



## The City Bridge Trust Committee

- Date:** THURSDAY, 27 SEPTEMBER 2012
- Time:** 1.45 pm
- Venue:** COMMITTEE ROOMS, WEST WING, GUILDHALL
- Members:** Deputy Billy Dove (Chairman)  
Sheriff & Deputy Wendy Mead (Deputy Chairman)  
Deputy Ken Ayers, Chief Commoner  
John Bird  
Ray Catt  
Alderman Alison Gowman  
Deputy Revd Stephen Haines  
Michael Henderson-Begg  
Alderman Peter Hewitt  
Vivienne Littlechild  
Deputy Edward Lord  
Jeremy Mayhew  
Deputy Joyce Nash  
Ian Seaton  
The Rt Hon the Lord Mayor Alderman David Wootton (Ex-Officio)

**Enquiries:** Gregory Moore  
tel. no.: 0207 332 3113  
gregory.moore@cityoflondon.gov.uk

Lunch will be served for Members in the Guildhall Club at 1pm

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 18 July 2012 (copy attached).  
**For Decision**  
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS**  
Report of the Town Clerk (copy attached).  
**For Information**  
(Pages 9 - 12)
5. **REVENUE OUTTURN 2011/12**  
Joint report of the Town Clerk and Chamberlain (copy attached).  
**For Information**  
(Pages 13 - 16)
6. **PROGRESS REPORT AND EVENTS**  
To receive a progress report of the Chief Grants Officer (copy attached).  
**For Information**  
(Pages 17 - 24)
7. **WORKING WITH LONDONERS: GRANT APPLICATIONS**  
To consider the Chief Grants Officer's reports on grant recommendations, as follows (copies attached):-  
**For Decision**
  - a) **Introductory Paper** (Pages 25 - 32)
  - b) **Grant Recommendations and Assessments** (Pages 33 - 288)

<b><u>Annex</u></b>	<b><u>Organisation</u></b>	<b><u>Recommended Grant</u></b>	<b><u>Page</u></b>
1	Tall Ships Youth Trust	£68,000	37
2	All Saints Appeal	£50,000	47
3	Battersea Arts Centre	£50,000	57
4	Essex Wildlife Trust	£50,000	67
5	Step By Step	£120,000	77
6	Bangladesh Youth Movement	£48,000	87
7	Environmental Vision - "envision"	£102,000	97
8	Fitzrovia Youth in Action	£72,000	107
9	Leaders in Community (LiC)	£89,700	117
10	Showroom Gallery Ltd	£49,000	127
11	Barons Court Project	£55,000	137
12	Off Centre	£136,500	147
13	St Peter's Community and Advice Centre	£47,700	157
14	Mind in Tower Hamlets and Newham	£124,000	167
15	Froglife Trust	£77,000	177
16	Spitalfields City Farm	£102,500	187
17	Thames Estuary Partnership	£86,000	197
18	Open Age	£59,000	208
19	Sudbury Neighbour Centre (Middlesex) Ltd	£47,900	218
20	Koestler Trust	£77,650	228
21	Whizz-Kids	£60,000	238
22	Kent Association for the Blind	£73,000	248
23	Primetimers	£148,000	258
24	Migrants Rights Network	£99,000	268
25	St John Ambulance	£100,000	278

- c) **Grants Recommended for Rejection** (Pages 289 - 300)
- d) **Withdrawn and Lapsed Applications** (Pages 301 - 304)

8. **GROWING LOCALITIES: GRANT APPLICATIONS**

- a) Introductory Paper (Pages 305 - 312)
- b) **Grant Recommendations and Assessments** (Pages 313 - 352)

<u>Annex</u>	<u>Organisation</u>	<u>Recommended Grant</u>	<u>Page</u>
1	Tree Council	£47,000	315
2	Islington Play Association	£45,200	324
3	Hackney City Farm	£50,000	334
4	Poplar Housing & Regeneration Community Association	£39,900	343

- c) **Grants Recommended for Rejection** (Pages 353 - 364)
- d) **Withdrawn or Lapsed Applications** (Pages 365 - 366)

9. **GRANTS APPROVED UNDER DELEGATED AUTHORITY**

Report of the Chief Grants Officer (copy attached).

**For Information**  
(Pages 367 - 370)

10. **STRATEGIC INITIATIVE: LITERACY IN ISLINGTON**

Report of the Chief Grants Officer (copy attached).

**For Decision**  
(Pages 371 - 378)

11. **GET YOUNG PEOPLE WORKING: THE YOUTH OFFER**

Report of the Chief Grants Officer (copy attached).

**For Decision**  
(Pages 379 - 384)

12. **SOCIAL INVESTMENT FUND GOVERNANCE AND OPERATING ARRANGEMENTS**

Report of the Chief Grants Officer (copy attached).

**For Decision**  
(Pages 385 - 392)

13. **COL STRATEGY FOR CITY PHILANTHROPY**

Report of the Chief Grants Officer (copy attached).

**For Information**  
(Pages 393 - 398)



14. **REPORTS ON MONITORING VISITS**  
Report of the Chief Grants Officer (copy attached).  
**For Information**  
(Pages 399 - 404)
15. **BUSINESS PLAN QUARTERLY UPDATE**  
Report of the Chief Grants Officer (copy attached).  
**For Information**  
(Pages 405 - 408)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**
18. **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 as follows:-
- | <b>Item No</b> | <b>Exempt Paragraphs</b> |
|----------------|--------------------------|
| <b>19</b>      | <b>3</b>                 |

### **Part 2 - Non-Public Agenda**

19. **NON-PUBLIC MINUTES**  
To agree the public minutes and summary of the meeting held on 18 July 2012 (copy attached).  
**For Decision**  
(Pages 409 - 410)
20. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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**THE CITY BRIDGE TRUST COMMITTEE**  
**WEDNESDAY, 18 JULY 2012**

**MINUTES OF THE MEETING OF THE CITY BRIDGE TRUST COMMITTEE HELD  
AT GUILDHALL, EC2 ON WEDNESDAY, 18 JULY 2012 AT 11.30AM**

**Present**

**Members:**

Deputy Billy Dove (Chairman)  
Deputy Ken Ayers, the Chief Commoner  
John Bird  
Ray Catt  
Deputy Revd Stephen Haines  
Michael Henderson-Begg  
Alderman Peter Hewitt  
Deputy Edward Lord  
Jeremy Mayhew  
Deputy Joyce Nash  
Ian Seaton

**Officers:**

Greg Moore	- Town Clerk's Department
Steve Reynolds	- Chamberlains Department
Jenna Rigley	- Chamberlains Department
Clare Thomas	- Chief Grants Officer
Sandra Davidson	- The City Bridge Trust
Jenny Field	- The City Bridge Trust
Stewart Goshawk	- The City Bridge Trust
Jemma Grieve Combes	- The City Bridge Trust
John Merivale	- The City Bridge Trust
Ciaran Rafferty	- The City Bridge Trust
Tim Wilson	- The City Bridge Trust
John Park	- Public Relations Office

**Also Present:**

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

- Surrey Docks Farm (**Annex 2**)
- Barnet Refugee Service (**Annex 3**)
- New Horizon Youth Centre (**Annex 4**)
- Ambitious about Autism (**Annex 8**)
- Advocacy Plus (London) Ltd (**Annex 10**)
- OCD Action (**Item 7b**)
- BBC Children in Need (observer)
- Anchor House (observer)

1. **APOLOGIES**

Apologies for absence were received from Vivienne Littlechild and Deputy and Sheriff Wendy Mead.

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

There were none.

3. **MINUTES**

The public minutes and summary of the meeting held on 28 June 2012 were approved.

**MATTERS ARISING**

(1) **Social Investment Fund** (p6) – The Chief Grants Officer advised Members that a paper outlining the governance proposals for the new Social Investment Fund had now been considered at the Resource Allocation Sub-Committee Away Day. It had been agreed that a Board mirroring the Financial and Property Investment Boards, reporting to the Investment Committee, would be proposed which would meet at least three times a year. Assurances were given that the Chairman of The City Bridge Trust Committee would sit on this new Board so as to ensure connectivity.

In response to a Member's query concerning the administration costs of the Fund, the Chief Grants Officer advised that management costs would be worked out in conjunction with the Chamberlain.

4. **OUTSTANDING ACTIONS**

The Committee received a report of the Town Clerk identifying those items raised at meetings of the Committee that required further action by officers.

RESOLVED: That the report be noted.

5. **PROGRESS REPORT AND EVENTS**

The Committee received the regular progress report of the Chief Grants Officer which highlighted the various activities that were on-going or had recently concluded.

The Chairman informed the Committee that an invitation had been received from the Sir John Soane Museum to attend a drinks reception and tour on the evening of 26 September, adding that a note would be circulated in due course with further information.

A Member made reference to the recent "Celebrate the City" festival, highlighting some tensions which he felt might have existed between the organisers of this event and the organisers of the City of London Festival, and expressed his hope that closer collaboration could be had in future to ensure the two events better complemented each other.

RESOLVED: That the contents of the report be noted.

6a. **GRANT APPLICATIONS**

The Committee considered a report of the Chief Grants Officer, introducing the grants programmes and stating that a total of thirty applications would be dealt with at the meeting, of which one was a strategic initiative, ten were recommended for grants and thirteen recommended for rejection, with two having been withdrawn.

A Member noted that the number of applications recommended for rejection looked to have decreased recently and asked if there was anything in particular behind this. Officers advised that they were not aware of any specific cause, with it appearing to be merely coincidental, however it was of course pleasing to see fewer failed applications.

RESOLVED: That the contents of the report be noted.

6b. **GRANT RECOMMENDATIONS AND ASSESSMENTS**

The Committee considered a report of the Chief Grants Officer recommending grants to organisations.

During consideration of the applications before the Committee, the following comments were made by Members of the Committee and relevant officers:

- In respect of Annex 1 (Richmond and Kingston Accessible Transport), the Grants Officer confirmed that the organisation was yet to raise funds from other sources and had come to the Trust first before applying elsewhere; the Chairman echoed this point noting the condition attached to the grant, adding that it was hoped the Trust's funding would encourage others to contribute.
- With regard to Annex 8 (Ambitious about Autism), a Member noted the applicant had 164 full-time staff; the Grants Officer confirmed that this because of the high staff to pupil ratio often required owing to the particular needs associated with autistic children.

RESOLVED: That the following grants be approved:-

<b><u>Annex Number</u></b>	<b><u>Organisation (and Borough that Benefits)</u></b>	<b><u>Grant Approved</u></b>
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**Category: Accessible London – Transport**

- |    |  |   |
|----|--|---|
| 1. | Richmond and Kingston Accessible Transport (Richmond and Kingston) | £27,500 towards 50% of the purchase costs of one accessible minibus, subject to the balance being secured from other sources. |
|----|--|---|

**Category: Bridging Communities**

- |    |  |  |
|----|--|--|
| 2. | Surrey Docks Farm (Southwark, Lewisham, Greenwich) | £111,000 over three years (£47,000; £35,000; £29,000) for the Co-ordinator's salary and other costs of the |
|----|--|--|

Joining Up project.

3. Barnet Refugee Service (Barnet) £93,000 over 3 years (£30,000; £31,000; £32,000) towards the salary and associated running costs of a part-time (21 hours) Volunteer Coordinator.

**Category: Improving Londoners' Mental Health**

4. New Horizon Youth Centre (Several London boroughs) £135,000 over three years (£44,000; £45,000; £46,000) for the salary costs of a p/t (20hpw) Project Leader and two Lifeskills Workers (10hpw) plus associated costs for the Healthy Minds project.
5. Upper Room (St Saviour's with St Mary's) (Hammersmith & Fulham) £34,100 over three years (£11,400; £11,200; £11,500) for one day a week of counselling support plus associated costs for Upper Room's work with homeless clients.
6. Haringey Women's Forum (Haringey and surrounding boroughs) £102,000 over three years (£33,500; £34,000; £34,500) towards a part-time Volunteer Co-ordinator to run a befriending programme for women with mental health issues, especially those experiencing domestic violence, in order to enable them to live independently.

**Category: Positive Transitions to Independent Living**

7. New Choice for Youth (Newham) £74,250 over three years (£24,500; £24,750; £25,000) towards a home maintenance skills training programme for young people leaving care.
8. Ambitious about Autism (Several London boroughs) £117,000 over three years (£38,000; £39,000; £40,000) towards the salary of an Employment Specialist to help young people with severe autism into employment.

**Category: Strengthening the Third Sector**

9. Kairos in Soho (London-wide) £30,000 for a third year's support for the LGBT volunteering project, subject to the receipt of a satisfactory monitoring report on the second year.
10. Advocacy Plus (London) Limited £156,000 over three years (£58,000; £52,000; £46,000) towards the salary

(Several London boroughs)

and associated running costs of a programme of work to enable advocacy projects improve the quality of their evaluation systems.

6c. **GRANTS RECOMMENDED FOR REJECTION**

The Committee considered a report of the Chief Grants Officer recommending thirteen grant applications in the Working with Londoners programme be rejected for the reasons identified in the schedule attached to the report.

RESOLVED: That the grant applications detailed in the schedule attached to the report be rejected.

7a. **WITHDRAWN AND LAPSED APPLICATIONS**

The Committee received a report of the Chief Grants Officer detailing two applications that had withdrawn.

It was noted that one of the organisations which had withdrawn an application had subsequently re-submitted a revised form, which had been approved at this meeting (Advocacy Plus Ltd – Annex 10).

RESOLVED: That the report be noted.

7b. **GRANTS APPROVED UNDER DELEGATED AUTHORITY**

The Committee received a report of the Chief Grants Officer advising Members of four grants, totalling £66,135, which had been approved under delegated authority since the last meeting of the Committee as follows:

- **Ivorian Advice and Support Group** - £23,500 over two years (£11,500; £12,000) for entry level English language courses for BME (black and minority ethnic) students, conditional upon sight of satisfactory draft accounts for the year ending 31st March 2012.
- **OCD Action** - £18,800 for a third and final year's contribution to the part-time Project Co-ordinator's salary plus operational costs of the London schools' work, subject to a satisfactory final report for the previous grant.
- **St Paul's Community Centre** - £23,400 over three years (£7900; £7800; £7700) for a part-time Gardener and Caterpillar Club Co-ordinator.
- **CB Hounslow Football Club** - £435 for an access audit.

RESOLVED: That the report be noted.

7c. **REPORTS ON MONITORING VISITS**

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

The Chairman remarked upon the number of visits which Members had already signed up for, commenting that it was very pleasing to see such involvement.

RESOLVED: That the report be noted.

**8. THE LORD MAYOR'S APPEAL**

The Committee considered a report of the Chief Grants Officer proposing a strategic initiative to help make the annual Lord Mayor's Appeal more efficient, effective and productive.

Members expressed support for the proposal, commenting that an element of continuity was clearly desirable and would help increase the efficiency of the Appeal, leading to higher levels of fundraising as a consequence. However, Members were not fully convinced that the total level of funds requested for the initiative should come from the Trust; following discussion, it was felt that it would be more appropriate for the Trust to provide only the first year's funding to cover the initial start-up costs, with Members expressing the view that the Appeal office should then be self-financing year on year.

The nature of the Lord Mayor's Appeal was also discussed, with Members stressing the need to ensure that the charities and areas chosen each year did not cut across or clash with work the Trust was undertaking. A Member also expressed concerns that the Development Director would also be expected to manage the database, opining that they would be better used if dedicated solely to fundraising activities. So as to eliminate concerns about potential overlaps and management of the Appeal, the Chief Grants Officer advised Members that the Appeal office would be overseen by an Advisory Steering Group and, whilst she would not normally serve on such bodies, she would in this instance be happy to do so given the anxieties expressed by Members. The Committee agreed that this would be an appropriate mechanism by which greater connectivity and oversight could be ensured, and supported the proposal.

In view of the comments made, it was agreed that it would be appropriate for the Chief Grants Officer to liaise with the relevant Aldermen and officers involved and explain the Committee's comments and make clear the way in which they expected the initiative to operate. Authority was subsequently delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman to sign off the grant of £65,000 following the satisfactory conclusion of these discussions.

RESOLVED: That authority be delegated to the Town Clerk in conjunction with the Chairman and Deputy Chairman to approve a grant of £65,000 towards the initial salary and running costs of the Development Director of the Lord Mayor's Appeal and office support costs, following satisfactory discussions with the relevant Aldermen to clearly express the Committee's expectations as to the self-financing nature of the Lord Mayor's Appeal office in future years.

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

There were no questions.



10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

**Strategy for City Philanthropy**

The Chief Grants Officer circulated a paper which had been considered at the Resource Allocation Sub-Committee Away Day concerning the promotion of the City as the global centre for philanthropy.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED: - That under Section 100 A (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 as follows:-

<b>Item No</b>	<b>Exempt Paragraphs</b>
12	3

12. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 28 June 2012 were approved.

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

There were no questions.

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

There was one urgent item.

**The meeting ended at 12.40pm**

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**Chairman**

**Contact Officer: Gregory Moore**  
**tel. no.: 0207 332 3113**  
**gregory.moore@cityoflondon.gov.uk**

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# Agenda Item 4

<b>Committee:</b>	<b>Date:</b>
The City Bridge Trust	Thursday 27 September 2012
<b>Subject:</b> Outstanding Actions	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b><u>Summary</u></b>	
<p>This report identifies those items raised at meetings of the City Bridge Trust Committee requiring further action by officers. The intention is to allow Members to track more easily progress made and record which outstanding actions have been dealt with.</p> <p>Those items which have arisen in the present financial year have been highlighted in the annex attached to the report; Members are asked to note the progress made to date.</p> <p><b>Recommendation:</b> Members are asked to note the contents of this report.</p>	

**Contact:**

Gregory Moore  
gregory.moore@cityoflondon.gov.uk  
020 7332 3113

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The City Bridge Trust Committee – Outstanding Actions

Item	Action	Officer responsible	Progress to date
1. <b>Surplus/deficit as % of turnover</b>	At your 28 June 2012 meeting, a Member suggested that the size of applicants' surpluses and deficits be put into context in future reports by expressing them as a percentage of turnover (income); the Chamberlain agreed to provide this percentage to Grant Officers for inclusion.	Chamberlain	The Chamberlain has started to provide this information as agreed; however there may be some assessment reports in the papers for this meeting where the Chamberlain's comments were received prior to this request.
2. <b>Website Update</b>	A Member asked whether it would be possible to update the website to include some more recent activities.	Chief Grants Officer	The website has now been updated in accordance with the request.
3. <b>Feedback provided in respect of rejected applications</b>	At your 31 May 2012 meeting, Members requested that the reasons for rejection be intimated to the applicants at the time of rejection so as to further demonstrate the transparency of the Trust and assist organisations with future submissions.	Chief Grants Officer	Officers are currently looking at this issue and how to adapt the grants database appropriately; a further update will be provided in due course.
4. <b>Local Funding</b>	At your 26 April 2012 meeting, a Member expressed concern that organisations based in wealthier boroughs were not doing enough to raise funds locally, suggesting that applicants be asked to specifically state what they were doing to fundraise in their own areas.	Chief Grants Officer	The Chairman suggested that this was a matter for the quinquennial review, and will be considered at that time.
5. <b>Delegated Authority re Lord Mayor's Appeal</b>	At your 18 July 2012 meeting, Members delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman to sign of a grant of £65,000 to fund the Lord Mayor's Appeal office, pending satisfactory discussions with the relevant Aldermen as to the expectations of the Committee as to how the funding would be used.	Chief Grants Officer/Town Clerk	A meeting with the relevant Aldermen, Members and Officers has been arranged for 18 September, after which it is hoped the grant can be signed off.

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# Agenda Item 5

<b>Committee(s):</b>	<b>Date(s):</b>
The City Bridge Trust Committee	27 <sup>th</sup> September 2012
<b>Subject:</b> Revenue Outturn 2011/12	
<b>Report of:</b> The Chamberlain The Town Clerk	<b>Public</b>  <b>For Information</b>

### Summary

1. This report compares the revenue outturn for the services overseen by your Committee in 2011/12 with the final agreed budget for the year. As indicated in the table below, net expenditure during the year was £18.937m, compared to the total agreed budget of £19.557m, representing an underspend of £620,000.

<b>Summary Comparison of 2011/12 Revenue Outturn with Final Agreed Budget</b>			
	Final Agreed Budget £000	Revenue Outturn £000	Variations Over/(under) £000
<u>Local Risk</u>			
Grant Administration	897	834	(63)
<u>Central Risk</u>			
Grants	18,598	18,050	(548)
<u>Recharges</u>			
Support Services	62	53	(9)
<b>Total</b>	<b>19,557</b>	<b>18,937</b>	<b>(620)</b>

2. In accordance with budget management arrangements for local risk resources, the Town Clerk proposed to carry forward £45,000 of the local risk underspend, to be used towards office improvements works, a feasibility study into future funding of a numeracy initiative with a media partner and research to inform the quinquennial review of priorities. The Town Clerk also proposed to carry forward the central risk underspend of £548,000, to be distributed as additional grants in 2012/13.

3. These proposals have been agreed by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and the budgets have been increased accordingly.

**Recommendation**

4. It is recommended that this revenue outturn report for 2011/12 and the budgets carried forward to 2012/13 are noted.

**Main Report**

**Revenue Outturn for 2011/12**

5. Net expenditure on services overseen by your Committee during 2011/12 totalled £18.937m compared to a final agreed budget of £19.557m, a better than budget position of £620,000.

Summary Comparison of 2011/12 Revenue Outturn with Final Agreed Budget			
	Final Agreed Budget £000	Revenue Outturn £000	Variations Over/(under) £000
<u>Local Risk</u> Grant Administration	897	834	(63)
<u>Central Risk</u> Grants	18,598	18,050	(548)
<u>Recharges</u> Support Services	62	53	(9)
Total	19,557	18,937	(620)

**Reasons for Variations**

6. The Town Clerk's local risk underspend of £63,000 primarily related to reduced salary costs arising from a staff vacancy and less than anticipated print costs due to Growing Localities brochures and promotional materials being published online.



