November 2013. After total expenditure of £198,600, a surplus of £8,400 is anticipated, all on unrestricted funds.

The charity is currently preparing a budget for the next financial year to 31st December 2014 and, should any grant be recommended by the Committee today, it is suggested that it be subject to receipt of a satisfactory budget for 2014.

Generating funds - Q8 in the application form shows income from generating funds of £18,650, whereas the total cost of generating funds is reported as £44,759. However, on clarification with the organisation they state that only £3,240 was actually spent on fundraising events during the year.

Officer's Appraisal

OKMT has been providing music therapy for 22 years and has developed expertise and systems appropriate to achieving very valuable and tangible results. Its work with young people takes a whole-family approach and provides, directly and indirectly, much comfort and support to parents and siblings. Key personnel within the organisation are registered with the Health and Care Professions Council and all therapists are suitably qualified and with proper supervisory arrangements in place. Your funding, as requested, would make a significant difference to the lives of young people with special needs.

Recommendation

£35,600 over three years (£11,200; £11,800; £12,600) for the costs of providing a specialised Music School for one day per week, subject to receipt of a satisfactory budget for 2014.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11979

Date Received:

05/07/2013

Programme
Area:

01

1. About your organisation

Name of organisation applying for grant: Otakar Kraus Music Trust	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: [REDACTED]	RECEIVED The City Bridge Trust 24 JUL 2013
Postcode: [REDACTED] Is this your home address? Yes	MH
Contact person: Dr Margaret Lobo	Position: Founder / Director (unpaid)
Phone: [REDACTED]	Fax:
E-mail: okmtrust@aol.com	
Website: http://okmtrust.co.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1009797	
Date organisation established: 07/01/1991	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London\Accessible Arts
Purpose for which funds are requested: (25 words maximum) Provide a specialised 'Music School' to enhance the musical talent and personal development of children and young people with special needs.
How much funding is requested? Year 1: £11,160 Year 2: £11,836 Year 3: £12,524 Total: £35,520



3. Aims of your organisation

Otakar Kraus Music Trust is an independent charity established in 1991 to provide subsidised music therapy for people of all ages who have physical, psychological, behavioural, learning or emotional difficulties, in order to improve the quality of their lives and allow them to reach their potential.

Music Therapy is a worldwide scientifically proven method of reaching people and helping them to communicate. It is based on the understanding that the innate ability to respond to music remains unimpaired by disability, injury, illness or trauma. Music has a universal appeal, moving us at all levels of our being: body, mind and spirit. Its communicative power transcends verbal or physical barriers, creates a connection and unlocks creativity. We aim to use Music Therapy to harness this power to enable people who find it hard to communicate through traditional channels to express and fulfil themselves.

We also aim to provide information to health and education agencies, the media and the general public.

4. Main activities of your organisation

OKMT provides over 2,500 individual and group therapy sessions annually throughout the London Borough of Richmond and surrounding areas, including Hounslow. Our highly qualified music therapists work with all age groups from toddlers to the elderly, either at our own studio, or in many innovative projects with schools, voluntary groups or community groups. Projects include:

Music & Me - parent/carer toddler group for children aged 18 months to 3 yrs old with special needs, to help develop communication.

Music Club - group music therapy for children with special needs aged 2 - 14 using the exploration of sound and movement to help build positive relationships, develop confidence, self-expression and communication skills.

Music School - 1-1 or small group sessions for children to explore their musical talent, and over time focus on one instrument, with the intention of working towards performance and music exams.

Music School Choir

Music Therapy for Adoption

Art Therapy and Singing Therapy for parents of children with special needs

Therapists give regular lectures and workshops to promote awareness and understanding of music therapy and its healing role.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
0	10	8	2

6. How do you support your volunteers?

We provide induction & in house training with our administrator. We give volunteers the opportunity to observe our therapists, to learn how music therapy works. We welcome feedback, invite them to functions such as concerts and reimburse expenses

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Owned	

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - **Month: December**

Year: 2012

Income received from:	£
Voluntary income	8,950
Activities for generating funds	18,650
Investment income	168
Income from charitable activities	152,892
Other sources	0
Total Income	180,660

Expenditure:	£
Charitable activities	121,786
Governance costs	150
Cost of generating funds	44,759
Other	0
Total Expenditure:	166,695
(Deficit)/surplus for the year:	13,965

Asset position at year end:	£
Fixed assets	0
Investments	0
Net current assets (liabilities)	108,189
Long-term liabilities	6,768
*Total A:	101,421

Reserves at year end:	£
Endowment funds	0
Restricted funds	51,260
Unrestricted funds	50,161
*Total B:	101,421

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
50%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

Hired two part time Administration staff

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:

Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii) London Borough of Hounslow	20,000	20,000	0
(iii)			
(iv)			
(v)			
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
BBC Children In Need	9,000	9,000
Mercers		5,000
Hampton Fuel Allotment		7,340
HACC	1,470	
St. James Place		9,700
Several other Grants	2,777	6,080

14. What steps is your organisation taking to reduce its carbon footprint?

We do not have an office and so save on energy costs. The Director and all admin staff work from home reducing travel costs. We work mainly on email to reduce paperwork. Clients come to one facility at our Centre in Twickenham; all outreach work the therapists travel to them, saving petrol costs to the parents/carers and schools. We enforce a re-cycling policy for paper e.g. using the back of unwanted paperwork in the printer. We use a local source for re-cyclable ink cartridges.

OKMT also researches into organisations, both charitable and commercial, who will consider passing on to it free of charge equipment they no longer use but are still in good working order - our computers were procured in this way. Most of our musical instruments are second hand as they have been donated to us

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

The children and young people we aim to help have learning, physical, emotional or behavioural difficulties. Some have behavioural problems and most have little or no verbal communication. They are often isolated and have difficulties with social interaction, self-confidence, and focus, suffering from a lack of opportunity for development and expression.

Music has the power to reach children who have profound communication difficulties. Our therapist, Edison Carolino, has devised projects to help isolated children use music to socially interact and gain confidence and communication skills. He observed the natural musical talent of some and created Music School to develop this talent using specialist therapeutic techniques.

Music School started at our music studio for one day a week in Autumn 2012 and already we have a waiting list of 45, and so are seeking funding from The City Bridge Trust to expand to a second day in the community to meet this demand. We aim to help over 200 children over 3 years.

Music school is open to children and young people aged 5 to 25.

Stage 1: Individual sessions to develop auditory skills by listening to different instruments and interacting on the keyboard.

Stage 2: 40-45 minute sessions learning to sing and play instruments such as xylophone, recorder, drums, flute or piano.

Stage 3: 1-1 or small group sessions. When the children show an attachment to a particular instrument, this is focused on with the intention of preparing for performance and to provide the grounding to take music exams. A choir will also be formed.

The aims of the Project are to

1. Improve relationships, increase confidence, communication skills, ability to concentrate, and develop self-expression and joy while playing music with others
2. Improve musical skills to progress to music exams
3. Encourage the pupils to perform in public helping to increase their confidence and independence as they learn a skill and perform in front of others
4. Allow improved self-esteem and social interaction skills to help with a better learning focus at school, a more stable home life for child and family; increased personal development leading to happier children and young people able to fulfil their potential.

Music School gives its pupils with special needs the highly specialised therapy, training and focused attention unavailable to them elsewhere and the opportunity to develop their musical talent gaining a joyous friend for life, and the confidence to perform in public or take music exams.

OKMT has been providing music therapy for over 22 years. Its founder and Director, Dr Margaret Lobo is a Fellow of the RSA and was awarded an Honorary Doctorate in 2010 by Middlesex University for her work. All of our therapists are highly qualified and Edison is vastly experienced at using different strategies to build confidence and promote learning.

We involve the children by following their choice of instrument, and as their social interaction skills improve they will be involved in choosing what to perform or what exams to take.

Christopher has autism and was non verbal and withdrawn. After many years of music therapy, his speech improved and he asked to learn the flute. He is now preparing for his grade 4 flute exam and has performed in public. Luke, a 16 year old with Down's Syndrome, who previously had speech and short term memory problems is composing and performing his own music and enjoys interacting with others. These are the opportunities we wish to offer to others.

We welcome people of all backgrounds as our therapists or clients - more than 20% of our beneficiaries are from minority ethnic groups and all have special needs.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Evidence will be collected through therapist and parent observation, filming of sessions and questionnaires. The therapist produces an evaluation for all the children attending Music School based on this observation and how much progress they have made in musical skill and also communication and confidence. Surveys are also used for parents to provide feedback on how the progress the children have made in social interaction and communication has spread to other environments such as home or school.

The children's feedback will be gathered - smiling, eager to take part, saying they 'love it'. We can observe the development in their musical skill as they focus on one instrument and progress can be measured by music exams taken. Evidence of increased confidence and self-expression will be gathered through the public performances they give and the choices they go on to make. The first Music School Concert is on 12th July 2013.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? 70			
What age group will benefit? Over 5 years, over 11 years, over 16 years			
In which local authority is your organisation based? Richmond			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Richmond and surrounding Boroughs including Hounslow, Ealing, Kingston			
At what address will the activity be located? United Reformed Church, First Cross Road, Twickenham TW2 5QA			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	65	Black - Caribbean	2
White - Irish	3	Black - African	3
White - Other (please describe) European	9	Black - Other (please describe)	
Asian - Indian	5	Black - British	8
Asian - Pakistani	2	Chinese	2
Asian - Bangladeshi	1		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			YES
What proportion of the beneficiaries will be disabled people? 100%			

18. Funding required for the project

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

(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Music Therapist Fee x 2 days per week	18,000	19,000	20,000	57,000
Fees for assistant musician x 2 half days per week	1,800	1,900	2,000	5,700
Rent for United Reformed Church Hall x 36 weeks	1,260	1,386	1,524	4,170
Admin Costs £12 x 4 hrs per week x 36 weeks	2,592	2,850	3,136	8,578
TOTAL	23,652	25,136	26,660	75,448

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Help a Capital Child (funding expires January Feb 2014)	3,675			3,675
Mercers (funding expires February 2014)	5,000			5,000
TOTAL	8,675			8,675

What other funders are currently considering the proposal?

Funder	£
BBC Children in Need (over 3 years)	40,000
TOTAL	40,000

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Music therapist fee £250 per day 1 day per week x 36 weeks	9,000	9,500	10,000	28,500
Assistant Musician fee £25 per day 1 hf day per wk x 36 wks	900	950	1,000	2,850
Rent for United Reformed Church Hall £35 per week for 36 weeks. 10% increase each year	1,260	1,386	1,524	4,170
TOTAL	11,160	11,836	12,524	35,520

20. Funding requested from the Trust (continued)

When will the funding be required?

05/11/2012

Is the activity to continue beyond the period for which funding is requested?

If so, how will it be resourced?

We will make funding applications to national and local Grant giving bodies and to Rotary Clubs. Also through donations, fundraising concerts & events.

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

None required

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee

Name: Richard Horsnell

Organisation: Help a Capital Child

Address:

30 Leicester Square
London WC2H 7LA

Tel: 020 7054 8396

E-mail: Richard.Horsnell@capitalfm.com

Declaration on behalf of applicant organisation

I, Margaret Lobo (your name)

am an authorised representative of

Otakar Kraus Music Trust (your organisation)

within which I am Director (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature



Date 18/07/2103

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust
City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

This page is intentionally left blank

MEETING: 28/11/2013

Ref: 11636

ASSESSMENT CATEGORY - Accessible London

National Theatre

Adv: Jenny Field

Base: Lambeth

Amount requested: £147,304

Benefit: London-wide

Amount recommended: £50,000

Purpose of grant request: Improving disabled access to the National Theatre's Grade II* listed building for Londoners.

Background

The National Theatre (NT) will, of course, need no introduction to you. Whilst it is clearly a national resource, of the 760,000 box office tickets sold in 2012/13, 64% of bookings were made by people living in London. Of these, approximately 70% came from the boroughs of Camden, Greenwich, Southwark, Lambeth and Lewisham. An important element of its activities is its Learning Programme which last year benefited nearly 20,000 Londoners, over half of which comprised schools and youth groups. Additionally, its Theatreworks Partnerships works with community groups operating within Southwark and neighboring boroughs. Each project is delivered by the NT's in-house creative teams and specialist Theatreworks facilitators.

Funding History

You have funded the NT twice before. In February 2001, you approved a grant of £15,000 towards the costs of a theatre project for young offenders in Lewisham. In June 2007, you approved a grant of £50,000 towards access improvements to The Studio, its ancillary rehearsal and writing space next to the Old Vic. Both grants have been satisfactorily monitored.

Current Application

You may be aware of the redevelopment project 'National Theatre Future', an ambitious £80m capital programme that will transform the theatre and its surroundings. The completed facilities will include refurbished main foyers, including improved disabled access; a new Learning Centre that will enable the NT to upscale its public learning programme; greatly improved production facilities for its set designs, props and costumes; transformation of the Cottesloe Theatre into the Dorfman Theatre; digital studios and digital library; improved dressing rooms; refurbished technical departments; and a new entrance pavilion. The pièce-de-résistance will be a high-level public walkway with viewing gallery overlooking the backstage workshops which will enable viewers to see the construction and production of scenery, props and costumes. The

completed building will greatly reduce the NT's energy consumption whilst increasing its capacity for visitors, bringing improvements in its financial sustainability estimated as increasing net income by £1m per annum. You are asked to contribute towards the disability access elements of this development.

The refurbishment will enable disabled people to participate fully in every aspect of the theatre's activities. Some of the highlights include connecting the mezzanine floors in the main building that are currently only accessible to wheelchair users via stair lifts; creation of a new audio description room to support its audio-described performances; greatly improved backstage access; and, for the first time, the Cottesloe Theatre will be accessible on all levels with additional seating choice for wheelchair users.

Financial Observations

Audited accounts for the year ended 31st March 2013 show a surplus of £6m (6.1% of turnover), comprising a surplus on restricted activity of £8.6m partially offset by an unrestricted fund deficit of £2.6m.

The NT's reserves policy states that it aims to hold a total of £2.8m in unrestricted reserves for volatility in box office revenue, the knock-on effect on catering income and to cover the impact of public spending cuts on NT's sources of income. This target holding equates to almost 2 weeks' worth of total budgeted expenditure in the current year. At 31st March 2013, actual free unrestricted reserves amounted to £7.7m. Of this sum, £2.6m represents NTs operating fund, which is in-line with the reserves policy target to £2.8m, and £5.1m is designated towards new building, refurbishment and infrastructure works due to be completed over the next 5 years.

The latest forecast for 2013/14 shows total income of £98.6m and a surplus for the year of £3.1m, this largely relates to unrestricted activity and should increase free unrestricted reserves to £10.8m.

Officer's Appraisal

Your 'Working with Londoners' policies allow you to make grants towards access improvements of up to £50,000. Whilst NT is a national facility, the case for London benefit has been well made. This is an exciting development that will greatly improve the theatre's access to all – be this the general public, performers, technicians, front of house or back stage staff.

Recommendation

£50,000 towards access improvements at the National Theatre.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11636

Date Received:

31/01/2013

Programme
Area:

01

1. About your organisation

Name of organisation applying for grant: National Theatre	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: South Bank London	
Postcode: SE1 9PX Is this your home address? No	
Contact person: Ms Anna Vaughan	Position: Head of Trusts
Phone: 020 7452 3216	Fax: 020 7452 3210
E-mail: avaughan@nationaltheatre.org.uk	
Website: http://www.nationaltheatre.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 224223	
Date organisation established: 08/02/1963	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - Accessible Buildings
Purpose for which funds are requested: (25 words maximum) Improving disabled access to the National Theatre's Grade II* listed building for Londoners.
How much funding is requested? Year 1: £43,000 Year 2: £44,100 Year 3: £60,204 Total: £147,304

3. Aims of your organisation

The National Theatre (NT) company was formed under Laurence Olivier in 1963 and moved to its South Bank home in 1976. Our mission is to stage an eclectic range of plays from the world repertoire, to reach a large and diverse audience and to support the future of theatre itself. In particular, alongside staging classic plays, we are responsible for the creation of new work. We endeavour to produce the highest standards by attracting the best artists. And as a truly national theatre we widen our reach through our large-scale Learning programme, touring and National Theatre Live, which broadcasts British theatre productions to cinemas across the world.

4. Main activities of your organisation

We broaden our audiences through keeping ticket prices low, offering a broad programme of work, and opening seven days a week. National Theatre productions now account for 40% of play-going across London and reach a worldwide audience of 2.3 million, whilst globally broadcasting our work to cinemas through National Theatre Live reached 200,000 people in its first year. We have a particular responsibility to our London audience members which make up 60% of the total bookings at the National Theatre's South Bank site (685,000 people in 2011-12). Engagement with our work is also deepened through an extensive programme of talks, backstage tours, free outdoor entertainment and education work that currently ignites and nurtures an enthusiasm for theatre in around 190,000 people of all ages each year.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
415	123	17	100

6. How do you support your volunteers?

We offer specialist training in the area the volunteers are helping. Some serve on committees at the NT (e.g. fundraising), but we began an ongoing public volunteer programme across the NT in summer 2012. Training covers public-facing skills.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Leased	127 years

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended -

Month: **March**

Year: **2013**

Income received from:	£
Voluntary income	34,300,000
Activities for generating funds	12,700,000
Investment income	500,000
Income from charitable activities	50,100,000
Other sources	
Total Income	97,600,000

Expenditure:	£
Charitable activities	78,300,000
Governance costs	200,000
Cost of generating funds	1,500,000
Other (Commercial activities)	11,600,000
Total Expenditure	91,600,000
Net (Deficit)/Surplus:	6,000,000
Other Recognised Gains/(Losses)	
Net Movement in Funds	6,000,000

Asset position at year end	£
Fixed assets	32,900,000
Investments	200,000
Net current assets	14,400,000
Long-term liabilities	
*Total A	47,500,000

Reserves at year end	£
Endowment funds	
Restricted funds	25,400,000
Unrestricted funds	22,100,000
*Total B	47,500,000

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?

20%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

None

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:

Month/Year:	06/07	Ref:	7868	Grant received:	£50,000	OR application rejected?	No
Month/Year:		Ref:		Grant received:		OR application rejected?	
Month/Year:		Ref:		Grant received:		OR application rejected?	

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi) Arts Council England	19,347,000	19,754,000	17,462,920

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
The Wolfson Foundation (capital donor)	1,000,000	
The Foyle Foundation (capital donor)	500,000	
Fidelity UK Foundation (capital donor)	300,000	
The Ingram Trust (capital donor)		500,000
11 donors >£25,000, 21 donors	1,031,871	
6 donors >£25,000, 32 donors >£1,000		446,105

14. What steps is your organisation taking to reduce its carbon footprint?

The NT has been at the forefront of energy-saving practice and aspires to lead by example in the theatre sector. We are in the process of installing a Combined Heat and Power Plant (CHP) which will enable us to produce 20% of our electricity needs and reduce our carbon footprint by 9%.

The National has 143 dressing room mirrors with 5 lamps each. Our continuing partnership with Philips enabled us to replace those 715 lamps with LED technology, thereby reducing electrical output by 15%.

We have recently committed to purchasing electricity from renewable sources for the next three years via a new collective arrangement with the Royal Albert Hall and Royal Opera House, enabling advantageous bulk purchasing: a benefit we hope to extend to smaller arts companies.

The NT also adheres to a zero-to-landfill waste policy with a building-wide recycling programme that aims to enlist all staff.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

Project need:

Independent consultants All Clear Designs conducted an access audit and we collected feedback from audience members to develop plans for the access improvements to the National Theatre (NT). Whilst our access work has been recognised through a recent Gold medal from Visit London for Accessibility, it was clear from our research that our Grade II* listed building constructed in the 1970s still presents access challenges.

Project delivery:

The redevelopment has been designed by Haworth Tompkins Associates working with access consultants All Clear Designs to ensure that the refurbished National Theatre is more accessible for disabled people. The project is being overseen by our Chief Operating Officer and our main contractor Lend Lease. The builders are now on site and aim for a completion date in early 2015.

Project objectives:

Firstly, we wish to improve access externally and internally for the public. We will ensure ease of access around the theatre through provision of levelled paving, automatic entrance doors, improved signage and lighting. Inside, we will connect the mezzanine floors in the main building that wheelchair users can only access via stair lifts currently. This will offer access to the Mezzanine Restaurant and a new exhibition space. New bars, cafes and box offices will be at an accessible level and there will be refurbished accessible toilets throughout. The Cottesloe Theatre will be made accessible on all levels for the first time with the addition of a lift and feature increased seating choice for wheelchair users.

Secondly, we want all of our new activities to be accessible. A new accessible high level walkway will overlook our backstage workshops, so audiences can get an insight into our work behind-the-scenes. We will also build two new learning spaces, providing theatre learning programmes for all ages across London, and these will be fully accessible and feature induction loops. A new audio description room will support our audio-described performances.

Finally, we wish to improve working conditions for staff, so we will improve access backstage. Disabled actors will be able to access the stage level in the Cottesloe Theatre for the first time without assistance. Back of house there will be new accessible staff toilets and a significant improvement in level access to work areas.

Why is the National Theatre the right organisation for this work: We now have the opportunity, through being granted planning permission, to improve access to the building substantially for the first time. We have employed consultants and members of staff with expertise in delivering capital arts projects.

Meeting the trusts' priority area: Accessible London: Accessible buildings:

685,000 of our ticket bookings were made by Londoners in 2011-12 which makes up 60% of the NT's total on-site bookings, so we have a particular responsibility to ensure the Theatre is accessible for Londoners. The redeveloped National Theatre will enable disabled people to participate fully in every aspect of the theatre's activities. The new and improved facilities will both maximise the number of disabled Londoners using the building to enjoy all the theatre has on offer and increase the quality of their experience.

Meeting the Trust's 'Principles of Good Practice':

The NT collaborates with access organisations including Shape and StageText, and disabled people are involved in developing our work, providing feedback, and sharing best practice. We aim to exceed expectations rather than just complying with legislation, and are committed to diversity in our audiences, staff members and artists. We offer specialist training to volunteers who are valued in a variety of roles at the Theatre. The NT aspires to lead by example in the theatre sector with regard to energy-saving and environmental considerations.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

All Clear Designs, our access consultants, will be returning just before project completion to ensure that we have responded to their recommendations. In terms of the overall National Theatre redevelopment project, we have appointed an independent consultant, to assess the aims and objectives of the project initially, and to return at the end of the building process to report on the success of the project's objectives. We will monitor the outputs and outcomes of the project, including its impact on disabled people, in a variety of ways. Through data gathering using methods such as head-counts, ticketing, exit surveys, or sampling we will be able to monitor attendance and audience experience. To monitor learning programmes we will gather responses from participants using a range of techniques including questionnaires and feedback sessions. We are also being monitored by Arts Council England who have donated £17.5 million to the Theatre's redevelopment.

17. Beneficiaries

How many people will benefit from the grant per year? 20,000			
In which local authority is your organisation based? Lambeth			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Most London boroughs but around 70% come from Camden, Greenwich, Southwark, Lambeth, and Lewisham.			
At what address will the activity be located? Lambeth			
What age group will benefit? All			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			100
What proportion of the beneficiaries will be disabled people? 100%			

18. Funding required for the project

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

(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
1. External and Internal Improvements				
Automatic doors, paving, signage, lighting, landscaping	88,200			88,200
Cottesloe Theatre access including lift, accessible toilets	351,000			351,000
Access to corner bar	6,000			6,000
Foyer Works - lift and its installation	120,408			120,408
2. Access to NT Activities				
Access to learning spaces, high level walkway	43,000			43,000
3. Backstage access for staff and artists				
Access improvements to New Production Building	47,000			47,000
Access improvements to existing backstage workshops	182,000			182,000
Contractor costs and consultant's fees for access	441,933			441,933
TOTAL	1,279,541			1,279,541

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
The Band Trust - towards front of house lift	30,000			30,000
We have raised £69.4 million towards total £80 million target for NT Future from Arts Council England, major gifts from Trusts and Foundations and individuals.				
TOTAL	30,000			30,000

What other funders are currently considering the proposal?

Funder	£
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Access to learning spaces, high level walkway - full cost	43,000			43,000
External Improvements - 50% of full cost	44,100			44,100
Front of House lift - 50% of full cost	60,204			60,204
TOTAL	147,304			147,304

20. Funding requested from the Trust (continued)

When will the funding be required? 30/04/2013
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? Our access programme which includes audio-described performances, captioned performances, relaxed performances and all of the new facilities provided by our redevelopment, will be funded via a mix of privately fundraised gifts, and earned income from the National Theatre's box office, catering outlets and bookshop sales.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? As a Grade II* listed building, the National Theatre required planning permission for this redevelopment project. Lambeth Council granted this to us on 29 September 2010.

Declaration on behalf of applicant organisation

I, <u>ANNA VAUGHAN</u> (your name)
am an authorised representative of <u>NATIONAL THEATRE</u> (your organisation)
within which I am <u>HEAD OF TRUSTS</u> (your position)
To the best of my knowledge, all the information that I have provided in this application form is correct
Signature <u>A. Vaughan</u> Date <u>5th February 2013</u>

Return the completed form to: The City Bridge Trust
City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 11951

ASSESSMENT CATEGORY - Accessible London

Tower Hamlets Community Transport

Adv: Tim Wilson

Amount requested: £86,150

Base: Tower Hamlets

**Benefit: Tower Hamlets
and Newham**

Amount recommended: £86,150

Purpose of grant request: To fund a Business Development Manager to generate new business and develop new income streams in order to improve Tower Hamlets Community Transport's long-term sustainability.

Background

Tower Hamlets Community Transport (THCT) was established in 1982. Its Limehouse premises have sufficient space for garaging and fleet maintenance despite the high population density of the local area. The charity benefitted from a large capital grant in 2002 which allowed it to replace its entire fleet, and has enjoyed good relations with the local authority. Today, the charity runs 17 vehicles, works with over 100 charitable organisations and supports over 40,000 people each year.

In 2007 the charity was given notice that the local authority was likely to end grant-funding for community transport in favour of a commissioning model. This took effect from 2010 and proved quite challenging for THCT. The charity's income fell, as a result of which it made several staff redundancies.

Funding History

You have funded THCT four times to date, with awards in 2007, 2001, 1998 and 1996. Your most recent grant was for an accessible transport service for isolated elderly people. Monitoring reports, as for the other grants, were rated by your officers as 'good' and the files were made historic some time ago.

Current Application

The 2010 reduction in funding and the consequent round of redundancies left THCT with a small team of two full-time and two-part staff. Staff combine day-to-day administration with fleet maintenance, vehicle bookings and driver training. This leaves very little time for business development. Whilst the charity generates almost three quarters of its own income, it is keen to further reduce its grant dependency and believes the most effective way to do this would be to recruit a dedicated business development manager, the focus of the current application.

The Chief Executive has already identified a number of income development opportunities, and the application is based on the assumption that the post holder will be able to generate sufficient income to be entirely self-financing by the end of the third year of grant funding. In addition, the charity is looking to expand its services in Newham, currently without its own dedicated community transport facility, which it will do in partnership with a transport provider in Waltham Forest.

It is hoped that in the longer term, the additional income the business development manager generates will allow THCT to recruit a part-time volunteer manager who can re-start its volunteer driver scheme. Clients currently have to provide their own qualified driver, and this limits the number of prospective users. The charity also plans to explore options for leasing, rather than owning, its vehicles.

Financial Observations

Independently examined accounts for the year ended 31 March 2013 show a deficit of £2,310 (0.7% of turnover), entirely on unrestricted funds.

The reserves policy states that the organisation aims to hold at least 3 months' worth of the annual budget, which equates to £72,237 based on budgeted expenditure for 2013-14. At 31 March 2013, the organisation held free unrestricted reserves of £274,542 equal to 11.4 months' worth of 2013/14 budgeted expenditure.

The charity expects to use £90,000 of its unrestricted reserves for the replacement of 3 vehicles in the current financial year, leaving a free undesignated reserve of £184,542 equivalent to 7.7 months' worth of expenditure. The charity plans to replace a further two vehicles in the first quarter of 2014/15 at an approximate cost of £60,000, which should reduce free unrestricted reserves further to £124,542, equating to 5.2 months' worth of expenditure.

The forecast for 2013/14 shows a surplus of £18,952 (6% of turnover), entirely on unrestricted funds. The forecast includes total income of £317,388 of which £106,035 (33.4%) had been secured as at 16 September 2013. This level of confirmed income may seem low at the mid-year point, however, 80% of the charity's income is derived from the sale of services throughout the year and the charity advises that the current position is not unusual and comparable to previous years.

Officer's Appraisal

In common with many other community transport providers in Greater London, THCT has experienced a decline in grant income at a point where its vehicle fleet needs replacement, and has had to cut back on operating costs. This could result in a 'death spiral' where the charity steadily works

through its reserves to fund operations at their current level, before winding down in the near future. Instead, THCT proposes to use your grant funding to invest in a business development role which will generate valuable unrestricted income, and sustain an expansion into currently underserved sections of East London. This is likely to be of benefit not only to THCT, but also to the charitable organisations that rely on affordable transport to deliver their own services.

Recommendation

£86,150 over three years (£36,200; £33,300; £16,650) towards the salary and support costs of a full-time Business Development Manager.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11951

Date Received:

05/07/2013

Programme
Area:

01

1. About your organisation

Name of organisation applying for grant: Tower Hamlets Community Transport	
If the organisation is part of a larger organisation, what is its name? N/A	
Address for correspondence: 25-27 Newell Street Limehouse London	
Postcode: E14 7HP Is this your home address? No	
Contact person: Mr. Simon Rouse	Position: Co-ordinator
Phone: 0207 987 6447	Fax: 0207 987 0804
E-mail: simon.rouse@thct.org.uk	
Website: http://www.thct.org.uk	
Legal status of organisation: Registered Charity If registered, please give charity number: 289827 Date organisation established: 01/10/1982	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - Accessible Transport
Purpose for which funds are requested: (25 words maximum) To fund a Business Development Manager to generate new business and develop new income streams, to improve THCT's long-term sustainability. To maximise partnership working opportunities.
How much funding is requested? Year 1: £36,200 Year 2: £33,300 Year 3: £16,650 Total: £86,150

3. Aims of your organisation

To be an efficient, effective, sustainable community transport service putting our customers and communities first. Working together with our partner agencies to improve the quality of life and well being of all communities in Tower Hamlets and its' surrounding areas by providing a customer focused transport service aimed at improving access to health, education, social and economic opportunities to all sectors of the community.

4. Main activities of your organisation

Inclusive transport provision for Tower Hamlets Third Sector organisations which provide social care services (e.g. Day Care Centres) for adults and children with physical and learning disabilities.

Group transport service supporting social and leisure activities by local community and voluntary organisations under a self drive basis

The provision of a vehicle brokerage scheme, enabling other voluntary organisations to share their resources with the wider community. The provision of an in-house garage facility ensuring Community Transport vehicles are legally managed and maintained to the highest safety standards.

In addition we offer a range of training programmes through our Community Driver Training Service including MIDAS training, Passenger Assistant training, D1 entitlement training and 5 Steps to Safety Training. We also provide information and advice on transport related issues to our members.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	2	8	8

6. How do you support your volunteers?

In the context of reductions in our core funding we have insufficient resources to maintain our volunteer drivers pool. Therefore voluntary input is from our trustees who are provided with induction and ongoing support in terms of their role and the aims of the organisation.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Leased	New lease being negotiated

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - **Month: March**

Year: 2013

Income received from:	£
Voluntary income	63,181
Activities for generating funds	250,167
Investment income	109
Income from charitable activities	0
Other sources	0
Total Income	313,457

Expenditure:	£
Charitable activities	313,170
Governance costs	2,597
Cost of generating funds	0
Other	0
Total Expenditure:	315,767
(Deficit)/surplus for the year:	(2,310)

Asset position at year end:	£
Fixed assets	66,717
Investments	0
Net current assets (liabilities)	274,542
Long-term liabilities	0
*Total A:	341,259

Reserves at year end:	£
Endowment funds	0
Restricted funds	82,956
Unrestricted funds	258,303
*Total B:	341,259

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?

20%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

There have been no material changes since the 31st of March 2013

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:				
Month/Year:	05/07	Ref:	7793	Grant received: £80,000 OR application rejected? No
Month/Year:	05/01	Ref:	1052	Grant received: £85,000 OR application rejected? No
Month/Year:	07/88	Ref:	9972	Grant received: £20,000 OR application rejected? No

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii) London Borough of Tower Hamlets	104,000	42,250	40,000
(iii)			
(iv)			
(v) DFT Bus Service Operators Grant	98,000	20,654	11,446
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
N/A		

14. What steps is your organisation taking to reduce its carbon footprint?

Tower Hamlets Community Transport's fleet is fully compliant with the Euro III (3) Engine standards required by the London-wide Low Emission Zone regulations. We have a fully developed environmental policy and action plan and comply with regulations regarding disposal of waste products, we use energy saving devices within the office, seek to use and purchase goods from sustainable sources, and actively encourage recycling of our office paper and materials.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

To ensure sustainable growth and development of Tower Hamlets Community Transport (THCT), we are looking to appoint a Business Development Manager to explore and challenge the traditional community transport model, to develop a model of sustainability that meets the needs of voluntary groups in Tower Hamlets on a long term basis whilst retaining the integrity of community transport services in the local community and to provide strategic business support to the Project Director and Board of Trustees. This post will focus on four key outputs:

- 1) Develop a sound base from which THCT can continue to deliver sustainable services within Tower Hamlets;
- 2) Further develop partnerships and brokerage opportunities with key stakeholders;
- 3) Promote THCT as a vital part of the transport infrastructure within Tower Hamlets, building on the legacy of the 2012 Olympic and Paralympic Games;
- 4) Increase income generation through contracting.

In the short term (years 1-2) the appointment of a Business Development Manager will provide a robust and supportive framework of expertise, business planning and mutual support to reassure the Project Director and trustees in developing their social enterprise approach. This confidence will enable bids for contract opportunities and development of the project at a local level that are currently difficult to achieve. Working capital and any early income will finance not only the post but also allow for marketing development including market research and service promotion that will allow further opportunities and ensure operational viability in LB Tower Hamlets and further afield.

Years 2-3 will allow for any additional personnel to be brought aboard to ensure consolidation of processes to successfully support tendering and collection of data for costings and evidence of track record and to implement and run new contracts. Reflection on early experience, backed by further market research, should give clarity and assurance on future activities including possible diversification and/or tactical or strategic partnership development and the options for future growth.

The long term goal of this project will enable THCT to:

- 1) increase commercial performance to deliver 75% of operational income by 2015 by growing turnover
- 2) cover likely shortfalls from reductions in grant funding
- 3) embed a culture of social enterprise throughout the organisation
- 4) identify and achieve critical mass for further development
- 5) establish credibility in the market as "the supplier of choice"

Our strategic aim is to consolidate the business by expansion both in size and into areas that we do not currently operate. As opportunities arise we want to be in a position to secure and deliver them in a professional, timely manner.

In three to five years time the aim is to have varied sources of income so that should one source be less forth coming we are in a position to look at other ways of achieving the goal of continuing to provide a first class transport service for the benefit of the community we serve.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

The outcomes from our current services (Usage of the Vehicle operation, training, brokerage, advice/information and garages services) are subject to quarterly monitoring by Tower Hamlets Council. This requires us to quantify: Number of vehicles operated, Number of vehicle bookings, Passengers carried, Client profile, Number of Community Vehicles repaired by our garage, The number and profile of trainees accessing our courses, The number of organisations being provided with advices and information.

Monitoring and evaluation of outcomes from the Business Development Project will be quantified as follows:

- *Number of smaller, hard to reach organisations accessing CT services
- *Number of new projects supporting individuals with unmet needs implemented
- *Progress in fully implementing the EAST community transport service
- *Number of new contracts established with Third Sector Organisations
- *Quantifiable expansion of training projects and trainee attendance
- *Progress in achieving financial sustainability and adoption of Social Enterprise structure
- *Trustees with wider skill base recruited

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year?

40,000

What age group will benefit? **All**

In which local authority is your organisation based?

Tower Hamlets

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)

Tower Hamlets 75%; Newham 25%

At what address will the activity be located?

Tower Hamlets and Newham

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			100

What proportion of the beneficiaries will be disabled people?

50%

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Staff Costs (Business Development Manager)	32,000	32,100	32,150	96,250
Recruitment Costs	2,000			2,000
Project Publicity (Start up)	1,200			1,200
Postage, print, communications and stationary	1,200	1,200	1,200	3,600
Capital (IT equipment)	1,000			1,000
TOTAL	37,400	33,300	33,350	104,050

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Self Generated/Contract income	0	4,700	16,700	21,400
TOTAL	0	4,700	16,700	21,400

What other funders are currently considering the proposal?

Funder	£
No Trust Funding has been received by THCT in the last two years	
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Staff Costs (Business Development Manager)	32,000	32,100	16,050	80,150
Recruitment Costs	800			800
Project Publicity (Start up)	1,200			1,200
Postage, print, communications and stationary	1,200	1,200	600	3,000
Capital (IT equipment)	1,000			1,000
TOTAL	36,200	33,300	16,650	86,150

20. Funding requested from the Trust (continued)

When will the funding be required?

01/10/2013

Is the activity to continue beyond the period for which funding is requested?

If so, how will it be resourced?

Purpose of the application is to ensure long term sustainability and create a strong, dynamic community transport project that can deliver transport to hard to reach communities in East London.

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

No consents are required for this project

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee

Name: Everett Haughton-Funding Manager

Organisation: Tower Hamlets Council

Address:

Town Hall-Mulberry Place
5 Clove Crescent
London E14 2BG


Tel: 0207 364 4639

E-mail: Everett.Haughton@towerhamlets.gov.uk

Declaration on behalf of applicant organisation

I, SIMON JOHN ROUSE (your name)
am an authorised representative of
TOWER HAMLETS COMMUNITY TRANSPORT (your organisation)
within which I am CO-ORDINATOR (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature  Date 05/07/13

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust

City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- do not send this application by fax or e-mail – unless applying online, applications must be posted to the Trust
- do send the information in the checklist – if items are missing, your application will be returned to you
- do send only the information in the checklist – if further information is required, we will contact you
- do ensure you have signed and dated this form – we cannot accept forms which have not been signed and dated
- do use the correct postage – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 11978

ASSESSMENT CATEGORY - Bridging Communities

NOVA new opportunities

Amount requested: £51,210

Amount recommended: £51,300

**Adv: Ciaran Rafferty
Base: Kensington &
Chelsea
Benefit: Kensington &
Chelsea and neighbouring
boroughs**

Purpose of grant request: NOVA is seeking funding for an ESOL Coordinator to teach ESOL and to manage a programme linking up our services and facilitating access to volunteering.

Background

NOVA New Opportunities, based in North Kensington, was set up in 1983 to provide a range of online and on-site training courses to local people in subjects such as IT, literacy, numeracy and English for Speakers of Other Languages (ESOL). Its focus is on increasing the basic skills of disadvantaged communities and individuals so that they may take a fuller part in society and secure and sustain employment and/or further education.

Funding History

You have funded NOVA once before, in November 2007, when a grant of £24,000 was awarded over three years to provide IT training to small community organisations. This project was successfully monitored.

Current Application

The provision of Pre-entry and Level 1 ESOL has long been an important component of NOVA's programme of services. Sustaining such courses is becoming increasingly difficult for organisations as there is very little funding available from statutory sources for the lower level courses as funding is concentrated on supporting higher-level training and that which directly leads to employment. Your focus on supporting Pre-entry and Level 1 ESOL is aimed at helping those, particularly women, who need basic language skills in order to play a more meaningful part in their community; reduce their isolation; and better support their families, especially their children.

This proposal is for funding for a part-time (3dpw) ESOL Co-ordinator – a post which NOVA sees as being fundamental to underpinning the successful delivery of the lower-level courses. As the organisation is planning to provide more activities in satellite, community, locations (to better reach more people in more neighbourhoods) the Co-ordinator will manage this wider geographical spread of provision.

Financial Observations

Audited accounts for the year ended 31st March 2012 show a deficit of £55,561 (13.7% of turnover) of which £43,381 was on unrestricted funds. This followed a deficit of £82,917 in the previous year.

Draft accounts for 2012/13 indicate a further deficit of £45,314 (10% of turnover) the majority of which is on unrestricted funds. This would leave free unrestricted reserves at 31st March 2013 of £66,386, equivalent to 2 months' worth of 2013/14 budgeted expenditure. This is compared to a reserves policy target to hold six months' worth of expenditure which would equate to £194,490 based on current year expenditure.

The budget for 2013/14 shows total income of £398,576 of which £326,576 (82%) has been confirmed as at 31 August. After expenditure of £388,986 a surplus of £9,590 is anticipated, all on unrestricted funds.

The organisation explains that the pattern of overspending prior to the current year was the result of several factors. In 2009/10 the Board took a decision to move offices to larger more expensive premises to support a programme of expansion, which was to be funded from its free reserves which were then quite healthy. At the same time another Senior Manager post was created as part of the desire to expand. Unfortunately this preceded a period of contraction amongst funders hence the additional income hoped-for failed to materialise. Around the same time the organisation also decided to become a co-provider in the government's Work Programme though, in three years, it has not had a single referral from the lead agency. The potential to attract funding from statutory sources has also been reduced as much of this is awarded on a payments-by-results basis where the result is determined as being sustained employment, which is not the key driver of some of NOVA's work (e.g. on its lower-level ESOL work).

NOVA explains that it is now addressing the pattern of deficits through reducing its expenditure. It is moving this month (November) to smaller and more affordable premises which should reduce its annual rent from £100,000 to less than £40,000. The additional Senior Manager post has been made redundant and the charity explains that there is more effective and determined management in place to ensure that expenditure is reduced accordingly if fundraising income is not achieved.

Officer's Appraisal

NOVA has both a very good track record and a high status within its North Kensington/North Westminster area for delivering effective programmes addressing clear need. It works in an area where up to 60% of the population lives in social housing and where up to 70% of children live in workless households. There is a very high level of need for Pre-entry and Level 1 ESOL, particularly amongst women. In this regard this project would clearly meet your criteria for support as it will enable the organisation to benefit more people across more communities.

Recommendation

£51,300 over three years (3 x £17,100) for the salary of a part-time (3dpw) ESOL Co-ordinator to oversee the delivery of Pre-entry and Level 1 ESOL courses.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11978

Date Received:

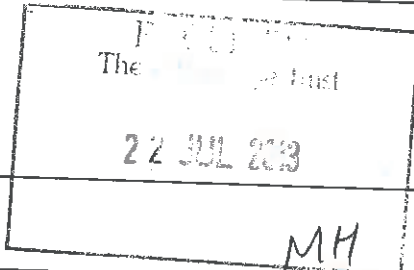
05/07/2013

Programme
Area:

02

1. About your organisation

Name of organisation applying for grant: NOVA new opportunities	
If the organisation is part of a larger organisation, what is its name? N/A	
Address for correspondence: 2 Acklam Road London	
Postcode: W10 5QZ	
Is this your home address? No	
Contact person: Ms Lizzie Cho	Position: Director
Phone: 020 8960 2488	Fax:
E-mail: lizzie.cho@novanew.org.uk	
Website: http://www.novanew.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1118890	
Date organisation established: 01/04/1983	



2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Bridging Communities
Purpose for which funds are requested: (25 words maximum) NOVA is seeking funding for a ESOL Coordinator to teach ESOL and to manage a programme linking up our services and facilitating access to volunteering.
How much funding is requested? Year 1: £17,070 Year 2: £17,070 Year 3: £17,070 Total: £51,210

3. Aims of your organisation

NOVA is a prominent community hub in Golborne, North Kensington, one of the poorest wards in the country. It provides a range of educational, employment and pastoral services, having developed organically from its origins as a computer training organisation. NOVA aims to help those living on the margins of society who find it difficult to make a go of their lives. NOVA is a stepping stone for locals from disadvantaged backgrounds to gain the skills and confidence to improve their life chances, and progress on to further education, training, volunteering and employment. NOVA targets people who have missed out on educational opportunities, women returning to work, long-term unemployed, minority ethnic groups and migrant and refugee communities. NOVA is a place where users from different social and ethnic backgrounds can come together to learn and develop themselves, to enhance their employment prospects and become better integrated, more independent and better able to help themselves and their families.

4. Main activities of your organisation

NOVA works with a wide range of ethnic groups. Our learners typically have low levels of educational attainment, do not speak English as a first language, and have difficulty accessing mainstream services. In 2012/13 NOVA had over 1400 users: nearly 90% from BME communities and European migrants; 10% white British. We collaborate closely with over 30 local organisations. NOVA offers a flexible mix of classes (English, maths and family learning), Information, Advice and Guidance (IAG), and volunteer placements. We work with around 80 volunteers each year; recruited both internally (learners) and externally. We also run a community café with training and employment opportunities. Our team is deeply committed to our work; 65% of our staff are former learners and volunteers who have progressed through the organisation. NOVA takes a holistic approach to developing individuals. Learning is supplemented with regular trips and visits; in 2013 including the local library, London Assembly and Tate Modern. Learning is celebrated with events and awards. NOVA's provides a friendly, non-judgemental and positive atmosphere, in which individuals can achieve their goals and provide mutual support.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
5	18	7	45

6. How do you support your volunteers?

Volunteers have:

- Full induction
- Structured support programme
- A named line manager offering ongoing support
- Training appropriate and specific to role
- Inclusion in staff meetings and training
- Recognition through awards
- Access to our accredited information, advice and guidance service

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Leased	8 months

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - **Month: March**

Year: 2012

Income received from:	£
Voluntary income	56,755
Activities for generating funds	11,363
Investment income	55
Income from charitable activities	337,740
Other sources	0
Total Income	405,913

Expenditure:	£
Charitable activities	444,399
Governance costs	8,278
Cost of generating funds	8,797
Other	0
Total Expenditure:	461,474
(Deficit)/surplus for the year:	(55,561)

Asset position at year end:	£
Fixed assets	17,367
Investments	0
Net current assets (liabilities)	96,299
Long-term liabilities	0
*Total A:	113,666

Reserves at year end:	£
Endowment funds	0
Restricted funds	919
Unrestricted funds	112,747
*Total B:	113,666

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
70%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

'Cafe Nova', our community cafe was opened May 2012. NOVA's previous Director moved into the new role of Community Liaison Coordinator (3 days per week) on July 1st 2013. She will continue this role, which focusses primarily on Cafe Nova, until her retirement in December 2013. The Deputy Director, who has progressed through the organisation since 2006, took on the role of Director.

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:

Month/Year: 01/08 11/07	Ref: 8310	Grant received: £24,000	OR application rejected? No
Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii) City of Westminster	8,120	8,120	2,030
Royal Borough of Kensington and Chelsea	212,704	176,684	223,191
(iii)	0	0	
(iv) NHS Kensington and Chelsea	0	34,167	21,910
(v)	0	0	
(vi) Kensington and Chelsea College	25,540	0	0
Nextsteps	30,255	3555	0
Westminster Cross River Funding	0	30,000	0
NIACE	10000	0	24671
Westminster Kingsway College	0	20000	11172
London Councils GLE	0	0	17100

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Campden Charities		
Kensington and Chelsea Foundation	43,150	48,500
Lloyds TSB Foundation	23,000	17,500
Notting Hill Methodist Church	9,167	11,000
	1,600	0

14. What steps is your organisation taking to reduce its carbon footprint?

NOVA is thoughtful about how it uses its resources to complement those of other providers as a stepping stone organisation. We are aware of our responsibilities in relation to environmental issues and produced an Environmental Policy in July 2008 (reviewed every 2 years). We set computers to print black and white, double-sided as the default setting and encourage everyone to use glasses and mugs to avoid the use of disposable cups. Most staff and volunteers live locally resulting in many walking to work or taking a short bus ride and this has an impact on our carbon footprint in relation to travel to work. We ensure that all heaters, computers, lights, copiers are turned off when not in use. We support local businesses by purchasing supplies from; this currently includes printers, taxis, locksmiths, catering and maintenance. NOVA is working towards Green Mark accreditation, which it aims to achieve in 2013.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

NOVA is seeking this grant to fund a part-time ESOL Coordinator post (3 days per week) to ensure we can continue to offer English language classes and holistic support for our learners. The new post is a development of a current role - Senior ESOL Tutor.

The need for an ESOL Coordinator arises for several reasons. English language classes are increasingly difficult to access as funding restrictions tighten. The most vulnerable and needy of our learners, such as recently arrived migrants and refugees, are most in need of language classes yet unable to fund expensive college courses. Women in particular often become isolated when they miss 'a window' to learn when they first arrive. After having children they do not return to learning for many years, by which time language learning has become far more challenging. They remain isolated on the periphery of society, locked within their own communities, and unable to develop themselves, find work or integrate.

In the 12/13 academic year we delivered ESOL to over 200 people in-house. We were able to support so many people by offering a mix of funded and unfunded courses. We made judicious use of our large premises and worked with qualified and experienced volunteers alongside our paid tutors to offer high quality courses. Our learners benefitted from access to employment support through IAG. Volunteer placements at our community café enabled our learners to use English outside the classroom, gain valuable work experience and participate actively in the wider community. The Borough (RBKC) Adult Community Learning funds the current role of Senior ESOL Tutor. In the 13/14 academic year we will not receive Borough funding specifically for ESOL. To reduce our overheads and enhance our future viability we are moving from our current office space to a smaller location nearby. In order to support a similar number of service users, we will adopt a hub and spoke model. This will allow us to increase the amount of outreach work we do. One of the key functions of the ESOL Coordinator will be to liaise with outreach venues and engage hard-to-reach learners. This is a return to our previously successful model of delivery, as we were in smaller premises from 1983-2010 and delivered many outreach courses. Building on established relationships with partner organisations in pockets of deprivation with high levels of need, we will have the opportunity to extend our outreach programme. Earl's Court Health & Wellbeing Centre, World's End Estate Chelsea Theatre and Venture Centre, have offered their space to us free of cost. Based on our strong track record and reputation of delivering classes in the community, they have asked NOVA to provide ESOL courses and IAG services at their venues.

The ESOL Coordinator will:

- Manage ESOL delivery and coordinate outreach classes
- Teach ESOL courses
- Recruit, manage and support volunteers
- Manage professional development for tutors and ensure quality
- Liaise with outreach venues and work with them to engage learners
- Offer mentoring for trainee teachers

With the help of this grant the objectives we will be able to achieve are:

- Delivery of 8 high-quality British Council accredited ESOL classes (4 courses) a week for 120 individuals per year at outreach delivery locations; volunteer-led with qualified and experienced volunteer tutors - with IAG support to progress
- Training of 5 local people to become tutors with mentoring support and classroom teaching hours (DTLLS trainees) each year
- Provision of pastoral support and access to the trips and visits
- Provide 30 volunteering opportunities per year (57% of 12/13 volunteers who left us progressed to paid employment)

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Our services have been shaped by our users' needs and aspirations. We regularly consult them in a variety of ways, including individual learning plans, feedback forms, student council meetings, testimonials, exit interviews and follow up calls. A recent testimonial from Mohamad, one of our clients from Morocco said, "I tell people to come to NOVA, especially beginners. It gives them more advantages than other colleges because everyone can get confidence here. They help with writing CV's and looking for jobs. The people at NOVA really know this community and they listen."
 We manually track all of our volunteers on an internal spreadsheet. We produce monthly management reports using our database Lamplight, a key tool for monitoring demographics, attendance, waiting lists and course outcomes. We analyse the user feedback we receive monthly, and respond appropriately.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year?
120

What age group will benefit? **Adult**

In which local authority is your organisation based?
Kensington & Chelsea

Which borough(s) of Greater London will benefit from this grant?
 (if more than one, please give % for each)
Kensington and Chelsea 65%, Westminster 15%, Brent 5%, Hammersmith and Fulham 10%, Other 5%

At what address will the activity be located?
Deprived wards of Kensington and Chelsea. (North locations border North Westminster)

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British	10	Black - Caribbean	7
White - Irish	1	Black - African	17
White - Other (please describe) White European 21%, Any other white 8%	29	Black - Other (please describe) Any other Black background	2
Asian - Indian	1	Black - British	
Asian - Pakistani	1	Chinese	0
Asian - Bangladeshi	2		
Asian - Other (please describe) Any other Asian background	3	Other (please describe) Mixed 6%, Other Ethnic 17%, Unknown 4%	27
		Open to everyone	100%

What proportion of the beneficiaries will be disabled people?
12%

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Part-Time ESOL Coordinator, incl. Employers' NI	17,070	17,070	17,070	51,210
Volunteer Expenses	2,880	2,880	2,880	8,640
Materials and resources	2,880	2,880	2,880	8,640
Trips, visits and celebrations	6,960	6,960	6,960	20,880
IAG support	5,000	5,000	5,000	15,000
Management	5,000	5,000	5,000	15,000
Admin (@ 10%)	3,979	3,979	3,979	11,937
TOTAL	43,769	43,769	43,769	131,307

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Kensington and Chelsea Foundation	10,000			10,000
Campden Charities	10,000	20,000	20,000	50,000
TOTAL	20,000	20,000	20,000	60,000

What other funders are currently considering the proposal?

Funder	£
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Part-Time ESOL Coordinator, incl. Employers' NI	17,070	17,070	17,070	51,210
TOTAL	17,070	17,070	17,070	51,210

20. Funding requested from the Trust (continued)

When will the funding be required?

05/11/2013

Is the activity to continue beyond the period for which funding is requested?
If so, how will it be resourced?

We are applying for three years' funding to be able to demonstrate the project's value. We will seek further funding from Year 2. Our community cafe, Café Nova, is expected to make a profit by Year 2 and will subsidise our ESOL provision, as will the private English language classes we are currently piloting.

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

N/A

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee

Name: Kim Norris

Organisation: Royal Borough of Kensington and Chelsea, Adult Community Learning

Address: 3rd Floor Town Hall, Hornton St, London W8 7NX

Tel: 020 7361 2071/ 07973 124 141

E-mail: Kim.Norris@rbkc.gov.uk

Declaration on behalf of applicant organisation

I, Lizzie Cho (your name)

am an authorised representative of

NOVA new opportunities (your organisation)

within which I am Director (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature  Date 17/07/2013

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our **contact** details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email

raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust
City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 11914

ASSESSMENT CATEGORY - Bridging Communities

SSBA Community Trust

**Adv: Sandra Davidson
Base: Tower Hamlets
Benefit: Tower Hamlets**

**Amount requested: £55,427
{ Revised request: £37,879 }
Amount recommended: £37,880**

Purpose of grant request: An English-through-sewing course designed for isolated women who are unable to enter mainstream education, specifically enabling access to other cultures and further opportunities in the UK.

Background

Heba Women's Project is part of the Spitalfields Small Business Association Community Trust (SSBA), established in 1996, although the project itself has existed since 1990. Heba aims to support the most marginalised and isolated women in the Spitalfields area to improve their skills and increase social inclusion. Over the years, Heba has successfully enabled women to build fuller lives through training and educational development and by offering a socially and ethnically diverse, welcoming space. The demand for Heba has grown since its inception and the organisation now has over 350 service users from 15 different nationalities.

Funding History

You have supported SSBA on two previous occasions, the latest grant being in September 2012, when you awarded £18,830 for one year towards English Language and sewing classes twice a week for isolated women. This grant was satisfactorily monitored. The application before you requests funding to continue this for a further two years.

Current Application

The last year has been successful in attracting the most isolated women to the twice-weekly English Language and sewing classes, most of whom had no previous education or were with family commitments that prevented them from accessing classes. The combination of training in the two skills attracted 55 women improving both their language and work skills. The classes have increased the confidence of service users by putting them in a natural and unthreatening setting where English is the lingua franca. The classes are delivered by qualified tutors at Heba in a well-equipped machine room. The main lesson learned from delivering this course is that even in a friendly, multicultural, atmosphere not much speaking goes on if each learner is focussed on their own machine and finishing their own garment. Therefore, following discussion with the

19

tutors, volunteers, and some learners, the design and structure of the classes were slightly changed to encourage more communication between learners in English. This has been achieved by embedding a roundtable session for 20mins at the start of every lesson in which students talk about any issue they may have or any new skills they have acquired. 31 women have moved onto mainstream ESOL classes, 12 onto Heba's enterprise and production unit providing opportunities to work, and the remainder are keen to continue the classes until they build up confidence and interpersonal skills.