7. The central risk underspend of £548,000 primarily arose due to the re-phasing of the additional one-off provision to fund education and outreach projects.

### **Carry Forward Requests to 2012/13**

8. Chief Officers can request local risk underspendings of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
9. Overspendings are carried forward and recovered through reductions in the following year budget.
10. The Town Clerk proposed to carry forward £45,000 of his local risk underspend to 2012/13 to be used towards office improvement works, a feasibility study into future funding of a numeracy initiative with a media partner and research to inform the quinquennial review of priorities.
11. The Town Clerk also proposed to carry forward the central risk underspend of £548,000 to be distributed as additional grants in 2012/13.
12. Both of these carry forward requests have been agreed by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee and the 2012/13 budgets have been increased accordingly.

Contact Officers:

Town Clerk's Department:

Jenny Field (Deputy Chief Grants Officer): [Jenny.Field@cityoflondon.gov.uk](mailto:Jenny.Field@cityoflondon.gov.uk)

Chamberlain's Department:

Steven Reynolds: [Steven.Reynolds@cityoflondon.gov.uk](mailto:Steven.Reynolds@cityoflondon.gov.uk)

Jenna Rigley: [Jenna.Rigley@cityoflondon.gov.uk](mailto:Jenna.Rigley@cityoflondon.gov.uk)

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# Agenda Item 6

<b>Committee:</b>	<b>Date:</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Progress Report	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Information</b>
<b><u>Summary</u></b>	
This is a regular Progress Report by the Chief Grants Officer.	
<b>Recommendation</b>	
That you receive this report and note its contents.	

## **Main Report**

### **1.0 Work in progress**

- 1.1 Included on your Agenda today are three reports that were originally prepared for the Resource Allocation Sub-Committee Awayday on 6<sup>th</sup> July 2012. The reports were presented formally to the Policy and Resources Committee at its meeting on 6<sup>th</sup> September 2012. Due to the vagaries of the committee cycle, it was not possible to present them to your Committee before the meeting of Policy and Resources Committee.
- 1.2 Two of these reports, "Get Young People Working – the Youth Offer" and "City of London Corporation's Social Investment Fund, Governance and Operating Arrangements" are before you today for decision, having been approved by Policy and Resources Committee on 6<sup>th</sup> September 2012. The first of these will be considered by Finance Committee on 2<sup>nd</sup> October 2012 whilst the second will be considered by the Investment Committee Chairman and Deputy Chairman under delegated authority. Both will then be included on the Court of Common Council agenda for decision on 25<sup>th</sup> October 2012.
- 1.3 The third report, "City of London Corporation Strategy for City Philanthropy" is before you today for information.

### **2.0 Launch of the Beacon Awards for Philanthropy**

- 2.1 The 8<sup>th</sup> biennial Beacon Awards for Philanthropy were launched on 10<sup>th</sup> September 2012. These honour individuals who have had a significant impact on a cause, or a philanthropist who will inspire or encourage future philanthropists to give.

- 2.2 You may recall that you are supporting a new category of Beacon Award this year, the Beacon Award for City Philanthropy. This category celebrates the achievements of an individual, or small group of individuals working collaboratively, whose philanthropy serves to inspire others in the financial, professional or business sectors as a model of engaged philanthropy.
- 2.3 The Beacon Award for City Philanthropy is part of a cluster of activities that are being delivered as part of your "City Philanthropy – a wealth of opportunity" strategic initiative, the details of which can be found in the report, "City of London Corporation Strategy for City Philanthropy", included in your papers today.
- 2.4 The 2013 Beacon Awards Ceremony will be held at Mansion House on 6<sup>th</sup> February 2013.
- 2.5 A press release from J P Morgan, the principal sponsor of the awards, was issued on 10<sup>th</sup> September 2012. It welcomes the additional support being provided by the City Bridge Trust, as well as the Pears Foundation and includes a quote from the Lord Mayor.
- 2.6 At the time of writing this report, coverage had been mainly through the websites of financial, investment and wealth management companies. However, the media agency Champollion, with which we have worked successfully in the past, is working hard to get wider coverage, particularly for City Bridge Trust and the City of London Corporation.

### **3.0 Freelance Consultant**

- 3.1 One of your experienced freelance consultants, Joan Millbank MBE, has been helping the Trust with grants assessments. She is working closely with Sandra Davidson, Grants Officer on the new "Growing Localities" programme, as well as undertaking some grants assessments for the "Working with Londoners" programme. An update on the Growing Localities programme is provided in a separate report before you today.
- 3.2 Ms Millbank is a Lewisham Councillor and therefore no applications with a Lewisham connection have or will be allocated to her to ensure there is no conflict of interest.

### **4.0 Olympic Legacy Fund**

- 4.1 Several Members and staff attended an event on 23<sup>rd</sup> July to publicly launch the study into the feasibility of establishing an endowed Olympic Legacy Fund. The occasion was addressed by Anita de Franz, member of the International Olympic Committee and President of the LA84 Foundation - the original model for the idea of setting up a UK fund. The

meeting gave the steering group of which your officer, Stewart Goshawk, is a member, a very strong endorsement of the proposals.

- 4.2 Buoyed by the success of the Olympic and Paralympic Games and the overwhelming desire to see a lasting legacy, the steering group is continuing its efforts to get backing for the project in places of authority and influence.

## **5.0 Olympic and Paralympic Volunteering**

- 5.1 Five members of the staff team: Michael Shona, Sandra Davidson, Martin Hall, Jenny Field and Cheryl Belmont volunteered as City Corporation Street Guides during various Olympic and Paralympic events that took place in and around the Square Mile. Another of your officers, Stewart Goshawk, was a volunteer performer and athletes' marshal in the Olympic Opening and Closing Ceremonies.

## **6.0 Media Trust Film Screening**

- 6.1 On 3<sup>rd</sup> September, several members and officers attended an event at the Barbican, held in partnership with the Media Trust, which had made short films for ten of your grant recipient organisations, under the banner "Telling your Stories".
- 6.2 The event, attended by representatives of the groups together with the volunteer professional film-makers, gave the films their inaugural screening. The quality was very high and each film gave a real insight into the work of the featured charity. In his opening remarks, the Chairman noted that a picture paints a thousand words – these films demonstrated that so clearly.
- 6.3 Each group is provided with copies of their film to use for promotional purposes. All the films will also be available on the CBT web site as case studies of the breadth of work that is funded.

Clare Thomas, Chief Grants Officer  
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Report written: 12/09/12

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## THE CITY BRIDGE TRUST

### Professional Development Events, Conferences and Seminars Attended 4 July to 11 September 2012

<b>Date</b>	<b>Organisation</b>	<b>Type of Event</b>	<b>City of London's Representative</b>	<b>Location /Borough</b>	<b>Summary Comments</b>
09/07/12	Media Trust	Meeting	Chief Grants Officer; Stewart Goshawk, Principal Grants Officer	ITN, Gray's Inn Rd, London WC1	CBT is funding a second year of Media Trust's London 360 Project; aiming to train young people from across London in community journalism, delivering opportunities for community stories to be heard and CBT grant recipients to tell their stories. This meeting, hosted by Jon Snow, gave an update on the progress of London 360 and introduced us to Media Trust's new group of community reporters.
10/07/12	City of London Corporation	Breakfast Round Table	Lord Mayor; Chair of Policy & Resources Committee; Alderman Gifford; Chief Grants Officer; Tim Wilson, Principal Grants Officer	Mansion House	The Lord Mayor hosted, and the Policy Chairman led, a discussion of ways private banks and wealth advisors might support the development of the social investment market and engage their clients in this area. 16 banks attended along with representatives from Big Society Capital and Social Finance.
11/07/12	London Funders	Board meeting	Ciaran Rafferty, Principal Grants Officer	Euston	Regular meeting of the Executive Board.
12/07/12	Wembley National Stadium Trust	Trustees Meeting	Chief Grants Officer; Stewart Goshawk, Principal Grants Officer	Guildhall	The trustees met to continue to agree elements of their grant making strategy and procedures.

13/07/12	Royal Horticultural Society	Opening of new School Garden	Ciaran Rafferty, Principal Grants Officer	Christ Church Primary School, Battersea	The opening of this new school garden was enabled through your current funding of the London Regional Advisor whose principal function is to deliver this type of project.
23/07/12	London Funders	Launch event	Stewart Goshawk, Principal Grants Officer; Ciaran Rafferty, Principal Grants Officer; Anita Williams, Grants Administrator	CCLA offices, Queen Victoria St EC4	An event to launch the London Funder's campaign for an Olympics legacy fund - "Legacy 2013". See <i>Chief Grants Officer's report</i> for more detail.
23/07/12	Association of Charitable Foundations	Meeting	Tim Wilson, Principal Grants Officer	Woburn Place, Euston	A meeting for funders interested in the Inspiring Impact programme, a new initiative aimed at improving standards of impact assessment in the voluntary sector
25/07/12	DHL Foundation Board	Trustees Meeting	Chief Grants Officer	Juxon House, St Paul's Churchyard, London EC4	The Chief Grants Officer gave a presentation on Social Investment to the trustees of DHL Foundation.
25/07/12	Charities Aid Foundation	Meeting	Tim Wilson, Principal Grants Officer	Holborn	A meeting of charities and Foundations to discuss giving policy
03/09/12	Wembley National Stadium Trust	Trustees meeting	Stewart Goshawk, Principal Grants Officer	Guildhall	The trustees met to confirm the details of their first grants programme.
03/09/12	Media Trust	Film screening	The Chairman, Members and staff	Barbican	An event to give the inaugural screening of short films made for some of your grant recipients. See <i>Chief Grants Officer's report</i> for more detail.



## THE CITY BRIDGE TRUST

### General Events and Receptions Attended 4 July to 11 September 2012

<b>Date</b>	<b>Organisation</b>	<b>Type of Event</b>	<b>City of London's Representative</b>	<b>Location /Borough</b>	<b>Summary Comments</b>
10/07/12	Islington Giving	Charity Auction	Sandra Davidson, Grants Officer	Upper Street, London N1	A fundraising event in support of Islington Giving, with guest speaker Jack Morris OBE, Chair of the Morris Charitable Trust and Islington Giving Appeal Committee.
12/07/12	City of London Corporation	Epping Forest Ladies' Day	Chief Grants Officer	Epping Forest	An annual event to celebrate the Epping Forest and Commons Committee's achievements and thank supporters. On this occasion, the new Visitor Centre was opened by the Ranger, His Royal Highness The Duke of Gloucester KG GCVO, in honour of the Past Chairman, Mrs Barbara Newma CBE.
12/07/12	Shelter	Reception	Chief Grants Officer	Gray's Inn, London WC1	Summer Reception to thank supporters and to present outline of 2012-2015 strategy.
20/07/12	Brent Council for Voluntary Services	Meeting	Tim Wilson, Principal Grants Officer	Brent Town Hall	The Trust was invited by Brent's new infrastructure organisations to present to charities working in the borough.
22/07/12	Serious Events	Concert	Stewart Goshawk, Principal Grants Officer	London Pleasure Gardens, Docklands	This event was part of the BT River of Music celebration as part of the Cultural Olympiad.

24/07/12	CommUNITY Barnet	Funders' fair	Jemma Grieve Combes, Grants Officer	North Finchley N12	Your Grants Officer gave a presentation on CBT funding priorities and application guidance at a fundraising event for the Barnet voluntary sector.
04/09/12	Rivers of the World Exhibition	Exhibition	The Chairman	Oxo Tower	The Chairman attended a Private View of this beautiful exhibition of art work done by school children. Simon Hughes MP was the host and the Chairman met the Director of the Diamond Jubilee Regatta. The Chairman especially enjoyed items on the River Foyle in Northern Ireland, which brought back memories of when he served on the Hon. The Irish Society.
04/09/12	Voice4Change England	Reception	Jemma Grieve Combes, Grants Officer	House of Commons	Annual organisational reception, this year focused on how to deliver transformative public services that deliver social value to diverse communities.
11/09/12	Providence Row	Luncheon	The Chairman	Mansion House	The Lady Mayoress kindly hosted a luncheon in the private quarters of Mansion House for supporters of Providence Row, of which CBT is one. The Chairman met the Duke of Norfolk, their patron.

<b>Committee(s):</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b>	<b>Public</b>
Grant Recommendations - Introductory Paper	
<b>Report of:</b>	<b>For Decision</b>
Chief Grants Officer	
Ward (if appropriate): N/A	
<p><b><u>Summary</u></b></p> <p>This report deals with recommendations relating to applications received on your current grants programmes.</p> <p>A total of 91 applications will be dealt with at this meeting. Of these, one is a strategic initiative, 29 are recommended for a grant, 39 are recommended for rejection, and nine have been withdrawn. 13 grants are also noted as having been awarded under delegated authority. The total recommended sum is £2,459,350.</p> <p><b><u>Recommendations</u></b></p> <p><b>That you:</b></p> <ul style="list-style-type: none"> <li>a) note the contents of the report</li> <li>b) consider the individual grant recommendations in relation to the applications set out in the summary schedules and other papers</li> </ul>	

## **Main Report**

### **1.0 Introduction**

- 1.1 This paper summarises the action taken on grant applications received, and tracks the spend on your grant making at each Committee meeting. This month sees the first recommendations brought to your Committee on your new Growing Localities programme. Therefore, in the report, sections 2 to 3 deal with Working with Londoners applications, Strategic Initiatives and Eco-audits and section 4 deals separately with Growing Localities applications. Further sections provide summary schedules of all current grants programmes.
- 1.2 Your policy guidance is presented in a loose-leaf folder entitled "Members' Handbook". It includes the priorities and exclusions that

were ratified for the Trust by the Court of Common Council, in April 2008, following your Quinquennial Review. It is also available on the intranet. This month's Committee papers also include a report summarising the criteria for your Growing Localities programme.

## 2.0 Working with Londoners

- 2.1 Two summary schedules of the 25 grant recommendations are provided at the end of this report. The first of the summary schedules lists the recommended applications by annexe number; the second is in alphabetical order.
- 2.2 In the period 1<sup>st</sup> October – 31<sup>st</sup> December 2011, 123 applications were received. Of these two remain pending.

**Table 1: Applications received 1<sup>st</sup> Oct – 31<sup>st</sup> Dec 2011**

	Committee Date									Total
	Nov 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Sep 12	
<b>Strat Initiatives</b>	1									<b>1</b>
<b>Grants / Recs</b>	1	9	16	18	7	3	1			<b>55</b>
<b>Rejs/Recs</b>		25	9	6	4			1		<b>45</b>
<b>Withdrawn</b>		7	6	4		2				<b>19</b>
<b>Lapsed</b>					1					<b>1</b>
<b>Pending</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<b>2</b>	<b>2</b>
<b>TOTAL</b>	<b>2</b>	<b>41</b>	<b>31</b>	<b>28</b>	<b>12</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>123</b>

- 2.3 In the period 1st January to 31<sup>st</sup> March 2012, 125 applications were received. Of these, seven are recommended for a grant today, four are recommended for rejection, two are recommended for grants under delegated authority and one has been withdrawn, leaving three pending.

**Table 2: Applications received 1<sup>st</sup> Jan – 31<sup>st</sup> March 2012**

	Committee Date								Total
	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12	Sep 12		
<b>Strat Initiatives</b>	1								<b>1</b>
<b>Grants / Recs</b>	1	3	9	11	10	6	7		<b>47</b>
<b>Delegated Gr</b>				3		2	2		<b>7</b>
<b>Rejs/Recs</b>		16	20	9	9		4		<b>58</b>
<b>Withdrawn</b>		2	2	2		1	1		<b>8</b>
<b>Lapsed</b>					1				<b>1</b>
<b>Pending</b>	N/A	N/A	N/A	N/A	N/A	N/A	3		<b>3</b>
<b>TOTAL</b>	<b>2</b>	<b>21</b>	<b>31</b>	<b>25</b>	<b>20</b>	<b>9</b>	<b>17</b>		<b>125</b>

- 2.4 In the period 1<sup>st</sup> April to 30<sup>th</sup> June 2012, 131 applications were received. Of these, 17 are recommended for a grant today, nine are recommended for a grant under delegated authority, 21 are recommended for rejection, and 5 have been withdrawn, leaving 32 pending.

**Table 3: Applications received 1<sup>st</sup> April 2012 – 30<sup>th</sup> June 2012**

	Committee Date					Total
	Apr 12	May 12	Jun 12	July 12	Sep 12	
<b>Strategic Initiatives</b>	6	1				<b>7</b>
<b>Grants / Recs</b>			1	4	17	<b>22</b>
<b>Delegated Gr</b>				2	9	<b>11</b>
<b>Rejs/Recs</b>		11	9	12	21	<b>53</b>
<b>Withdrawn</b>				1	5	<b>6</b>
<b>Lapsed</b>						<b>0</b>
<b>Pending</b>	N/A	N/A	N/A	N/A	32	<b>32</b>
<b>TOTAL</b>	<b>6</b>	<b>12</b>	<b>10</b>	<b>19</b>	<b>84</b>	<b>131</b>

- 2.5 In the period since 1<sup>st</sup> July 2012, 78 applications were received. Of these, one is recommended for a grant today, two are recommended for a grant under delegated authority, seven are recommended for rejection, two have been withdrawn, and one is a Strategic Initiative, leaving 64 pending.

**Table 4: Applications received since 1<sup>st</sup> July 2012**

	Committee Date		
	Jul 12	Sep 12	Total
<b>Strategic Initiatives</b>	1	1	<b>2</b>
<b>Grants / Recs</b>		1	<b>1</b>
<b>Delegated Gr</b>		2	<b>2</b>
<b>Rejs/Recs</b>		7	<b>7</b>
<b>Withdrawn</b>		2	<b>2</b>
<b>Lapsed</b>			<b>0</b>
<b>Pending</b>		64	<b>64</b>
<b>TOTAL</b>	<b>1</b>	<b>77</b>	<b>78</b>

### 3.0 Strategic Initiatives

- 3.1 There is one new Strategic Initiative to be considered today. For your information, table 5 also shows those already agreed at earlier meetings.

**Table 5: Strategic Initiatives 2012/13**

<b>Strategic Initiatives</b>	<b>Committee date</b>	<b>£</b>
<b><i>Already agreed in advance for this financial year:</i></b>		
Quinquennial Review Horizon Scanning	16/02/2012	50,000
Social Investment Specialist Role	15/03/2012	50,000
<i>(The above were entered in the budget record in April 2012)</i>		
Learning & Sharing Strategy	26/04/2012	124,000
Reading Agency	26/04/2012	50,000
Beacon Award	26/04/2012	32,500
Greening Third Sector	26/04/2012	75,000
Lord Mayor's Show	31/05/2012	24,110
<i>The Lord Mayor's Appeal (pending conditions)</i>	18/07/2012	65,000
<b><i>For this meeting:</i></b>		
<i>Literary initiative in Islington</i>	27/09/2012	72,300
	<b>Total</b>	<b>542,910</b>
<i>Sum available as 5% annual Working with Londoners grants budget</i>		747,500
<i>Balance remaining</i>		204,590

- 3.2 Greening the Third Sector: At your April meeting you agreed an allocation of £75,000 for 2012-13 towards the Eco-Audit initiative which is published in your Working with Londoners guidelines. Table 6 shows this year's commitments to date.

**Table 6: Eco-Audits agreed 2012-13**

<b>Organisation</b>	<b>Committee date</b>	<b>Days agreed</b>	<b>£ agreed</b>
Penrose	31/05/12	9.0	3,375
Voluntary Action Islington <i>additional half day required</i>	18/07/12	0.5	188
HAVCO	27/09/12	6.0	2,250
<b>Total:</b>			<b>5,813</b>
Budget allowed			75,000
Balance remaining			69,188

#### **4.0 Growing Localities**

- 4.1 In October 2011, you approved the priorities for your new programme, 'Growing Localities', a one-off grants programme in celebration of HM The Queen's Diamond Jubilee in 2012. Policy and Resources Committee agreed to allocate an additional £2,000,000 against your 2012/13 grants budget for this programme. The programme was launched in July 2012.

- 4.2 A summary schedule of the 4 grant recommendations is provided in your papers which lists the recommended applications by annexe number.
- 4.3 In the period since 1st July 2012 24 applications were received. Of these, four are recommended for a grant today, seven are recommended for rejection, and one has been withdrawn, leaving 12 pending.

**Table 7: Growing Localities applications received since 1<sup>st</sup> July 2012**

	Committee Date	
	Sep 12	Total
<b>Grants / Recs</b>	4	<b>4</b>
<b>Rejs/Recs</b>	7	<b>7</b>
<b>Withdrawn</b>	1	<b>1</b>
<b>Lapsed</b>		<b>0</b>
<b>Pending</b>	12	<b>12</b>
<b>TOTAL</b>	<b>24</b>	<b>24</b>

## 5.0 Summary

- 5.1 From Table 8 you will see that a total of 91 applications will be dealt with at this meeting. The total recommended sum is £2,459,350.