Over the next two years, it is proposed to continue and develop the project targeting women who lack confidence and remove barriers to services and employment opportunities. Two 3-hour classes will be delivered each week and will accommodate up to 40 women per year as this allows for half the women to stay on in each class and get the most from it.

The project also aims to encourage social integration and community cohesion. During the assessment meeting, your officer advised the organisation that it is usual to consider continuation funding at a similar level as before, hence the organisation has scaled down its request as shown at Appendix A.

Financial Observations

Audited accounts for the year ended 31 December 2011 show a deficit of £3,869 (1.2% of turnover) and a negative unrestricted reserves position of £1,998. This, however, is an improvement on the previous year when an overall deficit of £55k was incurred. The charity has explained that it experienced financial difficulties in 2010 following the loss of their main funding from The City Fringe Partnership and spent 2011 making structural changes to recover. The appointment of a new Director, staff redundancies and improved financial management helped reduce the charity's expenditure.

SSBA has changed its financial year end to 31 March and, whilst draft or audited accounts for the 15 month period to 31 March 2013 remain outstanding, the charity advises that an unrestricted fund surplus of £10,325 (2.8% of turnover) is anticipated.

The charity recently adopted a reserves policy which aims to hold £70,000 in free unrestricted reserves to ensure continuation of operations for a period of 3 months. The forecast surplus for the 15 month period to 31 March 2013 of £10,325 should see free reserves move into a positive position of approximately £8k, equivalent to 0.4 months' worth of operating costs.

62

The budget for the current year 2013/14 shows total income of £379,782 of which £333,003 (87.6%) has been secured to date. An unrestricted fund surplus of £8,231 is anticipated, which should increase free unrestricted reserves to £16k, equivalent to 0.7 months' worth of operating costs.

Should the Committee recommend a grant today, it is suggested that it be subject to receipt of satisfactory and audited accounts for the 15 month period to 31 March 2013.

Officer's Appraisal

Heba is well networked and is renowned for its work with local women who, through their social or economic circumstances, are in need. Heba's support with English language and cultural understanding has far reaching consequences for hard to reach women from BME communities who would not access other services - from reducing isolation and increasing confidence to supporting them to live in the UK and progress into education and employment. The project will achieve the Trust's desired outcome of increasing the number of adults acquiring English and using it to access services and increase their participation in the wider community.

Recommendation

£37,880 over two years (£18,750; £19,130) to run English Language and sewing classes twice a week for isolated women, subject to receipt of satisfactory audited accounts for the period to 31st March 2013.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11914

Date Received:

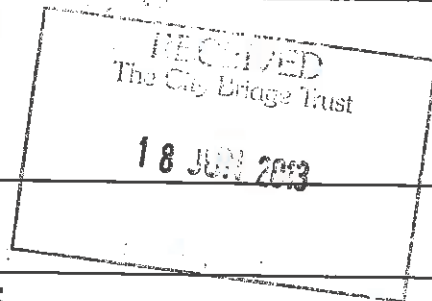
18/06/13

Programme
Area:

2

1. About your organisation

Name of organisation applying for grant: SSBA Community Trust	
If the organisation is part of a larger organisation, what is its name? No	
Address for correspondence 164 Brick Lane, London	
Postcode: E 6RU Is this your home address? No	
Contact person: Ms Anne Wilding	Position: Project Manager
Phone: 020 7377 0400	Fax:
E-mail: anne@heba.org.uk	
Website: http://hebawomen.wordpress.com	
Legal status of organisation: Charity	
If registered, please give charity number: 1060395	
Year and month organisation established: October 1990	



2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Bridging communities
Purpose for which funds are requested: (25 words maximum) An English through sewing course designed for isolated women who are unable to enter mainstream education, specifically enabling access to other cultures and further opportunities in the UK
How much funding is requested? Year 1: £32,654 Year 2: £22,774 Year 3: £ Total: £55,427

3. Aims of your organisation

SSBA Community Trust aims to provide development support and help to small community projects, and charitable status for two specific training and enterprise projects: Poetry in Wood, teaching woodwork and other skills to people with learning difficulties, and Heba, a community project for women, for which this proposal is being made.

Heba aims to improve the lives and maximise the potential of local women who, through their social or economic circumstances, are in need. We aim specifically to increase skills, raise confidence, reduce isolation and enable women to find work. This is achieved through the provision of training in English, sewing, ICT and other life skills in a culturally sensitive environment where all women feel safe and welcome. Heba is a "first step" for many service users, introducing women to a wider and more diverse social group and to opportunities for exploring, studying and working in London.

4. Main activities of your organisation

The main activities of SSBA CT are training and enterprise activities at Heba and Poetry in Wood. SSBA CT also delivers training for small projects in the area.

This application is for Heba, which runs the following activities:

Training: accredited courses in Sewn Product Manufacture and all five levels of ESOL, with embedded ICT and life-skills

Enterprise: provides opportunities for qualified women from Heba's sewing courses to work with start-up designers, also some work with more established locally based companies

Incubator spaces: five subsidised work spaces for women and two subsidised shops.

Tenants are chosen partly for their potential to work with the enterprise programme.

Volunteer programme: offering opportunities to practice English, IT and sewing skills through office work, teaching or product development, and to get involved in running Heba

Social activities: including book club, conversation class, potluck lunches, weekly excursions in London and fundraising events organised by volunteers

Nursery: free for trainees and affordable for other parents wanting quality, flexible childcare in order to return to work

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	7	4	27

6. How do you support your volunteers?

We are committed to supporting service users who want to volunteer. Each volunteer receives induction, training and regular supervision. We help volunteers choose roles relevant to their ambitions. We plan to add tailored assistance with jobsearch.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
rented	indefinite

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended -

Month: **December**

Year: **2011**

Income received from:	£
Voluntary income	61,161
Activities for generating funds	55,485
Investment income	
Income from charitable activities	204,336
Other sources	
Total Income	320,982

Expenditure:	£
Charitable activities	321,419
Governance costs	2,400
Cost of generating funds	1,032
Other	
Total Expenditure	324,851
(Deficit)/surplus for the year:	-3,869

Asset position at year end	£
Fixed assets	
Investments	
Net current assets	4,638
Long-term liabilities	
*Total A	4,638

Reserves at year end	£
Endowment funds	
Restricted funds	6,636
Unrestricted funds	-1,998
*Total B	4,638

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
36%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

In autumn 2012, Heba was awarded four grants from City Bridge Trust, Learning and Skills Improvement Service and LBTH mainstream grants Early Years and Community strands. The LBTH grants are secured until 2014. This has significantly strengthened our financial position. Poetry in Wood's position has been strengthened by the introduction of personal budgets for service users.

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:				<input checked="" type="checkbox"/>
Month/Year: -	/ 2001	Ref:	Grant received: £59000	OR application rejected <input type="checkbox"/>
Month/Year: -	/ 2010	Ref:	Grant received: £	OR application rejected <input checked="" type="checkbox"/>
Month/Year: -	05 / - 2012	Ref: 2012 11217	Grant received: £18384	OR application rejected <input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii) LB Tower Hamlets	115369	115,034	
(iii)			
(iv) Primary Care Trust	6750	0	
(v)			
(vi) LSIS			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Wakefield and Tetley Trust	5,458	5,000
Bishopsgate Foundation	1,500	3,500
Lloyds TSB Foundation	7,344	14,688
Esmee Fairbairn	37,500	25,000
Patsy Wood Trust	25,000	
Awards for All	10,000	

14. What steps is your organisation taking to reduce its carbon footprint?

Heba uses recycled office and classroom furniture and sewing equipment. We recycle printer cartridges and re-use unwanted paper as scrap, then recycle it.

In the sewing room, we use reclaimed and donated end of line fabrics from local sources. Service users are also encouraged to economise and help the environment by recycling old fabric rather than buying new. Our production unit has regular work from two successful recycled clothing designer-makers in the area.

Heba has installed a condensing boiler and we use energy efficient lightbulbs. From 2010 to 2011 we reduced our energy bill by 40% by switching heating off at weekends and one hour earlier in the evening.

By nature of being a local centre, Heba encourages its users to walk, rather than drive or be driven to classes. As well as reducing carbon emissions, this improves the women's sense of independence.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

Purpose: We propose to run specialised English through sewing classes four times a week at Heba. The classes will be run by an ESOL and sewing tutor working together, the sewing tutor delivering training while the ESOL tutor reinforces vocabulary and structure and encourages the increased use of English between learners. To the learners, the ESOL tutor will seem like a support teacher, asking them about their work and offering advice. She will keep a discreet record of each learner's progress in English and a needs analysis. For a range of women from different ethnic backgrounds, the provision will be a sewing class, an English class and a social event, increasing intercultural contact and the use of English as a lingua franca at Heba.

Need: Through our work, we know that many local women desperately need skills, companionship and confidence. These women range from new arrivals to women who have lived in the UK for 20 or more years, who find themselves alone when their children leave home and they discover they can't negotiate with the outside world. Many of these women are competent but not confident in English and need a diverse yet welcoming environment in which to practice speaking.

Delivery: Four 2.5-hour classes will be delivered each week at Heba in a well-equipped machine room, using knowledgeable ESOL and sewing tutors. The English tutor will keep an attendance register and a record of progress for each learner. She will be supported by a teaching assistant through Heba's volunteering programme. The project manager will oversee recruitment for the course, ensuring cultural diversity, and coordinate regular feedback.

Aims: We aim to get isolated migrant women using English to communicate in wider society. The classes will improve language skills, increase confidence and broaden social connections to achieve this aim. We will encourage 75% of women onto regular English courses. Excursions will take place twice a term to places of interest, eg the fashion section at V&A Museum to teach women how to use public transport, increase confidence and strengthen social bonds within the group.

The right organisation: In interviews at Heba for Women's Resource Centre's report "Hidden Value", 95% of women said they had made friends from other countries at Heba; only 50% said they had friends from other countries before coming to Heba.

Heba was instrumental in setting up the Language 2000 project which paved the way for the current ESOL programme in Tower Hamlets. We are trusted in the community as a quality organisation; we have a database of over 500 service users. We have good relationships with other organisations in the community, including the Primary Care Trust, the Children's Centre, LBTH and the Met's community engagement team.

Bridging Communities: This project will improve cohesion in East London through the wives and mothers that live here. By encouraging women to see the commonalities between cultures while increasing skills and confidence in an intimate environment, we facilitate the building of intercultural friendships. A college environment cannot offer this. Sewing attracts the widest range of women, including very isolated women who would not otherwise come into contact with such a diverse social group.

Good Practice: Heba's paid staff, volunteers and service users communicate constantly and activities are directed by service users' needs. Heba's staff and volunteers represent seven nationalities and our service users 23. Volunteers carry out meaningful roles and are instrumental in the everyday running of the organisation. They receive training and encouragement from staff who greatly appreciate the time they give to Heba. For reasons of economy and environmental concern, we reuse and recycle almost everything.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Acquisition of English will be measured through individual learner plans kept by the ESOL tutor and registers will be kept for every class. In addition to this, there will be self-declared monitoring of increased confidence, skills and social connections through Heba's volunteer-led monitoring project. The project will measure the distance travelled by Heba's service users, for example the ability to use the bus or read the paper in English, or friendships with people from other countries. This project is inspired by Heba's involvement in the Women's Resource Centre's Social Return on Investment research at Heba, which made us more aware of the diverse range of benefits to our service users and their children. In addition, women in these classes will gain confidence to join our regular English classes, which are accredited by Trinity College London. The project manager will monitor the diversity of enrolments on the English through sewing course using our database, on which we keep information on ethnicity and age of arrival in the UK. This will ensure that the balance of nationalities in the class makes the use of English more natural as a lingua franca.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? 120			
What age group will benefit? 16 - 60			
In which local authority is your organisation based? Tower Hamlets			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each)			
At what address will the activity be located? 164 Brick Lane, E1 6RU			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	5	Black - Caribbean	1
White - Irish		Black - African	19
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	5
Asian - Pakistani	5	Chinese	
Asian - Bangladeshi	50		
Asian - Other (please describe)		Other (please describe) North African, mixed	15
Open to everyone			100
What proportion of the beneficiaries will be disabled people? 5%			

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
0.5 day/week of centre manager	3,538	3,538		
10 hours @£26/h for 38 weeks ESOL tutor	9,880			
10 hrs @£26/h for 38 weeks sewing tutor	9,880	9,880		
Machine room rent, 4 1/2-days per week	4,795	4,795		
Creche places, 2 children/class @ £6/h	4,560	4,560		
Volunteer expenses	390	390		
TOTAL	33,043	23,163		

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Volunteer expenses (fundraising events led by volunteers)	390	390		
TOTAL	390	390		

What other funders are currently considering the proposal?

Funders	£
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
0.5 day/week of centre manager	3,538	3,538		
10 hours @£26/h for 38 weeks ESOL tutor	9,880			
10 hrs @£26/h for 38 weeks sewing tutor	9,880	9,880		
Machine room rent, 4 1/2-days per week	4,795	4,795		
Creche places, 2 children/class @ £6/h	4,560	4,560		
TOTAL	32,653	22,773		

20. Funding requested from the Trust (continued)

When will the funding be required? October 2013
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? We are building up our own generated income over the next three years to a level where we will be able to sustain sewing classes with small supplements from other grants. Tutors and volunteer TAs will co-produce a set of teaching materials to enable volunteers to deliver the English element in the future.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee
Name: Taki Sudderuddin
Organisation: LB Tower Hamlets
Address: 3 rd Sector Team, Mulberry Place, London
Tel:
E-mail: taki.sudderuddin@towerhamlets.gov.uk

Declaration on behalf of applicant organisation

I, **Anne Wilding** (your name)

am an authorised representative of

SSBA Community Trust (your organisation)

within which I am **Manager, Heba** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature



Date **29/5/13**

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust
City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
0.5 day/week of centre manager	2,917	2,975		
6 hours @£26/h for 38 weeks ESOL tutor	6,047	6,168		
6 hours @£26/h for 38 weeks sewing tutor	6,047	6,168		
Machine room rent, 2 1/2-days per week	1,695	1,729		
Creche places, 2 children per class	2,046	2,087		
Volunteer expenses	390	398		
TOTAL	19,142	19,525		

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Own generated income (fundraising events led by volunteers)	390	398		
TOTAL	390	398		

What other funders are currently considering the proposal?

Funders	£
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
0.5 day/week of centre manager	2,917	2,975		
10 hours @£26/h for 38 weeks ESOL tutor	6,047	6,167		
10 hrs @£26/h for 38 weeks sewing tutor	6,047	6,167		
Machine room rent, 4 1/2-days per week	1,695	1,729		
Creche places, 2 children/class @ £6/h	2046	2,087		
TOTAL	18,752	19,127		

MEETING: 28/11/2013

Ref: 12006

ASSESSMENT CATEGORY - London's Environment

MADE in Europe

**Adv: Karisia Gichuke
Base: Tower Hamlets
Benefit: London-wide**

Amount requested: £76,120

{Revised request: £79,200}

Amount recommended: £79,200

Purpose of grant request: Phase two of rolling out Green Guide & Award Scheme to support London's mosques and other Islamic groups to become more environmentally friendly.

Background

MADE in Europe (MADE) is a UK-based NGO which aims to mobilise young European Muslims to take action on global poverty and injustice through awareness-raising, volunteering and education. MADE was set up in 2009 to fill a gap in engaging Muslim communities – particularly young people – in global education and activism. The organisation's activities are based around (i) raising awareness on issues of poverty and injustice, (ii) volunteering opportunities for young people to make change in their communities, and (iii) education – providing training, information and resources on the issues and skills needed to take action.

Funding History

You have funded MADE once before, with a one year grant of £38,550 in 2012, which has made good progress against objectives.

Current Application

The current application is to continue the work carried out in the first year of the project and build on achievements to date. The gap in environmental awareness has been documented in a number of research reports, as has the need to provide opportunities for young Muslims to take leadership roles in the community as active citizens. This was the background for the project to 'Green Up' London's Muslim communities, by building the capacity of young people to spearhead positive environmental change in their own communities. The project has achieved a number of objectives to date, including recruiting and training an initial group of young people in environmental sustainability work, developing a series of resources for the campaign, which has secured endorsement from several leading Islamic scholars (an indication of the significant potential of the campaign). The project has also supported the young people to pilot different environmental initiatives in five London mosques including for example a community food growing plot, a garden, a green travel plan, and environmental noticeboards. MADE has also developed a Green Guide and Award Scheme, an opportunity for mosques and Islamic groups to showcase their environmental achievements, providing

accreditation for the institutions that achieve a certain level of environmental standards.

The Green Guide and Award Scheme will be launched in November 2013, and this proposal is for a further two years funding to work with 20 more young environmental ambassadors to support 20 London mosques to achieve the Green Award and expand the community education work. The overall purpose of this project is to embed principles for action and for environmental sustainability within London's Muslim communities, by increasing the capacity of young people to take leadership positions and active citizenship roles to enable greater understanding by Muslim communities of environmental issues and specific actions they can take to improve and protect the environment.

Financial Observations

Audited accounts for the year ended 31 March 2013 show a surplus of £43,815 (16.7% of turnover), comprising a surplus of £65,885 on unrestricted funds partially offset by a deficit of £22,070 on restricted activity. The surplus was due to increased income from community fundraising and securing several new grants in the year. The charity aims to hold in free unrestricted reserves sufficient to cover three months' expenditure, equivalent to £51,250 based on 2013/14 budgeted expenditure. At 31st March 2013 free unrestricted reserves stood at £43,535, which equates to 2.5 months' worth of current year expenditure.

The budget for the current year 2013/14 shows total income of £255,000 of which £111,249 (44%) had been confirmed at 28th October. After expenditure of £205,000, a surplus of £50,000 is anticipated, all on unrestricted funds. This would increase free unrestricted reserves to £93,535, equating to 5.5 months' worth of expenditure.

Officer's Appraisal

Despite being relatively new, MADE has some significant successes to date – its first project on maternal health has led to 15 Muslim charities running campaigns on it and the mainstreaming of the issue in the Islamic media and scholarship. The organisation has identified a significant gap in environmental awareness amongst the Muslim community and has achieved good progress to date on this project which enables young people to develop leadership skills while working for a greener London. Since submitting the original application the organisation has recognised that one of the salaries has been under-costed and has revised the bid, which is reflected in the amount recommended.

Recommendation

£79,200 over two years (£39,300; £39,900) towards the salaries of a Project Manager (3 dpw) and Outreach Worker (2 dpw) and costs of rolling out the Green Guide and Award scheme to support London's mosques and other Islamic groups to become more environmentally friendly.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference: (office use only)	12006
Date Received:	24/07/13
Programme Area:	4

1. About your organisation

Name of organisation applying for grant: MADE in Europe	
If the organisation is part of a larger organisation, what is its name? n/a	
Address for correspondence 4th Floor London Muslim Centre, 46 Whitechapel Road, London	
Postcode: E1 1JQ Is this your home address? No	
Contact person: Mrs Sarah Javid	Position: Director of Operations
Phone: 02076503043	Fax: n/a
E-mail: sarah@madeineurope.org.uk	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>RECEIVED The City Bridge Trust</p> <p>24 JUL 2013</p> </div>
Website: www.madeineurope.org.uk	
Legal status of organisation: Registered charity If registered, please give charity number: 1134415	
Year and month organisation established: March 2009	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? London's environment
Purpose for which funds are requested: (25 words maximum) Phase 2 of rolling out Green Guide & Award Scheme to support London's mosques and other Islamic groups to become more environmentally friendly
How much funding is requested? Year 1: £37785 Year 2: £38335 Year 3: £ Total: £76120

3. Aims of your organisation

MADE in Europe's aim is to provide a platform for young people from Muslim and ethnic minority communities in the UK to positively channel their ideas, aspirations and frustrations about global issues such as climate change and trade injustice by taking action at a local level in the UK through activities which will also benefit local communities in the UK.

4. Main activities of your organisation

MADE in Europe works through three main programme areas 1) Education – we develop resources and provide training to individuals and organisations – for example we have developed a Campaign Toolkit with Oxfam GB which provides info and tips to young people on how to campaign on issues which matter to them 2) Campaigning – we run campaigns on social justice issues – for example we are currently running a campaign on drinking tap water rather than bottled water in order to protect the environment 3) Volunteering – we provide volunteering opportunities to connect young people to the issues we campaign on – for example we supported volunteers to set up a food growing plot at Spitalfields City Farm to be able to grow their own food and learn about issues of food justice

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
3	1	6	500

6. How do you support your volunteers?

MADE in Europe runs an accreditation scheme called the Volunteer Achievement Award which involves identifying personal development goals for each volunteer and providing regular one to one support to individuals to reach these goals.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Rented	2 years

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended -

Month: **31 March**

Year: **2013**

Income received from:	£
Voluntary income	79,140
Activities for generating funds	0
Investment income	37
Income from charitable activities	183,296
Other sources	0
Total Income	262,473

Expenditure:	£
Charitable activities	200,287
Governance costs	1,256
Cost of generating funds	17,115
Other	0
Total Expenditure	218,658
Net (Deficit)/Surplus:	43,815
Other Recognised Gains/(Losses)	0
Net Movement in Funds	43,815

Asset position at year end	£
Fixed assets	626
Investments	0
Net current assets	91,827
Long-term liabilities	0
*Total A	92,453

Reserves at year end	£
Endowment funds	0
Restricted funds	48,292
Unrestricted funds	44,161
*Total B	92,453

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
29%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

None

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Feb	/ -	Ref:	Grant received: £38,500	OR application rejected		<input type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	OR application rejected		<input type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	OR application rejected		<input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii)			
(iii)			
(iv)			
(v) Department for Int Development		35850	88840
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Oxfam	10000	31050
CAFOD		3500
Y Care International		4950
Allian & Nesta Ferguson Trust		25000

14. What steps is your organisation taking to reduce its carbon footprint?

As an organisation we have taken a more proactive approach to enforcing our office environmental policy such as recycling on a regular basis, and checking that computers are switched off when not in use, rather than on standby. We also encourage all of our staff to consider their personal lifestyle choices. In January this year we had a 2 day retreat with staff, board and key volunteers at which all participants made pledges to become more eco-conscious. We report back on how we are getting on with these pledges in monthly staff meetings.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

In 2012 MADE in Europe received funding from the City Bridge Trust for a one year project to develop a Green Guide & Award Scheme for mosques and Islamic groups. The scheme will be launched by November 2013 and we are now seeking an additional two years' funding to roll it out throughout London and continue to build a Muslim environmental movement led by young people.

1) Objective 1: To equip 20 young people (YP) with the knowledge, skills and confidence to be able to implement the Green Award Scheme in London's mosques/ Islamic groups

Activities: 2 x training weekends using the Green Guide covering environmental issues and campaigning skills; YP supported to implement Green Award Scheme through mentoring, peer support & webinars; YP work towards Volunteer Achievement Award

Objective 2: To increase the understanding and knowledge of 10,000 people in Muslim communities of environmental sustainability issues and the role of individuals and communities

Activities: Video produced to promote Green Award Scheme; establishment of flagship annual eco-fair; at least 10 pieces of media coverage secured in ethnic/faith-based outlets; activity resources produced for mosque youth groups; at least 10 youth leaders trained

Objective 3: To reduce the carbon footprint of at least 20 of Londons mosques/Islamic groups and their communities

Activities: At least 30 mosques/Islamic groups register for Green Award Scheme and 20 achieve the Award

Objective 4: To share learning and experiences with the wider community in the UK

Activities: Visits by YP to "green" projects of other communities; bimonthly webinars for YP with speakers from other communities; YP blogs and videos; production and dissemination of evaluation report to faith groups, government and CSOs

2) Need for project: The need to engage ethnic minority communities in the UK in environmental initiatives has been well documented (e.g. BEN, London21) and with regards to Muslim communities in particular, a report funded by the Calouste Gulbenkian Foundation highlighted the apathy that exists among Muslim communities surrounding environmental issues and the challenge of involving religious leaders. There are very few examples of mosques or Islamic groups which actively integrate environmental principles into their own practices and promote environmental education among their communities. There is also a need to provide opportunities for young people from Muslim backgrounds to develop skills and take leadership roles in their communities (e.g. Young Muslims Speak). City Bridge has funded the development of a Green Guide & Award Scheme for mosques and this second phase will now see it rolled out across London.

3) Meet Principles of Good Practice: 1) Involve local people in the project's management – the project is led by young people from the local communities which are being targeted and who will help to shape the strategy and activities. 2) Welcome people of all backgrounds and values diversity – although the project is targeting Muslim communities in particular, it aims to ensure that there is learning and sharing of experience with other communities. The young people and mosques/Islamic groups which will take part in the project will be selected to ensure gender-balance and diversity in terms of ethnic background and religious school of thought. 3) Value and support volunteers – the project is led by youth volunteers who will be supported to run their campaigns through mentoring by youth workers as well as working towards a Volunteer Achievement Award 4) Taking steps to reduce own organisation's carbon footprint – MADE in Europe has an environmental policy which includes areas such as including recycling and using environmentally friendly products at events

4) Right organisation to do work: MADE in Europe has delivered a wide range of externally-funded projects to engage Muslims and ethnic minority communities in tackling global issues with a local dimension such as climate change. We have the right contacts and networks within the community as well as the understanding and expertise of a faith-based approach to environmental education and action.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

The monitoring and evaluation will be carried out by the Project Manager. At the beginning of the project, indicators will be finalised for each project outcome. Data will be collected and recorded on a regular basis for each of these indicators using participatory methods. For example, to measure the increased capacity of young people to take leadership and active citizenship roles (outcome 1), surveys will be carried out before and after the training to assess their learning. To measure the reduction of the carbon footprint of the mosques (outcome 3), when they register for the scheme they will complete a self assessment covering the various aspects of the scheme. At the end of the project, an assessment will be carried out to review the progress that has been made for each mosque. A final evaluation report will be prepared at the end of the project to summarise the data collected throughout as well as presenting the results of surveys and interviews with project participants carried out at the end of the project.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? At least 10,000			
What age group will benefit? Volunteers will be 18-30, other beneficiaries will be all ages			
In which local authority is your organisation based? Tower Hamlets			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) London-wide			
At what address will the activity be located? London-wide			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	10	Black - Caribbean	
White - Irish		Black - African	10
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian	10	Black - British	
Asian - Pakistani	20	Chinese	
Asian - Bangladeshi	20		
Asian - Other (please describe)	10	Other (please describe) Arab, Turkish	20
Open to everyone			
What proportion of the beneficiaries will be disabled people? Proportion is unknown			

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Materials for community awareness	3500	2000		5500
Training young people	1550	1550		3100
Young people campaigns	2500	2500		5000
Training mosque youth leaders		1500		1500
Eco-fair	2000	2000		4000
Evaluation/dissemination		500		500
Project Manager (part-time)	17000	17000		34000
Outreach Worker (part-time)	6800	6800		13600
Travel & meetings	500	500		1000
Stationery & printing	500	500		1000
Contribution to core costs	3435	3485		6920
TOTAL	37785	38335		76120

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
TOTAL				

What other funders are currently considering the proposal?

Funders	£
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
We are requesting full amount above				
TOTAL				

20. Funding requested from the Trust (continued)

When will the funding be required? November/December 2013
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? Following this phase of the project, further funding will be required to a) roll out the scheme in other parts of the UK and b) monitor the adherence to the scheme. We are seeking funding from other trust funds for work outside of London.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? N/a

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee
Name: Dr Nujhat Jahan
Organisation: Faith Regen Foundation
Address: 4 Gateway Mews, Ringway, Bounds Green, N11 2UT
Tel: 0208 211 9430
E-mail: nujhat@faithregenuk.org

Declaration on behalf of applicant organisation

I, **Sarah Javaid** (your name)

am an authorised representative of

MADE in Europe (your organisation)

within which I am **Director of Operations** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature



Date **23 July 2013**

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust

City of London

PO Box 270

Guildhall

London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 12005

ASSESSMENT CATEGORY - Older Londoners

Vitalise

Adv: Julia Mirkin

Amount requested: £51,000

Base: Islington

Benefit: London-wide

Amount recommended: £51,000

Purpose of grant request: To provide breaks with care for older Londoners with Alzheimer's disease and their Carers, to help improve the quality of their lives.

Background

Jubilee Lodge is in Chigwell, Essex, and is one of three fully accessible care centres managed by Vitalise, the charity originally known as Winged Fellowship Trust. For twelve weeks per year, Vitalise reserves use of its centres for people with Alzheimer's and their Carers, three weeks of which are offered at Jubilee Lodge. All Vitalise centres are registered with the Care Quality Commission to offer personal and nursing care. Friendly and practical support is offered by fully trained volunteers.

In 2012/13, Vitalise froze the price of a week-long break to increase affordability for beneficiaries, many of whom are experiencing financial pressure as a result of social care spending cuts. At the same time, it undertook refurbishments at all its centres, to better equip guests and ensure visitors are getting good value for money.

Funding History

Vitalise has received two grants from CBT, in 2002 and in 2007. The most recent grant was for £93K over three years and funded volunteering opportunities for older people. Monitoring of this grant was rated as good.

Current Application

This application is to help provide breaks with care for older Londoners with Alzheimer's disease and their Carers. While their loved ones are offered 24-hour care, Carers are free to participate in excursions and centre-based activities. This allows Carers to have a complete break and to rekindle family relationships. 93% of Alzheimer's week guests report that Vitalise breaks allow them to 'improve or maintain their quality of life'. 67% of guests report that they 'feel closer to their Carer'; 75% of Alzheimer's week guests are repeat visitors.

20 beneficiaries per year (approximately seven per week) will be supported during three dedicated Alzheimer's weeks at Jubilee Lodge, of which it is estimated 50% will also have disabilities. Each guest is assigned a named nurse, care worker and volunteer and will receive 24-hour care on call during their stay.

Due to the proximity of Jubilee Lodge to London, it is estimated that one third of guests during Alzheimer's week will be Londoners and these would be the beneficiaries of this application. The total cost of offering three dedicated Alzheimer's weeks at Jubilee Lodge for three years is £360,395. Vitalise anticipates raising income of £207,082 from fees, leaving a fundraising target of £153,313 of which one third is now sought from your Committee.

Financial Observations

Audited accounts for the year ended 31 January 2013 show an overall deficit of £3,199,000 (44% of turnover), comprising £3,062,000 on unrestricted funds and £137,000 on restricted activity. The overall deficit comprised 3 main elements:

1. During the year the charity decided to state the value of its interests in freehold and leasehold property at current market valuations, a change from the previous carrying values which were based on cost less depreciation. This revaluation resulted in a total impairment of £2.8m;
2. Operating activities incurred a deficit of £209k (2.8% of turnover) and the charity advises that this was due to renovation costs and because Vitalise did not increase its fees, as a charitable gesture in response to the current economic climate; and
3. The charity has explained that the remaining deficit for the year was due to restructuring costs amounting to £180k.

Vitalise's reserves policy requires a total free unrestricted reserves holding of £2,926,000, which equates to 4.4 months' worth of 2013/14 budgeted expenditure. At 31 January 2013 free unrestricted reserves were below this target at £1,894,000 equating to 2.9 months' worth of current year expenditure.

The latest forecast for 2013/14 shows total income of £7,959,000, of which £5,398,490 (68%) has been confirmed as at 31 October 2013. After budgeted expenditure of £7,908,000, a small surplus of £51,000 (0.6% of turnover) on unrestricted funds is forecast.

Officer's Appraisal

Vitalise is offering high quality residential care for Alzheimer's sufferers and their Carers, which aims to reconnect family relationships. The organisation is unique in its accommodation of Carers' needs. As well as subsidising each Alzheimer's guest's visit, Vitalise has introduced measures to try and make its care affordable and good value for its guests, which, hopefully, enables both Alzheimer's sufferers and their Carers to attend.

Recommendation

£51,000 over three years (£17,000; £17,000; £17,000) towards running costs for Jubilee Lodge and related core costs for Vitalise.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

12005

Date Received:

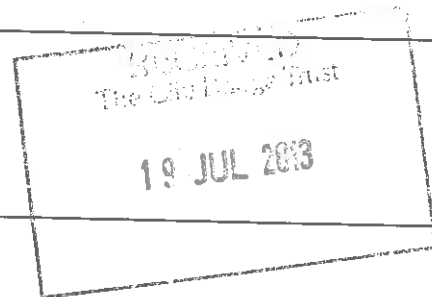
19/07/13

Programme
Area:

5

1. About your organisation

Name of organisation applying for grant: Vitalise	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence 212 Business Design Centre 52 Upper Street London	
Postcode: N1 0QH Is this your home address? No	
Contact person: Select Title Miss Andrea Mills	Position: Trust Fundraiser
Phone: 020 7288 6877	Fax: 0207 288 6899
E-mail: amills@vitalise.org.uk	
Website: www.vitalise.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 295072	
Year and month organisation established: April 1963	



2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Older Londoners
Purpose for which funds are requested: (25 words maximum) To provide breaks with care for older Londoners with Alzheimer's Disease and their carers, to help improve the quality of their lives.
How much funding is requested? Year 1: £17,000 Year 2: £17,000 Year 3: £17,000 Total: £51,000

3. Aims of your organisation

Everybody deserves a break. Living with a disability – or caring for someone who does – means facing enormous challenges on a daily basis. Our primary aim is to provide essential and unique breaks with care for people with physical disabilities and/or dementia, and their carers. Volunteers are essential to the delivery and sustainability of our services and we also aim to consistently provide inspiring opportunities for volunteers.

4. Main activities of your organisation

Vitalise has welcomed many thousands of guests to its fully accessible Centres, offering invaluable breaks to carers and adults with an enormous range of disabilities including cerebral palsy, multiple sclerosis, strokes, spina bifida and Alzheimer's.

Our Centres – Jubilee Lodge in Chigwell Essex, Netley Waterside House in Southampton, and Sandpipers in Southport – are all registered with the Care Quality Commission to provide personal and nursing care. It is this capability to combine social and nursing care which is the foundation for all the important holiday-style 'extras' that further differentiate the charity from more conventional forms of respite care. This service is the core of our charitable work and at the very root of our beginnings in 1963. Vitalise exists because we believe that everyone deserves a break. We offer imaginative trips and excursions, great entertainment and constant opportunities for friendship, companionship and interaction.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
141	75	12	2000

6. How do you support your volunteers?

Volunteers are provided with induction/training, covering the emotional and practical elements of their role. Residential volunteers are offered lodgings, UK travel expenses and all meals. We present Volunteer Awards and thank you packs.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Jubilee Lodge is owned.	N/A

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended -

Month: **January**

Year: **2012**

Income received from:	£
Voluntary income	1,210,000
Activities for generating funds	832,000
Investment income	20,000
Income from charitable activities	5,764,000
Other sources	6,000
Total Income	7,832,000

Expenditure:	£
Charitable activities	6,807,000
Governance costs	21,000
Cost of generating funds	890,000
Other	
Total Expenditure	7,718,000
(Deficit)/surplus for the year:	114,000

Asset position at year end	£
Fixed assets	6,880,000
Investments	42,000
Net current assets	2,542,000
Long-term liabilities	(250,000)
*Total A	9,214,000

Reserves at year end	£
Endowment funds	
Restricted funds	994,000
Unrestricted funds	8,220,000
*Total B	9,214,000

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
4%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

We recently decided to cease our Vitalise Holiday services for visually impaired people in order to invest more resources in our core centre break provision. We continue to investigate other forms of non centre breaks that could be of benefit to adults with disabilities.

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: Aug	/ 2007	Ref: 8045	Grant received: £93000	OR application rejected	<input type="checkbox"/>
Month/Year: Oct	/ 2002	Ref: 3133	Grant received: £75000	OR application rejected	<input type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	OR application rejected	<input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i) n/a	0	0	0
(ii) n/a	0	0	0
(iii) n/a	0	0	0
(iv) Essex County Council	£137,000	£137,000	£137,000
(v) n/a	0	0	0
(vi) n/a	0	0	0

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Newlands Fund	£125,000	£125,000
The Roger De Haan Trust	£100,000	£100,000
The Goldmark Trust	£0	£100,000
John Ellerman Foundation	£40,000	£40,000
The Royal Air Force Benevolent Fund	£30,000	£10,000
Grants £20,000 and under	£326,397	£320,648

14. What steps is your organisation taking to reduce its carbon footprint?

12
Vitalise wishes to lead by example in the adoption and implementation of practices that contribute to improving, sustaining and minimising damage to the environment. Our charity has an up to date Environmental Policy, which prioritises:

- Minimising waste
- Sustainable Transport
- Water Consumption
- Energy Consumption

Vitalise continually seeks to improve its environmental performance at all sites and to ensure compliance with environmental legislation and approved Code of Practice. Vitalise will continually raise awareness and encourage participation of its entire staff through effective communication and training.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

The need for the project

There are an estimated 820,000 people in the UK with Alzheimer's and dementia, a figure that is expected to rise to over one million by 2025. The impact of dementia is truly devastating for all concerned – most poignantly for the partner of the sufferer. For twelve weeks each year, Vitalise reserves all three of its centres for this very special group of people, addressing the need to provide a safe, harmonious environment for people with Alzheimer's and dementia and their carers - allowing the carer a crucial break from the strain of intense day to day physical and emotional support. Our ground-breaking Alzheimer's Weeks are fully booked in advance and demand for this unique Vitalise service has never been greater.

How the work will be delivered

Our application is focused on support for older Londoners with Alzheimer's and dementia, at our nearby Jubilee Lodge Centre in Chigwell, Essex. Currently, older Londoners represent at least a third of Alzheimer's Week guests at Jubilee Lodge and support from the Trust will help us continue to provide 3 dedicated Alzheimer's Weeks each year for this very special group of people and their carers. Each week will begin with a carer's meeting - a valuable opportunity for new visitors to be reassured about the support they will receive and to share experiences with returning carers. Each guest and carer will be allocated a named nurse, care worker and volunteer to provide all levels of support throughout their stay. Our fully trained Alzheimer's nursing staff will take over the usual caring responsibilities – washing, dressing, cooking, lifting, cleaning, going to the bathroom – allowing people with Alzheimer's and their carers the opportunity to reconnect as husband and wife, or parent and child, brothers and sisters, without the demands of care getting in the way: "Knowing Dad is safe and happy really makes a difference. At Vitalise I get to be his daughter again, instead of his carer – it's a wonderful feeling" (a recent beneficiary of a Vitalise Alzheimer's Week).

Each beneficiary will receive 24-hour care on call, Alzheimer's trained staff, seven nights' accommodation, stimulating events and activities, evening entertainment, three meals a day, use of all facilities and amenities in the centre and in some cases return transport. Please see the enclosed, fuller proposal for more detailed information.

Why Vitalise is the right organisation to deliver this work

Vitalise has been supporting families coping with disability for five decades and a grant from City Bridge Trust will help us continue to improve the lives of older Londoners with Alzheimer's and dementia and their carers. Vitalise has a wealth of experience and best practice to share with other organisations working in this area: in 2012, Vitalise became a member of the Dementia Action Alliance (DAA). This alliance is made up of organisations from across the charity, public and private sector committed to radically improving the quality of life of people living with dementia in the UK and the millions of people who care for them.

Our organisation also meets the Trust's Principles of Good Practice by involving older people in the delivery of our services. In 2007-2010, the Trust generously provided funding towards our work with older volunteers and we are pleased to report they continue to play a key role at Vitalise. Last year 59 volunteers aged over 60 provided 299 weeks of support across our three centres.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Vitalise measures guest satisfaction assiduously and has taken enormous strides in building user feedback into the development of services we offer. Over the past twelve months we have gathered information from our guests in several ways. These include a questionnaire which is completed at the end of each break, a website forum enabling guests to comment on all our ideas, and guest focus groups researching difficulties faced by people with specific disabilities including Alzheimer's and dementia. This ensures that we can evaluate our Alzheimer's breaks and continue to improve the service that we offer to guests and carers to ensure that their needs are fully catered for

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? **20**

What age group will benefit? **60+**

In which local authority is your organisation based?
Islington

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)

The service is open to older people from all London Boroughs.

At what address will the activity be located? **Jubilee Lodge, Grange Farm, High Road, Chigwell, Essex, IG7 6DP**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			100

What proportion of the beneficiaries will be disabled people?
50%

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Centre costs	81,499	89,622	98,720	269,841
Central Admin	14,491	15,215	15,976	45,682
Reservations	4,544	4,764	5,002	14,310
Volunteers	2,905	3,207	3,367	9,479
IT	882	926	972	2,780
Marketing	5,529	6,082	6,691	18,302
TOTAL	109,850	119,816	130,729	360,395

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Guest Fees	68,292	68,292	68,292	204,876
Other restricted income	235	235	235	706
Other Income	500	500	500	1,500
TOTAL	69,027	69,027	69,027	207,082

What other funders are currently considering the proposal?

Funders	£
No other funders at present are considering our appeal for older Londoners with Alzheimer's and dementia	
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Centre costs	12,750	12,750	12,750	38,250
Central Admin	2,040	2,040	2,040	6,120
Reservations	680	680	680	2,040
Volunteers	510	510	510	1,530
IT	170	170	170	510
Marketing	850	850	850	2,550
TOTAL	17,000	17,000	17,000	51,000

20. Funding requested from the Trust (continued)

When will the funding be required? December 2013
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? Vitalise is committed to the continued support of older Londoners with Alzheimer's and dementia and their carers. We will continue to make applications to relevant grant makers and use unrestricted funding to cover any shortfall.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? N/A

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee
Name: Mr Matthew Dear
Organisation: Merchant Taylors Company
Address: Merchant Taylors Hall 30 Threadneedle Street London EC2R 8JB
Tel: 020 7 450 4440
E-mail: mdear@merchant-taylors.co.uk

Declaration on behalf of applicant organisation

I, **Andrea Mills** (your name)

am an authorised representative of

Vitalise (your organisation)

within which I am **Trusts Fundraiser** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature 

Date **5 July 2013**

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust

City of London

PO Box 270

Guildhall

London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 12007

ASSESSMENT CATEGORY - Positive Transitions to Independent Living

Havering Association for People with Disabilities

Adv: Julia Mirkin

Amount requested: £27,642

**Base: Havering
Benefit: Havering**

Amount recommended: £25,000

Purpose of grant request: HAD is seeking continuation funding for an advocacy project to support Disabled people to manage independent living and personal budgets.

Background

Havering Association for People with Disabilities (HAD) was established in 1969 to promote the relief of distress and suffering of people who have physical, sensory or learning disabilities, living in the London borough of Havering. HAD is an umbrella organisation for over 70 affiliated local groups and is independent from the local authority; it also delivers services directly such as computer training, befriending, carers support, benefits and legal advice. HAD is the only organisation offering advocacy services for disabled people in Havering.

Funding History

You awarded HAD £54,000 over two years in January 2011 to deliver an Advocacy Project that specifically supports people managing personal budgets. A four-day per week Personal Budgets Advocate post was funded and the grant included a contribution to core costs. The grant has been well managed and reports submitted have been rated highly by your officers.

Current Application

HAD's current application is for a further year of funding to support the part-time Advocate for beneficiaries managing personal budgets. Personal Budgets represent a radical change in how social care is distributed, for which many people are unprepared. This project responds directly to the results of a survey carried out by the University of Lancaster in collaboration with research agency *Demos*, which reported that 93% of people surveyed felt that they needed support to manage a personal budget; of those surveyed, 36% felt that they needed more information and 29% said that they needed someone to speak to for advice.

The Advocacy Project aims to support disabled people to live independently and transition from receiving services directly to receiving

a budget to manage on their own. The Personal Budgets Advocate offers one-to-one sessions, in which specialist information is provided; the post-holder assists disabled people to navigate the care infrastructure and, if necessary, supports beneficiaries with face-to-face negotiations with the local authority or service providers. During the year ending August 2013, the Personal Budgets Advocate responded to 59 telephone enquiries and conducted 34 one-to-one meetings with disabled people about 'personalisation'. As HAD estimates that there are 6,000 people with disabilities in the London Borough of Havering, it believes that there will be on-going demand for its advocacy services.

HAD's Personal Budgets Advocate was formerly Care Coordinator for the London Borough of Barking and Dagenham for ten years (including the period during which Barking and Dagenham was a formal pilot area for personal budgets) and so brings valuable experience to HAD.

Financial Observations

Audited accounts for the year ended 31 March 2013 show total income of £139,938 and a small surplus of £1,428 (1% of turnover), comprising a surplus of £29,336 on restricted funds and a deficit of £27,908 on unrestricted funds.

HAD's reserves policy is to hold a minimum of £60,000 in free unrestricted reserves, which equates to 5.5 months' worth of 2013/14 budgeted expenditure. At 31 March 2013 free unrestricted reserves stood at £95,998 equating to 8.8 months' worth of 2013/14 total expenditure.

The budget for 2013/14 projects an operating deficit of £24,285 (22.6% of turnover) all on unrestricted funds. This deficit would reduce HAD's unrestricted free reserves to £71,713, equivalent to 6.5 months' worth of total expenditure. Total income for the year is expected to be £107,356 of which £89,209 (83.1%) has been confirmed as at 5 September 2013.

Officer's Appraisal

Funding of the Advocacy Project over the last two years has allowed HAD to develop its approach to supporting disabled people with personalisation. As personal budgets become the default mechanism for distributing social care, there is a growing need for advocacy and support services and HAD is currently the only organisation offering this service in Havering. HAD is committed to delivering advocacy work and has included it in its new business plan. As the organisation currently holds free reserves in excess of its reserves policy, your officer recommends awarding a grant slightly below the requested amount as there is scope to fund the balance from existing resources.

Recommendation

£25,000 for a further and final year for the salary and on-costs of the part-time (4 dpw) Personal Budgets Advocate.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

12007

Date Received:

5.08.13

Programme
Area:

6

1. About your organisation

Name of organisation applying for grant: Havering Association for People with disabilities	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence Whittaker Hall, 1a Woodhall Crescent, Hornchurch, Essex	
Postcode: RM11 3NN	
Is this your home address? No	
Contact person: Ms Sharron Peel	Position: Chief Executive
Phone: 01708476554	Fax:
E-mail: sharronpeel@hadhavering.co.uk	
Website: www.hadhavering.co.uk	
Legal status of organisation: Registered Carity Company limited by Guarantee	
If registered, please give charity number: 1089188	
Year and month organisation established: 05/1969	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Positive transitions to independent living
Purpose for which funds are requested: (25 words maximum) HAD are seeking continuation of funding for an advocacy project to fulfil the need of Disabled people to manage independent living and personal budgets
How much funding is requested?
Year 1: £27,642 Year 2: £ Year 3: £
 Total: £27,642

3. Aims of your organisation

The Association is established to promote the relief of distress and suffering, the rehabilitation, care and other needs of persons who are physically, sensorily or mentally disabled within the London Borough of Havering.

To provide an organisation, which while not interfering with the interest and roles of the constituent bodies will provide facilities for the fullest co-operation between statutory and voluntary bodies working for the welfare of disabled people.

As an umbrella organisation of voluntary organisations within the London Borough of Havering, that the Association exerts as much energy to represent the needs of the organisations as agreed by the Executive.

To provide a means for the exchange and dissemination of information.

To encourage and persuade the authorities, both statutory and voluntary to take steps which will bring about the aims of the association.

4. Main activities of your organisation

The Association exists to facilitate the fullest co-operation between all appropriate bodies, either voluntary or statutory, to promote well being and life choices for people with disabilities and their carers within Havering. An integral aspect being facilitating opportunities for full engagement of people with disabilities and their carers in shaping service provision though open and supported expressions of ideas and opinions.

Since our early days we have gone from strength to strength and developed a wide range of services. We have worked hard to bring in outside funding to increase what we can offer to disabled people. We are an umbrella organisation for over 70 affiliated local groups and provide essential information, support and services to disabled people, carers and statutory organisations. We also provide exercise classes to those with reduced mobility, one to one computer training, art and craft, legal surgeries, befriending and stroke services. With funding from City Bridge Trust, we have successfully run an advocacy project that supports people with personal budgets and independent living. We also have a pilot project for general advocacy. We have recently been commissioned by the local authority to provide support to the Self Directed Support Forum, the members of which are all in receipt of a personal budget.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	1	10	50

6. How do you support your volunteers?

Our volunteers are a vital part of the services we provide and are given full training and ongoing support. We hold regular events to reward our volunteers for the work they do and to give them the recognition they deserve.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation? under license from LBH	If leased/rented, how long is the outstanding lease/rental agreement? open ended from 1992
---	---

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - Month: **March**

Year: **2012**

Income received from:	£
Voluntary income	122,199
Activities for generating funds	0
Investment income	77
Income from charitable activities	0
Other sources	
Total Income	122,276

Expenditure:	£
Charitable activities	100,134
Governance costs	0
Cost of generating funds	0
Other	20,696
Total Expenditure	120,830
(Deficit)/surplus for the year:	1,446

Asset position at year end	£
Fixed assets	38,360
Investments	0
Net current assets	150,187
Long-term liabilities (deferred income) £8,981	8,981 JM
*Total A	£179,556 188,547 JM

Reserves at year end	£
Endowment funds	0
Restricted funds	85,808
Unrestricted funds	93,758
*Total B	179,566

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
88%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

none

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Jan	/ -	Ref: 10406	Grant received: £54,000	OR application rejected		<input type="checkbox"/>
Month/Year: Dec	/ 2004	Ref: 6156	Grant received: £105,000	OR application rejected		<input type="checkbox"/>
Month/Year: Sep	/ 2000	Ref: 871ar	Grant received: £25,500	OR application rejected		<input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i) 0	0	0	0
(ii) London Borough of Havering	114,372	86,810	72,005
(iii) 0	0	0	0
(iv) 0	0	0	0
(v) 0	0	0	0
(vi) 0	0	0	0

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Lloyds TSB	0	16,000
UK Online	3,350	1,535
Lottery/Veolia Cleanaway		2,245

14. What steps is your organisation taking to reduce its carbon footprint?

104

HAD actively promotes the use of public transport, saving energy by turning off unnecessary electrical equipment when not in use and recycling. We also discourage unnecessary printing.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more **in total**, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

HAD have provided an Advocacy Service to Disabled people and Carers living in the London Borough of Havering for the past 2 years thanks to grant funding from The City Bridge Trust.

The Advocacy scheme has ensured that the wishes and interests of the people they advocate for, has directed the advocate's work. It has supported people to say what they want, secure their rights, represent their interests and obtain the services they need. The Advocate has worked in partnership with the people they support and taken their side. The scheme promotes social inclusion, equality and social justice.

The Advocacy scheme supports self-advocacy and empowerment through its work. People who use the scheme have a say in the level of involvement and style of advocacy support they want.

The Advocacy scheme is structurally independent from statutory organisations and from all service provider agencies to avoid conflict of interest in design and operation.

Havering Association for People with Disabilities (HAD) is a voluntary organisation which provides support and information to disabled people and carers within the London Borough of Havering (LBH). We are an umbrella organisation for over 70 local disability groups. We are currently funded for our core work by LBH and also receive funding from the Carers Grant through the local authority to provide a Befriending service and a Carers support service.

HAD are seeking continuation of funding for the advocacy project to fulfil the need in the Borough of Havering. At present, no advocacy, other than our project, is provided for adults with disabilities and carers and with the Transformation Agenda moving rapidly forward, the need will be greater still. The Transformation Agenda means that local authorities need to meet Government targets of empowering service users to manage their own personal budgets. This would mean that instead of receiving a service provided by the local authority which is free at the point of delivery, people will be given money in lieu of community care services to arrange their own services.

Given that personal budgets are such a new development and a great change to the traditional social care system, the challenges faced by service users are many and varied. A recent survey carried out by Demos and the University of Lancaster on behalf of Havering Council gave some useful insight into the initial reactions of people to the changes. People surveyed are currently receiving a community care service. 62% of those surveyed gave their priority care need as a physical impairment. When asked what help people felt they needed to make changes to how they receive their care, 36% said having more information available, 29% said having someone to talk to for advice and 28% said knowing who to talk to when they need help urgently. Overall, 93% of those surveyed felt that they would need support to manage a personal budget.

HAD will continue to build on it's success to provide an advocacy service for Havering residents, predominantly those with a disability. The service provided will be on a one to one basis for clients with an issue based or crisis situation. Advocates will provide information and support to people, speak up for them about a particular issue or speak up for them to help them through a particular crisis and challenge service providers through independent advocacy. The latest available figures show that 6000 people are in receipt of a service from Havering council at present, therefore using the Demos survey findings that 93% would need some form of support in regard of the Social Care changes, this means that a possible 5580 people could benefit from an Advocacy scheme being available to them.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Statistics are kept to show the number of contacts for Advocacy. Our Advocate keeps accurate case files for each client that uses the service. Closing meetings, evaluation forms and verbal feedback are also used to monitor the effectiveness of the project in line with the aims and projected outcomes.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year? **100>**

What age group will benefit? **18+**

In which local authority is your organisation based?
London Borough of Havering

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)
London Borough of Havering

At what address will the activity be located? **1A Woodhall Crescent, Hornchurch, RM11 3NN**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British	90	Black - Caribbean	1
White - Irish	1	Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian	5	Black - British	2
Asian - Pakistani		Chinese	1
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			

What proportion of the beneficiaries will be disabled people?
90% the remaining 10% will be Carers

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Salary	17,483			
Oncosts (Employers NI @ 12.8%)	2,237			
Admin and supervision (Office space, overheads, telephone, insurance and audit)	2,673			
Travel	800			
Training	300			
Publicity and printing	500			
Developmental resources	800			
TOTAL	27,642			

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
	0			
TOTAL				

What other funders are currently considering the proposal?

Funders	£
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Salary	17,483			
Oncosts (Employers NI @ 12.8%)	2,237			
Admin and supervision (Office space, overheads, telephone, insurance and audit)	2,673			
Travel	800			
Training	300			
Publicity and printing	500			
Developmental resources	800			
TOTAL	27,642			

20. Funding requested from the Trust (continued)

When will the funding be required? September 2013
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? Yes, we will seek further funding from major funders
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? N/A

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee
Name: Gary Wolvett
Organisation: London Borough of Havering
Address: Mercury House, Mercury Gardens, Romford, RM1 3SL
Tel: 01708 432126
E-mail: gary.wolvett@haverling.gov.uk

Declaration on behalf of applicant organisation

I, **Sharron Peel** (your name)

am an authorised representative of

Havering Association for People with Disabilities (your organisation)

within which I am **Chief Executive** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature



Date

1/8/13

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust

City of London

PO Box 270

Guildhall

London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 11930

ASSESSMENT CATEGORY - Positive Transitions to Independent Living

National Centre for Young People with Epilepsy (operating name Young Epilepsy)

Adv: Tim Wilson

Amount requested: £145,195

**Base: Westminster
Benefit: London-wide**

Amount recommended: £72,600

Purpose of grant request: To fund a Transition Support Worker in Greater London for 3 years, supporting young people with epilepsy to navigate difficult transitions to adult services.

Background

Epilepsy is the most common neurological disability. It can be debilitating and there is a strong correlation between childhood epilepsy and poor educational attainment. This in turn has consequences for employment outcomes in adulthood and has been associated with a much higher likelihood of poor mental health.

The work of Young Epilepsy (YE) dates back to the early twentieth century. Originally, the charity served both adults and children with epilepsy but since the 1950s it has focused on young people. Today, YE runs a special-needs residential school in Surrey for 5 - 19 year olds with neurological and behavioural conditions, and a college for young adults (19 - 25 year olds). For the past five years the charity has started delivering off-campus services, taking its expertise to schools and universities.