**Table 8: Applications at this meeting – Summary**

Strategic Initiatives	1
Working with Londoners grants recommended	25
Working with Londoners grants delegated authority	13
Working with Londoners grants rejections recommended	32
Working with Londoners grants withdrawn	8
Working with Londoners grants lapsed	0
Growing Localities grants recommended	4
Growing Localities grants rejections recommended	7
Growing Localities grants withdrawn	1
Growing Localities grants lapsed	0
<b>Total applications</b>	<b>91</b>
<b>Working with Londoners grants recommended total</b>	<b>£2,204,950</b>
<b>Working with Londoners strategic initiatives</b>	<b>£72,300</b>
<b>Growing Localities grants recommended total</b>	<b>£182,100</b>
<b>Total recommendations</b>	<b>£2,459,350</b>

5.2 From Table 9 you will see the relative distribution of grants this financial year, across your programme areas.

**Table 9: Grants in 2012-13 – by Programme**

<b>Programme Area</b>	<b>Year to date</b>	<b>This meeting</b>	<b>Total</b>
<b><i>Working with Londoners</i></b>	£	£	£
Accessible London	399,135	418,410	817,545
Bridging Communities	1,012,700	403,440	1,416,140
Improving Mental Health	778,700	373,200	1,151,900
London's Environment	291,520	277,450	568,970
Older Londoners	259,800	154,800	414,600
Positive Transitions	348,250	210,650	558,900
Strengthening Third Sector	915,000	247,000	1,162,000
Exceptional Grants	0	120,000	120,000
Strategic Initiatives	470,610	72,300	542,910
Additional Grants	27,800	0	27,800
<b><i>Growing Localities</i></b>			0
Growing and Greening	0	182,100	182,100
Horticultural Work Training	0	0	0
			0
<b>Total</b>	<b>£4,503,515</b>	<b>£2,459,350</b>	<b>£6,962,865</b>

## 6.0 Write-Backs & Revocations

6.1 Table 10 provides a list of Working with Londoners write-backs and revocations approved under delegated authority during the year since 1<sup>st</sup> April 2012, for your information. Detail on those processed since your last meeting is provided elsewhere in your papers.

**Table 10: Working with Londoners Write-backs and Revocations 2012/13**

	<b>£</b>
Haringey Carers' Centre	15,000
St Michael & All Angels	5,910
Three Wings Trust	21,000
<b><i>Since your last meeting:</i></b>	
Camden BME Alliance	30,000
Tony Blair Faith Foundation	8,500
<b>Total:</b>	<b>£80,410</b>



## **7.0 Summary of Spend 2012-13**

- 7.1 Table 11 (at the end of this paper) summarises the original budgets for 2012-13, including your Working with Londoners and Growing Localities programmes, and the balance of the additional budget approved by Policy & Resources Committee in July 2010.
- 7.2 This table also shows the implications of write-backs of £80,410, Strategic Initiatives of £542,910 (including those agreed prior to today's meeting to be charged against this financial year), and grant recommendations of £2,204,950 under Working with Londoners and £182,100 under Growing Localities made today.
- 7.3 A sum of £8,277,445 remains unspent on your Working with Londoners grants budget for 2012/13. This is deemed sufficient for your usual volume of grant-making over the remaining meetings for this financial year.

### **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 schedules and other papers.

### **Contact:**

*Jemma Grieve Combes, Grants Officer - 020 7332 3174*

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*report written: 12/09/2012*

**Table 11: Grants to date 2012/13**

	Working with Londoners		Growing Localities		Additional Budget P&R	
	Approved /Rec Sum	Budget Remaining	Approved	Budget	Approved /Rec Sum	Budget Remaining
	£	£			£	
<b>Original Grants Budget for 2012/13</b>		<b>14,950,000</b>		<b>2,000,000</b>		
<b>Additional Budget approved P&amp;R July 2010 Balance c/f from 2011/12</b>						<b>548,000</b>
<b>Write-Backs &amp; Revocations</b> <i>see Table 10</i>		80,410				
<b>Total Budgets Available</b>		<b>15,030,410</b>		<b>2,000,000</b>	<b>0</b>	<b>548,000</b>
<b>Strategic Initiatives</b> <i>see Table 5</i>	542,910	14,487,500				
<b>Applications at Committee</b>						
April 2012	1,100,220	13,387,280		2,000,000		548,000
May 2012	1,044,400	12,342,880		2,000,000	27,800	520,200
June 2012	914,500	11,428,380		2,000,000		520,200
July 2012	945,985	10,482,395		2,000,000		520,200
September 2012	2,204,950	8,277,445	182,100	1,817,900		520,200
October 2012		8,277,445		1,817,900		520,200
November 2012		8,277,445		1,817,900		520,200
January 2013		8,277,445		1,817,900		520,200
February 2013		8,277,445		1,817,900		520,200
March 2013		8,277,445		1,817,900		520,200
<b>Sub-Total for 2012/13</b>	<b>6,752,965</b>		<b>182,100</b>		<b>27,800</b>	
<b>Total Remaining for 2012/13</b>		<b>8,277,445</b>		<b>1,817,900</b>		<b>520,200</b>

## THE CITY BRIDGE TRUST

The City Bridge Trust Committee - 27 September 2012

### Summary of Grant Recommendations - Working With Londoners

Annex No.	Ref No.	Organisation	Requested Amount	Recommended Amount	Page No.
<b><u>01. Accessible London</u></b>					
1	11169	Tall Ships Youth Trust	£68,000	£68,000	<b>37</b>
2	11127	All Saints Appeal	£130,000	£50,000	<b>47</b>
3	11219	Battersea Arts Centre	£64,400	£50,000	<b>57</b>
4	11202	Essex Wildlife Trust	£56,178	£50,000	<b>67</b>
5	11246	Step by Step	£120,000	£120,000	<b>77</b>
<b>Total 01. Accessible London</b>			<b>£438,578</b>	<b>£338,000</b>	
<b><u>02. Bridging Communities</u></b>					
6	11033	Bangladesh Youth Movement (BYM)	£135,360	£48,000	<b>87</b>
7	11144	Environmental Vision - "envision"	£103,986	£102,000	<b>97</b>
8	11147	Fitzrovia Youth in Action	£74,175	£72,000	<b>107</b>
9	11244	Leaders in Community (LIC)	£89,700	£89,700	<b>117</b>
10	11198	Showroom Gallery Ltd	£49,357	£49,000	<b>127</b>
<b>Total 02. Bridging Communities</b>			<b>£452,578</b>	<b>£360,700</b>	
<b><u>03. Improving Londoners' Mental Health</u></b>					
11	11114	Barons Court Project	£55,187	£55,000	<b>137</b>
12	11105	Off Centre	£186,600	£136,500	<b>147</b>
13	11298	St Peter's Community and Advice Centre	£47,775	£47,700	<b>157</b>
14	11139	Mind in Tower Hamlets and Newham	£124,391	£124,000	<b>167</b>
<b>Total 03. Improving Londoners' Mental Health</b>			<b>£413,953</b>	<b>£363,200</b>	
<b><u>04. London's Environment</u></b>					
15	11216	Froglife Trust	£88,131	£77,000	<b>177</b>
16	11173	Spitalfields City Farm	£110,379	£102,500	<b>187</b>

# THE CITY BRIDGE TRUST

The City Bridge Trust Committee - 27 September 2012

## Summary of Grant Recommendations - Working With Londoners

Annex No.	Ref No.	Organisation	Requested Amount	Recommended Amount	Page No.
17	11170	Thames Estuary Partnership	£24,900	£86,000	<b>197</b>
<b>Total 04. London's Environment</b>			<b>£223,410</b>	<b>£265,500</b>	
<b><u>05. Older Londoners</u></b>					
18	11176	Open Age	£59,333	£59,000	<b>208</b>
19	11110	Sudbury Neighbourhood Centre (Middlesex) Limited	£47,890	£47,900	<b>218</b>
<b>Total 05. Older Londoners</b>			<b>£107,223</b>	<b>£106,900</b>	
<b><u>06. Positive Transitions to Independent Living</u></b>					
20	11063	Koestler Trust	£89,439	£77,650	<b>228</b>
21	11260	Whizz-Kidz	£65,752	£60,000	<b>238</b>
22	11210	Kent Association for the Blind	£74,576	£73,000	<b>248</b>
<b>Total 06. Positive Transitions to Independent Living</b>			<b>£229,767</b>	<b>£210,650</b>	
<b><u>07. Strengthening the Third Sector</u></b>					
23	11255	Primetimers	£149,287	£148,000	<b>258</b>
24	11206	Migrants Rights Network	£99,728	£99,000	<b>268</b>
<b>Total 07. Strengthening the Third Sector</b>			<b>£249,015</b>	<b>£247,000</b>	
<b><u>11. Exceptional Grants</u></b>					
25	11259	St John Ambulance	£117,740	£100,000	<b>278</b>
<b>Total 11. Exceptional Grants</b>			<b>£117,740</b>	<b>£100,000</b>	
<b>Grand Totals</b>			<b>£2,232,264</b>	<b>£1,991,950</b>	

# THE CITY BRIDGE TRUST

**The City Bridge Trust Committee - 27 September 2012**

## Summary of Grant Recommendations - Working With Londoners

<b>Annex No.</b>	<b>Ref. No.</b>	<b>Organisation</b>	<b>Requested</b>	<b>Recommended</b>
2	11127	All Saints Appeal	£130,000	£50,000
6	11033	Bangladesh Youth Movement (BYM)	£135,360	£48,000
11	11114	Barons Court Project	£55,187	£55,000
3	11219	Battersea Arts Centre	£64,400	£50,000
7	11144	Environmental Vision - "envision"	£103,986	£102,000
4	11202	Essex Wildlife Trust	£56,178	£50,000
8	11147	Fitzrovia Youth in Action	£74,175	£72,000
15	11216	Froglife Trust	£88,131	£77,000
22	11210	Kent Association for the Blind	£74,576	£73,000
20	11063	Koestler Trust	£89,439	£77,650
9	11244	Leaders in Community (LiC)	£89,700	£89,700
24	11206	Migrants Rights Network	£99,728	£99,000
14	11139	Mind in Tower Hamlets and Newham	£124,391	£124,000
12	11105	Off Centre	£186,600	£136,500
18	11176	Open Age	£59,333	£59,000
23	11255	Primetimers	£149,287	£148,000
10	11198	Showroom Gallery Ltd	£49,357	£49,000
16	11173	Spitalfields City Farm	£110,379	£102,500
25	11259	St John Ambulance	£117,740	£100,000
13	11298	St Peter's Community and Advice Centre	£47,775	£47,700
5	11246	Step by Step	£120,000	£120,000

<b>Annex No.</b>	<b>Ref. No.</b>	<b>Organisation</b>	<b>Requested</b>	<b>Recommended</b>
19	11110	Sudbury Neighbourhood Centre (Middlesex) Limited	£47,890	£47,900
1	11169	Tall Ships Youth Trust	£68,000	£68,000
17	11170	Thames Estuary Partnership	£24,900	£86,000
21	11260	Whizz-Kidz	£65,752	£60,000
<b>Grand Totals</b>			<b>£2,232,264</b>	<b>£1,991,950</b>

**ASSESSMENT CATEGORY - Accessible London – Arts & Sports****Tall Ships Youth Trust****Ref: 11169****Amount requested: £68,000****Adv: Stewart Goshawk****Base: Outside London****Benefit: London-wide**

**Purpose of grant request:** To provide access for 200 vulnerable young people with special needs and disabilities from London to participate in a Tall Ship sail training voyage.

**Background**

The Tall Ships Youth Trust (TSYT), previously known as the Sail Training Association, was formed in the aftermath of WWII, to provide young people and returning servicemen with the opportunity to sail. Original activities included the annual Cutty Sark Tall Ships Races – which still take place but under separate auspices. From the mid-1960s, the TSYT as it is now known has concentrated on using sailing on board large sail-rigged vessels as a way of teaching young people key life skills.

Nowadays, its core business is working with groups of young people from a range of disadvantaged backgrounds, providing them with an opportunity to sail that they would never otherwise encounter. In 2011/12, 76% of participants were either disabled or disadvantaged in some other respect. It works closely with a number of schools in Tower Hamlets to address "postcode wars" between groups of young people and it is also the only sea-faring contracted provider of the National Citizens Service.

**Funding History**

TSYT has been funded once before in 1999, with a three year grant of £30,000 to support the costs of young Londoners undertaking voyages. That grant was signed off long ago.

**Current Application**

This application seeks funding in connection with TSYT's work with young disabled Londoners. Life on board ship for a week at a time is inevitably a challenging environment for anyone unused to it. Nevertheless, when working with young disabled people, TSYT always seeks to accentuate an individual's abilities rather than their disabilities. It must be noted that, unfortunately, the vessels currently in use are not capable of adaptation for wheelchair users, but TSYT does everything it can – working regularly with young people who have a range of physical and sensory impairments, mental health issues or learning disabilities.

Each trip is closely monitored and evaluated, with daily morning and evening briefing and debriefing sessions involving everyone on board. TSYT is also starting to acquire some longitudinal analysis by developing longer-term partnerships with a number of referral agencies who can report back on the changes within an individual over a period of time and which can be traced back to their time on board ship.

### **Financial Observations**

For many years, TSYT ran its services using two very large vessels, a situation which was becoming increasingly uneconomic and inflexible. In 2010, one of the tall ships was sold, enabling the purchase of four smaller craft, which has completely transformed the range of services that TSYT is able to offer. Tailored voyages for smaller groups of young people, working towards a particular aim, are now much more the norm – and far more attractive an option to potential purchasers.

It is therefore fair to say that in the past, TSYT's financial fortunes have been somewhat "tidal", with some good years and others where for example major dry dock repairs greatly increased costs whilst reducing the opportunity to raise income. For the year ending February 2012, TSYT reported net current liabilities of some £277k, although these were more than offset by freely realisable investments of £570k. TSYT also recognises, as described above, that their old model of operation was not financially viable. The organisation has shared with your officer a range of confidential financial projections, demonstrating how the purchase of the new vessels is rapidly resolving this unstable financial position. Indeed, the trustees have now taken the (historically painful) decision to sell the second tall rigger and concentrate only on smaller ships. The financial future is now much brighter, with a potentially strong balance sheet. The trustees now aim, over time, to start to build free reserves to cover future fluctuations in income and expenditure, although these should be much more predictable. Without this wholesale shift in the organisation's structure and financial expectations, a recommendation to fund would not have been forthcoming.

### **Officer's Appraisal**

TSYT is offering young disabled Londoners, the opportunity to learn new life skills and undertake new sporting experiences in an environment wholly different from their everyday life. The reconfiguration of TSYT's fleet has not only turned round its financial fortunes but enables it to offer a much wider range of opportunities for smaller groups of participants to learn together. This is ideal for parties of young disabled people, especially where there is a mixed range of abilities and impairments.

### **Recommendation**

**£68,000 over three years (£25,000; £23,000; £20,000) towards the costs of sail training trips for young disabled Londoners.**





# 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)

11169

Date Received:

12/04/12

Programme  
Area:

1

### 1. About your organisation

Name of organisation applying for grant: <b>Tall Ships Youth Trust</b>	
If the organisation is part of a larger organisation, what is its name? <b>N/A</b>	
Address for correspondence <b>2A The Hard, Portsmouth, Hampshire</b>	
Postcode: <b>PO1 3PT</b>	
Is this your home address? <b>No</b>	
Contact person: <b>Mrs Christine Law</b>	Position: <b>Chief Executive</b>
Phone: <b>023 9283 2055</b>	Fax: <b>023 9281 5769</b>
E-mail: <b>chris.law@tallships.org</b>	
Website: <b>www.tallships.org</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>314229</b>	
Year and month organisation established: <b>Sept 1956</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Accessible arts and sports</b>
Purpose for which funds are requested: (25 words maximum) <b>To provide access for 200 vulnerable young people with special needs and disabilities from London to participate in a Tall Ship sail training voyage.</b>
How much funding is requested? <b>Year 1: £25,000 Year 2: £23,000 Year 3: £20,000</b> <b>Total: £68,000</b>

### 3. Aims of your organisation

The Tall Ships Youth Trust is dedicated to the personal development of young people aged 12-25, particularly the disadvantaged and disabled, through the crewing of ocean going sail training vessels.

The Trust aims to use its vessels, residential youth centres, to help young people develop their life skills and build the self-confidence they need to reach their full potential, embrace a healthier more active lifestyle and encourage volunteering.

The Trust's values include working to the highest youth work standards, valuing its crew/staff/volunteers, managing professionally and efficiently and communicating effectively and openly.

### 4. Main activities of your organisation

Typically voyages are 7 days with most nights spent at sea. These provide a level playing field regardless of ability or background. The need to work in watches (teams) and in a roster providing 24/7 cover on deck which disrupts sleep patterns, working in the galley or cleaning and repairing – all are new to novice trainees.

Those who have been previously told they cannot achieve anything suddenly find they can in this environment. Statistical analysis shows 70% of young people say they are better problem solvers after a voyage, 80% better communicators, 90% better team players, 95% have increased self-esteem. Young people return fitter, with a new enthusiasm for physical activity.

Working in their watch, young people take responsibility for themselves and others, developing social and moral responsibility. They learn to help each other and that the more they put into this task, the more they get out themselves. At the end of a voyage, 20% return as volunteers.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
12	1	12	1200

### 6. How do you support your volunteers?

The Trust provides one-to-one sessions with the Captain/Skipper, a tailored training programme and the opportunity to gain recognised qualifications. A dedicated Fleet Administrator co-ordinates and organises volunteer arrangements.

### 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?
Vessels owned	N/A

## 8. Finance

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

Financial year ended -

Month: **February**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	1,490,704
Activities for generating funds	28,200
Investment income	26,503
Income from charitable activities	1,703,250
Other sources	
<b>Total Income</b>	<b>3,248,657</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	2,652,972
Governance costs	35,168
Cost of generating funds	250,485
Other	31,829
<b>Total Expenditure</b>	<b>2,970,454</b>
<b>(Deficit)/surplus for the year:</b>	<b>278,203</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	5,562,074
Investments	570,173
Net current assets	(277,075)
Long-term liabilities	(284,143)
<b>*Total A</b>	<b>5,571,029</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	993,333
Restricted funds	1,179,524
Unrestricted funds	3,282,225
<b>*Total B</b>	<b>5,571,029</b>

\* 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?  
5%

## 10. Material changes

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

*New business plan adopted in November 2011, working towards a new financial model.*

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	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: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi) Local authorities (number)	40,000 (8)	60,000 (12)	62,000 (12)

## 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
Corporation of Trinity House	52,000	45,000
Foundation for Sport and the Arts	50,000	40,000
BBC Ch.Need 2010/Dulverton Tst 2011	20,950(BBC)	30,000(DT)
Worshipful Company of Shipwrights	20,000	20,000
Grants £5,000-£19,999 (Amount/No.)	80,744 (12)	99,000 (16)
Grants Below £5,000 (Amount/No.)	89,909 (69)	128,585 (99)

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

Based on sailing, the Trust's activities have low carbon emissions anyway but voyage schedules are organised so vessels can sail rather than have to motor to get to finish port by required date. The Trust has a policy of maximising recycling and involves young people in this. Electrical equipment is switched off rather than being left in standby mode.

The Trust welcomes any additional ideas on how it can reduce its carbon footprint.



## 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 Trust engages with young people from across the UK with special needs and disabilities. Recently, the Trust has developed new contacts with disability groups in London and is keen to offer more sailing opportunities to their young people but is unable to due to funding constraints.

"I've sent young people on Trust voyages. As a senior youth worker, I recognise the benefits of this experience – increased self esteem, improved life and independent living skills. I'd definitely recommend this to more young people but without more funding I'll be turning them away." Scott Kennedy, Training & Development Manager, Tower Hamlets Project.

The Wider Horizons project has 4 aims:-

1. To give 200 young people with special needs and disabilities from London access to participate in a sail training voyage.
2. To increase the self-esteem and independent living skills of the young people taking part. The aim of this project is to not only teach young people the skills associated with sailing but also to boost their self-confidence, equip them with emotional and physical coping skills and encourage them to see themselves as young people with a huge amount to offer society.
3. To develop 16 partnerships between the Trust and third party special needs/disability groups working in London
4. To evolve the Trust's policy and practise for managing voyages for young people with special needs and disabilities

Young people will join 5 day voyages on one of four 22m yachts each with 10 young people, a professionally qualified Skipper and Mate, 2 Watch Leaders (experienced young Trust volunteers acting as role models and providing guidance, support and encouragement) and 2 expert mentors (professionally qualified, volunteer youth workers/carers).

Each day begins with a planning session involving the young people so that the itinerary is set by their abilities not disabilities. During the day, sailing activities include setting and stowing sails, helming, rope work, anchoring, navigation and meteorology. Non sailing activities include repairing equipment, working in the galley and cleaning. There will also be down/relax time, port visits and debrief sessions led by the young people. Young people will receive personal feedback and, as appropriate, Royal Yachting Association and Duke of Edinburgh Award Certificates. Young people will be asked their opinion of the ongoing shape and direction of the project. They will also be encouraged to return as volunteers to support and encourage the next group of young people.

The Trust is the UK's largest water based charity providing all year round residential voyages for young people aged 12-25. It has a reputation for good quality services, a professional approach and delivering new initiatives in a cost effective and sustainable way. It has 1,200 volunteers regularly supporting voyages. These individuals are the backbone of the Trust's work. The Trust values them very highly and provides them with admin support, updates and training.

"The Trust has been excellent for my son and his friends. Every time John talks about his voyage I feel like crying. So many times he has been excluded from outdoor activities but on the voyage not only was he included but he clearly felt like a valuable part of the crew." Parent of John (16,disabled).

"If I can do this, I can do anything!" Lisa (18)

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

The Trust has rigorous systems in place to monitor and evaluate the outputs and outcomes of its projects. These include feedback questionnaires from the young people, feedback questionnaires from their parents and the third parties working with them and end-of-voyage reports written for each young person by the crew with the emphasis on their positive achievements in eg team work skills, overall effort, communication skills, attitude to learning and supervision, reaction under pressure and ability to solve problems. Feedback Daily Blogs will also be written by the young people whilst on board, giving a running commentary on their activities, thoughts and experiences as they happen.