YE has three focus areas: ensuring that better information is available to parents at point of diagnosis; working with schools to raise awareness of epilepsy and how it might be managed; and providing support to young people to make the transition from the structured care they receive during childhood, into the less structured world of adult services.

Much of the charity's work is with young people who have learning disabilities in addition to their epilepsy, and for whom there is little alternative specialist provision.

Funding History

You received proposals from YE in 2009 and 2011 which were rejected for falling outside your criteria.

Current Application

There is a widespread misperception that epilepsy can be managed through medication. This is often not the case with the most severe forms of the condition, and for young people this can result in lost schooling time and low self-confidence. By the time a young person with epilepsy has reached adulthood, and depending on the severity of their condition, he or she can miss up to 6 years of schooling as a result of seizures and associated time off. Whilst structured support is offered to under 18s, by adulthood far less assistance is available, and can often be harder to navigate.

YE seeks your support for a London-based Transitions Support Worker who will work with 300 young people whose life choices have been limited by epilepsy. Having piloted similar support programmes for young people across the UK, and having assessed needs at their Surrey campus, YE has developed a service delivery model which they plan to roll out across the capital. The post-holder, who the charity expects will be a qualified social worker, will deliver one-to-one and group support services, reaching young people through schools, colleges and epilepsy nurse specialists. The post-holder will also seek to engage with communities where epilepsy carries a social stigma. Work will focus on confidence building, improving employability skills, and navigating adult care services.

Financial Observations

Audited accounts for the year ended 31 July 2012 show an operating deficit of £782,000 (3.2% of turnover). This comprised a surplus of £635,000 on restricted funds, offset by planned spending of £1,417,000 on unrestricted funds upgrading its Surrey campus. An actuarial loss on the defined benefit pension scheme of £1,847,000 and a net loss on revaluation of investment assets of £6,000 contributed to an overall decrease in funds of £2,635,000.

The charity's reserves policy is to hold 12 weeks of operating costs in free unrestricted reserves, which equates to £6,435,000 based on budgeted expenditure for 2013-14. At 31 July 2012, the charity held £4,875,000 in free unrestricted reserves, equivalent to 9.1 weeks' worth of expenditure. The charity also holds a further £3,026,000 in unrestricted reserves, however these funds have been designated for use towards the charity's five year campus works programme, an initiative which the charity states will require a total reserve commitment of £7m.

The draft outturn for 2012-13 shows a surplus of £1,181,000 (4.3% of turnover), comprising surpluses of £740,000 on restricted funds and £441,000 on unrestricted funds. The budget for the current year 2013-14 shows a further surplus of £787,000 (2.7% of turnover) comprising a surplus of £1,166,000 on restricted funds partially offset by a deficit of £379,000 on unrestricted funds. Total income of £28,672,000 is

anticipated, of which £25,878,000 (90.3%) has been confirmed as at 12th November 2013.

Officer's Appraisal

YE is a well-established organisation with recognised expertise in supporting young people with epilepsy. There is a clear connection between epilepsy and reduced educational attainment, and this results in reduced opportunities in adult life. The proposed transitions support programme is based on evidence gathered from research at YE's residential campus as well as a national pilot delivered over 2.5 years. The charity has a credible plan to reach its clients through its existing networks.

Your usual policy for large charities such as YE is to fund 50% of total project costs. Your officer has discussed this with YE and they are happy to seek match funding for this work.

Recommendation

£72,600 over three years (£23,500; £24,200; £24,900) towards the salary of a full time Transitions Support Worker and related costs, on condition that the balance of funding is raised from other sources.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11930

Date Received:

02/07/2013

Programme
Area:

06

1. About your organisation

Name of organisation applying for grant: National Centre for Young People with Epilepsy (operating name Young Epilepsy)	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: St Piers Lane Lingfield Surrey	
Postcode: RH7 6PW Is this your home address? No	
Contact person: Miss Julia Phillips	Position: Trusts and Campaigns Fundraising Manager
Phone: 01342 831 538	Fax: 0207 630 0809
E-mail: jphillips@youngepilepsy.org.uk	
Website: http://www.youngepilepsy.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 311877	
Date organisation established: 01/04/1897	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Positive Transitions to Independent Living
Purpose for which funds are requested: (25 words maximum) To fund a Transition Support Worker in Greater London for 3 years, supporting young people with epilepsy to navigate difficult transitions to adult services.
How much funding is requested? Year 1: £46,985 Year 2: £48,395 Year 3: £49,815 Total: £145,195

3. Aims of your organisation

Young Epilepsy aims to achieve better futures for young lives with epilepsy. Our vision is:

- to support the 112,000 children and young people in the UK with epilepsy and their families through challenges and transitions in life by delivering a range of services and interventions, and through campaigning and influencing key decision makers in government, health and education.
- to continually seek to obtain a full understanding of the needs of children and young people with epilepsy and their parents so we can deliver specialist care to this group -- especially where needs are not met by mainstream services
- to deliver excellent specialised multi-disciplinary health, education and residential services in a nurturing and high-quality environment where young learners can develop their skills and confidence to maximise their potential and to prepare them for their future lives.
- to improve the lives of young people with epilepsy through delivering world class and life-changing research

4. Main activities of your organisation

We strive to raise awareness and understanding of epilepsy and the many issues associated with the condition to improve the lives of young people. We do this by providing support, direct interventions and information nationwide for children, young people, parents, and training for professionals who need to know how best to support these 112,000 vulnerable young people.

We provide unique, specialist education, residential and health services for young people severely disabled by epilepsy at our School and College. Our expertise, built over 100 years in supporting those children worst affected by the condition, has enabled us to develop resources, training programmes and support services such as our helpline that can help all families affected by childhood epilepsy in the UK.

We aim to achieve valuable insights into epilepsy through our work with this group of vulnerable young people and through our world class medical and educational research programmes. We always put the needs of young people at the centre of everything that we do, treat young people with respect, involve them fully in planning services and keep them safe.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
507	303	17	59

6. How do you support your volunteers?

Our volunteering policy ensures we fully support the health and safety needs of our volunteers. The HR team hold meetings with volunteers to ensure they feel their needs are met, their time valued and their skills are best utilised in the workplace.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Owned	

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - **Month: July**

Year: 2012

Income received from:	£
Voluntary income	1,995,000
Activities for generating funds	419,000
Investment income	108,000
Income from charitable activities	21,638,000
Other sources	0
Total Income	24,160,000

Expenditure:	£
Charitable activities	24,347,000
Governance costs	32,000
Cost of generating funds	563,000
Other	0
Total Expenditure:	24,942,000
(Deficit)/surplus for the year:	(782,000)

Asset position at year end:	£
Fixed assets	12,379,000
Investments	5,747,000
Net current assets (liabilities)	3,944,000
Long-term liabilities	(4,397,000)
*Total A:	17,673,000

Reserves at year end:	£
Endowment funds	0
Restricted funds	6,148,000
Unrestricted funds	11,525,000
*Total B:	17,673,000

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
90%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

We receive statutory income (£22m) from commissioners for providing specialist education/residential care for young people on our campus. We receive no government funding towards additional expenditure including research, specialist equipment and National Services to support the 112,000 young people with epilepsy in the UK. This must be funded from voluntary income (£2m). All reserves are allocated for critical capital improvements including building a new school.

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					
Month/Year:	08/11	Ref:	10819	Grant received: £0	OR application rejected? Yes
Month/Year:	10/08	Ref:	9141	Grant received: £0	OR application rejected? Yes
Month/Year:		Ref:		Grant received:	OR application rejected?

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2010	Year: 2011	Year: 2012
(i)			
(ii) Over 20 boroughs including Bexley, Tower Hamlets, Hackey, Croydon, Ealing	376,009	603,005	4,028,976
(iii)			
(iv)	586,320	199,945	1,419,106
(v) Education Funding Agency	9,204,241	8,913,621	9,567,881
(vi) BIG Lottery Fund	1,000	72,005	95,924

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Garfield Weston Foundation	0	250,000
Ian Karten Charitable Trust /	117,679	0
Eranda Foundation	100,000	0
James Lewis Foundation	0	100,000
Fidelity Foundation	97,000	0
37 x grants 2011/ 43 x grants 2012	266,504	317,385

14. What steps is your organisation taking to reduce its carbon footprint?

All staff and students at Young Epilepsy follow environmental policies aimed at reducing the carbon footprint of the organisation including recycling paper, light bulbs and other equipment, offsetting waste on site and sending IT equipment for refurbishment and donation abroad.

Young Epilepsy's facilities team analyse our energy efficiency and running costs of buildings. In 2015 we will replace the school on our campus, which supports young people severely affected by epilepsy, many of whom also struggle with complex physical and behavioural needs. The new school is predicted to produce around a 65% saving on energy costs and usage compared to the current buildings which were built in the 1950s. The new school footprint is 2,723 sq.m in comparison to the old of 2,894 sq.m, this marginal size difference will further reduce energy needs and demolition of the old buildings will give back further land to Green Belt.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

Despite epilepsy affecting 112,000 young people in the UK, it remains a largely ignored condition that creates a devastating legacy of isolation and underachievement. Around 50% of young people with epilepsy will not reach their educational potential due to memory problems, seizures and learning disabilities. They are less likely than peers to go to university, have professional careers and even families of their own. Epilepsy affects all aspects of life including development, learning and self-esteem in addition to its potentially disabling physical affects. The unpredictability of seizures can make young people feel permanently disempowered meaning they are four-times more likely to have a psychiatric condition, like depression or anxiety. They face serious disadvantage at school and when 'transitioning' into employment, independent living, further education or parenthood.

David is a bright 18 year-old but left school with no qualifications, feeling he cannot '...even get a job at McDonalds'. Epilepsy meant his education was frequently interrupted and he was excluded. For 3 years Young Epilepsy has worked to reduce bad practice in schools which leaves children with epilepsy lagging behind peers. Epilepsy Education for Schools (EE4S) improves lives by combating stigma and supporting children to reach their potential. However, for David, already at the point of transition, there is little specialist support available. We desperately need to address this situation. Teenagers need expert help to identify options as support of friends and family alone is not enough. EE4S supported 1,500 children with epilepsy in 500 London schools, but we urgently need to offer transition support to these vulnerable young people as they embark on adulthood.

David was promised local support to enrol in college. However, help materialised too late, meaning he faces another year not in education/employment, feeling 'worthless'. 90% of 106 young people with epilepsy we surveyed agree transition support is needed. Families report to our helpline it's like falling 'off a cliff edge' when paediatric services are cut off, just at the point this group must take control of their lives, making the decisions that parents/carers often made. Our research shows specialist support does not currently exist in London and students with epilepsy in mainstream schools/colleges are some of the most in need. They are often sidelined by educational professionals who do not understand the complexity of epilepsy.

Partnership from the City Bridge Trust can transform these futures. By listening to young people's concerns, we have designed a service to support them in becoming independent and confident adults. They deserve a high quality, reliable support service that is not discontinued simply because an individual reaches their 18th birthday. Our Transition Support Worker will help young people identify choices and take control of their lives. Over 3 years their specialist epilepsy knowledge, supported by the wider organisation, will help young Londoners to make positive differences, raise aspirations, take up employment, manage their condition, move into further education and live independently.

Connections to beneficiaries will be made via our contact with London schools, links to Epilepsy Clinics/local authorities and through direct contact with families. The service will target those newly diagnosed to offer the additional support they need. Our connections, long-standing expertise and fact our services are designed with beneficiaries make us the right organisation to deliver this work. In 2013 we are delivering Transition Workshops to 60 teenagers in London/Surrey. Feedback from these interventions will influence the Support Worker's 2014 programme of activity. If valuable to beneficiaries similar workshops may be delivered.

Objectives

More young people with epilepsy will:

- access further education/employment/work experience
- live independently
- achieve greater Independence/control in epilepsy management
- feel more positive about their choices

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Beneficiaries will complete a base-line survey prior to support and a post-intervention survey. These will evaluate the impact of activity by measuring changes in young lives including reports of increased:

- choice/control
- engagement in education/employment
- independent living/lifestyle management
- health-related knowledge
- positive attitudes towards lifestyle choices
- self-esteem and lower instances of 'risky' behaviours
- engagement with health services

These measures will help us to track provision of more positive transitions to independent living. We will also record relevant data such as incidences of hospital admissions, exclusion from education/employment and key steps such as job interviews. This data will be used to monitor if lifestyle has been improved with a full impact report after 3 years. Case studies will be collected to candidly reflect how wellbeing has been affected. We will continually incorporate user feedback into the design and delivery of interventions.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year?

100

What age group will benefit? **Over 16 years, Adult**

In which local authority is your organisation based?

Westminster

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)

Support from the Transition Support Worker will be available to young people across all Greater London boroughs

At what address will the activity be located?

The Transition Support Worker will provide group and one-to-one activities in schools, community centres and health clinics across all London boroughs where beneficiaries reside.

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
			Open to everyone
			100

What proportion of the beneficiaries will be disabled people?

100%

18. Funding required for the project

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

(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Transition Worker Salary	30,000	30,900	31,827	92,727
On costs @20% of salary	6,000	6,180	6,365	18,545
Travel	2,985	3,075	3,136	9,196
Materials/ Organisational support costs	8,000	8,240	8,487	24,727
TOTAL	46,985	48,395	49,815	145,195

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
N/A				
TOTAL				

What other funders are currently considering the proposal?

Funder	£
N/A	
TOTAL	

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Transition Worker Salary	30,000	30,900	31,827	92,727
On costs @20% of salary	6,000	6,180	6,365	18,545
Travel	2,985	3,075	3,136	9,196
Materials/ Organisational support costs	8,000	8,240	8,487	24,727
TOTAL	46,985	48,395	49,815	145,195

170

20. Funding requested from the Trust (continued)

When will the funding be required? 01/01/2014
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? We expect the work will need to continue after 3 years. Over the grant period we will monitor and evaluate the success of the work, gathering a body of evidence of the need for the service and its positive impacts into young lives. We hope this evidence will attract additional voluntary funding in future.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? N/A

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee
Name: Abigail Knipe
Organisation: Paul Hamlyn Foundation
Address: 5-11 Leeke Street London WC1X 9HY
Tel: 0207 8123300
E-mail: aknipe@phf.org.uk (preferred contact method)

Declaration on behalf of applicant organisation

I, JULIA PHILLIPS (your name)

am an authorised representative of

YOUNG EPILEPSY (NCYPE) (your organisation)

within which I am FUNDRAISING MANAGER (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature  Date 3/7/13

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust

City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight

MEETING: 28/11/2013

Ref: 11665

ASSESSMENT CATEGORY - Positive Transitions to Independent Living

Coram Voice (up to October 2013, known as Voice for the Child in Care) **Adv: Karisia Gichuke**

Amount requested: £81,276

Base: Islington

Benefit: London-wide

Amount recommended: £81,300

Purpose of grant request: Provision of specialist advocacy & expert advice to improve the lives of young care leavers, getting their voices heard & ensuring they can access the support & services they need & are entitled to.

Background

Founded in 1975, Voice is a national charity working to represent the needs of young people living in residential care or foster homes. The organisation helps young people to understand their rights and entitlements, and advocates on their behalf with the authorities. This is done via an open phone line through which the young people make initial contact. Voice then has a network of mainly volunteer advocates who work with a small number of allocated young people. It has also developed several specialist programmes for those with disabilities, unaccompanied refugees and young people approaching 16 years old, who are on the point of leaving the care system. Each of these projects is managed by a specialist worker, with the assistance of a team of volunteers trained in that particular field.

In October 2013 Voice amalgamated with the children's charity Coram, becoming a member of the Coram group of charities. To be known as Coram Voice, the charity will move to share Coram's campus in Bloomsbury. Coram Voice will retain its existing charity and company numbers and Board of Trustees.

Funding History

You have funded Coram Voice three times before – in September 1997, with a grant for £75,000 towards its general advocacy work; and in July 2001, a grant of £130,000 supported its young runaways project. In 2008, a grant of £80,000 went towards a new scheme providing advocacy for disabled children in care. All grants were satisfactorily monitored.

Current Application

Around 50% of all enquiries to Coram Voice are from young people between 16-25 whose concerns often relate to their future relationship with the care system. This period of transition is a pivotal time for vulnerable young people whose lives have already been characterised by

instability. This request is to support the provision of specialist advocacy and advice to improve the lives of young care leavers, ensuring they can access the support and services they need. A Specialist Advocate will be funded to provide support via a free-phone helpline. They will provide expert advice to other advocates in cases with issues relating to transitioning and leaving care, and will also manage a caseload of 10-15 young people in the London area at any one time. Part of the project will be increasing the capacity and skills of professionals who work with care leavers; the post holder will design and deliver training programmes (two each year) to improve the knowledge of social workers, foster carers and other advocates and advice centre workers.

Coram Voice anticipates reaching 1,600 young people over the three year project and 540 professionals in London. 50% of the young people served by Coram Voice are from London and so this request is for 50% of the total cost of the project over three years. Coram Voice is actively fundraising for the remaining 50% and a number of other applications are pending.

Financial Observations

Audited accounts for the year ended 31 March 2013 show total income of £2.1m and, after expenditure of £2.3m, a deficit of £175,303 (8.3% of turnover), comprising £152,395 on unrestricted funds and £22,908 on restricted activity. A loss on property revaluation of £154,850 was also incurred, resulting in an overall decrease in funds of £330,153. The charity advises that most of their income (77%) is derived from contracted services and explains that the deficit is due to a reduction in income as a result of the current economic climate and in particular, public sector spending cuts.

The charity's reserves policy is to build and maintain sufficient reserves to cover core costs for three months which based on current year expenditure equates to £213,748. At 31 March 2013 free unrestricted reserves stood at £295,776, the equivalent of 4.2 months' worth of 2013/14 budgeted core costs. The budget for the current year 2013/14 shows total income of £2,191,521 of which 85% had been secured as at 14 October 2013. After budgeted expenditure of £2,375,160 a deficit of £183,639 is anticipated, all on unrestricted funds, which would reduce free unrestricted reserves to £112,137, equating to 1.6 months' worth of core costs.

The organisation has a three-year strategy in place which aims to secure the organisation's future over the longer term. Part of this strategy is the sale of the leasehold building and a move to smaller rented accommodation which the charity advises will lead to an annual saving of approximately £154,000 in running costs. The premises will be shared with Coram children's charity, with whom Coram Voice has just

amalgamated. Coram Voice advises that an offer has been accepted on the organisation's building, with the aim of completing by the end of the year and moving to Coram campus in January 2014. The charity anticipates that the sale of the building will release approximately £750,000 in equity. After relocation and sale costs that charity anticipates that free unrestricted reserves will total £762,137, approximately 3.8 months' worth of 2013/14 total budgeted expenditure. Additional measures to secure the organisation's future over the longer term include a staffing restructure, gradually diversifying income sources and increasing major donor income.

Officer's Appraisal

This application has been delayed while the amalgamation with Coram was confirmed. It is hoped that the amalgamation with Coram and decision to sell the building will help secure Coram Voice's financial future and provide free reserves to cover future fluctuations in income and expenditure. Securing the organisation's work is important as outcomes for care leavers are much worse than for their peers, and this organisation is one of the few with the expertise necessary to navigate the complex legislation and entitlements in the leaving care field. The next six months will be crucial in securing the future of the work.

Recommendation

£81,300 over three years (£27,000; £27,000; £27,300) towards the salary of a full time Specialist Advocate, and the costs of training and support to London professionals, for young people in London leaving care. The grant is conditional on the receipt of satisfactory updates on the implementation of the new business strategy.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:
(office use only)

11665

Date Received:

21/02/13

Programme
Area:

6

1. About your organisation

Name of organisation applying for grant: Voice	
If the organisation is part of a larger organisation, what is its name? N/A	
Address for correspondence 320, City Road, London	
Postcode: EC1V 2NZ Is this your home address? No	
Contact person: Miss Katharine Collis	Position: Senior Trust Fundraiser
Phone: 020 7520 3791	Fax: 020 7713 1950
E-mail: katharine.collis@voiceyp.org	
Website: www.voiceyp.org	
Legal status of organisation: Charity and Company limited by guarantee	
If registered, please give charity number: 1046207	
Year and month organisation established: Feb 1975	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Positive transitions to independent living
Purpose for which funds are requested: (25 words maximum) Provision of specialist advocacy & expert advice to improve the lives of young care leavers, getting their voices heard & ensuring they can access the support & services they need & are entitled to.
How much funding is requested? Year 1: £26,847 Year 2: £27,091 Year 3: £27,338 Total: £81,276

3. Aims of your organisation

Voice exists to enable and equip children and young people to hold the system to account, to challenge and support it to do its job properly and to uphold the rights of children and young people to actively participate in shaping their own lives.

We strive for a society which recognises and willingly accepts its responsibilities to children and young people; where the inequalities and discrimination they currently face have been eradicated; where those children and young people are fully engaged in all decisions that are made about their lives; where the views, needs and feelings that they express are at the core of those decisions.

4. Main activities of your organisation

Our main activities include:

- An independent and confidential advocacy service, accessed directly by young people via a free-phone helpline number.
- Visiting advocacy services to children in residential care, secure children's homes, Secure Training Centres, Young Offender Institutions and psychiatric units.
- Policy and campaigning work aimed at promoting a child-centred care system.
- Provision of Investigating Officers and Independent Persons to deal with complaints against the care system and Secure Accommodation Reviews.
- Provision of an Independent Visitor Service for children with no regular family contact.
- Specialist training programmes for professionals on topics including advocacy, children's rights, leaving care, complaints, participation and young refugees.
- Participation services through which young people can shape both Voice's services and the broader care system.
- Proactively seeking out the harder-to-reach groups (including homeless young people) through outreach work.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
29	24	12	39

6. How do you support your volunteers?

Voice encourages and supports volunteer involvement in our work. We have a Volunteer Worker Policy and a commitment to good practice in volunteering including payment for expenses, supervision and access to learning and development opportunities.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
owned	

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - **31** Month: **March**

Year: **2013**

Income received from:	£
Voluntary income	96,303
Activities for generating funds	9,440
Investment income	109
Income from charitable activities	1,996,647
Other sources	5,580
Total Income	2,108,079

Expenditure:	£
Charitable activities	2,153,032
Governance costs	9,992
Cost of generating funds	120,358
Other	
Total Expenditure	2,283,382
Net (Deficit)/Surplus:	(175,303)
Other Recognised Gains/(Losses)	(154,850)
Net Movement in Funds	(330,153)

Asset position at year end	£
Fixed assets	119,249
Investments	
Net current assets	1,055,970
Long-term liabilities	
*Total A	1,175,219

Reserves at year end	£
Endowment funds	
Restricted funds	
Unrestricted funds	1,175,219
*Total B	1,175,219

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources?
c70%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: Sep	/ 1997	Ref: 1906	Grant received: £75,000	OR application rejected	<input type="checkbox"/>
Month/Year: Jul	/ 2001	Ref: 1172	Grant received: £130,000	OR application rejected	<input type="checkbox"/>
Month/Year: Nov	/ 2006	Ref: 7379	Grant received: £80,000	OR application rejected	<input type="checkbox"/>

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
 (i) City of London (other than the City Bridge Trust)(ii) London boroughs (iii) London Councils (formerly ALG)
 (iv) Health authorities (v) Central government departments (vi) Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2009	Year: 2010	Year: 2011
(i)			
(ii) Local Authorities (Boroughs)	117,903	403,084	343,032
(iii)			
(iv)			
(v) Department for Education	100,000	100,000	107,800
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2010	Year: 2011
Trust for London	£15,000	£15,000
Henry Smith Charity	£25,000	£0
Sofronie Foundation	£0	£25,000
JP Getty Jnr Charitable Trust	£20,000	£20,000
Big Lottery	£85,352	£0
Others: Goldsmiths, John Laing	£201,451	£177,723

14. What steps is your organisation taking to reduce its carbon footprint?

At Voice we accept our responsibility to reduce the environmental impact and carbon footprint resulting from our activities. We therefore commit in 2013-2016 to:

- Audit our carbon footprint annually in two areas (energy and paper) and develop a mechanism to audit our emissions from travel.
- Adopt an annual action plan to minimise our carbon footprint and to deliver continual improvements based on reducing resource consumption, re-using and recycling as much waste as possible.
- Use recycled, low-carbon / sustainable products where available and affordable.
- Avoid unnecessary business travel, exploring solutions such as web-conferencing where applicable and affordable.
- Buy energy-efficient equipment and implement energy-saving measures.
- Raise awareness of best practice with staff and promote 'Cycle to Work' scheme and monitor the introduction of similar opportunities.
- Develop an e-learning portal enabling learners to access training online, reducing carbon footprint of those travelling to the courses and of printed training materials.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

Need: Last year nearly 10,000 young people left public care, the majority aged 18 but a third aged just 16 or 17. This transition is a pivotal time for vulnerable young people whose lives have already been characterised by huge instability. The outcomes for care leavers are on the whole much worse than for their peers: they comprise a third of the homeless population and half of under 25's in the criminal justice system. For young people leaving care there is no going back: success depends on getting the right support at the right time. The Leaving Care Act has made some impact, but the legislation is complex and open to interpretation. Local authorities are faced with an increasing number of young people for whom they have a potential duty of care, while being restricted by a lack of understanding of the guidance, reduced budgets and a shortage of suitable housing.

Project: Support of our Specialist Advocacy Service for Care Leavers

Our Specialist Advocacy Service (16+) was established in response to the particular needs of care leavers, as over half of the young people coming to us for help are aged over 16 and making the transition to independence. We provide a Specialist Advocate with expert knowledge of the legislation and the particular issues these young people are dealing with e.g. sudden house moves, a complete change in adults in their lives, loneliness and early independence - often complicated by additional barriers e.g. poor literacy and numeracy skills, issues with immigration status, early parenthood, lack of trust in social services and emotional and mental health problems.

Delivery: The project will ensure improved support and outcomes for young care leavers via:

1) Freephone Helpline - care leavers can access immediate support/ advice from a professional advocate who helps them understand their rights and entitlements and gets their concerns addressed by local authorities.

2) Face-to-face advocacy support - our advocates can intervene at short notice, working to resolve their issues e.g. attending meetings, liaising with social services and supporting them to express their views. The Specialist Advocate manages a caseload of 10-15 young people and advises other advocates on cases relating to leaving care.

3) Specialist advice / training to professionals working with care leavers, through courses, seminars, presentations and resources - sharing our expertise and experience to ensure wider impact on support for care leavers.

Objectives: 1) 310 young people each year who have issues with transition/leaving care will be supported via telephone advocacy; 2) 230 young people each year have their issues with transition/leaving care resolved through face-to-face advocacy; 3) 180 Professionals per year will better understand care leavers' needs & entitlements; 4) 80% feel more involved in decision-making process. Ultimately, care leavers will benefit from improved services /more effective support.

Why Voice?: We have 35 years of experience in championing the rights of children in and leaving care. We have been developing our specialisms for those with particular needs since 2004 (e.g. care leavers along with those with mental health issues, disabilities and young refugees) and are unique and well respected in offering this specialist expertise. Professionals regularly come to us for advice.

Meeting the Trust's theme: This project directly supports care leavers to live independently and access education and employment opportunities. Advocacy support at this pivotal time can have a major impact on future life chances, helping young people to have a say in decisions about them and ensuring local authorities are held to account, removing barriers to independence and helping them to achieve their potential. Examples of interventions include securing a young person into safe accommodation while a needs assessment takes place or ensuring local authorities provide the educational support care leavers are entitled to.

Principles of Good Practice: Voice is child-driven and engages young people in all aspects of our work, from interviewing our new CEO to informing policy work. In this project, care leavers will support the design and delivery of training to professionals. We value diversity and work to ensure our services are accessible to all, including offering an interpreting service on our helpline and offering information in formats accessible to those with disabilities and in 10 languages.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Outcomes are recorded using feedback forms and closing case summaries, which are evaluated on an on-going basis. Last year Voice launched a new database, based on a system used by local authorities. This has vastly increased our accuracy of data recording and effectiveness in measuring outputs and outcomes. The database records:

- Young people's issues (e.g. requests to review their documented Pathway Plans held by Social Services or asking for support in accessing further education);
- The support involved (contact with social workers, meetings with young person, legal advice etc);
- The outcomes (whether the issue was resolved / if the young person was happy with the result);
- Feedback on the support they received from Voice.