The overall evaluation of the Wider Horizons project will be assessed by the Trust's management team analysing the number of special needs/disabled young people who have participated, the effect the voyages have had on them, the number and strength of new partnerships developed with third-parties in London and the way in which the Trust's policy and practise has changed as a result of the project and feedback about it, particularly from the young people.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>200 - 50 in 2012, 70 in 2013, 80 in 2014</b>			
In which local authority is your organisation based? <b>Portsmouth</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Tower Hamlets - 35%</b> <b>Other Greater London Boroughs - 65%</b>			
At what address will the activity be located? <b>On vessels around the UK coast</b>			
What age group will benefit? <b>12-25</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
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			<b>Yes</b>
What proportion of the beneficiaries will be disabled people? <b>100%</b>			

## 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 £
Partnering Arrangements	1,200	3,000	4,800	9,000
Training for crew/staff/volunteers	1,250	1,750	2,000	5,000
Training, presentation equipment	2,500	-	-	2,500
Sail training voyages	38,400	53,760	61,440	153,600
Personal insurance	1,500	2,100	2,400	6,000
Transport to/from vessels	3,000	4,200	4,800	12,000
Publicity, website, media	200	200	200	600
Monitoring, evaluation	1,000	1,400	1,600	4,000
Information packs	1,000	500	500	2,000
Stationery, photocopying, postage	1,200	1,200	1,200	3,600
<b>TOTAL</b>	<b>51,250</b>	<b>68,110</b>	<b>78,940</b>	<b>198,300</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Contribution of time from Volunteers	6,000	8,400	9,600	24,000
Third parties/participants transport@£50	3,000	4,200	4,800	12,000
Legacy	7,250	24,510	38,540	70,300
<b>TOTAL</b>	<b>16,250</b>	<b>37,110</b>	<b>52,940</b>	<b>106,300</b>

What other funders are currently considering the proposal?

Application to the Merchant Taylors' (previous regular supporter) for £24,000 over 3 years.

## 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 £
Sail training voyages	25,000	23,000	20,000	68,000
<b>TOTAL</b>	<b>25,000</b>	<b>23,000</b>	<b>20,000</b>	<b>68,000</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **Autumn 2012**

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

If so, how will it be resourced? **The project will increase awareness of the Trust's work amongst disability groups in London. This and project feedback from the young people and third parties will help the Trust to lever new matching funds from other third parties and trusts/foundations. The Trust has used this approach very successfully with other initiatives well beyond the initial project.**

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, **Christine Law** (your name)

am an authorised representative of

**Tall Ships Youth Trust** (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**

Signature

*Christine Law*

Date **28.03.12**

**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



**ASSESSMENT CATEGORY - Accessible London****All Saints Appeal****Ref: 11127****Amount requested: £130,000****Adv: John Merivale****Base: Kingston****Benefit: Kingston**

**Purpose of grant request:** To rectify access impairments to All Saints Church Kingston including passageway into and around the building, public toilets, improved lighting, visual contrast, hearing and signage.

**Background**

All Saints Church (ASC) Kingston is an ancient church, sitting close to the Thames beside Kingston Bridge. In the 10<sup>th</sup> century, Saxon Kings were crowned here – notably Althelstan in 925 AD, whom scholars regard as the first King of England. It was also the location of the Great Council of 838 AD, when Egbert King of Wessex forged an alliance with Archbishop Caenoth which played an important part in the relationship between church and state which still persists in the present-day House of Lords.

Today it is at the heart of a busy modern shopping centre. Unusually, having no church hall, the church itself is used throughout the week for a variety of social purposes. Simple hospitality (tea/coffee) is offered to anyone in need. A team of trained volunteer "listeners" is on hand. The church is home to a crèche and knitting group; there is a variety of concerts and recitals on most Mondays and Saturdays; and the church hosts civic occasions throughout the year. With its social bustle, it has an atmosphere almost akin to a Greek Orthodox church, while spaces remain for quiet reflection, and the western end is used for religious services as well as concerts and other assemblies.

**Funding History**

None.

**Current Application**

All Saints has long-term development plans to help it fulfil a wider social role, eventually including a new 3-storey heritage and community complex on part of the churchyard.

This application relates to the first phase of work which will renovate and partially re-order the interior of the existing church. A new heritage interpretation space is to be formed in the choir vestry. The Town's Coronation Stone will be moved from its Guildhall to the churchyard, and there will be other works to renew heating, lighting and decorations. An access audit has been prepared by the Centre for Accessible Environments, and this phase of work includes creating step-free entrance

and exit as well as a single floor level throughout, new accessible toilets, improved lighting and signage and an audio tour. The cost of these items amounts to over £400,000. ASC asked for £65,000 but has been made aware that you normally cap such awards at £50,000.

Total costs for Phase 1 come to £1,651,000. Almost £900,000 has already been raised from the Heritage Lottery Fund and the Mayor of London's Outer London Fund; and the appeal fund has secured over £600,000 from various sources. The shortfall (updated since time of application) now stands at £51,739. Thus a grant of £50,000 from you would almost close the funding gap for Phase 1.

All permissions are in place, the project will go to tender this autumn, and the work is likely to begin in January 2013.

### **Financial Observations**

This application comes from All Saints Parish Church Kingston-upon-Thames Appeal Fund. This is a separate charity, distinct from the church itself, set up specifically for the purpose of this project. It is likely to have a longer life to cover not just later phases of work but to manage the intended Heritage and Community Centre in the future. Trustees include a number of local volunteers and the present Vicar.

As this is essentially a capital project, not a revenue one, there is no reserves policy in the usual sense – all funds being committed to this single venture, and spend as and when they are raised.

(The accounts for the church itself for year ending 31<sup>st</sup> December 2011 have also been seen by way of background, and these raise no cause for concern.)

### **Officer's Appraisal**

This is an interesting project, for which good access arrangements have been given full consideration. It is particularly unusual for the way in which the Vicar and team have re-thought the role of a parish church to serve social and cultural purposes in a very welcoming and open way.

### **Recommendation**

**£50,000 towards access improvements to All Saints Parish Church, Kingston-upon-Thames.**



# 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)

11127

Date Received:

21/03/2012

Programme  
Area:

01

### 1. About your organisation

Name of organisation applying for grant: <b>All Saints Appeal</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>Third Floor, 2-6 High Street Kingston, Surrey</b>	
Postcode: <b>KT1 1EY</b> Is this your home address? <b>No</b>	
Contact person: <b>Rev Jonathan Willkes</b>	Position: <b>Trustee</b>
Phone: <b>020 3132 8717</b>	Fax:
E-mail: <b>ask902@googlemail.com</b>	
Website: <b>http://www.WhereEnglandBegan.co.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1080671</b>	
Date organisation established: <b>02/09/1999</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Accessible London - Accessible Buildings</b>
Purpose for which funds are requested: (25 words maximum) <b>To rectify access impairments to All Saints Church Kingston including passageway into and around the building, public toilets, improved lighting, visual contrast, hearing and signage</b>
How much funding is requested? <b>Year 1: £65,000 Year 2: £65,000 Year 3: £0 Total: £130,000</b>

### 3. Aims of your organisation

The All Saints Appeal (ASK) exists to redevelop All Saints Church in the centre of Kingston. Currently the church is used for concerts, meetings, heritage, exhibitions, worship and a place of quiet reflection in the heart of a very busy retail Town. However, we have extremely poor and outdated facilities (e.g. poor access, light, heat, no kitchen, only a temporary toilet). Our aim is two fold: firstly, to restore and reorder the current church building so as to remove the physical and emotional barriers to its use, whilst developing it as a focus for national heritage (in partnership with the Heritage Lottery Fund) and community life, and, secondly, to create a new community building in the churchyard (in partnership with the Royal Borough of Kingston, Kingston College, University and other key stake holders) to meet the needs of local people and to cater for a range of social businesses.

### 4. Main activities of your organisation

The main focus of our work now concerns the existing church which has extremely poor facilities generally including inhibited access for people with disabilities; both the current entrances to the building require ramps which are currently temporary and there is only one toilet which is inaccessible to disabled people. The church also has poor signage, an inadequate hearing loop system and outdated lighting and heating systems. This phase of our work will: raise the floor level so that there is uninhibited access for all users into and throughout the building, provide a toilet that is fully accessible to people with disabilities, install a new hearing loop system and improve signage. We will also create two new entrances, install kitchen facilities, renew heating and lighting systems and develop a heritage project (in partnership with the Heritage Lottery Fund). All together, these improvements will allow a wide cross section of people to access and benefit from the community opportunity that the building offers.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
0	2	15	80

### 6. How do you support your volunteers?

The church relies heavily on, and has a long history of working with, volunteers currently around 80 in number. We support them through training, mentoring and group, mutual support.

### 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: **2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	49,278
Activities for generating funds	17,681
Investment income	6,444
Income from charitable activities	
Other sources	
<b>Total Income</b>	<b>73,403</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	41,614
Governance costs	16,671
Cost of generating funds	51,104
Other	
<b>Total Expenditure</b>	<b>109,389</b>
<b>(Deficit)/surplus for the year:</b>	<b>(35,987)</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	
Investments	
Net current assets	411,397
Long-term liabilities	
<b>*Total A</b>	<b>411,397</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	264,386
Unrestricted funds	147,012
<b>*Total B</b>	<b>411,397</b>

\* 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?  
0%

## 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:

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: 2009/10	Year: 2010/11	Year: 2011/12
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi) Heritage Lottery Fund	24,100	0	38,146

## 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: 2010/11	Year: 2011/12
Kings College Cambridge	2,000	1,000

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

Our development project includes measures for electricity generation through photovoltaic cells on the roof of the church and a ground source heat pump in the churchyard. We declined a suggestion of creating general parking spaces at the church (but which allows for the possibility of creating disabled bays in the future) and instead are installing two new cycle racks.

## 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.**

All Saints Church is at the physical heart of Kingston (the Town historically grew up around the church). The Town receives 21 million visitors per year the vast majority of whom pass by the church. Our proposals will make the building even more relevant and attractive to these people through the development of a heritage project (in conjunction with the Heritage Lottery Fund and Mayor of London Outer London Fund), catering facility and better equipping the church as a place of welcome, culture and meeting. However, any inspection of the building shows that its provision for people with disabilities is poor and dated (no accessible toilet, stepped entrance into and around the building, poor lighting, failing hearing loop, dated signage, uneven pathways etc - see CAE audit). We know the building is used by 35,000 people each year and through our related plans look to double that number in 3 years.

Following four consultations over a five year period with local people and key stakeholders we have devised a scheme of work that will release the building for universal public use and allow it to thrive further as a place of community, heritage, culture and service. With our architects, Ptolemy Dean, we have devised a scheme of works that; creates step free access into and around the building by the installation of a raised floor, introduces a wheelchair accessible and ambulant disabled accessible toilets, replaces entirely the internal lighting system and improves lighting to the external areas and introducing both an audio tour of the church and new signage that will allow both for the visually impaired as well as others to read them.

Our objectives are to increase in the numbers of disabled people;

- using the building. Currently it is quite clear that disabled people are deterred from using the building and that it does not cater for them. It is very difficult for them to enter and dark when they are inside. Information and facilities are not user friendly. We expect that the measures we take will allow for a tangible increase in the numbers of people with disabilities:
- who are volunteering in our activities and services
- using our facilities for concerts, worship, support and heritage activity/education
- directly involved in the management of our facilities

We are the only organisation that CAN do this work (there can be no other Town centre church in the centre of this town) and our history of community service delivery through volunteering indicates that we will do it well.

Our building is all about offering a broad range of uses (the arts, heritage education, support, community exchange) to a wide range of people yet an important section of society are prevented or heavily discouraged from coming into it. Our project removes those barriers making the building accessible to all of the 21 million people that come to Kingston or for whom this historic building is a focus of their neighbourhood.

Disabled people are part of both using and delivering our services and we have consulted disabled people in the development of our project.

We believe that our role is to provide a space for all people who want to use it - their background, ethnicity or sexuality are irrelevant.

We have a long history of working with volunteers with currently about 80 involved in our work at that moment with that figure looking to rise to 130 when the heritage project comes on stream. Our project includes plans for PV electricity cells and ground source heat pump. We recycle everything that we can.

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

We will monitor the number of people with disabilities visiting the church to participate in an event, to come to a concert or to attend a meeting. We will assess how many people with disabilities come to the church to worship or simply to visit for a cup of tea or coffee. This information will be collected through the use of surveys and information slips. All of these we can evaluate and compare with the current usage.

We have already agreed with the HLF a system for gathering monitoring information from people coming into the church which will be not only for those directly using heritage related activities but everyone. We will assess this through a designated HLF budget for professional evaluation, through using students from Kingston University's museums and galleries course and as part of our engagement with the Churches Tourism Association Marque of Excellence.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>70,000</b>			
In which local authority is your organisation based? <b>Kingston</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Kingston, Richmond, Croydon, Wandsworth, Sutton</b>			
At what address will the activity be located? <b>All Saints Church, Kingston, KT1 1JP</b>			
What age group will benefit? <b>All</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
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			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>30%</b>			



## 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 £
North porch	48,900	48,900		97,800
Vestry - level floor, refurbish, connect to NW lobby	25,800	25,900		51,700
NW porch - external	29,000	29,300		58,300
NW porch - floor, door, toilet, decoration	15,000	18,100		33,100
Remove and replace floor in nave	80,000	80,000		160,000
Signage	0	10,000		10,000
Audio trail	0	13,000		13,000
<b>TOTAL</b>	<b>198,700</b>	<b>225,200</b>		<b>423,900</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Heritage Lottery Fund	75,900	93,000		168,900
Outer London Fund	40,300	49,400		89,700
Own resources	17,500	17,800		35,300
<b>TOTAL</b>	<b>133,700</b>	<b>160,200</b>		<b>293,900</b>

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

## 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 £
Remove and replace floor in nave	65,000	65,000		130,000
<b>TOTAL</b>	<b>65,000</b>	<b>65,000</b>		<b>130,000</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required?

01/11/2012

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

If so, how will it be resourced?

**The capital works programme will be completed within two years but the activities and benefits that it creates will be enjoyed for decades (at least). Ongoing maintenance of the building is the responsibility of the church council and budgets are allocated for this purpose.**

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

**All consents - both Local Authority and those under the Ecclesiastical exemption - have been granted and are in hand.**

### Declaration on behalf of applicant organisation

I, JONATHAN PETER WILKES (your name)

am an authorised representative of

ALL SAINTS APPEAL (your organisation)

within which I am A TRUSTEE (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature Jonathan P. Wilkes Date 23.3.12

**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

**ASSESSMENT CATEGORY - Accessible London - Buildings****Battersea Arts Centre****Ref: 11219****Amount requested: £64,400****Adv: John Merivale****Base: Wandsworth****Benefit: Several S & W  
London boroughs**

**Purpose of grant request:** Towards access elements of the capital redevelopment of the Battersea Arts Centre, including new access ramps, new lift and improvements to lighting and signage building-wide.

**Background**

Battersea Arts Centre (BAC) has been one of the major cultural venues for south and west London since it began in 1980. It famously occupies the Old Town Hall on Lavender Hill, designed in 1892 by Edward William Mountford, who went on to design the Old Bailey in 1900. BAC's mission is to "invent the future of theatre" and to this end it hosts a huge array of schools' programmes, youth theatre, artist / teacher exchanges, visiting productions and residencies. There is also a thriving arts programme for older people, including life drawing classes. BAC's trustees include the Director of the Royal Palaces (as Chair) and the Finance Director of the Royal Opera House, while it also boasts 400 enthusiastic volunteers.

**Funding History**

You have funded BAC once before in October 2011, with £3,500 for an access audit. That work was well done and informs this new application.

**Current Application**

Having finally secured a long lease of the building from Wandsworth Council, BAC has embarked on a major project of refurbishment worth about £13.3 million, of which £2m has already been deployed since 2008. The building sits on a sloping site, and the resulting multiple levels have presented serious challenges for easy access – all of which have been addressed in the audit and the design proposals by architects Haworth Tompkins. Total costs of access improvement works amount to over £1m, but BAC has chosen to isolate some specific elements from the next immediate phase of work as the subject of this application. BAC is also taking a holistic approach to the inclusion of disabled people across all its activities.

At Battersea, Mountford made a point of involving several local craftsmen, and the building is remarkable for its stained glass, massively rusticated architraves, and floors of glass mosaic. Refurbishment is taking care not to 'over polish' or destroy its story. With its original emblazoned Latin motto: "*not for me, not for you, but for us*", its historical accretions and

fuzzy patina, Battersea Old Town Hall continues a very welcoming civic atmosphere for its new function.

Phase 1 of the work has already secured £2.5m from the Arts Council, and £1.3m from donations including the Football Foundation, Foyle's, the Pilgrim Trust, and Biffaward. For the next phase, HLF is likely to confirm £2.7m in October this year, and the Arts Council £4.5m early next year. Fidelity, Garfield Weston, Foyle's and Jerwood are helping to close the shortfall now standing at around £1.9m. Should you agree a grant today, it is recommended this be conditional on securing the needed balance.

### **Financial Observations**

Draft accounts for year ending 31<sup>st</sup> March 2012 show a similar turnover to that of 2011, and a net surplus of £110,807. Both years are untypical in that they include one-off income and expenditure on early phases of the capital works. BAC also suffered some loss of income while performance spaces were out of action.

The operating budget for 2012-13 (excluding the capital project) anticipates income of just over £2,640,000, and a surplus of £30,000. At time of writing 75% of revenue is secure. BAC receives about 30% of its income as a regularly funded organisation (RFO) of the Arts Council; and 40% from earnings. The local authority leases the building on a peppercorn rent, valued at £150,000 gift-in-kind, and a service level agreement of £100,000 supports work with young people. The remainder is raised from private grant sources.

As for reserves, BAC has a target of £100,000 to weather the usual fluctuations. Additionally, trustees aim to designate £50,000 to sponsor new productions, and to establish a building fund of £100,000. Free reserves currently stand well below target at just over £25,000. This situation is largely due to the recent tough economic climate combining with a period of significant organisational change. Trustees are confident that, with the context of the newly refurbished building, they will now be well placed to build reserves year-on-year.

### **Officer's Appraisal**

BAC is a key venue for arts and culture in this part of the capital. The project offers a very worthwhile restoration affording good accessibility, taking into account the findings of the access audit.

### **Recommendation**

**£50,000 towards disability access works, conditional upon the balance of funding being secured.**



# 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)

11219

Date Received:

24/05/2012

Programme  
Area:

01

### 1. About your organisation

Name of organisation applying for grant: <b>Battersea Arts Centre</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>Battersea Arts Centre Lavender Hill London</b>	<div style="border: 1px solid black; padding: 5px; text-align: center;">RECEIVED The City Bridge Trust  29 MAY 2012  MH</div>
Postcode: <b>SW11 5TN</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr. Kane Moore</b>	Position: <b>Capital Project Fundraiser</b>
Phone: <b>020 7326 8235</b>	Fax:
E-mail: <b>kanem@bac.org.uk</b>	
Website: <b>http://www.bac.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>282857</b>	
Date organisation established: <b>19/06/1982</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Accessible London - Accessible Buildings</b>
Purpose for which funds are requested: (25 words maximum) <b>Towards access elements of the capital redevelopment of the Battersea Arts Centre, including new access ramps, new lift and improvements to lighting and signage building-wide</b>
How much funding is requested? <b>Year 1: £32,000 Year 2: £32,400 Year 3: £0 Total: £64,400</b>



### 3. Aims of your organisation

Battersea Arts Centre's mission is to invent the future of theatre, which puts creativity and invention at the heart of everything we do.

Housed in Battersea's historic Grade II\* listed Old Town Hall we provide a platform for emerging and established companies to develop and show radical, thoughtful and provocative theatre.

We believe that Battersea Arts Centre should be more than simply a venue for theatregoers. Just as the Old Town Hall was at the centre of civic life for nearly a century, founded on the motto "not for me, not for you, but for us", today we want Battersea Arts Centre to be an inclusive space that brings together people of all ages and backgrounds from across Battersea. Currently 150,000 visitors come through the building each year. Audiences to shows make up about 20% of this number; the majority we engage through a wide range of community offers, from a popular café through to music/performance programmes for young people.

### 4. Main activities of your organisation

Provide residencies and support to theatre companies to develop and present performances at Battersea Arts Centre. In 2011/12 we commissioned 150 new shows, from works in-development through to month-long runs of finished shows

Run Homegrown, our music/performance programme for 12-25 year olds. Homegrown targets young people from disadvantaged areas of Wandsworth. Participants take part in weekly workshops led by hip hop, Beatbox and theatre artists, alongside taking part in longer projects over school holidays to devise and develop shows. Last year 150 young people took part in Homegrown and we offered 390 hours of engagement through the programme

Deliver outreach projects for primary schoolchildren run by professional theatremakers. In 2011/12 we ran workshops and performances for over 1,500 schoolchildren from across 11 local schools

Hold monthly tea dances for Battersea residents aged 65+, with attendance of 1,500 in 2011/12

Offer arts-based career development and training opportunities. We currently run seven full-time apprenticeships for young people interested in starting a career in theatre producing and management

Offer space across the building for hire for community activities and events

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>59</b>	<b>12</b>	<b>11</b>	<b>400</b>

### 6. How do you support your volunteers?

Our Volunteer Administrator is responsible for recruiting, co-ordinating and looking after all volunteers, 60% of whom come from the local boroughs of Wandsworth and Lambeth. We offer a wide range of volunteering opportunities; from ushering on shows through to helping catalogue our archive.

### 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?
<b>Leased</b>	<b>121 years</b>

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	1,779,506
Activities for generating funds	618,992
Investment income	1,675
Income from charitable activities	435,358
Other sources	0
<b>Total Income</b>	<b>2,835,531</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	2,213,224
Governance costs	29,329
Cost of generating funds	532,092
Other	29,840
<b>Total Expenditure:</b>	<b>2,804,485</b>
<b>(Deficit)/surplus for the year:</b>	<b>31,046</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	954,291
Investments	0
Net current assets (liabilities)	44,527
Long-term liabilities	0
<b>*Total A:</b>	<b>998,818</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	910,651
Unrestricted funds	88,167
<b>*Total B:</b>	<b>998,818</b>

\* 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:

**In the financial year ending 31 March 2012 the following changes have been made to Battersea Arts Centre's Board of Directors:**

- **Roanne Dods retired as Chair**
- **Michael Day, Chief Executive of Royal Historic Palaces was elected as Chair**
- **Harun Morrison, Joint Artistic Director of Fierce Festival was appointed as Trustee**

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:							
Month/Year:	09/11	Ref:	10862	Grant received:	£3,500	OR application rejected?	No
Month/Year:	10/06	Ref:	7685	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 <b>THREE</b> years: <b>(i)</b> City of London (other than the City Bridge Trust) <b>(ii)</b> London boroughs <b>(iii)</b> London Councils (formerly ALG) <b>(iv)</b> Health authorities <b>(v)</b> Central government departments <b>(vi)</b> Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:				
		<b>Year: 2009</b>	<b>Year: 2010</b>	<b>Year: 2011</b>
(i)				
(ii)	Wandsworth Borough Council	239,660	241,455	244,930
(iii)				25,625
(iv)				
(v)				
(vi)	Arts Council England	635,000	677,145	741,029

## 13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last <b>TWO</b> years. List source, years and annual amounts:		
	<b>Year: 2010</b>	<b>Year: 2011</b>
Foyle Foundation	150,000	
Esmee Fairbairn Foundation	30,000	30,000
Paul Hamlyn Foundation	100,000	100,000
John Ellerman Foundation	30,000	30,000
JPMorgan Foundation	37,600	
Jerwood Foundation	20,000	40,000

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

We are working with environmental consultancy Julie's Bicycle to develop our environmental policy.

Since 2011 we have significantly reduced our paper consumption by no longer printing paper copies of our programme, moving to an electronic format. We recycle all waste paper, glass, cans and plastic bottles.

As part of the £13mil redevelopment of our home, the Battersea Town Hall, we will conduct infrastructure changes to significantly reduce energy consumption. Alongside improving insulation, installing solar panels and upgrading LED-lighting across the building, we plan to adopt more unusual carbon-friendly solutions: including using wood-burning stoves to heat rooms and creating allotments and green space to grow food for the café. Our goal is to become carbon neutral; we are working with the Transition Network on an Energy Descent Action Plan to achieve this.

As part of our performance programme we have held talks and shows on climate change and sustainability issues.



## 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:

Battersea Arts Centre's home is Battersea's Grade II\*-listed Old Town Hall. When the Town Hall was first built access was not taken into consideration. It is built on a steep slope; to accommodate the building has five split levels, connected by a series of staircases. Over the years some access improvements have been carried out to the building. However many of these alterations were not carried out correctly; as a result the building does not comply with the Equality Act.

We recently commissioned NRAC-accredited consultants Proudlock Associates to conduct an access audit, which included consultation with disabled users of the building. Alongside limited access for wheelchair users the audit identified issues with poor lighting levels, signage, difficult to operate doors and accessible-WCs across the building.

How the work will be delivered:

Funding from City Bridge Trust will enable us to carry out access works across the building, to address priority areas identified in the access audit. These works form part of the larger redevelopment of our venue.

For the phased capital project we are working with architects Haworth Tompkins. On site, the redevelopment is managed by the Capital Production Manager. We will continue to employ Proudlock Associates to ensure all works meet requirements and that, in the case of lifts/ramps, we choose options that are easy for disabled visitors to use.

Project aims:

The principal aim of the project is to make Battersea Arts Centre more welcoming and accessible to disabled users, including audiences, visitors, volunteers/staff and theatre makers.

We will carry out the following works to improve entrance points into the venue:

- Construct external ramp to new entrance, which leads directly into the café
- Replace external ramp at front of the building, which is currently too steep
- Replace external ramp for Grand Hall entrance with level entrance
- Construct new level entrance to Lower Hall at the back of the building

We will carry out the following access works to the interior of the building:

- Add a lift serving Grand Hall and Lower Hall levels
- Complete access upgrades to doors and stairs building-wide
- Install induction loops at main entrance
- Improve signage building-wide, including braille signage
- Improve lighting building-wide

We expect to see a 20% increase in disabled visitors to Battersea Arts Centre by 2015, the year after capital works are completed. We anticipate a similar increase in disabled volunteers. For the first time we will be able to engage theatre companies which include wheelchair users, who currently are not able to fully access rehearsal, performance and residential facilities.

There are further access works, which we are not approaching you for funding towards. The most significant will be the addition of a new public lift, serving all five floors of the Town Hall. This work will include the installation of disabled WCs on all levels.

Why we are the right organisation to deliver this work:

Battersea Arts Centre is committed to providing access for all; we are currently updating our Diversity Action Plan

We work hard to ensure disabled/wheelchair visitors can access as many of our shows and activities as possible. We signpost our access facilities clearly on our website and offer discounted tickets. We ensure front-of-house are on hand to provide assistance where needed. We have induction loops in place in our main performance spaces. For longer running productions we often feature Signed, Captioned and Audio Described Performances.

We encourage disabled people to volunteer and work at Battersea Arts Centre; currently six of our active volunteers and seven of our staff have disabilities or limited mobility.

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

The capital project will be monitored by Battersea Arts Centre's Strategic Development Manager. She will be responsible for ensuring the project is delivered to schedule and will track and manage income and expenditure for the works. Progress on capital works will be reported on a weekly basis to our Senior Management and every six weeks to the Board's Capital Sub-Committee.

She will also oversee the evaluation of the completed capital project. For the access improvements we will measure the uplift in disabled users, estimated at 20% by 2015. We recently moved to a new box office system which will allow us, for the first time, to properly track disabled visitors; visitor numbers for the current financial year will be used as a baseline measurement. We will also gather evidence of disabled users experience of coming to the building following the completion of works, through survey forms, focus groups and vox-pops.

**17. Beneficiaries**

How many people will benefit from the grant per year?  
**1000**

In which local authority is your organisation based?  
**Wandsworth**

Which borough(s) of Greater London will benefit from this grant?  
(if more than one, please give % for each)  
**Wandsworth and Lambeth - 40%**  
**Other - 60%**

At what address will the activity be located?  
**Battersea Arts Centre**

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			<b>100</b>

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 £
Access ramp - Town Hall Road entrance	10,000			10,000
Level entrance to Grand Hall	25,000			25,000
Access ramp - Lavender Hill entrance	26,000			26,000
Access upgrade - doors	15,000			15,000
Access upgrade - stairs	30,000			30,000
Induction loops and braille signage	5,000			5,000
Signage	20,000			20,000
Platform lift serving Grand Hall to Lower Hall	42,000			42,000
Level entrance to Lower Hall on Town Hall Road	9,000			9,000
Accessible WC - Lower Hall	5,000			5,000
General LV supply distribution	50,000			50,000
General lighting	75,000			75,000
Access consultants for works stage - Proudlock Associates	5,000			5,000
<b>TOTAL</b>	<b>317,000</b>			<b>317,000</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Arts Council	130,000			130,000
Heritage Lottery Fund	122,600			122,600
<b>TOTAL</b>	<b>252,600</b>			<b>252,600</b>

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

## 19. Funding requested from the Trust

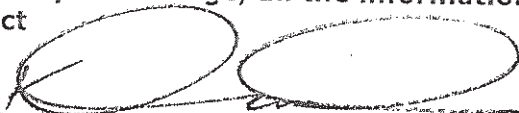
How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Access ramp - Town Hall Road entrance	2,000			2,000
Level entrance to Grand Hall	5,000			5,000
Access ramp - Lavender Hill entrance	5,200			5,200
Access upgrade - doors	3,000			3,000
Access upgrade - stairs	6,000			6,000
Induction loops and braille signage	1,000			1,000
Signage	5,000			5,000
Platform lift serving Grand Hall to Lower Hall	8,400			8,400
Level entrance to Lower Hall on Town Hall Road	1,800			1,800
Accessible WC - Lower Hall	1,000			1,000
General LV supply distribution and general lighting	25,000			25,000
Access consultants for works stage - Proudlock Associates	1,000			1,000
<b>TOTAL</b>	<b>64,400</b>			<b>64,400</b>

20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;">24/09/2012</p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>No</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>For major structural changes, we will need planning permission and listed building consent; these will be sought in September 2012</b>

**Declaration on behalf of applicant organisation**

I, <u>KANE MOORE</u> (your name)
am an authorised representative of <u>BATTERSEA ARTS CENTRE</u> (your organisation)
within which I am <u>CAPITAL PROJECT FUNDRAISER</u> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature  Date <u>25/5/12</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



**ASSESSMENT CATEGORY - Accessible London**

**Essex Wildlife Trust**

**Ref: 11202**

**Amount requested: £56,178**

**Adv: John Merivale**

**Base: Outside London**

**Benefit: Havering**

**Purpose of grant request:** To provide accessible features in a new heritage centre at Hornchurch Country Park so as to ensure that the Centre is accessible to all.

**Background**

Essex Wildlife Trust (EWT) is one of the largest of the 47 county wildlife trusts that work together throughout the UK as The Wildlife Trusts, while each is an independent charity. The Trusts around London have remits which extend into Greater London, as their areas relate to older administrative boundaries. EWT manages and protects over 7,250 acres of land. It has more than 32,000 members, and aims to protect important wildlife species and raise awareness of the environment through its 87 nature reserves, 12 conservation areas, six Visitor Centres and an active community and educational programme.

**Funding History**

You funded EWT in February 2006 with £90,000 to enhance community and volunteer involvement in Havering. Reporting on that was good.

**Current Application**

EWT plans to build a Heritage Visitor Centre at Hornchurch Country Park in the London Borough of Havering. In order to make it fully accessible to all, EWT has already taken advice from registered access consultants and incorporated their recommendations into the design. The park is in the ownership of the local authority, but the building is to be owned and managed by EWT. The park is particularly interesting as the remains of an important airfield used in both World Wars, besides being of great wildlife value thanks to invasion of natural species since the airfield ceased operation. The specific site of the building has been chosen for its accessibility to visitors, and the visual advantages afforded by overlooking the beautiful Ingrebourne Valley – a grazed floodplain stretching down to the Thames.

The building will house a full programme of educational resources and activities covering both wildlife and history, including a 'memory booth' with photo scanning equipment; and a full business plan has been prepared. Accessibility features are calculated to cost over £56,000 – but EWT is aware of your usual practice to cap such requests at £50,000.

The full cost of the project is £800,000, and this figure may rise with the intention to include photovoltaic electricity generation. Heritage Lottery Fund is expected to contribute £150,000 – and this may rise by a further £200,000 to assist possible extra costs. Veolia landfill has offered £450,000. EWT are working on the last £200,000 or so with a public appeal, and the local authority Parks Department may help to close the gap. A final decision from HLF is imminent. Should you agree a grant today, it is recommended this be conditional upon the balance of funding being confirmed.

### **Financial Observations**

Members will note that EWT made a surplus of more than £2.4m in the year to December 2011. £1.6m of this relates to restricted funds, and is accounted for by the building of a new visitor centre at Thameside Nature Park. The income for this is accounted for under incoming resources, while the expenditure on the new asset will only come through the SOFA as the asset is depreciated each year.

There is a surplus of endowment funds of £437,000, in recognition of a legacy yet to be received – the terms of which are that the capital sum be maintained and the interest used to protect wildlife. And, lastly, there was a surplus of £342,000 unrestricted funds as a result of another legacy yet to be received and therefore not yet spent.

The budget for the current year 2012 anticipates income of £2.6m, and expenditure of over £2.9m – part of which may yet have to be met from reserves, depending on further fundraising success.

EWT's reserves policy is to aim for 12 months' running costs. This is because it must maintain a large area of land and buildings in perpetuity – a responsibility which could not be abandoned even if income were to cease. Of the £5.1m unrestricted reserve, £1.6m is designated to cover commitments including a predicted pension fund deficit. This leaves £3.5m, of which £666,000 lies in fixed assets, leaving £2.8m as free reserves. This is short of the 12 month target by approx. £750,000.

### **Officer's Appraisal**

This is a well-planned project, with amenities and educational features that will appeal to all ages. It promises to give a major boost to nature conservation and biodiversity in this part of east London.

### **Recommendation**

**£50,000 towards facilities for the disabled at the proposed Visitor Centre in Hornchurch Country Park, conditional upon the balance of funding being secured.**



# 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)

11202

Date Received:

15/05/2012

Programme  
Area:

01

### 1. About your organisation

Name of organisation applying for grant: <b>Essex Wildlife Trust</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>Abbotts Hall Farm Great Wigborough Essex</b>	
Postcode: <b>CO5 7RZ</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Alan Shearring</b>	Position: <b>Fundraising Officer</b>
Phone: <b>01621 862989</b>	Fax: <b>01621 862990</b>
E-mail: <b>alans@essexwt.org.uk</b>	
Website: <b>http://www.essexwt.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b> If registered, please give charity number: <b>210065</b> Date organisation established: <b>02/10/1959</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Accessible London - Accessible Buildings</b>
Purpose for which funds are requested: (25 words maximum) <b>To provide accessible features in a new heritage centre at Hornchurch Country Park so as to ensure that the Centre is accessible to all</b>
How much funding is requested? <b>Year 1: £56,178 Year 2: £0 Year 3: £0 Total: £56,178</b>

### 3. Aims of your organisation

The Objects for which the Trust is established are:-

1. For the benefit of the public, to advance, promote and further the conservation maintenance and protection of:
  - (i) wildlife and its habitats;
  - (ii) places of natural beauty;
  - (iii) places of zoological, botanical, geographical, historical, archaeological or scientific interest
  - (iv) features of landscape with geological, physiographical, or amenity value in any ways that are Charitable in Law and in particular, but not exclusively, in ways that further biodiversity.
2. To advance the education of the public in:
  - (i) the principles and practice of sustainable development
  - (ii) the principles and practice of biodiversity conservation

Sustainable development is primarily defined as "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs" [Brundtland Commission]

### 4. Main activities of your organisation

Essex Wildlife Trust is the County's leading conservation charity. It has more than 32,000 members, manages and protects over 7,250 acres of land on 87 nature reserves, 2 nature parks and runs 7 visitor centres, most of which are open to the public free of charge all the year round. We are already working in partnership with the London Borough of Havering with our visitor centre at Bedfords Park, to which you provided financial support in the past. We are one of the largest of the 47 county wildlife trusts that work together throughout the British Isles as The Wildlife Trusts.

We provide advice, information and resources for people to take positive action for wildlife and their environment. Our education officers, community wildlife officer and schools outreach officers provide an environmental education programme for 85,000 children, young people and adults a year, including youth and community focused activities and events.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>62</b>	<b>47</b>	<b>11</b>	<b>2,000</b>

### 6. How do you support your volunteers?

Volunteers are covered by the Trusts equal opportunities policy and we encourage volunteers with disabilities. Every volunteer is given full induction, receives full training and receives a volunteers handbook.

All our Trustees are volunteers and there are local groups throughout Essex run by volunteers

### 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?
<b>Owned</b>	



## 8. Finance

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

Financial year ended -

Month: **December**

Year: **2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	4,274,599
Activities for generating funds	1,046,415
Investment income	266,200
Income from charitable activities	1,057,506
Other sources	0
<b>Total Income</b>	<b>6,644,720</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	3,342,593
Governance costs	45,204
Cost of generating funds	846,685
Other	0
<b>Total Expenditure</b>	<b>4,234,482</b>
<b>(Deficit)/surplus for the year:</b>	<b>2,410,238</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	8,940,766
Investments	5,231,770
Net current assets	4,740,625
Long-term liabilities	(240,625)
<b>*Total A</b>	<b>18,672,536</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	2,606,545
Restricted funds	10,947,147
Unrestricted funds	5,118,844
<b>*Total B</b>	<b>18,672,536</b>

\* 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?  
0

## 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:	02/06	Ref:	6861	Grant received:	£90,000	OR application rejected?	No
Month/Year:	10/00	Ref:	705	Grant received:	£57,000	OR application rejected?	No
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: 2009	Year: 2010	Year: 2011
(i)			
(ii) London Borough of Havering	2,500	0	0
(iii)			
(iv)			
(v) Environment Agency	22,092	34,410	20,500
(v) Forestry Commission	24,349	30,913	22,880
(v) Natural England and DEFRA	234,444	28,652	839,463
(vi) Thurrock Thames Gateway Development	0	5,130	0
(vi) London Development Agency	40,000	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: 2010	Year: 2011
Landfill	240,467	1,259,932
Councils	69,240	416,610
Charitable Trusts	3,000	5,150
Heritage Lottery Fund	12,450	18,800
Essex and Suffolk Water	130,305	78,670
RSWT	0	12,600

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

Essex Wildlife Trust recognises that sustainability will overarch all of its core activities. One of the Objects set out in its Memorandum of Association is "To advance the education of the public and business in the principles and practices of sustainable development". Essex Wildlife Trust is a large and growing charity and the local people, businesses and organisations we seek to influence can and do expect leadership from us on a wide range of environmental issues. The Trust aims to carry out its work in a sustainable manner and to maximise its contribution to a healthy living environment. In every aspect of its work the Trust will consider ways to reduce the 'business operational impacts' on the environment of its staff, Trustees and volunteers

Essex Wildlife Trust has a full Sustainability policy which is attached.

## 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 partnership with London Borough of Havering we wish to build a Heritage Visitor Centre at Hornchurch Country Park which will be open and accessible to all. The park is the remains of an important airfield which was charged with protecting the southeast from Zeppelins in the First World War and during the Battle of Britain in the Second World War. Although most of the grass airfield was demolished in the '60s there are still important remains including Spitfire dispersal pens, perimeter defences including the largest concentration of the rare Tett turret etc. The Heritage Centre will involve a bespoke modular approach which is very cost effective, utilising timber frame, and will include education and hall/observation rooms, exhibition/interpretation area, refreshments and toilets together with a sales area, staff and storage areas. The centre will act as a gateway to the wider Ingrebourne Valley an area of outstanding wildlife interest that stretches down to the River Thames.

Essex Wildlife Trust has experience of running 7 very successful Visitor Centres in Essex and one of these is in partnership with London Borough of Havering.

Our education officer will provide a full programme of innovative formal and informal activities covering the full range of environmental, heritage and sustainability subjects. These will take place both in the park and in the purpose built education area in the new Heritage Centre.

The Centre will overlook the important Ingrebourne Valley a haven for wildlife and of extreme importance in this part of London being a Site of Metropolitan Importance, and contains the largest continuous area of freshwater reed bed in London. The site is part Site of Special Scientific Interest, a Local Nature Reserve and at the same time is situated on a famous WW1 and WW11 airfield.

At present there is little or nothing to enable people to appreciate, understand and value this heritage and this project will significantly remedy this omission.

The Centre will offer new and varied opportunities for community participation encouraging people to become involved in their environment whilst helping to improve their community. The Centre will be made available for community use outside its normal opening hours and provide access to training

Reports from Prince Research Consultants Ltd and public consultation events confirm the growing need for the Centre. During the development stage we have continued to carry out public surveys to ascertain what visitors want to see in the new Centre.

In addition to the registered disabled population of Havering who are claiming the relevant benefits, the Borough is facing a rising over 65s age group.

Havering's JSNA (2008) made predictions for how the age profile of the borough will change over the next 15 years. The biggest change in demographics is expected to be in the over 65s age group, where a 23% increase may see the population rise from 40,000 to almost 50,000 by 2023. The population of over 85s is also expected to grow by an additional 2,500 - a 49% increase. These figures are significant, as the older population in Havering is growing faster than in the rest of London, and from a higher baseline

We wish to make the facility accessible to all and with this in mind we engaged Proudlock Associates to undertake an Access Appraisal, after taking advice from the Centre for Accessible Environments. Proudlock Associates worked closely with our architects and our Quantity Surveyor has costed out the work required for features that could be feasibly included in design, floor space permitting. We have included the costs for these features to ensure access to all in the supplementary questions sheets.

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

We have high but achievable visitor targets for the new site like reaching 100,000 visits a year by year 3, run 50 public events, run 170 informal events etc. These will only be achievable if we can reach difficult to reach groups and people with disabilities are one of our eight key target audiences.

Much work was done in the Development stage in understanding what we need to make our site and events accessible to all. Extracts from the consultants report have been uploaded.

We will use written and verbal feedback/satisfaction forms both for events and for visitors aimed at our target audiences, and we will act on that feedback. Our experienced event leaders access all events for health and safety purposes

The new site will truly be a resource for all where everyone regardless of age or ability will be able to participate fully.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>140,000</b>			
In which local authority is your organisation based? <b>Outside London</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>London Borough of Havering</b>			
At what address will the activity be located? <b>Hornchurch Country Park, Albyns Farm, Southend Road South Hornchurch Rainham Essex RM13 7YH</b>			
What age group will benefit? <b>All</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
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			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>10%</b>			



## 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 £
Provision of accessible parking bay and signage	5,500			5,500
Extra cost of visual fire alarm fittings	1,000			1,000
Handrail within building	7,500			7,500
PIR system to provide automatic entrance door opening	1,500			1,500
Extra cost of wider internal doors for wheel chair access	3,500			3,500
Accessible WC with assistance alarm	10,500			10,500
Baby change unit	400			400
Visual contrast in décor and lighting	1,500			1,500
Sensor activated switches/controls	2,500			2,500
Access friendly Reception Desk and Hearing Loop	3,000			3,000
Memory booth room with fittings and fixtures	8,000			8,000
Acoustic upgrade to ceilings	3,500			3,500
Approved Access Signage/Braille signs	2,000			2,000
Fees / Means of Escape GEEP and PEEP preparation	5,778			5,778
<b>TOTAL</b>	<b>56,178</b>			<b>56,178</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
None				
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funder	£
None	
<b>TOTAL</b>	

## 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 £
Parking bay	5,500			5,500
Fire alarms	1,000			1,000
Handrail	7,500			7,500
Doors	5,000			5,000
WC and baby change	10,900			10,900
Décor	1,500			1,500
Reception area	3,000			3,000
Memory booth	8,000			8,000
Acoustic upgrade	3,500			3,500
Sensor activated switches	2,500			2,500
Access signage	2,000			2,000
Fees etc	5,778			5,778
<b>TOTAL</b>	<b>56,178</b>			<b>56,178</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required?