We will therefore be able to monitor and evaluate the interventions and outcomes for care leavers supported through this project, including numbers supported with issues relating to education and the outcome for the young person.

All learning gained from our direct work with young people will be disseminated through our training programmes and our policy work to ensure young people's views and experiences influence wider practice and policy. Young people are involved in the design and delivery of our training events which we also evaluate through feedback forms. The training we aim to deliver as part of this project for care leavers will provide a great opportunity for professionals and care leavers to come together to share experiences and build on good practice.

17. Beneficiaries

How many people will benefit from the grant per year? **540 young people and 180 professionals directly; 5,400 young people indirectly.**

In which local authority is your organisation based?

Islington

Which borough(s) of Greater London will benefit from this grant?

(if more than one, please give % for each)

Our service is available to all London Boroughs: we provide a safety net of advocacy to all young people regardless of their borough / local authority.

At what address will the activity be located? **Voice Head Office, 320 City Road, London, EC1V 2NZ**

What age group will benefit? **16-25**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British	30	Black - Caribbean	6
White - Irish	1	Black - African	22
White - Other (please describe)	6	Black - Other (please describe) (Black british inc above)	2
Asian - Indian	1	Black - British	
Asian - Pakistani	1	Chinese	
Asian - Bangladeshi	5		
Asian - Other (please describe)	5	Other (please describe) Mixed (15%) plus other	21
Open to everyone			

What proportion of the beneficiaries will be disabled people?
12%

18. Funding required for the project

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

(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Total Salary Costs (including benefits)	37,001	37,371	37,744	112,116
Publicity Costs/ Advocacy Info Materials	1,583	1,583	1,583	4,749
Youth Participation Costs	176	176	176	528
Training Costs	630	630	630	1,890
Non-contracted Advocacy Costs	1,750	1,750	1,750	5,250
Management and Supervision Costs	5,550	5,606	5,662	16,817
Evaluation, Finance, IT & Admin Support	7,003	7,067	7,132	21,203
TOTAL	53,693	54,183	54,677	162,553

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
TOTAL				

What other funders are currently considering the proposal?

The John Laing Charitable Trust; we also have some applications pending to support certain elements of this project (e.g. training) and those aimed at more general support for our advocacy service and work with care leavers.

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Total Salary Costs (including benefits)	18,500	18,685	18,872	56,058
Publicity Costs/ Advocacy Info Materials	792	792	792	2,375
Youth Participation Costs	88	88	88	264
Training Costs	315	315	315	945
Non-contracted Advocacy Costs	875	875	875	2,625
Management and Supervision Costs	2,775	2,803	2,831	8,409
M&E, Finance, IT & Admin Support Costs	3,502	3,534	3,566	10,601
TOTAL	26,847	27,091	27,338	81,276

20. Funding requested from the Trust (continued)

When will the funding be required? **mid 2013 (for financial year starting April 2013)**

Is the activity to continue beyond the period for which funding is requested?

If so, how will it be resourced? **Our new strategy aims to increase and diversify our voluntary income from companies, individuals and trusts. We are confident the need for this expertise is recognised, and will only grow with beneficiary numbers rising. We will use the grant period to build partnerships with other potential funders and develop Voice's training programme to enable it to become a valuable income generation tool.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **N/A**

Declaration on behalf of applicant organisation

I, **Katharine Collis** (your name)

am an authorised representative of

Voice (Voice for the Child in Care) (your organisation)

within which I am **Senior Trust Fundraiser** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct

Signature



Date

20th February 2013

Return the completed form to: The City Bridge Trust
City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** - unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** - If items are missing, your application will be returned to you
- **do send only the information in the checklist** - if further information is required, we will contact you
- **do ensure you have signed and dated this form** - we cannot accept forms which have not been signed and dated
- **do use the correct postage** - the completed form and additional materials are likely to exceed 100g in weight

This page is intentionally left blank

Committee:	Date:	Ref No.
The City Bridge Trust	28 November 2013	12027
Subject: Strategic Initiative: Pan-London Personalisation Project		Public
Report of: Chief Grants Officer		For Decision
<u>Summary</u>		
<p>This report proposes that you support the continuation of an innovative project which aims to help some of London's most entrenched rough sleepers into a life away from the streets.</p> <p>Recommendation</p> <p>That you approve a sum of £80,000 over 18 months to enable Broadway Homelessness and Support to continue roll out of the Pan-London Personalisation Project, to be costed against your budget for Strategic Initiatives for 2013/14.</p>		

Main Report

1.0 Background

- 1.1 The issue of rough sleeping and street homelessness and how to prevent it is one that has been high on the agenda in London for at least the past two decades. Over half of those who sleep rough in the UK are estimated to do so in the capital. In 2012/13 there were 526 rough sleepers who had been seen rough sleeping 50 or more times in the last 10 years.
- 1.2 Members will be aware of the range of voluntary sector organisations in London working in this field, a number of which have received funding from the Trust over the years (for example Centrepoin, and the Connection at St Mungo's). However, the problem of entrenched rough sleeping is one that has proved to be the most insoluble.
- 1.3 For many of this group of people, rough sleeping is an on-going issue which cannot be successfully resolved through the standard offers of support provided by outreach teams. Staff in both local authority homelessness departments and in voluntary sector street-work teams will have sought to engage with such people over a period of years without success.
- 1.4 Personalised approaches have proved to be effective in supporting rough sleepers who had previously not engaged with services to move off the streets.

- 1.5 In June 2011, you supported the Pan-London Personalisation Project, with funding of £135,000 to Broadway Homelessness and Support to roll-out a pilot project over 18 months. Funding from the Trust was matched first by the Greater London Authority and then later by Oak Foundation, enabling the initial grant to run over an extended period of two years.
- 1.6 The Pan-London Personalisation Project targets the most entrenched rough sleepers across the capital who have not engaged with traditional outreach services. It is part of a greater concerted effort by charities, local authorities and the GLA to ensure that no one lives on the streets and it remains at the heart of the London-wide strategy to address rough sleeping.
- 1.7 The project works by identifying rough sleepers who have been on the streets for a considerable period who do not engage with outreach teams and who have refused standard offers of support over several years. Many of those referred to the project are only known by a few details – for example the place where they have been rough sleeping.
- 1.8 The key differences between normal street work practice and the personalisation project are that:
- An experienced member of staff is dedicated to working with a relatively small number of identified rough sleepers.
 - Each individual is not told about the menu of options that are available in terms of day centres, hostels etc. but is specifically asked what it would take to help them move away from the streets;
 - Each individual is allocated a 'personal budget' of up to £3,000 to put their requests into action. This is managed on their behalf by the project worker.
- 1.9 Since it began in 2011 the project has worked with 56 clients, with a further four referrals currently underway. The people who have been referred to the project have slept rough for between four and 26 years and are aged over 28; the oldest client worked with by the team is 76 years of age.
- 1.10 The project has been pan-London, with referrals received from 16 London boroughs including areas with limited outreach for rough sleepers such as Havering, Bexley and Enfield. To date 25 clients have left the streets and moved into accommodation, with another four likely to do so imminently. All the remaining clients are either in the process of developing plans to leave the streets or putting those plans into action.

2.0 Proposal

- 2.1 This proposal is to extend the initial two year project for a further 18 months to enable the project to continue current work with clients and to reach an additional 10 entrenched rough sleepers.
- 2.2 Each individual referred to the project will be offered a personal budget to help them leave the streets and rebuild their lives. A dedicated worker provides the self-directed, one-to-one support needed but the client takes the lead in drawing up their own action plan, deciding what they need in order to leave the streets and how they wish to spend the personal budget to support this.

3.0 Costs

- 3.1 The Trust is being asked to provide a contribution of £80,000 over a further 18 months. This would fund the costs of a project worker, with on costs and overheads, together with a personal budget for 10 clients.
- 3.2 The funding would also run alongside the current GLA commissioning period (until 2015) giving an opportunity to make the case that the project should be mainstreamed or funded through another method.
- 3.3 The GLA is currently funding one of three posts, and the aim is that by the end of its current commissioning period Broadway will have made enough of a case to persuade them to fund two or three posts, with the remainder sought from charitable trusts.

4.0 Financial Observations

- 4.1 The Chamberlain has undertaken a financial appraisal of Broadway Homelessness and Support in respect of the proposed extension of the above project for a further 18 months at a total cost of £80,000 and comments:
- 4.2 *Accounts for the year ended 31 March 2013 indicate a deficit for the year of £255,112 (1.6% of turnover), comprising a deficit for the year of £124,144 on unrestricted funds, a deficit of £118 on restricted funds and a deficit on designated funds of £130,850.*
- 4.3 *The reserves policy states that the organisation aims to hold an accessible reserve equivalent to £1.25 million. Free unrestricted cash reserves held at 31 March 2013 were £1.23 equating to one month's worth of current expenditure.*
- 4.4 *The budget for 2013/14 shows a total income of £15.9 million and forecasts a surplus of £83,000 (0.5% of turnover) most of which will be on unrestricted funds. No distinction is made between secured and unsecured funds in the budget.*
- 4.5 *The latest filed group accounts for Broadway Homelessness and Support are for the year ended 31 March 2013. Based on these accounts, the charity appears financially satisfactory to continue the above project.*

5.0 Allocation from Strategic Initiatives

5.1 It is proposed that the cost of £80,000 is charged against your 2013/14 allocation for Strategic Initiatives of £747,500 (5% of the overall grants budget). If you approve this request, there will be a balance of £146,943 remaining for the rest of the year – as shown in Table 3 in the Grant Recommendations Introductory Report earlier in these papers.

6.0 Conclusion

6.1 There continue to be long-term rough sleepers on the streets of London who are in need of support. The evaluation of this project and others like it has demonstrated that the time and flexibility to build up a relationship of trust are key elements of success.

6.2 A further 18 months of funding would allow Broadway to assist more people and run alongside the current GLA commissioning period (until 2015) giving an opportunity to make the case that the project should be mainstreamed or funded through another method.

6.3 Funding from the City Bridge Trust will enable the project to work with more people and leverage additional support for people who have continuously slipped through cracks in existing services.

7.0 Recommendation

That you approve a sum of £80,000 over 18 months to enable Broadway Homelessness and Support to continue roll out of the Pan-London Personalisation Project, to be costed against your budget for Strategic Initiatives for 2013/14.

Karisia Gichuke, Senior Grants Officer

020 7332 3157

Karisia.gichuke@cityoflondon.gov.uk

Report written: 8th November 2013

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject: Strategic Initiative: Research into Funder Impact Practice	Public
Report of: Chief Grants Officer	For Decision
<u>Summary</u>	
<p>This paper proposes that you support New Philanthropy Capital to research impact measurement practice by a range of grant-making organisations including trusts and foundations, family foundations and corporate funders. The research will examine over 100 organisations, and be published at a launch event in London. The publication will contain a number of practical recommendations which are likely to be of use to City Bridge Trust as it works to strengthen its own approach to monitoring and evaluation.</p>	
Recommendation	
<p>That you support New Philanthropy Capital to research the work that UK voluntary sector funders undertake to assess impact, at a cost of £5,000, to be charged against the City Bridge Trust Strategic Initiatives allocation for 2013/14.</p>	

Main Report

1.0 Background

- 1.1 New Philanthropy Capital (NPC) is a registered charity specialising in impact measurement. Established a decade ago by two Goldman Sachs economists, the charity began life as a service aiming to improve the quality of data available to philanthropists. Since then, services have grown to include work with organisations, training, consultancy, development of impact measurement tools, and research. NPC currently works with both charities and funders across the UK.

- 1.2 In October 2012 NPC published "Making an Impact", a survey of impact measurement practices amongst UK charities and social enterprises. Along with five other funders, you supported this survey of 1,000 charities. The research found that impact measurement expectations had grown significantly during the past decade, driven partly by the charity sector's desire to understand its own work more accurately, but largely because of increased expectations from grant-makers and commissioners. Whilst the research noted that the emphasis funders place on impact often helps improve standards of evidence, funders can still do a lot more by using grantee data more effectively, by explaining

why measuring impact is important more clearly, and by providing more financial support for evaluation activities.

- 1.3 NPC will work on a complementary publication provisionally titled "Funding an Impact". This will be based on an in-depth examination of monitoring and evaluation practice of 10 – 15 leading funders, looking not only at how they work with their grantees, but also how they assess the effectiveness of their own funding approaches. The research will examine many of the practical challenges grant-makers deal with such as how they demonstrate the difference they make, what they do with the data they gather from grantees, and how they resource monitoring and evaluation. NPC hope the new publication will provide fresh insight as well as practical guidance.
- 1.4 The research is intended to provide a picture of impact practice amongst the funding community, and will update a publication from Charities Evaluation Services in 2007. Since then, and as a consequence of the economic downturn and change of government, the operating landscape has changed for many charities. As a result it is ever more important that funders have access to high quality materials that help them focus their approach to impact measurement.

2.0 Research Method

- 2.1 NPC will interview 10-15 funders selected to represent the breadth of the funder community and include trusts and foundations, family foundations and corporate funders. Those taking part will be of different sizes, and have made varying degrees of progress in their approaches to impact measurement. Following the interviews, NPC will design, test and conduct a survey for at least 500 other funders, again seeking to gather data from a cross-section of different types of organisations. Once the data has been gathered and analysed, NPC will draft a short report and then host an event to share and discuss findings.
- 2.2 The research is expected to take four months with final publication in early 2014.

3.0 Cost

- 3.1 The total cost of the research and publication is £35,000. NPC has already secured contributions from several other leading funders including the Trust for London and the Northern Rock Foundation. You are asked to contribute £5,000 which is equivalent to the level of support offered by grant-makers of similar size.

4.0 Allocation from Strategic Initiatives

4.1 It is proposed that the cost of £5,000 is charged against your 2013/14 allocation for Strategic Initiatives of £747,500 (5% of the overall grants budget). If you approve this request, there will be a balance of £146,943 remaining for the rest of the year – as shown in Table 3 in the Grant Recommendations Introductory Report earlier in these papers.

5.0 Conclusion

5.1 NPC proposes to produce a useful resource for grant makers like City Bridge Trust who wish to strengthen their own approach to monitoring and evaluation. This evidenced-based publication will provide an analysis of voluntary sector practice at a time when the sector is changing rapidly. This will update research published in 2007 before the economic downturn and reflect many of the new operational challenges arising from greater pressure on charitable organisations.

6.0 Recommendation

That the Trust supports New Philanthropy Capital to research the work that UK voluntary sector funders undertake to assess impact, at a cost of £5,000, to be charged against the City Bridge Trust Strategic Initiatives allocation for 2013/14.

Tim Wilson, Principal Grants Officer
020 7332 3716
tim.wilson@cityoflondon.gov.uk
Report written: 12th November 2013

This page is intentionally left blank

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject: Proposed Partnership with Buttle UK	Public
Report of: Chief Grants Officer	For Decision
<u>Summary</u>	
<p>Following your Quinquennial Review 2012/13, this paper sets out proposals to develop a hardship fund, in partnership with Buttle UK, for survivors of domestic violence in London.</p> <p>Recommendation</p> <p>That Buttle UK is awarded a grant of £470,000 from your grants budget for 2013/14 in order to establish and administer a hardship fund for survivors of domestic violence in London.</p>	

Main Report

1.0 Background

- 1.1 At your June 2013 meeting, you received a paper outlining the proposed programmes for the Trust for the next five years, following your latest Quinquennial Review. These were approved by the Court of Common Council in July 2013.
- 1.2 As well as your open programmes, *Investing in Londoners*, which were 'soft-launched' at the end of September 2013, you approved a number of partnership programmes to be developed over the coming months. One of these was a partnership with the Buttle UK to establish a hardship fund for survivors of domestic violence in London. It was envisaged that this partnership would complement the work you are funding on your new 'Safer London' programme which includes work supporting survivors of domestic violence. This paper sets out proposals for the development and resourcing of this partnership.

2.0 About Buttle UK

- 2.1 Buttle UK is a grant-making trust and a major provider of small grants to children and families living in crisis. Its charitable objective is 'the maintenance, education and advancement in life of children and young people who through poverty and family situation are in need of, and will benefit significantly from, Buttle UK's support'.
- 2.2 It has a strong track record of partnering with other funders in order to support individuals in need, including BBC Children in Need, Garfield

Weston Foundation and Comic Relief. A recent example of this is a pilot project in Scotland it is developing in partnership with Shakti Women's Aid and the Big Lottery fund to provide a package of support (advocacy, emotional and material support) for families escaping domestic violence in order to increase the chances of successfully resettling the family concerned. If you approve the proposals set out in this paper, Buttle UK will draw on this experience in developing the London project.

3.0 The Need

3.1 Domestic violence accounts for 29% of violent crime in London and 1 in 7 children and young people will have lived with domestic violence at some point during their childhood.

3.2 Despite recent initiatives designed to help women stay safe in their own homes, such as the growing number of Sanctuary Schemes in various local authorities, many victims of domestic violence find that leaving their homes is the only way to find safety.

3.3 During 2012/13, Buttle UK made 327 grants totalling £76,617 to support families in London who had experienced domestic violence. These grants were awarded using funds from BBC Children in Need and Comic Relief.

3.4 The pathways that enable women to leave abusive relationships can be complex. Research by Scottish Women's Aid and the University of Dundee in 2003, identified four key stages in this process. Buttle UK analysed the 325 London cases in order to map its grants against these stages. The results were as follows:

• The stage prior to leaving	3%	10 cases
• The leaving stage	10%	33 cases
• The re-housing stage	45%	146 cases
• Post housing stage	<u>14%</u>	<u>46 cases</u>
	72%	235 cases

3.5 The remaining 92 cases (28%) had some link to domestic violence but did not fit into the above categories, usually because the family had been able to remain in their own home but still needed support to recover from the abuse.

3.6 Referrals are made from a variety of sources including social services and specialist domestic violence agencies such as Refuge and Women's Aid.

3.7 Much of the research around the support needs of women and children escaping domestic violence focuses on personal and emotional support. However, lack of money is also a major problem and the impact of domestic violence can be financially devastating for survivors. Financial abuse can be a characteristic of domestic abuse, for example, where the

perpetrator persuades women to run up debts in the victims' name or coerces them into leaving employment. Financial dependence on the perpetrator and/or debt can be a major barrier to leaving an abusive relationship.

- 3.8 With the funds currently available, Buttle UK is rarely able to help families with more than one item. However, many families at the 'leaving' and 're-housing' stage have more acute needs, having had to leave the home with few personal or household possessions. Whilst it is early days in its Scotland pilot, experience so far suggests that a more holistic package of support that meets the financial, practical and emotional needs of the family, as well as advocates for them, can make a real difference to a family being able to successfully begin a new life.

4.0 Proposal

- 4.1 Building on its experience of the Scotland project, Buttle UK will develop a three-year London pilot to support families escaping domestic violence, in particular, those in the 're-housing' and 'post housing' stages.
- 4.2 In order to develop the proposed model of a more holistic package of support that caters for the needs of the family 'in the round', a network of referring agencies will be developed that are able to provide the requisite re-settlement work that Buttle UK's hardship fund will complement.
- 4.3 Referring agencies will be expected to have exhausted all public funding sources prior to making an application. Grants of up to £2,000 will be awarded, with the average level of grant envisaged as £1,500. The referrer will need to demonstrate that the grant will help the family to be more likely to maintain long-term secure accommodation and that it will help the child/ren's settlement in that accommodation.
- 4.4 The majority of grants are likely to be for household goods to enable the high proportion of families that have few possessions to be re-housed. However, a flexible approach is proposed to support individual circumstances, for example, a one-off supermarket shop when moving to a new home or a bridging grant to help families while their benefits are being assessed.
- 4.5 Over the years, Buttle UK has established good relationships with suppliers of household goods and is able to ensure that goods are bought at cost, delivered discretely, fitted properly and have effective warranties. This means that a high proportion of grants are made 'in kind'. Where a cash grant is required, this is paid via the referring agency.

4.6 Based on its 2012/13 London statistics, Buttle UK will aim to support up to 250 families annually, with a particular focus on those in the 're-housing' and 'post housing' stages.

5.0 Network of Referring Agencies

5.1 Working closely with City Bridge Trust, Buttle UK will bring together a Pan-London network of agencies providing services for those living with domestic violence and which are willing to be partners in delivering this project.

5.2 An agreement will be drawn up between Buttle UK and the partners, setting out the criteria for referring families to the hardship fund and setting out expectations of the agency in supporting the families' resettlement. The broad criteria for referral will be:

- There is evidence that the child/dren's development is being impaired by their current circumstances
- Children can be up to the age of 18, or single women up to the age of 20.
- Families must be experiencing financial hardship
- Possible support from public funds must have been exhausted.

5.3 Buttle UK staff will provide training to the partners on the application process and evaluation requirements and the partners will be expected to collect data in order to support the monitoring and evaluation of the project.

6.0 Monitoring & Evaluation

6.1 Buttle UK propose to evaluate the project to determine its success in making a positive difference to the lives of children recovering from domestic abuse and the role of the combination of financial support with that of the partner referring agency in bringing about that change. Any evaluation will need to take account of child protection issues.

6.2 An external evaluator with expertise in domestic violence will be commissioned and managed by Buttle UK's Monitoring and Evaluation Manager. The cost of this has been included in the table set out in paragraph 7.3 below.

6.3 It is envisaged that the evaluation will provide an evidence base on how the model can improve outcomes for children in these families and how the support can increase the likelihood of the family sustaining independent accommodation.

7.0 Cost

- 7.1 Buttle UK has submitted an indicative three-year budget which includes the salary of a full-time Senior Caseworker to build, co-ordinate and support the relationships with the referral agencies that are essential to the holistic model outlined. It also includes the cost of commissioning an external evaluation by an evaluator with expertise in the domestic violence sector, overseen by Buttle UK's Monitoring and Evaluation Manager.
- 7.2 As this is a new way of working for the Trust, it is recommended that you commit funds for 18 months initially. This will enable the referral network to be established and sufficient activity to have taken place to be able to compare the actual demand with the demand as forecast in Buttle UK's proposal. A re-assessment of the likely funding requirement for the remaining 18 months will be presented to your Committee during 2014/15.
- 7.3 The level of funding recommended is therefore the total of Year 1's funding requirement (£264,000) plus 50% of the funding requirement in Year 2 (£206,000) making a total of £470,000.

	Year 1		Year 2		Year 3		Total
<u>Costs</u>	No	£	No	£	No	£	£
Salary Costs		49,000		49,600		49,000	147,600
Project Costs, including evaluation		19,800		18,490		35,900	74,190
Grants @ £1,500	150	225,000		375,000		375,000	975,000
Grants @ £250	300	75,000		75,000		75,000	225,000
Grand Total		368,800		518,090		534,900	1,421,790
<u>Buttle Contribution</u>							-
Salary Costs		20,875		21,475		20,875	63,225
Project Costs		8,800		8,490		12,150	29,440
Grants (estimated)	300	75,000		75,000		75,000	225,000
Total Buttle Contribution		104,675		104,965		108,025	317,665
Additional Funding requirement		264,125		413,125		426,875	1,104,125

6.0 Consultation

- 6.1 The Chamberlain has been consulted in the drafting of this paper and comments:

Accounts for Buttle UK for the year ended 31 March 2013 indicate a surplus for the year of £6,736,000 (146% of turnover), comprising a surplus for the year of £6,498,000 on Endowment Funds, a surplus of £178,000 on Restricted Funds, a surplus of £166,000 on General Funds and a deficit of £106,000 on Pension Funds.

The reserves policy states that the organisation aims to hold free unrestricted reserves equivalent to six months' expenditure on unrestricted funds which, based on current year expenditure equates to £1,054,000. Free unrestricted reserves held at 31 March 2013 were £778,000 equating to four months' worth of current expenditure.

The latest filed accounts for Buttle UK are for the year ended 31 March 2013. Based on these accounts, the charity appears financially satisfactory to administer the above funding.

7.0 Conclusion

- 7.1 The proposed partnership with Buttle UK is intended to complement your new 'Making London Safer' programme by providing the total package needed for a family escaping domestic violence re-settle and live independently.
- 7.2 The development of a referral network of agencies with expertise in the domestic violence field means that the families concerned can be offered an holistic package of support that caters for their emotional and materials needs as well as advocating on their behalf.
- 7.3 As this is a pilot, it is recommended that you commit funds for 18 months initially, with a decision regarding the level of future funding based on an evaluation of the first 18 months.

8.0 Recommendation

That Buttle UK is awarded a grant of £470,000 from your grants budget for 2013/14 in order to establish and administer a hardship fund for survivors of domestic violence in London.

Jenny Field, Deputy Chief Grants Officer
020 7332 3715
jenny.field@cityoflondon.gov.uk
Report written: 11th November 2013

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject:	Public
Applications recommended for rejection	
Report of:	For Decision
Chief Grants Officer	
<p><u>Summary</u></p> <p>This report and the accompanying schedule outlines a total of 5 grant applications that, for the reason(s) identified, are recommended for rejection.</p> <p><u>Recommendation</u></p> <p>That the grant applications detailed in the accompanying schedules be rejected.</p>	

Main Report

1. There are a total of 5 applications recommended for rejection at this meeting – all under your Working with Londoners programme. They are listed within categories in the accompanying schedules. In each case the “purpose” that is used to describe the application is that provided by the applicant organisation. All the recommendations are based on criteria set out in your Policy Guidance.

2. Copies of these application forms are available to view in the Members’ Reading Room. If any Committee Member wishes to query any of the recommendations, this can either be done at the meeting, in which case the decision may be deferred while full details are provided to the Member concerned, or by contacting the Trust office in advance of the meeting so that an explanation can be provided prior to or at the meeting.

Contact:

Ciaran Rafferty, Principal Grants Officer
 020 7332 3712
 Report written: 13/11/13

This page is intentionally left blank

THE CITY BRIDGE TRUST

The City Bridge Trust Committee - 28 November 2013

Summary of Recommendations for Rejection - Working with Londoners and Growing Localities

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
--------------------	---------	---	------------------	-----------------------

Accessible London

11972 Clapton Common Boys Club	To construct safe disabled access, disabled toilets and lifts in our new community building, to increase disabled participation in the activities we offer.	The application has been made by one of the tenants of the building. However, the terms of their lease make it clear that they are not responsible for the fabric of the building.	£50,000	JF Hackney
-----------------------------------	---	--	---------	---------------

Total Accessible London (1 item)

£50,000

Improving Londoners' Mental Health

11943 WPF Therapy	A Life Histories project in Southwark which aims to tackle depression and isolation in the older population through narrative therapy using group sessions.	Incomplete application where information requested has failed to materialise.	£9,797	KMG Southwark
----------------------	---	---	--------	------------------

Total Improving Londoners' Mental Health (1 item)

£9,797

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
--------------------	---------	---	------------------	-----------------------

London's Environment

11942 Thames Festival Trust	To fund a Project Manager and contribute to workshop and exhibition costs	Although the application is made under your 'London's Environment' programme the organisation has no experience of environmental work, while the proposed outputs and outcomes are weighted heavily towards artistic events and displays rather than to environmental education.	£142,292	JXM Southwark
--------------------------------	---	--	----------	------------------

Total London's Environment (1 item)

£142,292

Older Londoners

11799 Southwark Vietnamese Chinese Community	Mental health awareness for older people.	A small organisation whose sole current funder is the local authority. Income has halved over the last few years and sufficient financial information was not available to make a full financial assessment of the organisation.	£21,300	JGC Southwark
---	---	--	---------	------------------

Total Older Londoners (1 item)

£21,300

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
<u>Positive Transitions to Independent Living</u>				
11947 Safer London Foundation	To support a job-readiness and work skills programme for young ex-offenders in London to reduce re-offending and gang involvement through sustainable employment, education and training.	The proposal outlined is overgenerous in its costings, while the organisation has very healthy levels of unrestricted reserves and ongoing unrestricted income.	£150,000	KMG Southwark
<i>Total Positive Transitions to Independent Living (1 item)</i>			<u>£150,000</u>	
Grand Totals (5 items)			£373,389	

This page is intentionally left blank

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject: Withdrawn & Lapsed Applications (Working with Londoners programmes)	Public
Report of: Chief Grants Officer	For Information
<p><u>Summary</u></p> <p>This Report draws your attention to those applications to the Working with Londoners programme which have been subsequently withdrawn by the applicant or lapsed due to additional information not forthcoming.</p> <p>Recommendation</p> <p style="text-align: center;">That you receive this report and note its contents</p>	

Withdrawn Applications:

Organisation

Purpose of Request

Ethiopian Women's Empowerment Group (EWEG)

""Skills2Leaders" will enable women from all BAMER communities to learn ESOL/IT and become Volunteer Leaders to bring different communities of women together."