**31/10/2012**

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

**Once built we envisage that the Centre will be financially sustainable within four years and this is reflected in our Business Plan for the centre.**

**Whilst we do not charge for admission to our centres we rely on donations, sales and events income generated by the Centre Staff**

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

**Our architects are working to submit for planning permission by the end of May this year**

**We have consulted with Environment Agency, Natural England and Police. Numerous surveys carried out e.g. UXB, flood risk assessment, bore hole sampling, archaeology statement, wildlife assessment etc**

### Declaration on behalf of applicant organisation

I, Michèle Kerch (your name)

am an authorised representative of

Essex Wildlife Trust (your organisation)

within which I am Fundraising and Marketing Manager (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature M. Kerch Date 15-05-2012

**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

**ASSESSMENT CATEGORY - Accessible London – Arts and Sport****Step by Step****Ref: 11246****Adv: J Grieve Combes****Amount requested: £120,000****Base: Hackney****Benefit: Hackney**

**Purpose of grant request:** For a Sports and Leisure Co-ordinator to develop and extend sports and arts provision for disabled children/young people in the Orthodox Jewish community in Hackney and Haringey.

**Background**

Step by Step (SBS) is a parent-led charity set up in 1998 in response to lack of activities for disabled children in the Orthodox Jewish community. The community experiences significant levels of disadvantage and parents can struggle to find appropriate and affordable activities for disabled children and young people. SBS meets this need by providing a programme of holiday play schemes, Sunday activities, residential holidays and an after school sports programme to over 100 children with moderate to severe disabilities every week. This not only gives children and young people access to sports, arts and leisure activities but provides respite for parents, families and carers.

SBS has found that the level of need, combined with the success of their work means that demand is growing. They have never turned away a child because of the severity of their disability and where necessary have raised money to adapt standard equipment and train staff and volunteers. SBS' latest Ofsted inspection (2008) judged them outstanding or good on all indicators and in 2010 they won the Adiaha Antigha Award for their impact on the wellbeing of disabled children in Hackney.

**Funding History**

SBS was awarded a grant of £4,410 under your Small Grants scheme for swimming lessons in 2003, and a three year grant in 2006 to fund a new part time Director. Both grants were successfully monitored and the Director post has been maintained. Notably this has allowed SBS to formalise its HR processes, incorporate as a charitable company, successfully bid for contracts from Hackney and Haringey Councils, increase its turnover and gain the PQASSO quality mark in 2011.

**Current Application**

The application before you is to sustain and extend SBS' existing after school Sports and Arts Programme. This provides a choice of after-school activities four days a week, as well as on inset days, to over 100 children every year. Activities including swimming, horse-riding, ice skating, kayaking, hydrotherapy and cycling are coached by trained professionals at a range of local venues including the purpose-built Norwood family

centre (which charges a minimal fee). Children receive one-to-one support at all times thanks to SBS' 100 volunteers, many of whom are working towards an NVQ in childcare. Free transport is provided using SBS' accessible minibus.

The afterschool activities allow disabled children and young people to develop new skills, make new friends and increase self-confidence and independence. The achievements can have a profound impact: one mother said that watching her child who is unable to see, talk or walk swim 'brought tears to my eyes, as this is the only significant milestone she has achieved over her 7 years of life!'

### **Financial Observations**

SBS aims to hold between 3 to 12 months' running costs as free unrestricted reserves due to their need for working capital and to give them security in the current financial environment to deliver services at the same level and to respond to new need, even when funding is uncertain. At 31<sup>st</sup> March 2011 the level of free reserves stood at £287,444 (8.5 months running costs), which included the balance of income from unrestricted local authority contracts.

Management accounts for 2011/12 show a surplus of £67,275 on a turnover of £550,597, although the surplus is expected to decrease to £50,000 once adjustments for accrued expenditure have been made. Around 50% of this is unrestricted funding and will contribute towards their reserves target. The budget for 2012/13 shows a deficit of £9,431 which would be met from reserves if not raised.

### **Officer's Appraisal**

SBS delivers work of a high standard which transforms the lives of disabled children and young people and their families in the Orthodox Jewish community in Hackney and Haringey.

The total cost of this project is £102,577 plus core costs of £60,269. Funding has been secured from Children in Need, several smaller funders and parental contributions, and an application is in the final stages at Barts and the London Charity. Core costs will be met from SBS' Hackney and Haringey Short Breaks contracts.

### **Recommendation**

**£120,000 over 3 years (£40,000; £40,000; £40,000) towards a part-time (18 hours/week) Sports and Leisure Coordinator and transport and venue costs.**





# 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)

11246

Date Received:

11 June 2012

Programme  
Area:

1c

### 1. About your organisation

Name of organisation applying for grant: <b>Step by Step</b>	
If the organisation is part of a larger organisation, what is its name? <b>not applicable</b>	
Address for correspondence <b>4th floor offices, 97 Stamford Hill London</b>	
Postcode: <b>N16 5DN</b>	
Is this your home address? <b>No</b>	
Contact person: <b>Mrs Judith Schaechter</b>	Position: <b>Director</b>
Phone: <b>020 8802 2362</b>	Fax: <b>020 7183 9399</b>
E-mail: <b>jschaechter@stepbystepkids.org.uk</b>	
Website: <b>www.stepbystepkids.org.uk</b>	
Legal status of organisation: <b>Registered Charity and Ltd Company</b>	
If registered, please give charity number: <b>1143986 (old number 1062086)</b>	
Year and month organisation established: <b>March 1996</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Accessible arts and sports</b>
Purpose for which funds are requested: (25 words maximum) <b>To employ a Sports &amp; Leisure Activities Co-ordinator to develop and extend sports and arts provision for disabled children/young people in the Orthodox Jewish community in Hackney and Haringey</b>
How much funding is requested? <b>Year 1: £40,000 Year 2: £40,000 Year 3: £40,000</b>
<b>Total: £120,000</b>

### 3. Aims of your organisation

Step by Step provides services for Orthodox Jewish children and young people with moderate to severe disabilities and their families in North London. Our aims are:

- o To give children and young people with disabilities access to experiences, arts, sports and leisure activities, as well as social interaction which would otherwise be unavailable to them. These activities contribute to their social, emotional, physical and intellectual development
  - o Much needed respite to the parents, carers and families of disabled children, enabling them to stay physically and emotionally healthy, keep their families intact and improve their lives. This support to parents also improves the quality of care they are able to provide
- No child, however severe their disability, is excluded from our programmes.

### 4. Main activities of your organisation

Step by Step is the largest organisation providing a wide range of sport, leisure and play activities for young people with moderate to severe learning and physical disabilities from all sectors of the Orthodox Jewish community. Our overriding ethos is to provide equality of opportunity to all regardless of country of origin and nature/severity of disability. Our sports, leisure and arts based activities comprises:

- = Holiday Activities: full day programmes for approximately 55 children during the summer, winter, Easter and all days school is closed including half-terms and inset days.
- = Full Day Sunday Activities for approximately 55 children including sports and arts
- = Four residential holidays including a week-long holiday in Kent for 35 children and an extended weekend break for 10 young people aged 13-18 and two extended weekends for 35 children aged 5-12.
- = A popular after-school programme provides three after-school sports a day including swimming, hydrotherapy, ice skating, horse riding, cycling, baby-hydro, football and drumming for 100 children each week.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
1	50	5	120

### 6. How do you support your volunteers?

Step by Step's provides a unique volunteer programme for 120 Orthodox Jewish young people in North London. In addition to training, supervision, social activities and work references we provide placements for NVQ students and other qualifications.

### 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	

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

Income received from:	£
Voluntary income	260,058
Activities for generating funds	
Investment income	50
Income from charitable activities	<i>Jyc</i> £272584 - 87599
Other sources	<i>Jyc</i> 0 - 272584
<b>Total Income</b>	<b>532692</b>

Expenditure:	£
Charitable activities	384,329
Governance costs	12,578
Cost of generating funds	6029
Other	
<b>Total Expenditure</b>	<b>402,936</b>
<b>(Deficit)/surplus for the year:</b>	<b>129,756</b>

Asset position at year end	£
Fixed assets	14,172
Investments	
Net current assets	319,161
Long-term liabilities	
<b>*Total A</b>	<b>333,333</b>

Reserves at year end	£
Endowment funds	
Restricted funds	31,717
Unrestricted funds	301,616
<b>*Total B</b>	<b>333,333</b>

\* 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?  
48% of all income

## 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:

Month/Year: Apr	/ 2006	Ref: 7189	Grant received: £60000	OR application rejected	<input type="checkbox"/>
Month/Year: - July	/ -2003	Ref: 3896	Grant received: £4410	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: 2009	Year: 2010	Year: 2011
(i) City of London	0	0	0
(ii) Hackney & Haringey Councils	71,829	114,897	256,907
(iii) London Councils	0	0	0
(iv) City & Hackney Primary Care tr	0	3450	9578
(v) Central Government	0	0	0
(vi) Other Statutory Bodies	86,742	130,442	82,363

## 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
Team Hackney	9657	35,876
BBC Children in Need	32,851	37,624
BLF-Hackney Play Strategy	18,151	19,825
Wates Foundation	0	10,047
Grants < £10,000	57,319	44,745

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

Step by Step's Trustees are committed to reducing our organisation's carbon footprint and have reviewed the options open to us. As a small charity, working from leased premises, we do not have dedicated resources to help us. Our plan is, therefore, to reduce energy use and recycle/reduce waste by making many small changes to our day to day working methods. The following list of actions represents our first attempt to make a positive impact on our environment:

1. We have adopted an electronic records and data management system with as few paper records as possible.
2. We use recycled paper and print double-sided where possible
3. We recycle as many of our resources as possible both in our office and at our other sites.
4. We use energy efficient light bulbs and power-saving technology on our computers.
5. As a community we favour walking as a means of transport and we encourage our staff to walk as much as possible.



## 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.**

This application is for funding to sustain and extend our after-school Sport and Arts Programme. Sport for disabled people is not a new concept, but its full potential as a powerful low cost means to foster greater inclusion and well-being is only beginning to be realised. We are the only charity serving this group of moderate to severely disabled children and young people and demand for our services far exceeds our capacity to provide.

Of the estimated 20,000 Orthodox Jewish people living in Hackney, 52% are under the age of 20 years, making us one of the youngest communities in London. However, young Orthodox Jewish people encounter three distinct barriers to participation in sport and arts activities. 1. 55% of our community are in receipt of a means tested benefit and, as our families tend to be larger with an average of 6.3 people, 33% of households are overcrowded. Consequently parents with disabled children, find it difficult to afford sporting and leisure activities. 2. Orthodox Jewish people experience barriers related to our strict adherence to the main tenets of Judaism, in particular requirements for single gender activities. 3. The schools which educate our children are independent, funded by the community and do not have the resources to teach the full physical education curriculum enjoyed by children attending mainstream schools.

Step by Step was set up to find new and innovative ways of overcoming these barriers and established an after-school sport and arts programme. This programme has already demonstrated that, with individually tailored support, including one to one support from a volunteer, and within a culturally appropriate programme, each year over 100 children with moderate and severe disabilities can achieve AQA standards in cycling and swimming, develop new skills; make new friends and increase their self-confidence and independence. These benefits are life changing - the impact on both the child and their family continue beyond the time spent with the project. Schools and professionals comment that many children achieve levels of proficiency that far exceed the expectations.

PROJECT: 100 children and young people from all backgrounds in the Orthodox Jewish community will choose to participate in one or more the following sports: swimming, hydrotherapy, ice skating, horse riding, cycling, baby hydro, football and drumming which take place in mainstream sports venues after-school. All children are transported to and from the sessions with our wheelchair accessible minibus and are supported on a one:one basis by over 100 volunteers. The sessions are run by professional sports coaches alongside the on-site manager who ensure safety and quality of all sessions. All of our activities have been developed by input from the disabled users using successful methods that we have developed as well as feedback from parents and carers via questionnaires and consultations.

Expanding the capacity and opportunities of this service is a key strategic objective for Step by Step and the Sports and Leisure Co-ordinator will be tasked to develop this. Options for extending exercise opportunities will include an assessment of feasibility of introducing a new fitness or multi-sport group for adolescent boys teaching them a life enhancing skill.

OBJECTIVES: The impact of participating in sport for the children is immediate and long lasting.

1. 100 children and young people with disabilities will attend accessible sports and arts which they would otherwise be unable to access. They will develop sporting skills and achieve either nationally accredited AQA certificates or internal certificates recording progress. This will result in a recorded improvement their health and overall emotional wellbeing.

2. 100 children and young people with disabilities will improve their self-confidence and social interaction by attending weekly sporting activities in an accepting and nurturing environment.

Volunteers will play a crucial part in encouraging the users in the development of both sporting and social skills.

3. 100 families will gain from the respite provided during the challenging after-school hours enabling them to provide better care to their children.

TRUST PRIORITIES AND GOOD PRACTICE: This programme will fully support the Trust's outcome of enabling disabled people access new sports and arts opportunities and our young people and their parents/carers will report improved well-being as a result of their participation.

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

1. An attendance register of participants, staff and volunteers will be kept.
2. Bi-annual questionnaires will be sent to parents/carers asking whether their children enjoyed the activities and whether the outcomes mentioned above have been achieved. There will be before and after questions to monitor change.
3. We will present a questionnaire to 4 children each week at their own level e.g. using Makaton or picture based questionnaires or braille with before and after questions to monitor if the children are enjoying themselves and if we have achieved the outcomes.
5. All instructors will monitor progress of the children in their physical and emotional health and will present quarterly reports to the Sports coordinator for review.
6. We will assign the children attending the swimming groups a unit from the nationally accredited AQA Unit Assessment Scheme and will monitor their progress in achieving the targets.
7. Volunteers will complete a questionnaire at the end of the year to monitor achievement of outcomes

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>100 children with moderate to severe disabilities and their families</b>	
In which local authority is your organisation based? <b>Hackney</b>	
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>70% Hackney and 30% Haringey</b>	
At what address will the activity be located? <b>Various sites in Hackney and Haringey</b>	
What age group will benefit? <b>3-19 year olds</b>	
What will the ethnic grouping(s) of the beneficiaries be?	
	%
White - British	%
White - Irish	%
White - Other (please describe)	%
Asian - Indian	%
Asian - Pakistani	%
Asian - Bangladeshi	%
Asian - Other (please describe)	%
Open to everyone	%
What proportion of the beneficiaries will be disabled people? <b>100%</b>	

## 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 £
Sports Co-ordinator 18 hrs p/week x £15	14,040	14,040	14,040	<b>42,120</b>
NI costs	819	819	819	<b>2,457</b>
Sport coaches and instructors	17,525	17,525	17,525	<b>52,575</b>
Volunteer Expenses and training	9492	9492	9492	<b>28,476</b>
Transport costs	20,206	20,206	20,206	<b>60,618</b>
Venue hire including pools, rink, hall	21,531	21,531	21,531	<b>64,593</b>
On-site managers	11,700	11,700	11,700	<b>35,100</b>
Administrative support	4,050	4,050	4050	<b>12,150</b>
Insurance	2,000	2,000	2000	<b>6000</b>
Staff Training	900	900	900	<b>2700</b>
Post and Stationery	350	350	350	<b>1050</b>
Advertising and recruitment	350	350	350	<b>1050</b>
Physiotherapist	2000	2000	2000	<b>6000</b>
<b>TOTAL</b>	<b>104,963</b>	<b>104,963</b>	<b>104,963</b>	<b>314,889</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
BBC CIN	31,021			<b>31,021</b>
Pfizer Foundation	8,599			<b>8599</b>
Hackney % Haringey Short Breaks contract	13,343	52,963	52,963	<b>119,269</b>
Parent contribution	12,000	12,000	12,000	<b>36,000</b>
<b>TOTAL</b>	<b>64,963</b>	<b>64,963</b>	<b>64,963</b>	<b>194,889</b>

What other funders are currently considering the proposal?

We are meeting with Barts and the London Charity to discuss possible support in year 2 and 3. The total Hackney and Haringey contract is £242,000 and we will allocate more to the sports project in year 2 and 3.

## 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 £
Sports and leisure coordinator post	14,040	14,040	14,040	<b>42,120</b>
Towards Transport costs	15,000	15,000	15,000	<b>45,000</b>
Towards venue hire	10,960	10,960	10,960	<b>32,880</b>
<b>TOTAL</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>120,000</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **October 2012**

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

If so, how will it be resourced? **Step by Step will continue to provide the service under contract with Hackney and Haringey Councils under the Aiming High for Disabled Children strategy. We will also continue to benefit from donations from families who are not on a low income. We are meeting with Barts and The London Charity for a grant to reduce obesity in the disabled Orthodox Jewish community. We will fundraise for the shortfall.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **not applicable**

### Declaration on behalf of applicant organisation

I, **Judith Schaechter** (your name)

am an authorised representative of

**Step by Step** (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**

Signature

*J Schaechter*

Date *7/6/2012*

**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



**ASSESSMENT CATEGORY - Bridging Communities**

**Bangladesh Youth Movement (BYM)**

**Ref: 11033**

**Amount requested: £135,360**

**Adv: John Merivale**

**Base: Tower Hamlets**

**Benefit: Tower Hamlets**

**Purpose of grant request:** Women's Pathways Project (WPP).

**Background**

Bangladesh Youth Movement (BYM) has been providing support to the BME community in Tower Hamlets since 1976. Its two main strands are

- Youth work – it operates a youth centre which tackles current issues such as drugs, alcohol, gang violence, teenage pregnancy and disengagement – and
- Training and welfare advice for all ages, aimed at countering their socio-economic disadvantages, and helping them to integrate more fully in British society.

The 'Youth' in its name has stuck thanks simply to tradition.

**Funding History**

None in the last 10 years (though you funded some youth work in 1997).

**Current Application**

Amongst all local minority groups, Bangladeshi women have the highest rates of unemployment. The reasons for this centre around socio-cultural barriers, limited education, and lack of English language. The Women's Pathways Project aims to address this with English teaching (ESOL), basic internet and communications technology, employment training, outreach, and advice and advocacy. All but the ESOL fall outside your current priorities. This has been explained to the organisation, and BYM intends to seek funding for the other elements elsewhere. It would be practicable and useful, meanwhile, to run ESOL classes as a stand-alone project. Owing to recent cuts, Tower Hamlets College no longer offers any such English teaching. BYM has experience in this area, and is equipped to offer four two-hour sessions for 40 weeks per year.

The sum that would be needed for this comprises the ESOL teaching element, nine hours weekly of Project Manager time, and a contribution to materials and general costs.

**Financial Observations**

BYM has suffered since April 2011 from local authority cuts and the ending of several time-limited grants. Draft accounts to March 2012 show a reduced income of £140,000 and a deficit of £24,000, to be met from reserves. The position for the current year 2012-13 is marginally better:

the budget plans for a turnover of £160,000, of which all but £15,000 is secured.

BYM has re-formulated its reserves policy, and aims for the equivalent of three months' running costs (notionally £40,000). Free reserves presently stand at less than £16,000, and BYM plans to address this through further fundraising. Historically, though, the organisation has received most of its funding as restricted income, so the generation of free income remains an issue.

It emerged during assessment that the payroll was operated by the same Accountants who prepared BYM's accounts. It was pointed out that this compromised the requirement for independently examined accounts, and BYM has agreed to uncouple this arrangement forthwith.

Should you agree a grant today, it is recommended that years two and three be conditional upon satisfactory updating of the forward budgets.

### **Officer's Appraisal**

This project is clearly needed. BYM has a track record in ESOL teaching; and the organisation appears well linked to, and valued by, its immediate community.

The recommended grant is much lower than the request sum because it relates only to the costs of ESOL teaching, plus an appropriate level of project management to enable the classes to run.

### **Recommendation**

**£48,000 over three years (£16,000; £16,000; £16,000) for provision of a programme of ESOL classes to local women, subject to provision of satisfactory budgets for Years 2 and 3.**



# 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)

**11033**

Date Received:

**17.1.12**

Programme  
Area:

**2**

RECEIVED  
The City Bridge Trust

17 JAN 2012

### 1. About your organisation

Name of organisation applying for grant: <b>Bangladesh Youth Movement</b>	
If the organisation is part of a larger organisation, what is its name? <b>N/A</b>	
Address for correspondence <b>21-23 Henriques Street, London</b>	
Postcode: <b>E1 1NB</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Fanu Miah</b>	Position: <b>Chief Officer</b>
Phone: <b>020 7488 1831</b>	Fax: <b>020 7488 1832</b>
E-mail: <b>admin@bym.org.uk</b>	
Website: <b>www.bym.org.uk</b>	
Legal status of organisation: <b>A charity limited by guarantee</b>	
If registered, please give charity number: <b>1011723</b>	
Year and month organisation established: <b>June 1976</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Bridging communities</b>
Purpose for which funds are requested: (25 words maximum) <b>Women's Pathways Project (WPP)</b>
How much funding is requested? <b>Year 1: £45,120 Year 2: £45,120 Year 3: £45,120</b> <b>Total: £135,360</b>

### 3. Aims of your organisation

BYM's mission is to place people and opportunities at the heart of its ethos. Our aim is to organise educational and development activities in Tower Hamlets, in an effort to challenge the socio-economic disadvantages that are faced by the BME community. We pride ourselves in promoting welfare rights, providing opportunities to youth and empowering women through educational activities. This in turn, has been proven to combat both the social/cultural disadvantages & issues of domestic violence faced by women as well as raise their self esteem, hence empowering them to access mainstream services and integrate into wider British society.

### 4. Main activities of your organisation

Our services include training, employment advice, workshops, welfare rights and run educational & development activities for women. Further, we also operate a youth centre, this in turn, focuses on tackling contemporary youth issues like drugs, alcohol, gang violence, teenage pregnancy and working with socially disengaged youth that are hard to reach and do not generally access mainstream service provisions.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	5	18	6

### 6. How do you support your volunteers?

BYM supplies Travel expences of £5.00 per day also provide professional guidance and training & development for volunteers .

### 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	Long lease with 15 years

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	800
Activities for generating funds	
Investment income	
Income from charitable activities	174559
Other sources	75
<b>Total Income</b>	<b>175434</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	127442
Governance costs	5740
Cost of generating funds	
Other	
<b>Total Expenditure</b>	<b>133181</b>
<b>(Deficit)/surplus for the year:</b>	<b>42254</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	2396
Investments	
Net current assets	78655
Long-term liabilities	
<b>*Total A</b>	<b>81051</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	64733
Unrestricted funds	16318
<b>*Total B</b>	<b>81051</b>

\* 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?  
62.55%

## 10. Material changes

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

Since April 2011, we have lost 55% funding, due to grants being stopped or completion of projects. In actual terms this represents £95,609 (LBTH WNF fund £31,440, Big Lottery Funding £43,051, St Katharine & Shadwell Trust £4,000, Jack Patchy Foundation £1,200, Wakefield Trust – Womens Health £1,000, St. Ethels Burga's Trust £218, Henry Smith Charity £14,900 and an Individual contribution for Educational Trip £1,000).



## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Jul	/ 1997	Ref: N/K	Grant received: £19,000	OR application rejected	<input type="checkbox"/>	
Month/Year: Jul	/ 1998	Ref: N/K	Grant received: £19,000	OR application rejected	<input type="checkbox"/>	
Month/Year: Jul	/ 1999	Ref: N/K	Grant received: £19,000	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: 2008	Year: 2009	Year: 2010
(i) Tower Hamlets Council	110,139	79,210	110,446
(ii)			
(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: 2009	Year: 2010
St Katharine & Shadwell Trust	6,000	4,200
Jack Patchy Foundation	18,200	1,200
Cloth Workers Foundation	0	10,000
Tower Hill Trust	2,225	0

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

We will operate an environmentally friendly programme, promoting recycling and generally making participants aware of their carbon foot print in relation to day to day things. Although, we will try to reduce the use of paper by using ICT provisions, where we have to use paper we will use recycled paper, which in turn will be printed on both sides. In addition to this, as we work closely with the local authority we will recycle all waste paper and dispose of all equipment in an environmentally friendly manner, an examples of this includes the safe disposal of ink cartridges and using recycling bins.

## 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.**

This Project is compartmentalised into 5 distinct areas, ESOL, Basic ICT, employment Training, Outreach and Advice & Advocacy. Our primary research for this project is qualitative data from the community. The results of our data indicated that Bangladeshi women had the highest rates of unemployment amongst all minority ethnic groups. The primary reasons for Bangladeshi women not entering the labour markets is focused around issues of socio-cultural barriers, overlapping with limited educational service provisions and lack of English. This leaves them unable to engage with other communities and mainstream services. These educational and cultural barriers leaves them with low self esteem, resulting in them being vulnerable, socially excluded and unable to challenge the social norms. This interpretation in relation to Bangladeshi women's unemployment is supported by a number of academics, Tower Hamlets Council and the data from the Office of National Statistics. Further, we also want to reachout as an organisation, hence will offer our services to African women who also find themselves in much the same predicaments as Bangladeshi women. This project will empower socially excluded women, by delivering a range of educational activities: Outreach – The function of outreach will be to recruit service users via road shows, home visits, poster campaigns, adverts, open days and developing links with other advice services around the borough. ESOL – Due recent cuts made to ESOL by the Government, Tower Hamlets College, the biggest provider of ESOL has stopped. Therefore, BYM is looking to provide ESOL level 1. The target group will be those who find it difficult to access mainstream services due to language barriers, those who will be taking life in the UK test, as they have no access to public funds to learn English. Basic ICT – We will train service users to use Microsoft Office applications, like word & excel and highlight internet use as a tool of accessing sites like Tower Hamlets Council's website and other services websites like DWP, TV Licensing...etc.

Employment Training – It includes CV writing, interview training, application filling, networking with employers and using the internet as a job searching tool.

Advice & Advocacy – Bilingual guidance on financial matters, employment rights, sign posting to mainstream and specialised services and any other matter that concerns support to the service users.

Outputs: 1)ESOL – 4 Two hour sessions per week for 40 weeks. 2)ICT Training – 2 Two hour sessions per week for 40 weeks. 3)Employment Training – 4 Two hour sessions per week for 40 weeks. 4)Advice & Advocacy – 4 Three hour sessions per week for 40 weeks.

Outcomes: 1)Deliverd ESOL classes to 60 new service users (cohorts of 30 x 2 Twenty week course). 2)Deliverd ICT Training for 40 new service users (cohorts of 20 x 2 Twenty week course). 3)Deliverd Employment Training for 60 new service users (cohorts of 30 x 2 Twenty week courses). 4)Deliverd Advise & Advocacy for 640+ new service users (4+ people per session x 40 weeks).

BYM is the right organisation to deliver this project, as our roots are set in the community. We are specialised in delivering culturally and gender sensitative training for women, through BYM's Women's center of excellence. This is even acknowledged by the Local Authority via funding for multiple women and young girls projects. However, the most important reason is that we have access and work with service users who are hard to reach and do not access mainstream services. Lastly, we already a list of 150 women who want to participate in this project.

This Project meets theme of Bridging Communities, we will be providing ESOL courses along with support and employment training in an effort to increase access and participation to mainstream services, this will empower women to engage with the wider community. We will work with Bangladeshi and African women, this will bring together women of different backgrounds. this will develop stronger links and improved community relations.

While this project is targeted towards Bangladeshi & African communities, we are inclusive in our approach and will not turn away individuals from other communities that will benefit from this project. As mentioned above, there will be constant feedback from our volunteers and service users, who in turn, will be a core part of a steering group that plays an active role in shaping the operational aspects of this project (please see section 14 in relation to reducing carbon foot print).

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

BYM has a strong track record of delivering high quality projects which bring real benefits and changes to people's lives. Our services are driven by efficiency and effectiveness is gauged through the regular feedback from participants, volunteers and trainers. We will robustly, collect feedback from the project as it is developing through regular reviews and make adjustments in relation to the needs of the stakeholders. We will also produce annual evaluation reports. In terms of outcomes, we will also be closely monitoring the number of participants successfully completing this programme as these are certified courses.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>800+</b>			
In which local authority is your organisation based? <b>Tower Hamlets</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Tower Hamlets</b>			
At what address will the activity be located? <b>BYM, Unit 3 The Whitchapel Centre, Myrdle Street, London E1 1HL</b>			
What age group will benefit? <b>18+</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	<b>x</b>
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi	<b>x</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			
What proportion of the beneficiaries will be disabled people? <b>5%</b>			



## 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 £
ESOL Teacher £25 x 8 hours pw x 40 weeks	8,000	8,000	8,000	24,000
ICT Teacher £25 x 4 hours pw x 40 weeks	4,000	4,000	4,000	12,000
Project Manager £16x21hx52week	17,472	17,472	17,472	52,416
Career guidance worker £16x14hx52week	11,648	11,648	11,648	34,944
Materials + Telephone bill+Internet cost	4,000	4,000	4,000	12,000
Rent - IT suite	12,000	12,000	12,000	36,000
4xVolunteer expense £5x 5days x 40 week	4,000	4,000	4,000	12,000
<b>TOTAL</b>	<b>61,120</b>	<b>61,120</b>	<b>61,120</b>	<b>183,360</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Rent - IT suite	12,000	12,000	12,000	36,000
4xVolunteer expense £5x 5days x 40 week	4,000	4,000	4,000	12,000
Both Match funding from BYM reserves				
<b>TOTAL</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>48,000</b>

What other funders are currently considering the proposal?

N/A

## 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 £
ESOL Teacher £25 x 8 hours pw x 40 weeks	8,000	8,000	8,000	24,000
ICT Teacher £25 x 4 hours pw x 40 weeks	4,000	4,000	4,000	12,000
Project Manager £16x21hx52week	17,472	17,472	17,472	52,416
Career guidance worker £16x14hx52week	11,648	11,648	11,648	34,944
Materials + Telephone bill+Internet cost	4,000	4,000	4,000	12,000
<b>TOTAL</b>	<b>45,120</b>	<b>45,120</b>	<b>45,120</b>	<b>135,360</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **May 2012, however we are also flexible on our start date.**

Is the activity to continue beyond the period for which funding is requested?  
If so, how will it be resourced? **No, however BYM will look to see if other funding bodies will support us for this project when this funding is finished**

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, **Fanu Miah** (your name)

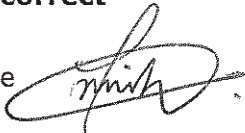
am an authorised representative of \_\_\_\_\_

**Bangladesh Youth Movement** (your organisation)

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

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date **16/01/2012**

**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

**ASSESSMENT CATEGORY - Bridging Communities**

**Environmental Vision - "Envision"**

**Ref: 11144**

**Amount requested: £103,986**

**Adv: Ciaran Rafferty**

**Base: Islington**

**Benefit: Hackney, Camden**

**Purpose of grant request:** The Community Apprentice Programme will bring teenagers together with diverse community stakeholders to collaborate on intergenerational social action projects in their neighbourhoods.

**Background**

Envision – the working title of Environmental Vision – was set up in 2000 by four young graduates keen to challenge the stereotype that young people were apathetic and disengaged with issues going on around them. Their chief focus then was on sustainable environmental action and, although that remains a key focus, it is not the only one. Today Envision helps hundreds of young people aged 16 – 19 to design their own local community projects tackling issues ranging from street crime to climate change. Its programmes seek to provide individuals with a powerful and rewarding experience of making a positive difference and to, in turn, become role models for others. Since its formation the charity has won numerous awards for its programmes and approach.

**Funding History**

You have supported Envision on two previous occasions, firstly in October 2002 with a grant of £30,000 over three years towards an environmental education project; then in July 2006 with a grant of £107,000 over three years for a youth-led volunteering programme. Both grants returned good monitoring reports.

**Current Application**

The project at the centre of this application is called the Community Apprentice and will borrow its concept from "The Apprentice" television programme insofar as various teams of young people will be charged with developing activities as challenges. The main objective of the project, however, is to break down barriers between young people and older people by supporting their collaboration on community projects.

Working in Hackney and Camden (where the organisation has existing links with a range of community agencies and where research showed a strong desire for this type of work) the project will target teenagers from diverse and deprived backgrounds, many of whom have expressed their concern that there is little scope for positive contact with older people in their neighbourhoods. Envision, in a survey of 1,841 adults, also found

that there was a high prevalence of negative preconceptions with 70% of the adults saying they were wary of groups of young people and that 97% attributed to teenagers a far higher level of crime than the true figure. This project seeks to get the older and younger people working together on shared, neighbourhood-based, activities.

Young people, supported by Envision staff and trained volunteer mentors, will work together in teams and engage others in the three-stage process of: a) identifying a local problem; b) co-designing a solution; and c) putting it into practice through a creative project. Stage a) will utilise on-street surveying for example and will build skills in research and interviewing. Stage b) will develop team-working skills and expertise in planning and developing a project. Stage c) will focus on the project delivery and is likely to involve fundraising and seeking specialist advice.

Overall, as well as the strengthening of community relations (particularly across generations) young people will develop greater self-confidence and skills in leadership, planning, project management, team working, persuasion, research, and communication. By working in teams and constructing the project as a series of challenges, in the broad style of *The Apprentice*, helps to build excitement and offers something different to other formal volunteering schemes.

### **Financial Observations**

Envision operates to a 31<sup>st</sup> July financial year end hence accounts for 2010/11 are summarised at Q8 on the application form and show a deficit for the year of £67,206 (8.6% of turnover). The deficit was due to failing to fully replace a major source of income and having instead to call on reserves to meet the gap. Since then, however, the organisation has made great progress with the latest outturn for 2011/12 indicating that an unrestricted surplus of £45,000 will be achieved. This would bring the free reserves held up to £115,000 from the £70,000 held at the end of July 2011. The reserves policy is to hold 3 months' worth of annual expenditure which would equate to c.£211,000. Although the projected level of reserves at the end of July 2012 is just over half of this, the organisation is moving in the right direction and has already made substantial progress in its fundraising for the current year.

### **Officer's Appraisal**

Envision's capacity to successfully deliver this type of project is second to none as it has years of experience in engaging young people in positive social action. This project is well-researched and constructed and is likely to achieve many of its intended outcomes.

### **Recommendation**

**£102,000 over three years (3 x £34,000) for the salary of a f/t Community Co-ordinator plus some delivery costs of the Community Apprentice project.**





# 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)

11144

Date Received:

02/04/12

Programme  
Area:

2

### 1. About your organisation

Name of organisation applying for grant: <b>Envision</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence <b>63 Gee Street, London</b>	
Postcode: <b>EC1V 3RS</b>	
Is this your home address? <b>Please select</b>	
Contact person: <b>Miss Zoe Fishel</b>	Position: <b>Development Officer</b>
Phone: <b>0207 253 1677</b>	Fax: <b>0207 253 7752</b>
E-mail: <b>zoe@envision.org.uk</b>	
Website: <b>www.envision.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1095328</b>	
Year and month organisation established: <b>registered in January 2003</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Bridging communities</b>
Purpose for which funds are requested: (25 words maximum) <b>The Community Apprentice Programme will bring teenagers together with diverse community stakeholders to collaborate on intergenerational social action projects in their neighbourhoods.</b>
How much funding is requested? <b>Year 1: £34,172 Year 2: £34,453 Year 3: £35,361</b>
<b>Total: £103,986</b>

### 3. Aims of your organisation

Envision's key aims are to:

- 1) Promote social and environmental citizenship amongst young people by organising programmes of educational activities which advance their personal development, promote community cohesion and advance the volunteering agenda.
- 2) Promote equality and diversity by promoting activities to foster understanding between people from diverse backgrounds
- 3) Advance the education of the public in matters of environmental and social justice
- 4) Promote the conservation, protection and improvement of the physical and natural environment for the public benefit

### 4. Main activities of your organisation

Envision is a youth education charity, supporting 1500 teenagers from diverse backgrounds annually through a range of programmes which build their capacity to engage in social action, tackling social and environmental issues and developing their confidence, aspirations and key skills. Our programmes are accessible and inclusive; in London, 85% of young participants are from areas of high deprivation and 65% from BME backgrounds. Our 9 month Youth Empowerment Programme enables young people to develop and lead their own innovative social action projects with the support of Envision staff and over 270 adult volunteers. Building on this model, the Pitch4Change programme encourages young people to use their entrepreneurial skills to promote sustainable living, linking them with business mentors, who help them develop their ideas and pitch for a project grant. The Envision Alumni Network supports young people who have graduated from our programmes ('Grads'), helping them to engage in decision-making their communities, as well as get involved in further volunteering. We are also continuously working to extend our reach to young people facing the greatest barriers, and are currently expanding our Children4Change programme, targeted at young people with learning difficulties.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
27	4	3	275

### 6. How do you support your volunteers?

Envision staff provide regular face-to-face support. Annually we run several training events which build volunteers' confidence and the skills they need to support young people. We also celebrate our volunteers' contribution at social events.

### 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	3 years

## 8. Finance

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

Financial year ended -

Month: **July**

Year: **2011**

Income received from:	£
Voluntary income	25,079
Activities for generating funds	0
Investment income	489
Income from charitable activities	743,452
Other sources	11,016
<b>Total Income</b>	<b>780,036</b>

Expenditure:	£
Charitable activities	<del>805,673</del> 608,344
Governance costs	8,405
Cost of generating funds	33,164
Other	0 197,329
<b>Total Expenditure</b>	<b>847,242</b>
<b>(Deficit)/surplus for the year:</b>	<b>(67,206)</b>

Asset position at year end	£
Fixed assets	2,055
Investments	0
Net current assets	70,049
Long-term liabilities	0
<b>*Total A</b>	<b>72,104 72,593</b>

*C. Reilly Aug 12.*

Reserves at year end	£
Endowment funds	0
Restricted funds	0
Unrestricted funds	72,104
<b>*Total B</b>	<b>72,104</b>

\* 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?

0%

## 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 2010-2011, Envision's Trustees agreed to allow a reduction in the level of reserves to meet a shortfall in funding. Having now adjusted to the changed funding climate, we are working to generate a surplus to increase our reserves to the level recommended by the Charity Commission. This year, we have already generated a £25,000 surplus and are on track to increase this to £40,000 by the end of the year.



## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: Jun Oct	/ 2002	Ref: 3603	Grant received: £30,000	OR application rejected	<input type="checkbox"/>
Month/Year: Apr July	/ 2006	Ref: 7317	Grant received: £107,000	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: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(iii)			
(iv)			
(v) DCSF, Cabinet Office	83,834	36,480	0
(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
Esme Fairbairn		53,264
Cooperative Foundation	140,000	145,266
BIG Lottery Young People's Fund	156,883	225,673
Burberry Foundation		50,289
Sainsbury's Charitable Trust	30,000	30,000
All others (please see Appendix 1) <i>* on file</i>	394,215	172,394

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

Envision works to promote environmental sustainability both amongst the young people engaging in our programmes and within our organisation. We have several policies in place to reduce our carbon footprint. These include:

- Green Housekeeping Policy: This is overseen across the organisation by our Office Coordinator. A high proportion of our office supplies and our marketing materials are made from recycled materials, and we recycle our own materials within the office i.e. create our own stationary from scrap paper. Our offices have accessible recycling facilities. We chose our energy supplier, Opus Energy, on the strength of their environmental policy.
- Ethical Banking: We bank with the Co-Op, as they are guided by principles including considering their ecological impact and lending to the renewable energy and carbon reduction sectors.
- Bike Loan Scheme: Employees can apply for a loan to buy a bike from Envision and pay this back in instalments, to encourage cycling to work.
- Culture: Encourages employees to share learnings around sustainability and make personal commitments to a lower carbon lifestyle through campaigns such as 10:10.

## 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 new Community Apprentice (CA) programme will enable teenagers from diverse and deprived backgrounds in Hackney & Camden to work with local people from different faith, cultural, ethnic & social backgrounds to collaborate on mutually-beneficial intergenerational social action projects. **THEME:** Using this youth-led community development model, Envision will bring together 'more people from different backgrounds working together on projects which have benefitted the whole community & improved community relations' & create 'more leaders from different communities with increased leadership skills understanding & respect for each other'. **CREDENTIALS:** 11 years' experience supporting teenagers in London to undertake social action & successfully engaging diverse participants poorly represented in formal volunteering means we are well-equipped to deliver the CA. **NEED:** A need expressed by teenagers in London for ways to engage with their communities following the Riots provided the impetus for the CA. 4 additional key factors were identified: 1. Poor intergenerational relations are undermining cohesion in Hackney & Camden, fuelled by negative perceptions of teenagers, a lack of shared meaningful activities, and teenagers' frustration at a perceived villification following the riots. 2. There is demand from young people for support developing projects which improve cohesion, evidenced by the growing number of Envision participants in London focussing youth-led projects on building community relations. 3. Hackney & Camden have very high levels of diversity & deprivation, each facing different challenges to cohesion including the marginalisation of certain groups, tension around competition for resources, fear and mistrust relating to crime, high population turnover & tension between residents and new arrivals. 4. There is currently limited provision supporting long term youth-led social action in Hackney and Camden. **DELIVERY:** The extracurricular 9 month CA programme will run from Sep-Jun in 2012 & 2013. Currently we support teenagers to tackle any issue at any level. CA establishes local neighbourhoods as the locus of all projects. Teenagers will be recruited through schools & colleges with a diverse and disadvantaged intake using a tested engagement model. In teams, they will be supported to engage community members in the process of identifying a local issue, then co-designing & implementing a solution. Each stage will facilitate collaboration between young people & local stakeholders, enabling intergenerational dialogue. Stages will be marketed to teenagers as being like challenges in the TV series *The Apprentice* to set it apart from other volunteering programmes. A new Community Coordinator (funded by City Bridge), experienced in community development, will build local partnerships and ensure teenagers engage with diverse communities, including marginalised groups. **OBJECTIVES:** CA will: strengthen community relations in Hackney & Camden by building respect between teenagers & diverse community groups; build capacity & desire of diverse teenagers to act as future community leaders; promote intergenerational cooperation amongst local community; build Envision's capacity to meet teenagers' demand for community cohesion work. **OUTPUTS:** 540 young people & 612 local people from different backgrounds collaborate on 36 community projects; 144 local meetings facilitated, bringing people together to share hopes & concerns for their area; 36 presentations made to local decision makers/influencers about local problems and community-led solutions; relationships built with 40 community organisations; 1 website set up & 10 features in local press achieved. **OUTCOMES:** 80% participants report benefits of working with people from different backgrounds; 90% teenagers have increased interest in community issues, sense of belonging & desire to tackle local issues in future; 90% young people report improvement in key leadership competencies, community organising and communication skills. **GOOD PRACTICE:** 1. Service user involvement: teenagers & community members determine the issues tackled by social action projects & how. Our youth committee will input into management and governance. Volunteers will input into & facilitate volunteer training. 2. Valuing Diversity: We use inclusive engagement tools & offer tailored support to make our programmes accessible to diverse participants. 3. Support of Volunteers: Volunteers are crucial to our programmes. We offer comprehensive training & high level of regular support. 4. Reducing our Carbon Footprint: We have a green housekeeping & transport policy, and encourage employees to share learnings around sustainability & commit personally to low carbon lifestyles.