Application withdrawn. Organisation plans to submit an application later in the year after they have reviewed and strengthened their financial position.

Kiran Project

""Survivors2Leaders" will support young people from Asian communities experiencing domestic violence induced trauma/mental ill-health to divert from anti-social behaviour and become leaders."

Organisation has withdrawn this application in order to submit a new proposal under your new programmes.

North Kensington Law Centre

“To provide a frontline social welfare triage advice service to vulnerable residents and people working in Kensington and Chelsea, Brent, Westminster and Hammersmith & Fulham.”

Revised application under Investing in Londoners anticipated.

Respond

“To improve the mental health of people with learning disabilities and/or autistic spectrum disorder involved in the criminal justice system thereby reducing offending/re-offending.”

Following discussion with your officer, the organisation wishes to withdraw this request to re-consider the stated outcomes of the project.

Irish in Britain

“A volunteer coordinator to engage older people in volunteering activities to improve social and cultural inclusion activities for older Irish in London living with dementia.”

Following discussion with your officer, the organisation wishes to withdraw its application to revisit the strategy for the project.

Total Withdrawn Applications: 5

Total Lapsed Applications: 0

Recommendation

That you receive this report and note its contents.

Contact:

Ciaran Rafferty, Principal Grants Officer

Tel: 020 7332 3186

Date report written: 08/11/13

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject:	Public
Grants considered under Delegated Authority	
Report of:	For Information
Chief Grants Officer	
<p><u>Summary</u></p> <p>This Report draws your attention to 2 applications which, since your last meeting, have been presented for approval under delegated authority by the Chief Grants Officer in consultation with the Chairman and Deputy Chairman.</p> <p>The list below may include items classified as Eco-audits. In these cases no monies are paid to recipient organisations. Instead, the funds are used by the Trust to appoint qualified professionals to undertake individual audits for the named charities.</p> <p>The total number of grants approved under delegated authority this financial year (inclusive of those below) is shown in Table 1.</p> <p style="text-align: center;">Recommendation</p> <p style="text-align: center;">That you receive this report and note its contents</p>	

Grants

Organisation

Amount and Purpose of Grant

Home-Start Greenwich

£20,500 for one year to recruit, train and manage specialist volunteers to support women experiencing PND.

Hands on London

£24,000 over two years (2 x £12,000) for a part-time Relationships Manager (20 hours per week) to expand Hands on London's network of partner organisations. The award is subject to confirmation that City Bridge Trust will not be Hands on London's single largest funder.

Eco-audits Approved

None to report to this meeting

Table 1
Summary of delegated authority spend for the year to date

Applications at Committee	Delegated authority < £5k including eco-audits		Delegated authority < £25k	
	£	Number	£	Number
April 2013	10,125	5	97,700	5
May 2013	0	0	30,060	2
June 2013	0	0	47,500	3
July 2013	10,580	3	15,000	1
September 2013	1,152	1	125,295	6
October 3/13	0	0	19,995	1
October 30/13	5,000	1	48,760	2
November 2013	0	0	44,500	2
Total for year to date	26,857	10	428,810	22

Recommendation

That you receive this report and note its contents.

Contact:

Ciaran Rafferty, Principal Grants Officer

Tel: 020 7332 3186

Date report written: 14/11/13

Committee:	Date:
The City Bridge Trust	28 th November 2013
Subject:	Public
Reports on Monitoring Visits	
Report of:	For Information
Chief Grants Officer	

Summary

You receive two sample monitoring visit reports at each of your meetings. These are in addition to the two substantial monitoring reports you receive annually. One of these, a report reflecting on issues arising from the monitoring and evaluation of grants was presented to your February 2013 meeting. A statistical monitoring report looking at trends in your grant-making is included in the papers for today's meeting.

Reports to this Committee are from visits to U Can Do IT and Oasis Children's Venture. Both organisations work with disabled people. U Can Do IT, which is funded under your Positive Transitions to Independent Living programme, provides IT training in order to help disabled adults exert greater control over their own lives. Oasis Children's Venture, where you support staffing costs, provides play facilities for disabled children from disadvantaged communities. Mr Ian Seaton took part in the visit to U Can Do IT.

Recommendation

That Members receive this report and note its contents.

Contact:

Tim Wilson

Tel: 020 7332 3716

Email: tim.wilson@cityoflondon.gov.uk

Date report written: 14/11/2013

This page is intentionally left blank

City Bridge Trust – Monitoring Visit Report

Organisation: U Can Do I.T.	Grant ref: 10485 (JF)	Programme area: Positive Transitions to Independent Living\ a) Newly acquired disability
Amount, date and purpose of grant: 17/03/2011: £75,000 over three years (3 x £25,000) towards IT training for disabled people in their own homes designed to increase their independence, choice and control over their lives.		
Visiting Grants Officer: Martin Hall, accompanied by Mr Ian Seaton (Committee Member)	Date of meeting: 27 th February 2013	
Met with: Patricia Webb (Development Manager), Mary Payne (CEO)		
1. Introduction to the organisation: U Can Do IT is a nationally recognised organisation providing IT training and advice to people with a range of disabilities. In particular, the charity provides expert support on the use of adaptive technologies and software which can make IT accessible to people who may be blind/visually impaired or suffer from conditions which make mainstream technology difficult to use. The Chief Executive of the organisation, with whom we met, is herself visually impaired and was originally trained by the organisation (having had to retire from her career in the NHS due to her condition), before becoming a trainer, manager and finally appointed as CEO last year. As such, she has a unique insight into all aspects of the organisation's work.		
2. The project funded: Your grant is towards the core aspect of the organisation's work, namely providing training for disabled people to help them live their lives more independently. Users begin by getting in touch with the organisation, at which point an initial conversation will take place to judge their needs, as this will determine which trainer they are assigned. The Development Manager and the potential trainer will then go to meet the client in their own homes, to fully assess the users' needs, provide advice on adaptive technology, and agree which areas the training should cover. Support then takes place over 10 lessons. All training takes place in the client's home due to the difficulties many have in travelling to a training centre.		
3. Work delivered to date: To date 50 users within the Greater London area have accessed the training supported by your grant, well on course to meet the target of 75 over the lifetime of the project. The organisation has a total of 80 tutors nationwide, who are all experienced IT professionals. Trainers are paid on a freelance basis, but their fees reflect the charitable nature of this initiative.		

Clients are recruited through a number of different avenues, including word-of-mouth, via internet searches, presentations made by the CEO and other advertising. They also receive a large number of referrals from occupational therapists, health professionals, including Moorfields Eye Hospital, and from major disability charities such as the RNIB. Although many other disability organisations offer similar services, U Can Do IT is unique in dealing with all types of disabilities, which also includes increasing numbers of people with Learning Disabilities and Mental Health issues. The organisation is constantly looking to refine the service it offers, and has found that some users only require 5 sessions to achieve their goals. This will be taken into consideration for future projects. It is also looking to provide more support in the use of mobile IT devices such as smartphones, iPads and other "tablet" devices. These new technologies can provide great benefits to some disabled people due to their ease of use and more intuitive nature. They are also available much cheaper than a laptop or PC.

4. Difference made:

The training provided by this grant can have a significant impact on those taking part, greatly increasing their quality of life. For many, it provides a renewed level of independence through the ability to access online services such as shopping and banking, and through the use of specialist software, using technology unassisted. Users also benefit from increased confidence and self-esteem, along with a reduced sense of isolation through being able to keep in touch with friends and relatives via e-mail or Skype. At the highest end of the scale, some clients have been able to re-enter the employment market, start their own business, access further education or training, or explore interests such as music, writing or campaigning. This is vital in instilling an increased sense of purpose for people who may have felt "written off" by mainstream society.

5. Grants Administration:

This project has run largely to plan, with only minor changes taking place to delivery. The grant has just concluded its second year and the Monitoring Form for this will be due at the end of March. The first year's monitoring was rated as "good". The organisation is well-managed with experienced staff so no problems are anticipated.

6. Concluding comments:

This is a valuable project which makes a significant difference to the lives of those taking part. IT can provide a life-line to the outside world for people who have trouble leaving their homes, as well as providing the opportunity to access vital services, information and online "communities". The organisation is well-established and has good management and support structures in place.

City Bridge Trust – Monitoring Visit Report

Organisation: Oasis Children's Venture	Grant ref: 10490 (TW)	Programme area: Accessible London\Accessible Arts
Amount, date and purpose of grant: 17/03/2011: £118,000 over three years (£40,500; £39,500; and £38,000) for the salaries and associated costs of a Lead Inclusive Play and Youth Worker (20 hours per week) and an Inclusive Play and Youth Worker (15 hours per week) who will work to facilitate the accessibility of Oasis recreation sites to disabled children and young people.		
Visiting Grants Officer: John Merivale	Date of meeting: 23 rd May 2013	
Met with: Joanne Brown, Director; Jessica Thom, Project Co-ordinator; Matthew Pountney, Inclusion Project Manager.		
1. Introduction to the organisation: Oasis Children’s Venture has been going 40 years, and now operates three recreation sites in Lambeth for school-aged children. A karting track, an adventure playground, and a nature garden provide safe, well-supervised space in a high-density area of London with high levels of deprivation. Over 500 children and young people enjoy the Oasis sites each year. Oasis activities take place after school, on Saturdays and during school holidays. School groups use the sites during the days in term time. Local children and families can join Oasis projects directly, but the organisation also receives referrals from local statutory agencies. Oasis’s programme includes play, arts, and sporting activities, giving children an opportunity to learn and develop whilst building friendships.		
2. The project funded: This is an inclusion project to enable disabled children to join in arts and sports. Many parents and carers in the locality are fearful of crime and antisocial behaviour. Such concerns limit their willingness to allow children independent, outdoor play. Not surprisingly, disabled children are even less likely to be able to play outside unsupervised, and are often doubly disadvantaged by lacking private outdoor space. Oasis has recruited three part-time Inclusive Play and Youth workers to develop challenging and enjoyable activities for disabled young people. The work targets those who do not currently use the Oasis sites, and is promoted through Lambeth Borough Council’s Children with Disabilities team, as well as a number of local schools and charities. The overall aim is to improve the attainment and wellbeing of disabled children, in an atmosphere of easy interaction with people of all abilities. The specific objectives include adventurous play sessions, curriculum-linked outdoor education, and volunteering opportunities.		
3. Work delivered to date: Since Feb 2012, the project has run two after-school sessions per week, and a full Saturday club weekly during term-time. The work is based at the adventure playground, but also uses the karting track and the nature garden. The new team has trained other Oasis staff and volunteers to work with disabled youngsters.		

At the start, the aim was to benefit 160 young people a year directly. This number has already been exceeded, while events have so far hosted 1,500 visitors. Twelve disabled young people over the age of 15 have engaged in supported volunteering, while 11 others have helped facilitate one-off events.

4. Difference made:

For the Inclusion Manager, the most satisfying change has been to be able to build up practice in an area where there has been very little – and only informal – support for families. Most of the children who come would have nowhere else to play and socialise, so this becomes a crucial part of the scene of their childhood. Some case studies illustrate the difference:

- One 12-year old had no social life outside his SEN school. He would spend every Saturday with his mother, visiting only a McDonald's restaurant. When he first joined Oasis, his behaviour was challenging and unpredictable, and he needed 1:1 support. With the help of the educational psychologist from his school, and with Oasis staff working with his mother, his challenging behaviour has ceased and he is growing new relationships with other children and staff.
- Another mother, herself physically disabled, reports how her 6-year old son with autism has flourished as his new routine involves time to play.
- A young volunteer at the karting track tells how he has 'learnt not to be afraid of disabled people'.
- A 17-year old with severe learning difficulties had been out of school for several years. Previous carers responded to his interest in cars by taking him to car showrooms, but the karting track has given him the chance to drive and look after the karts – "the whole family is proud of me for doing it".

Alongside these individual stories, Oasis members have worked together to complete youth led funding applications; and children across the Oasis sites spent a summer play scheme in 2012 devising activities for 'themed Fridays'.

5. Grants Administration:

Oasis has maintained fairly sound financial health. It derives £80k annually from the local authority, but 3 x this sum from Trusts and donations. Membership fees then top up its income – but all its services (except the karting) are free. The CBT grant has complemented an award from another funder which covered the capital costs of making their sites fully accessible.

The first year's monitoring report was very good. The funds are being properly accounted for, with the majority going to salary costs. The payroll was examined and seen to be orderly, with the relevant salaries linked to the funder.

6. Concluding comments:

This is an excellent project where, in the same day, a young person may stretch themselves by climbing a rock, and visit the nature garden and learn about natural life cycles. Although Oasis has been operating in an inclusive way for many years, the creation of the Inclusion project as a formal strand was new. It serves as a useful model of how professional knowledge of the pitfalls and careful planning can bring inclusive play to enrich mainstream settings. The greater diversity has strengthened local relationships, and this in turn has led to increased funding.

Committee:	Date:
The City Bridge Trust	28th November 2013
Subject:	Public
Statistical Monitoring Report, Working with Londoners – July 2008 – March 2013	
Report of:	For Information
Chief Grants Officer	
<p><u>Summary</u></p> <p>The purpose of this paper is to provide you with statistical analysis of the Working with Londoners programmes that were launched in July 2008. The report looks at the 2,230 applications received between the launch date of Working with Londoners and 31st March 2013. It deals only with applications for grants under the Working with Londoners programmes and not with applications made under your 'Greening the third sector' (eco-audit) initiative or any additional programmes outside of the main grants budget such as Growing Localities.</p> <p style="text-align: center;"><u>Recommendation</u></p> <p style="text-align: center;">That you receive this report and note its contents.</p>	

Main Report

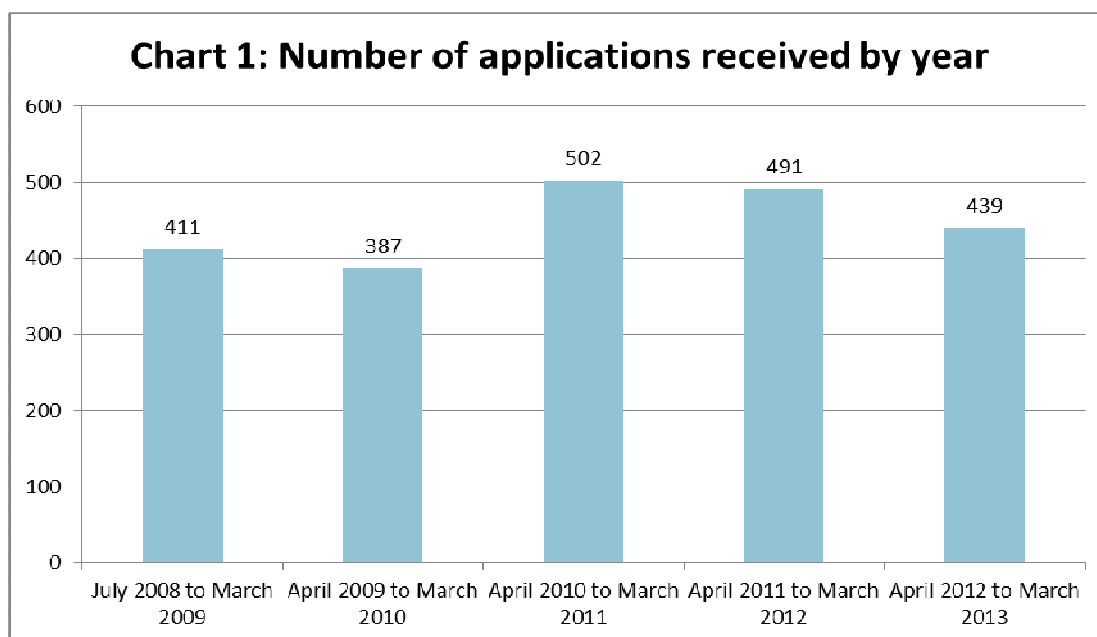
1.0 Introduction

1.1 The Working with Londoners programmes were launched in July 2008 and closed to new applications in July 2013. This report deals with applications received since the launch until March 31st 2013 covering four complete, and one partial financial year. This report deals only with applications made for Working with Londoners grants and not for applications for eco-audits (under your Greening the Third Sector scheme) or additional programmes outside of the main grants budget (such as your Growing Localities initiative).

2.0 Applications to the Trust

2.1 Between July 2008 and March 31st 2013 you received 2,230 applications under Working with Londoners. Chart 1 shows the number of applications received by year. The application rate is fairly steady with an average of 446 applications received per year.

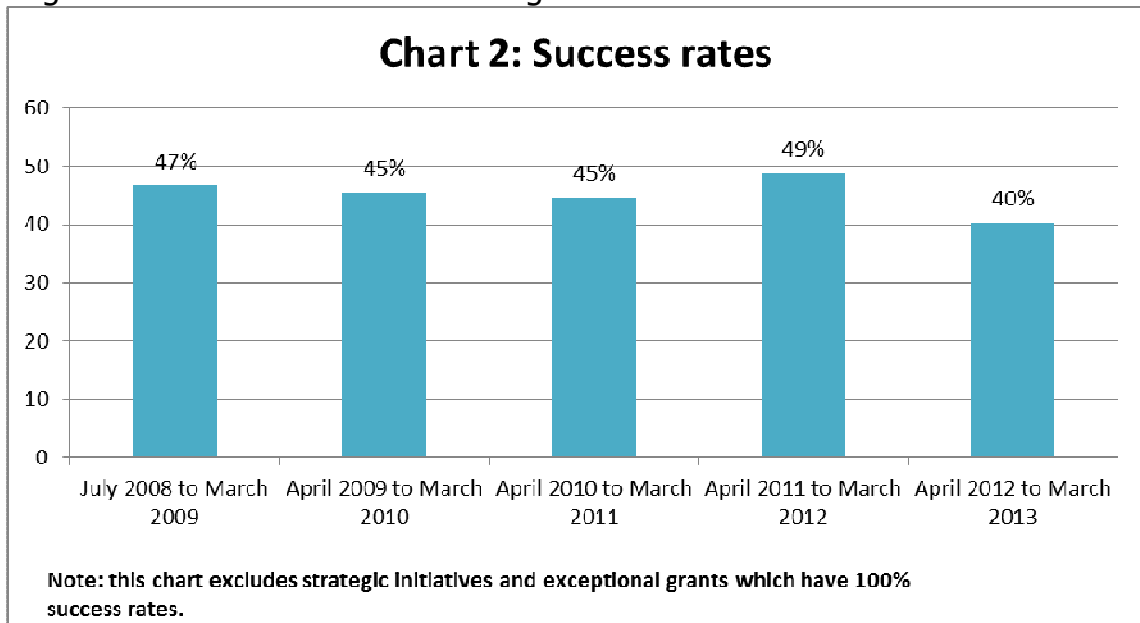
The partial financial year July 2008 to March 2009 is slightly higher than would be expected. This is due to 92 grant applications that were made under your time-limited special initiative, 'Young People & Parents Tackling Violence'. Given the difficult external financial environment, officers had anticipated a rise in applications. This has not materialised, in fact there was a drop in application numbers following the financial crash. Anecdotally, officers have found that other Trusts have had a similar experience. With continuing cuts to local authority expenditure, applications levels may rise in the future.



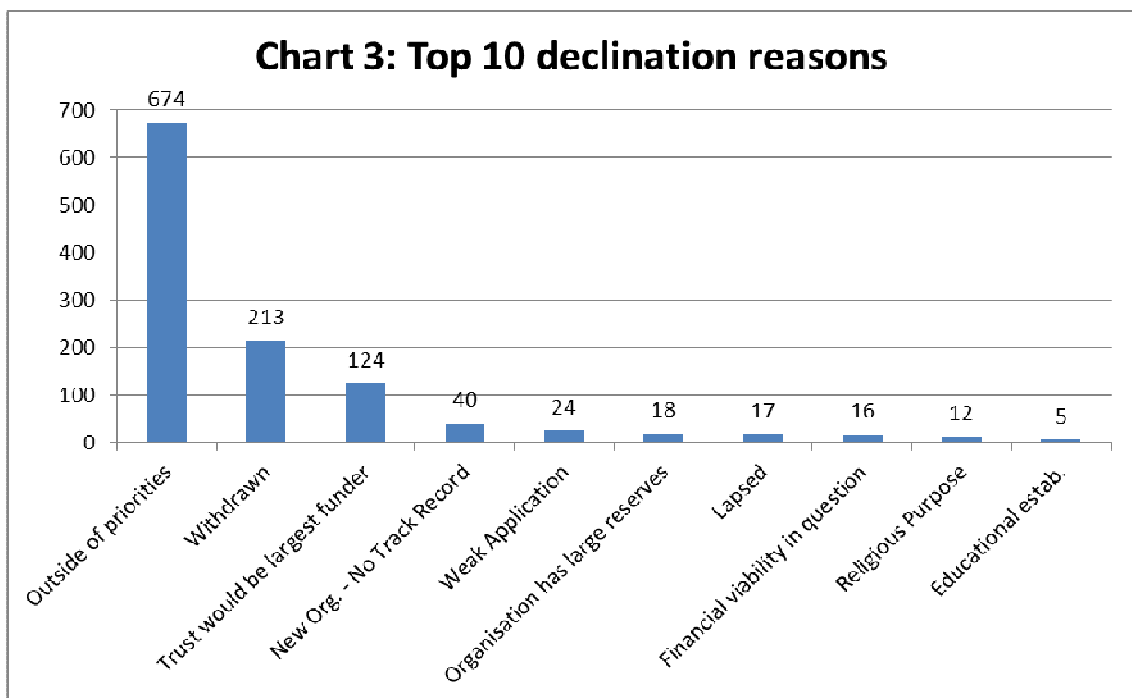
2.2 Of the 2230 applications received 1045 (47%) (worth £75,296,711) were approved, 947 (42%) were rejected, 218 (10%) were withdrawn by the organisation and 17 (1%) were lapsed due to lack of response to requests for further information. The average annual success rate for applications received was 43%. Chart 2 shows that success rates have remained steady since 2008 with a notable exception in the most recent year, 2012/13 when success rates dropped to 40%. Possible reasons for this are reduced voluntary sector capacity and support services to help organisations make applications. It should be noted that the Trust will always receive a proportion of low quality applications, as organisations in need of funding invariably take a 'try anyway' approach.

2.3 Chart 3 shows the top 10 reasons why applications were declined. The most common reason is that applications fall outside of your grant priorities. It is hoped that your new online application form and detailed guidance will reduce the level of these rejections in the future, but there will always be some who apply anyway in the hope that they will be successful. 124 applications were declined as funding would have made the Trust the organisation's largest single funder. You have now changed this policy so that you will not fund

more than 50% of an organisation's income. This will benefit those organisations with a diverse range of small funds.



2.4 Other applications were declined as they were made by ineligible organisations such as schools. An improved pre-application quiz will help reduce these applications under your new Investing in Londoners programmes. You will also notice that 213 applications were declined as they were withdrawn by the organisation. In these cases organisations have withdrawn on the advice of your officers who feel that the work is likely to meet your priorities but that one or more aspects of the proposal may need additional work before full assessment can take place.



3.0 Comparison by grant priorities

3.1 Your Working with Londoners grants programme included seven grant-making priorities as well as strategic initiatives, exceptional grants and a time-limited 'special edition' – 'Young People and Parents Tackling Violence' which looked at the impact of gang and knife crime in London. Chart 4 shows the applications received by programme area, broken down by application outcome and Chart 5 shows the success rates of applications under each programme.

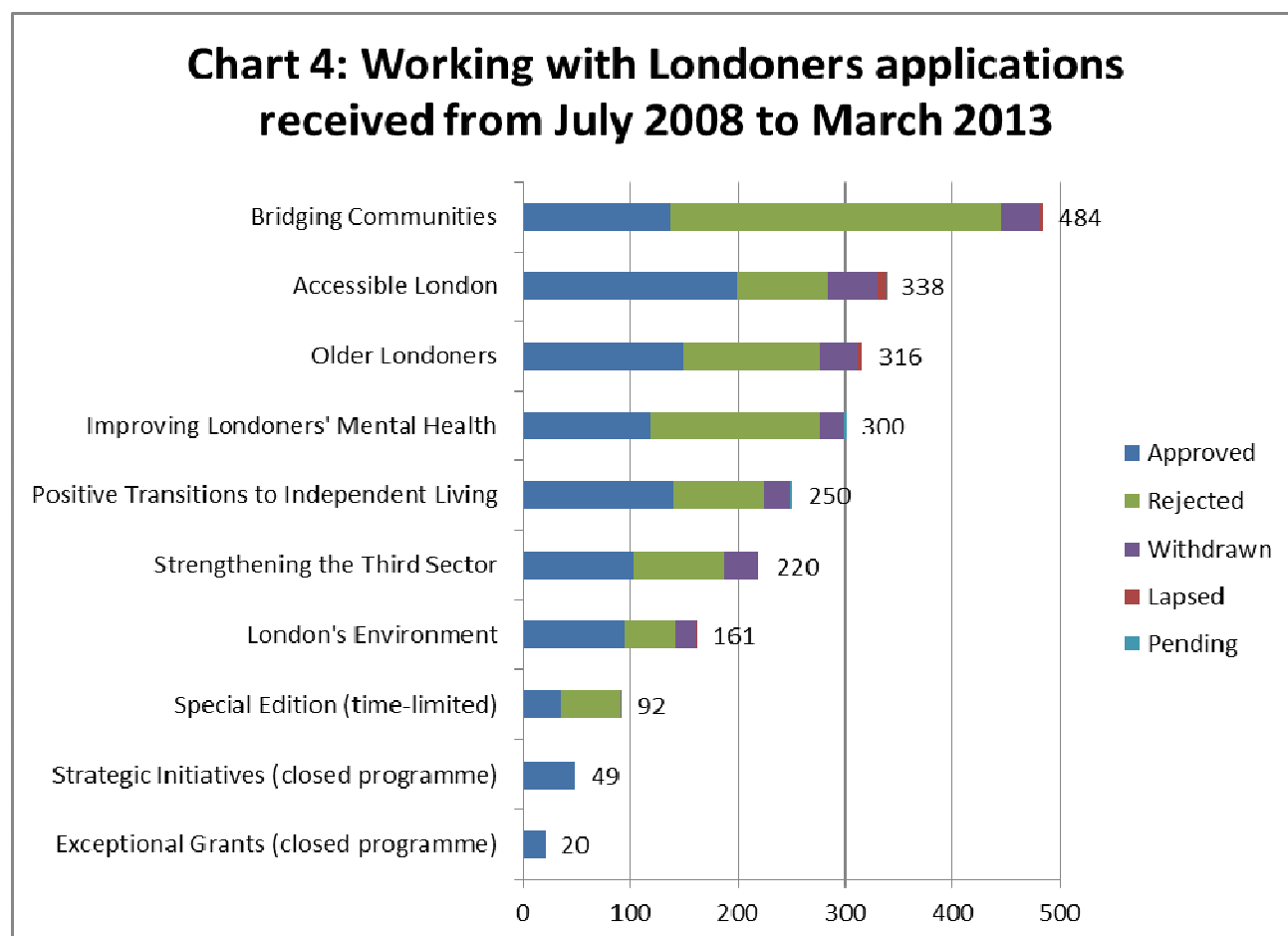
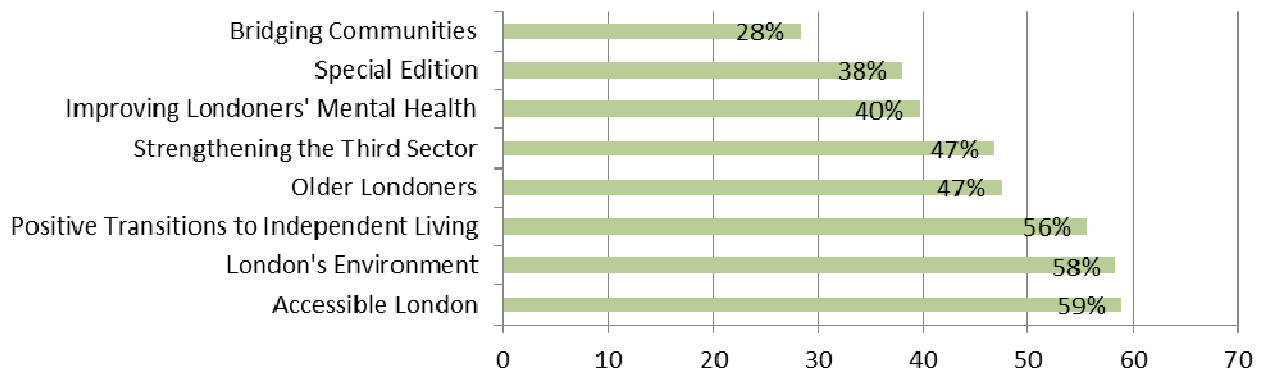


Chart 5: Working with Londoners success rates by programme



Note: this chart excludes strategic initiatives and exceptional grants which were closed programmes with 100% success rates.