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

To measure the impact on young participants, we will capture quantitative evidence through baseline and evaluating surveys and games. This will enable us to evaluate changes in teenagers' attitudes towards their local community as well as their desire and capacity to act as community leaders in the future. We will triangulate this with qualitative evidence from participants' periodic self-reflection. We will use interactive tools to engage participants in evaluation including video diaries and discussion. To measure impact on community members we will use surveys and evidence from participants' reflection, focusing on indicators relating to perception and attitudes. We will utilise creative tools which we are experienced in using to ensure that evaluation and reflection is accessible to any groups which face barriers to communication. Monitoring data will be collated for analysis using a custom-designed database. The Head of Programmes will lead evaluation, tracking key performance indicators and reviewing progress on a quarterly basis, and fuelling a process of continuous improvement.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>384</b>			
In which local authority is your organisation based? <b>Islington</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Hackney (50%), Camden (50%)</b>			
At what address will the activity be located? <b>Multiple locations across Camden and Hackney</b>			
What age group will benefit? <b>Teenagers aged 16-19 and community groups of all ages</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>35</b>	Black - Caribbean	<b>9</b>
White - Irish	<b>1</b>	Black - African	<b>7</b>
White - Other (please describe)	<b>4</b>	Black - Other (please describe)	<b>4</b>
Asian - Indian	<b>10</b>	Black - British	<b>4</b>
Asian - Pakistani	<b>10</b>	Chinese	<b>2</b>
Asian - Bangladeshi	<b>1</b>		
Asian - Other (please describe) <b>All other Asian</b>	<b>6</b>	Other (please describe) <b>All dual heritage</b>	<b>7</b>
Open to everyone			
What proportion of the beneficiaries will be disabled people? <b>2%</b>			



## 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 £
Head of Programmes (20%)	2,164	2,229	2,295	6,688
Programme Manager (33%) + on costs	11,354	11,695	12,045	35,094
Community Coordinator + on costs	29,372	30,253	31,161	90,786
Team Coordinators x 2 + on costs	26,906	27,713	28,545	83,164
Volunteer Recruitment and Support	2,965	3,054	3,146	9,165
Laptops & Workstations	1,000	0	0	1,000
Direct Project Costs e.g.grants,t-shirts	9,000	9,270	9,548	27,818
Film Co-ordinator	6,558	6,755	6,957	20,270
Launch and Celebration Events	8,657	8,917	9,184	26,758
Rent	11,451	11,795	12,148	35,394
Office Overheads: IT, printing etc	4,565	4,702	4,843	14,110
Finance and Other Support Costs	4,000	4,120	4,244	12,364
Programme Evaluation	1,200	1,236	1,273	3,709
<b>TOTAL</b>	<b>119,192</b>	<b>121,739</b>	<b>125,389</b>	<b>366,320</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
BIG Lottery	60,000			
Salters' Charitable Foundation	7,183			
<b>TOTAL</b>	<b>67,183</b>			

What other funders are currently considering the proposal?

The proposal is currently being considered by the Paul Hamlyn Foundation, the Gosling Foundation and the Peacock Foundation. We are also in the process of submitting it to the Garfield Weston Foundation and the Leathersellers' Company.

## 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 £
Community Coordinator and On Costs	29,372	30,253	31,161	90,786
IT and Workstation Set Up	600	0	0	600
Project Grants (12 teams x 350)	4,200	4,200	4,200	12,600
<b>TOTAL</b>	<b>34,172</b>	<b>34,453</b>	<b>35,361</b>	<b>103,986</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **June 2012**

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

If so, how will it be resourced? **We have identified the BIG Lottery Reaching Communities Fund as a strong fit with the Community Apprentice, once it has been established, and it offers up to 5 years of funding. As well as seeking support from a range of trusts and corporate partners, we will continue to develop our generation of unrestricted income from our enterprise work, focusing particularly on consultancy work around leadership.**

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, **Zoe Fishel** (your name)

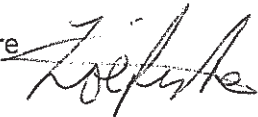
am an authorised representative of

**Envision** (your organisation)

within which I am **the Development Officer** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date **26/02/2012**

**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

**ASSESSMENT CATEGORY - Bridging Communities**

**Fitzrovia Youth in Action**

**Ref: 11147**

**Amount requested: £74,175**

**Adv: Ciaran Rafferty**

**Base: Camden**

**Benefit: Camden**

**Purpose of grant request:** To empower Camden young people, through leadership training and support, to organise large-scale community events which will bring people from diverse backgrounds together.

**Background**

Fitzrovia Youth in Action (FYIA) was established in 1997 as a community based youth project serving the Fitzrovia neighbourhood near to Warren St. The area has a village-type community feel to it and although at first sight it may appear to be quite affluent and principally a retail area, there is a sizeable Bangladeshi community and a large number of people living in social housing.

FYIA organises a range of community events throughout the year (street festivals, sporting tournaments) as well as running regular, weekly, activities for young people (including media workshops, peer education work, employability workshops).

**Funding History**

None.

**Current Application**

The proposal is to work with young people to develop their leadership and organisational skills through supporting them to organise a series of community events (at least 4 per year). The principal age group will be 15-19 year olds and FYIA will work closely with a wide range of local groups and agencies both to target young people as participants and to ensure that the work is truly community focused.

The project will involve young people receiving leadership and project management training from FYIA's qualified youth workers. They will also develop skills in communication, marketing, surveying, and managing people/volunteers and budgets – skills which should also serve them well in securing future employment. Because the events are aimed at bringing together people from all sections of the local community the trainees will develop a better understanding of these different groups and how good community-development work can strengthen bonds and support cohesion.

## **Financial Observations**

Q8 on the application form summarises the audited accounts for 2010/11 and show a substantial deficit at the year end equating to almost 50% of turnover. The organisation explains this as resulting from carrying forward almost £200,000 of restricted reserves from the previous financial year, much of which was then spent in 2010/11. Management accounts for 2011/12 show income of £246k and expenditure of £222k. FYIA states that it aims to hold three months' worth of running costs as free reserves whilst the 10/11 accounts show that, at the end of March 2011, the amount then held – c.£50,000 – equated to approximately two months' worth in that year. However, some of the surplus achieved in 2011/12 has subsequently been added to the free reserves total.

[Members should note that the sum of £90,000 in the 10/11 accounts against expenditure on Governance costs is an apportionment as decided by the auditor and includes the full annual salary costs of the Director and other staff. In reality, of course, the actual time spent on and the true cost of governance issues will be much less than this.]

## **Officer's Appraisal**

FYIA has, over the years, established a strong reputation for its work with young people and for the quality of its community events and festivals. This proposal, therefore, represents an ideal marriage of the two. The area of operation has a wide range of resident ethnic communities and so projects which bring people together on a practical level will be very useful in building community cohesion.

The full cost of this initiative is presented at Q18 on the application form. You are being asked to support the associated running costs and the salary of a part-time Support Worker as, since the application was made, funding from the John Lyon's Charity has been confirmed and is restricted to the salary costs of the principal postholder. (The John Lyon's Charity has a historic funding relationship with FYIA and has been happy with its work.) As some of the overall costs have been estimated quite generously the grant recommended has been rounded down slightly.

## **Recommendation**

**£72,000 over three years (3 x £24,000) for the salary of a p/t (12hpw) Support Worker plus running costs of the "Youth Action for Cohesion" project.**





# 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)

11147

Date Received:

04/04/2012

Programme  
Area:

02

### 1. About your organisation

Name of organisation applying for grant: <b>Fitzrovia Youth in Action</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>Basement 66-68 Warren Street London</b>	
Postcode: <b>W1T 5NZ</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Andre Schott</b>	Position: <b>Director</b>
Phone: <b>02073887399</b>	Fax: <b>020 7388 7399</b>
E-mail: <b>andre.schott@fya.org.uk</b>	
Website: <b>http://www.fya.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1136697</b>	
Date organisation established: <b>19/07/1997</b>	

RECEIVED  
The City Bridge Trust  
11 MAY 2012  
Box

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Bridging Communities</b>
Purpose for which funds are requested: (25 words maximum) <b>To empower Camden young people, through leadership training and support, to organise large-scale community events which will bring people from diverse backgrounds together.</b>
How much funding is requested? <b>Year 1: £24,725 Year 2: £24,725 Year 3: £24,725 Total: £74,175</b>

### 3. Aims of your organisation

Fitzrovia Youth in Action (FYA) is a community-focused youth action charity set up to empower disadvantaged young people to create lasting change in their community and in their own lives. Our mission statement is "Young People Creating a Better Community". We aim to strengthen community cohesion by bringing together young people from different backgrounds within Camden to work together on volunteering projects. Through community events, leadership programmes, peer education, and sport, we aim to enhance young people's sense of community belonging and increase understanding between people from different ethnic, age, and geographical groups. Our projects are designed to showcase young people's achievements in a positive light and bridge the gap between them and older residents. By giving young people the lead in each project, we intend to expand their leadership skills and confidence, and ultimately enable them to progress to further education or employment.

### 4. Main activities of your organisation

We organise community events (a football tournament and street parties), a youth leadership programme, peer education projects (addressing issues such as drugs, conflict and sexual health), football training programmes, media projects (including a youth magazine and educational films and soundtracks), a young Muslim women's project, and healthy living projects. We also run employability workshops. We operate 3x weekly football training sessions (1.5-2 hours) and 2x weekly drop-in facilities (3 hours), which enable youth workers to build relationships with disadvantaged local young people and engage them in volunteering projects. We run weekly workshops (3 hours) for young people involved in our volunteering projects. Most projects last 12 weeks, and on average 2 workshops take place each week to support participants in planning their projects. We deliver work throughout the borough of Camden, at our offices in Warren Street and at various partner agencies in different parts of Camden. We work with disadvantaged children and young people aged 10-25, although the majority of our members are aged 16-19. Approximately 80% of our members and beneficiaries are from a BME background (predominantly Bangladeshi).

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>2</b>	<b>8</b>	<b>7</b>	<b>31</b>

### 6. How do you support your volunteers?

We cover our volunteers' expenses (travel and lunch) and provide them with appropriate training and supervision throughout the course of their placements. We also provide them with references following their placements.

### 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?
<b>Leased</b>	<b>Due for renewal in August 2012</b>

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	7,196
Activities for generating funds	0
Investment income	134
Income from charitable activities	218,796
Other sources	0
<b>Total Income</b>	<b>226,126</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	242,708
Governance costs	90,115
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>332,823</b>
<b>(Deficit)/surplus for the year:</b>	<b>(106,697)</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	18,679
Investments	0
Net current assets (liabilities)	112,853
Long-term liabilities	0
<b>*Total A:</b>	<b>131,532</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	80,954
Unrestricted funds	50,578
<b>*Total B:</b>	<b>131,532</b>

\* 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?  
**40%**

## 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: Feb 1999	Ref: 99-35	Grant received:	OR application rejected? <input checked="" type="checkbox"/>
Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?

*amb*

## 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: 2009/10	Year: 2010/11	Year: 2011/12
(i)			
(ii) London Borough of Camden	216,540	92,256	100,211
(iii)			
(iv)			
(v) Home Office			10,000
(vi) Housing Action Corporation Trust	5,000	5,000	

## 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: 2010/11	Year: 2011/12
The Forward Foundation		34,978
The West Euston Partnership	26,008	28,547
Comic Relief	14,250	14,250
London Youth	45,906	
The Football Foundation	22,825	
10 grants of various sizes	10,270	58,603

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

We are always working to reduce the amount of paper we use by encouraging staff members to limit the amount that they print. We keep all our useful files on a shared drive to reduce the need to print and store them, and we are currently in the process of creating electronic signatures in order to reduce our need to print documents. In addition, we recently set our printer/photocopier to print double-sided. We recycle all our waste paper; the recycling box is located in the centre of our office next to our printer/photocopier to encourage staff members to use it.

All staff members are aware that if they are the last to leave the office at the end of the day, they are responsible for switching off all lights and computers. We use fluorescent lights throughout the building to save energy.



## 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.**

Camden is a diverse borough (72% of secondary school pupils are from BME groups) and highly polarised in terms of wealth and deprivation. Many areas lack cohesion, functioning not as one community but a number of communities separated by age, ethnicity, and income. Our research revealed significant levels of distrust between young people from Bangladeshi and white backgrounds, and 2010-2011 had the highest recorded incidents of youth disorder over the past three years.

A series of consultations we carried out with Camden's disadvantaged young people revealed a keen interest in organising community events that bring people together. Our project will empower them to plan and deliver 4 large-scale community events per year in different parts of the borough, which will bring together people from diverse ethnic, age, and geographical groups.

80 young people from different backgrounds will work together to organise 4 large community events in which at least 1,000 local people will take part. The young people will receive leadership training and project management support from qualified youth participation workers to develop their events, but will take the lead on all aspects of project planning, development and delivery. These youth-led volunteering projects will improve cohesion by bringing people together and providing opportunities for them to interact, thus increasing mutual understanding and respect.

Per year, we will recruit 4 groups of 20 disadvantaged young people onto our Leadership Programme. We will recruit each group from a different part of the borough and include young people from 'rival' areas such as Regent's Park, Kentish Town and King's Cross wards. 80% will be drawn from BME backgrounds, notably Bangladeshi and Somali. We will also include young people from white working class backgrounds.

The groups will work together to organise 4 large community events, including the Camden Unity Cup, one of the biggest community football tournaments in London. Our Young Leaders will ensure it continues to offer an inclusive and safe environment for young people from different groups to meet and mix. They will also organise 3 other community events each year, based on consultations carried out locally. Typically these events include street parties, festivals, and other opportunities for people of different ages and backgrounds to come together. All Camden residents will be welcome at every event; we anticipate that at least 1,000 will attend these events.

The project will run throughout the year. For each event, the Young Leaders will participate in 12 weekly two-hour sessions. Our Youth Participation Officer and our Sessional Support Worker will support participants in setting targets, agreeing a work plan, and deciding how events will be organised. Participants will also gain accredited training in leadership, event management, and stewardship.

Our objectives are:

- 1) Increase young people's understanding and respect for other people from different backgrounds.
- 2) Enhance young people's sense of community pride and belonging.
- 3) Provide older residents with opportunities to view young people engaged in constructive activities and feel increased understanding and respect for them.
- 4) Provide young people with soft (leadership, self-confidence, teamwork, communication) and hard (event management, stewardship) skills, enabling them to gain further employment or training.

FYA is Camden's leading youth action organisation. We have consistently delivered well-regarded youth-led programmes since 1997. We have a track record of involving disadvantaged young people in organising large-scale community events which are popular with the young organisers as well as those attending. Our staff have many years' experience in youth work and are trained in applying a variety of youth participation techniques. We work well with many local statutory and voluntary sector providers, and our work does not create any overlap in services.

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

We will monitor and evaluate outcomes through:

- staff agreeing a work plan with targets and milestones, which will be monitored at supervision meetings every 6 weeks;
- session plans and sessional recording sheets completed for each session, recording attendance and outcomes gained;
- reports produced for the Board of Trustees every 6 weeks;
- regular supervision meetings and project review meetings with the Young Leaders to review targets and milestones set and make changes if necessary;
- consultations of those attending our events, assessing the impact on their sense of community belonging and feelings towards different groups;
- baseline and exit forms completed by the Young Leaders, recording soft and hard skills gained, alongside their sense of community belonging and feelings towards other young people;
- group evaluations with the Young Leaders after each event to gather feedback about the model of working and implementation by staff.

**17. Beneficiaries**

How many people will benefit from the grant per year?

**700**

In which local authority is your organisation based?

**Camden**

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

**The London Borough of Camden will benefit from this grant.**

At what address will the activity be located?

**At our offices on Warren Street.**

What age group will benefit? **over 5 years, over 11 years, over 16 years**

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

	%		%
White - British	<b>13</b>	Black - Caribbean	<b>5</b>
White - Irish	<b>1</b>	Black - African	<b>5</b>
White - Other (please describe)	<b>11</b>	Black - Other (please describe)	<b>5</b>
Asian - Indian	<b>2</b>	Black - British	<b>8</b>
Asian - Pakistani	<b>2</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>37</b>		
Asian - Other (please describe)		Other (please describe)	
Asian - British	<b>8</b>		<b>2</b>
Open to everyone			

What proportion of the beneficiaries will be disabled people?

**10%**

## 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 £
Youth Participation Officer	18,400	18,400	18,400	55,200
Part-time Sessional Support Worker	8,600	8,600	8,600	25,800
Specialist tutors and trainers	3,000	3,000	3,000	9,000
Accreditation	500	500	500	1,500
Cost Camden Unity Cup	5,000	5,000	5,000	15,000
Cost community events	9,000	9,000	9,000	27,000
Team-building costs	4,500	4,500	4,500	13,500
Management and administration (15%)*	3,225	3,225	3,225	9,675
<b>TOTAL</b>	<b>52,225</b>	<b>52,225</b>	<b>52,225</b>	<b>156,675</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Camden Youth Service	7,500	7,500		15,000
<b>TOTAL</b>	<b>7,500</b>	<b>7,500</b>		<b>15,000</b>

What other funders are currently considering the proposal?

Funder	£
John Lyon's Charity	60,000
<b>TOTAL</b>	<b>60,000</b>

## 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 £
Youth Participation Officer	1,400	1,400	1,400	4,200
Part-time Sessional Support Worker	8,600	8,600	8,600	25,800
Specialist tutors and trainers	3,000	3,000	3,000	9,000
Accreditation	500	500	500	1,500
Cost Camden Unity Cup	3,500	3,500	3,500	10,500
Cost community events				0
Team-building costs	4,500	4,500	4,500	13,500
Management and administration (15%)*	3,225	3,225	3,225	9,675
<b>TOTAL</b>	<b>24,725</b>	<b>24,725</b>	<b>24,725</b>	<b>74,175</b>



## 20. Funding requested from the Trust (continued)

When will the funding be required?

01/08/2012

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

**We plan to continue our project beyond the City Bridge Trust funding period by consistently applying to appropriate trusts and foundations for funds. We have also begun to branch out into corporate fundraising, and have several fundraising events planned for the following financial year.**

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

**We will apply for the following six weeks in advance of each event:**

- entertainment license
- council consent for use of parks and open spaces
- road closures where applicable

### Declaration on behalf of applicant organisation

I, Ondri Schott (your name)

am an authorised representative of

Fitzrovia Youth in Action (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**

Signature  Date 10 May 2012

### 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

**ASSESSMENT CATEGORY - Bridging Communities**

**Leaders in Community (LIC)**

**Ref: 11244**

**Amount requested: £89,700**

**Adv: Sandra Davidson**

**Base: Tower Hamlets**

**Benefit: Tower Hamlets**

**Purpose of grant request:** Funding for the two essential part time posts: An Administrator/Coordinator and a Project Delivery and Development Officer.

**Background**

Leaders in Community (LIC) was established in 2007 by 20 young people in Poplar. It is a unique youth-led organisation, passionate about the role that young people can play in bringing about positive change in local communities. LIC aims to assist young people take up leadership and management roles and to become more active in civic community life.

Current activities include: Personal Development Workshops, GCSE Maths and Science revision; music productions; live band; guitar lessons; Youth Into Employment sessions; ICT in the Community; girls' fashion and textiles classes; film and video journalism; Leadership Training (to support and empower board members and volunteers); and Capoeira.

During 2011/12 programme achievements included:

- delivering a youth service reaching over 100 young people in partnership with Poplar Harca;
- promoting an under 12s programme supporting 40 local children to take part in ballet, dance and violin classes;
- raising the profile and consulting with local community on developing 'a healthy lifestyle session' offering new opportunities and choices for families on the Leopold Estate, situated in the 19<sup>th</sup> most deprived ward in London.

LIC, through the East London Business Alliance (ELBA), has recently started working with Barclaycard to help with developing a five year plan, fundraising and building the Board's capacity. As a result of a few meetings with Barclays, one of the organisation's board members has been offered an internship to start in October this year.

**Funding History**

**None**

### **Current Application**

LIC is seeking funds to support the work of its Programme Development Officer and Administrator/Co-ordinator, both part-time posts. This would support LIC's core operations, and would enable them to continue and expand their current services. There is a clear need for the wide range of services the organisation provides which engage people from different backgrounds. It has encouraged young people who are not in employment, education, or training (NEETS) to be more active, learn new skills and move towards employment through its 'PeerLeaders Programme'. The organisation would also like to develop its work helping young people to look at their own business ideas. Discussions with Poplar HARCA are in the pipeline to consider the possibility of running apprenticeships.

### **Financial Observations**

Latest audited accounts for the period ending March 2012 show that LIC ended the year with a small deficit of £1,692 and unrestricted reserves of £27,665. This is equivalent to 2.8 months' worth of expenditure and above the level of reserves stated in their reserves policy of £10,000, for contingencies. The charity's reserve policy position could be more clearly expressed and this was discussed with LIC as part of your Officer's assessment. The current policy, as stated, allows only for an 'emergency fund' rather than the 3 months of running costs, currently held, which is needed to ensure the smooth financial running of the organisation. LIC expects to operate on a balanced budget for 2012/13 with a large proportion of expected expenditure already raised.

### **Officer's Appraisal**

LIC is recognised as a good example of a youth led project. It is ambitious and creative with a range of services. The management committee members are between the ages of 16-25 and well engaged. At the heart of its work is an emphasis to encourage young people to be optimistic, work hard and set achievable goals so that, step-by-step, they could realise their dreams.

### **Recommendation**

**£89,700 over three years (3 x £29,900) to meet the salary costs of two part time (25hpw) posts, (Programme Development Officer and Administrator/Co-ordinator) subject to the Trust not being the largest single funder in Year's 2 and 3.**



# 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)

11244

Date Received:

June 7, 2012

Programme  
Area:

02

### 1. About your organisation

Name of organisation applying for grant: <b>Leaders in Community (LiC)</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence <b>25a Limborough House, Thomas Road, London</b>	RECEIVED The City Bridge Trust  07 JUN 2012
Postcode: <b>E14 7AW</b> Is this your home address? <b>No</b>	Box
Contact person: <b>Ms Momtaz</b>	Position: <b>Ajid</b>
Phone: <b>0