3.2 **Bridging Communities** was the most popular open programme receiving 22% of applications. You will however notice that this also had the highest rejection rate, with just 28% of applications achieving a grant, giving a total grant amount of £9,056,185. This is partly due to a misinterpretation of what is meant by the term 'bridging', despite our guidance being clear. For example, many applications loosely applied it to projects that would benefit several different ethnic communities or to generic community development work, rather than work that would explicitly bring different communities together. There was also a tendency for speculative applications that did not meet any of your grants priorities to be made under this programme. This programme has been discontinued under Investing in Londoners, although one of its more successful elements – English for Speakers of Other Languages – has been continued as a clearer more distinct programme.

3.3 **Accessible London** was the second most popular open programme receiving 16% of overall applications and enjoying a high success rate of 59%. The total grant amount of £8,966,687 is perhaps lower than expected but explained by the high amount (17%) of small grants awarded for access audits and the £50k cap on capital grants. The high success rates reflect the support your officers have established for capital access work which accounted for 27% of the grants awarded under this programme. All applicants seeking a grant for capital work are required to have an independent access audit. In addition a high proportion of applicants obtain advice and support from the Access and Sustainability Officer you fund within the Centre for Accessible Environments. Only 14 grants were made for Accessible Transport. The emphasis of this strand of the programme was to help local community transport schemes to become more self-sustaining

through earned income. This approach has enabled you to discontinue this grant priority under your new Investing in Londoners programmes. At a similar level, only 10 grants were made under the Accessible Sports priority. However, given the need for this work and the impact of the 2012 Paralympic games, this priority continues under your new grants programme.

- 3.4 **Older Londoners** received 15% of overall applications with an average success rate, giving a total grant amount of £8,544,687. This was the lowest amount awarded to any grant priority which is due to the number of relatively small grants awarded. Of the successful applications half were for work to encourage healthy lifestyles amongst people aged 65 and above. Fewer grants were made to support people with dementia and Alzheimer's (25) but this is perhaps unsurprising given the specialist nature of this work.
- 3.5 **Improving Londoner's Mental Health** received a comparable number of applications to Accessible London and Older Londoners (13% of overall applications). It had the second lowest success rate at 40% but still received a relatively high total grant award of £9,564,645. 108 applications were rejected as they did not meet your priorities and a further 23 were withdrawn by the organisation. In many cases this was because applications were for work to address general 'well-being' rather than focusing on specific mental health needs. Of those that were successful over a third (36%) were for services specifically for children and young people.
- 3.6 **Positive Transitions to Independent Living** received a fairly average number of applications (250) with a 56% success rate and the highest total grant amount of £11,034,700. Of the grants awarded 33% were to support young disabled people in the transition to adulthood, 31% were to support disabled people in managing independent living and 'personal budgets' and 28% were for the resettlement of ex-offenders leaving custody. Few applications were made to support disabled parents and young care leavers, and these grant priorities have been discontinued under Investing in Londoners. It is also worth noting that 39 grants under the Positive Transitions to Independent Living priority were for work to develop education and skills amongst participants.
- 3.7 **Strengthening the Third Sector** received only 10% of applications which is unsurprising given that this programme is only open to organisations that provide capacity building support to other voluntary and community sector organisations. Grant amounts were however larger than average and total grants awarded under this priority received the second highest total grant award of £9,830,490. 40% of the grants awarded were for work to increase and improve volunteering, 22% were specifically to support Black and Minority Ethnic and refugee community organisations

which are recognised as having specific capacity building support needs and a further 17% were to develop financial management and skills. As with your other programmes, the main reason for rejection was that applicants had failed to address the specific aims of the programme.

- 3.8 **London's Environment** received only 7% of applications but enjoyed the second highest success rate (58%) and a total grant amount of £8,844,624 (though this does include £3m awarded to Hampstead Heath Charitable Trust). The low application rate is partly because there are fewer environmental charities than social care organisations. It is also the case that much environmental and conservation work requires capital sums that would be beyond your capacity and are not the focus of your grant-making priorities which focuses revenue funding.
- 3.9 **Strategic initiatives:** Each year you set aside 5% of the annual grant-making budget for initiatives that go beyond traditional grant-making. These include research, feasibility studies and conferences and are often undertaken in partnership with other bodies. You have awarded 49 grants classed as 'Strategic Initiatives' in the period from July 2008 to March 31st 2013 worth a total amount of £3,211,990. Recent examples include funding for a Social Investment Advisor, the philanthropy exhibition at the Charterhouse and support for 10 Ladder for London apprenticeships in the City of London Corporation.
- 3.10 **Exceptional grants:** Occasionally you award 'exceptional grants' for work outside of your published priorities. This allows you to respond to new and exceptional needs and circumstances which may have arisen since the Trust fixed its priorities, such as a major catastrophe impacting upon London or work that falls outside the stated priorities but is nonetheless of strategic importance to London. In the period from July 2008 to March 31st 2013 you have awarded 20 exceptional grants worth a total amount of £3,338,700. Recent examples include a grant for Human Trafficking Foundation's anti-trafficking work in London, a grant for St John Ambulance's first aid training and volunteering amongst young people in four east London boroughs and a grant for PACT's awareness raising about missing and abducted children in London.

4.0 How did people apply?

- 4.1 City Bridge Trust introduced the option to apply online in July 2011. In 2011/12 23% of applications were received online, growing to 44% in 2012/13. Following this success, and information from independent research, your new Investing in Londoners programmes has moved to an entirely online application process.

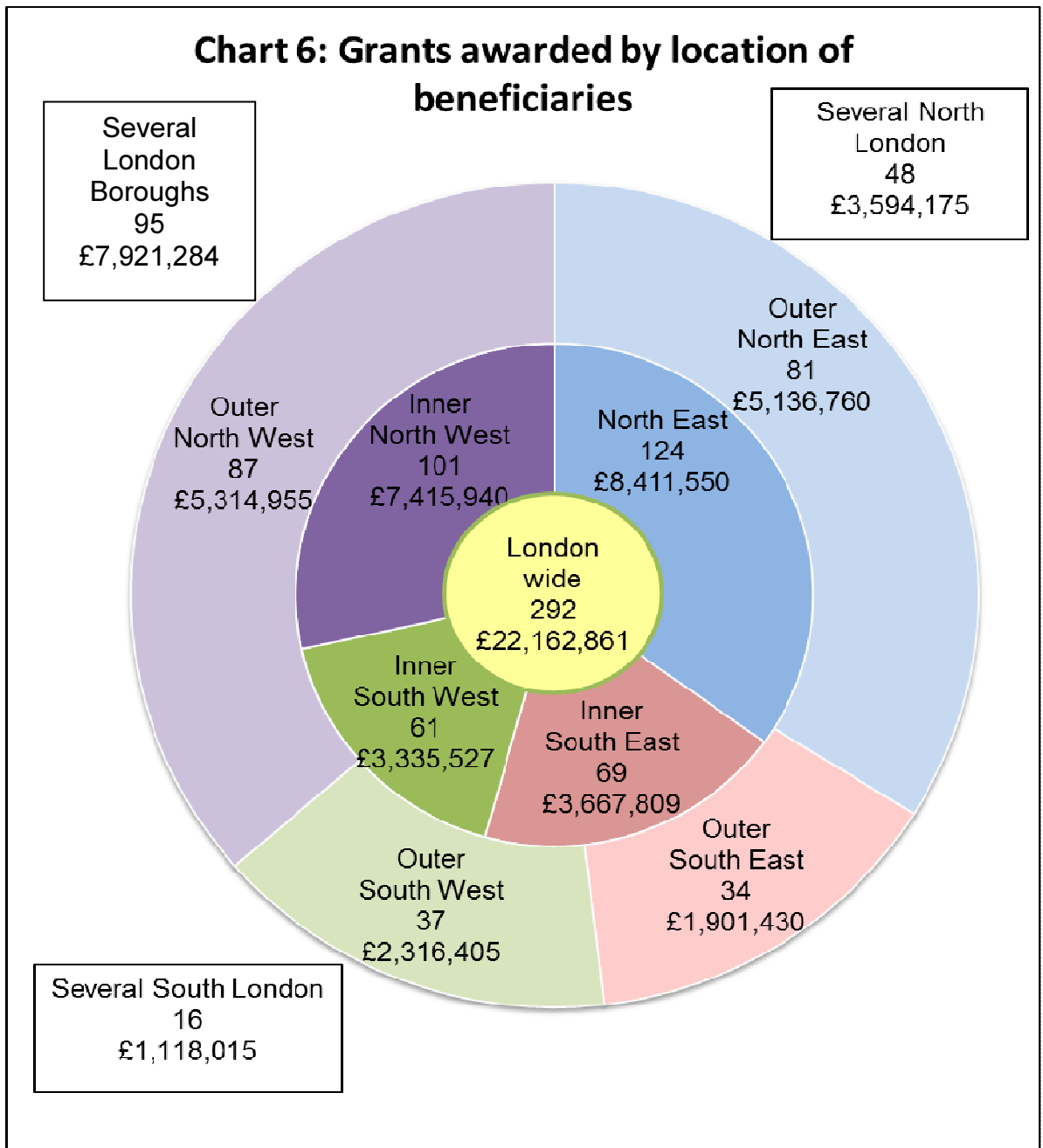
5.0 Geographical distribution of grants

- 5.1 Applicants are asked to specify which London borough(s) will benefit from the project they wish to deliver with your funding. Chart 6 shows the area of benefit of the 1,045 successful applications received since the launch of Working with Londoners until 31st March 2013. Activities may not be restricted to a single borough, so it is not always straightforward to map the precise benefit of your spending. These grants are shown separately as 'several North London', 'Several South London' and 'London-wide' in Chart 6. Please note that the £3,000,000 grant to Hampstead Heath has been excluded from the total sum as it would skew the figures.
- 5.2 Chart 6 shows that whilst you have funded work across all of London, funding is greater in the inner regions and there is also a disparity in the funding reaching boroughs in north and south London, with northern boroughs receiving £29,873,380 and southern boroughs receiving £12,339,186. The rest of section 5.0 examines some of the possible reasons for this.
- 5.3 One way to understand how effectively your grant-making is targeting deprivation in London is to map spend by location of the beneficiaries against the position of each borough according to the Government's 2010 Indices of Multiple Deprivation. The Indices combine economic, social and housing indicators into a single score, allowing areas to be ranked against each other according to their level of deprivation.
- 5.4 Table 1 ranks each London borough according to total City Bridge Trust grant amount awards against their relative position on the Indices of Multiple Deprivation. To make sense of the range and to identify anomalous boroughs, the measure of dispersion (standard deviation) has been calculated. The rows are shaded to help show these anomalies (red = large difference; orange = medium difference; green = small difference; no shading = no or very small difference). The table includes grants only where a specific borough has been identified. Grants that will benefit multiple boroughs are not included, therefore, the total grant amount benefiting each Borough is under-estimated.
- 5.5 Overall there is a good correlation between the Trust rank by spend and relative rank in the Indices of Multiple Deprivation. 12 boroughs show no or a very small difference between the two ranks, with a further 14 boroughs showing a small difference. 7 boroughs have a larger difference than expected, and these are considered below.
- 5.6 **Barnet** and **Richmond** have the highest Trust ranks by spend despite relatively low positions on the Indices of Deprivation. In

both cases this is due to a single anomalous year: applications received to benefit Richmond in 2010/11 were particularly high at £560,600 compared to an average per year of £186,501; and work to benefit Barnet, whilst generally high, is also skewed by successful requests received in just one quarter of 2008/9 of £338,175 compared to a full year average of £311,980. Both boroughs enjoy high success rates – Richmond being the highest at 62% (see Chart 7), which may reflect the quality and/or level of support services available in the area.

- 5.7 **Westminster and Camden** have very high Trust ranks – Camden is the highest – despite sitting in the middle of the range of the deprivation indices. Both Boroughs are very mixed in terms of affluence, with some extremely deprived wards. There are relatively high concentrations of voluntary organisations working in these boroughs and they benefit from strong infrastructure support. Camden has above average success rates at 52% whilst Westminster has a more average success rate at 43%.

Chart 6: Grants awarded by location of beneficiaries



Inner North East	City Hackney Islington Tower Hamlets	Inner South West	Lambeth Wandsworth	Outer South West	Kingston Merton Richmond Sutton
Inner North West	Camden Hammersmith & Fulham Kensington & Chelsea Westminster	Outer North East	Barking & Dagenham Enfield Haringey Havering Newham Redbridge Waltham Forest	Outer North West	Barnet Brent Ealing Harrow Hillingdon Hounslow
Inner South East	Greenwich Lewisham Southwark	Outer South East	Bexley Bromley Croydon		

Table 1: Comparison with Indices of Multiple Deprivation (IMD)

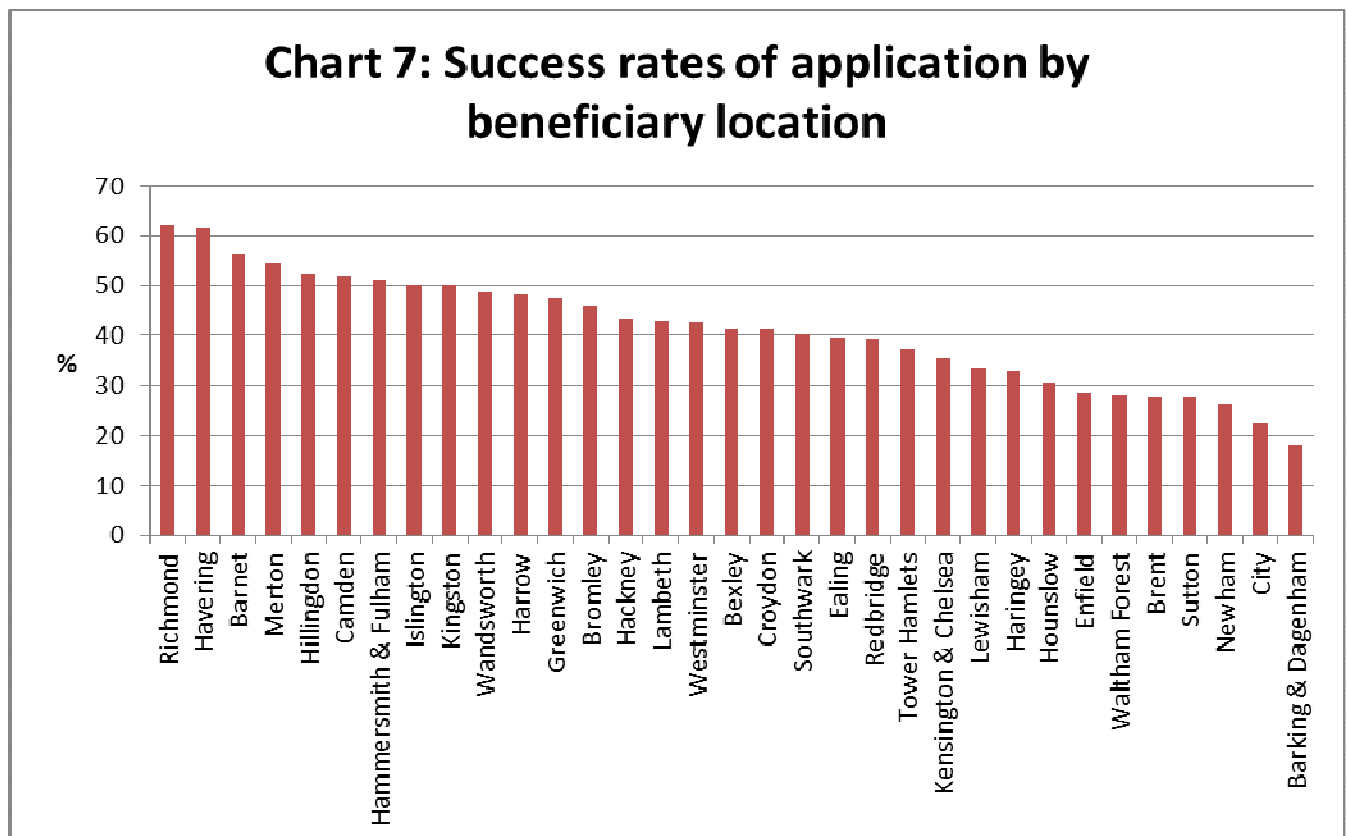
Borough Benefit	Total grant award	Trust rank by spend	Order in IMD	Difference between IMD and Trust rank	Standard deviations from the mean
Enfield	£347,100	32	14	-18	-3
Barking & Dagenham	£543,300	24	7	-17	-2
Waltham Forest	£606,250	21	6	-15	-2
Newham	£1,163,710	12	2	-10	-1
Lewisham	£672,150	19	10	-9	-1
Brent	£659,900	20	11	-9	-1
Bexley	£380,930	31	24	-7	-1
Hounslow	£534,115	26	20	-6	-1
Haringey	£1,526,300	9	4	-5	-1
Redbridge	£498,100	27	22	-5	-1
Greenwich	£1,279,415	11	8	-3	0
Hackney	£2,682,290	3	1	-2	0
Havering	£452,000	28	26	-2	0
Sutton	£431,020	29	28	-1	0
City	£242,810	33	32	-1	0
Ealing	£911,070	16	16	0	0
Merton	£412,580	30	30	0	0
Tower Hamlets	£2,844,995	2	3	1	0
Islington	£2,641,455	4	5	1	0
Kensington & Chelsea	£873,800	17	18	1	0
Hammersmith & Fulham	£1,387,880	10	13	3	0
Wandsworth	£790,007	18	21	3	0
Lambeth	£2,545,520	5	9	4	1
Harrow	£573,370	23	27	4	1
Southwark	£1,716,244	7	12	5	1
Croydon	£941,200	14	19	5	1
Kingston	£540,300	25	31	6	1
Bromley	£579,300	22	29	7	1
Hillingdon	£1,059,900	13	23	10	1
Westminster	£1,883,865	6	17	11	2
Camden	£3,270,395	1	15	14	2
Barnet	£1,576,600	8	25	17	2
Richmond	£932,505	15	33	18	3

5.9 **Enfield, Barking & Dagenham** and **Waltham Forest** have low Trust rankings despite relatively high deprivation scores. We have reported before on the challenges of attracting good applications from Barking & Dagenham and Waltham Forest, two boroughs with considerable disadvantage where the voluntary sector is less well-developed than some others. Barking & Dagenham has the lowest success rate of any borough at 18% and Waltham Forest and

Enfield both have below average success rates at 28% and 29% respectively. Enfield’s voluntary sector is characterised by a high proportion of small organisations, many of which will be outside of the Trust’s eligibility criteria. **Newham** has improved its rating in the Trust’s ranking compared to previous years, but suffers from the lowest success rate of any borough at only 18%

5.10 Where boroughs are receiving a greater amount of funding than might be expected, it is not the case that you should be looking to ‘scale down’ your support. In all relatively affluent boroughs it is important to bear in mind that all have pockets of deprivation and therefore still need your grant funding. It is also the case that there is a correlation between the strength of the voluntary sector and available support services and your ability to better reach into the most underserved boroughs in London.

5.11 The launch of Investing in Londoners provides an opportunity to target promotional work in underserved boroughs. Officers will ensure that the communications strategy proactively reaches those boroughs with fewer grants and lower success rates. There is also an opportunity to build on your work to strengthen support for organisations not just on a borough level, but at a specialist pan-London level. For example, by funding organisations that provide expert charity finance support to organisations across London.



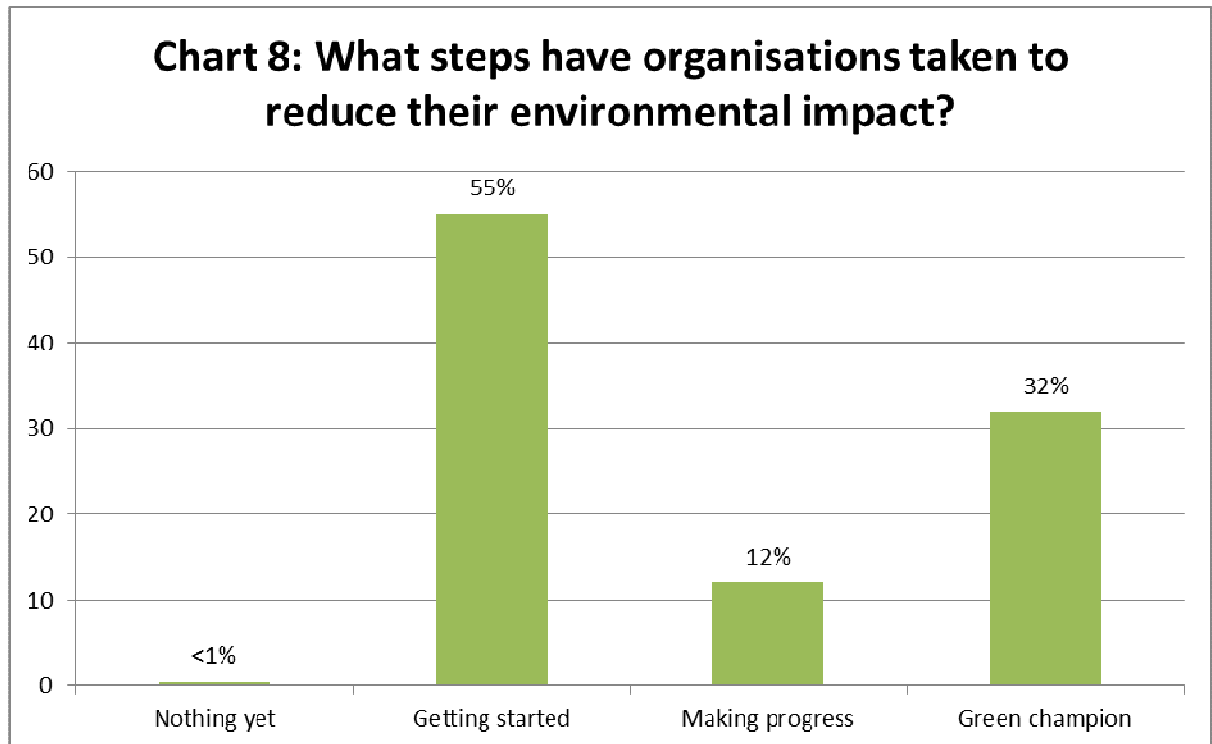
6.0 Reaching Londoners

- 6.1 Your officers are often asked how many people benefit from City Bridge Trust funding. In practice this is difficult to quantify as it relies on data provided from different organisations for different types of grant. It also does not reflect the level of service provided, for example a mental health project may work very intensively with a very few young people, whilst an environmental project may work less intensively with many young people. A typical challenge is where an organisation states a very high beneficiary number as they have published web resources, although direct beneficiaries are low. One way to work around this over-reporting is to disregard grants where beneficiary numbers are stated as 10,000 or more. If this is done a total beneficiary number of 90,272 is given. However this figure should still be treated with caution. It is hoped that data quality will be improved when the Trust starts using online monitoring forms which will help your Officers to more accurately collect actual beneficiary numbers throughout the lifetime of each grant.
- 6.2 Your officers would also like to be able to better report on the beneficiaries of Working with Londoners by age, disability, gender and ethnicity. It is hoped that the new online application form and guidance will help to improve the quality of the data collected. However, even with this additional guidance, as we are reliant on data provided by external organisations the data quality, to a large extent, remains outside of our control.

7.0 Environmental impact

- 7.1 Organisations that applied to Working with Londoners were asked what they are doing to reduce their carbon footprint. Most responses include recycling, printing two-sided, switching off computers when not in use, and using public transport. Fewer have an environmental policy, a green fuel tariff or have made energy efficiency savings. Using these responses officers assess how well organisations are doing. Chart 8 shows the results for successful applicants to your grants programmes. Whilst there are a good number of 'Green Champions', 15% of these are environmental organisations, and most organisations are 'getting started'.
- 7.2 The quality of information provided by applicants on their environmental impact is often poor. To address this, your new application form makes it much clearer to organisations what actions they could be taking and asks them to rank their own actions against a scale. We hope this will encourage organisations to reflect on their current environmental impact and to take action to improve. The form also includes a direct link for organisations to

request a free eco-audit which has already resulted in a high level of interest.



8.0 Beyond Working with Londoners

8.1 The benefits of Working with Londoners are not limited to your published priorities, but cut across many other areas of work important to Londoners. You may be interested to know that between July 2008 and the end of March 2013:

- 26 grants worth £9,499,205 in total were for initiatives related to skills and education – this does not include your initiatives outside of Working with Londoners such as the Youth Offer.
- 120 grants worth £5,909,578 were for projects using the arts as the principal delivery mechanism.
- 27 grants worth £2,101,360 were for projects tackling issues related to housing and homelessness.
- Of the organisations you funded 37% have high volunteer involvement and 38% a medium level of volunteer involvement.

9.0 Conclusion

9.1 Your Working with Londoners grants programmes ran from July 2008 until July 2013. This report covers the majority of this period (until end March 2013) and as such gives a good indication of the trends, successes and challenges of Working with Londoners.

9.2 Application levels have remained steady at an average of 446 per year with an average success rate of 43%, which dropped slightly in the latest year. The main reason that applications are unsuccessful

is that they do not meet your grant priorities. Officers have taken steps to make the priorities even clearer under your new Investing in Londoners grants programmes, though there will always be those who will apply anyway, regardless of the criteria in place.

- 9.3 You awarded most grants under Accessible London and the highest amount of funding under Positive Transitions to Independent Living. Bridging Communities had the highest application rate, but also the lowest success rate with a tendency to attract speculative applications. It has, therefore, been discontinued under Investing in Londoners.
- 9.4 Whilst it is the case that you make more grant awards in inner London and the northern London boroughs, the level of funding individual boroughs receive is broadly in line with their relative position in the Indices of Multiple Deprivation. There are some notable anomalies, particularly in Enfield, Barking & Dagenham and Waltham Forest which receive less funding than might be expected. The challenge of funding these boroughs has been raised before, but there is an opportunity with the launch of Investing in Londoners to proactively reach out into these boroughs.
- 9.5 In future grant reports officers would like to report more about the grant beneficiaries and hope the new online application and monitoring forms will help give more robust data. Varying quality of data provided, however, is likely to be a continuing issue. With the launch of Investing in Londoners, officers will continue to identify emerging trends and make adjustments as appropriate to encourage good applications from across London that meet your chosen grant priorities to tackle disadvantage in London.

Contact:

Jemma Grieve Combes, Grants Officer
020 7332 3127
jemma.grievcombes@cityoflondon.gov.uk

This page is intentionally left blank

Agenda Item 16

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank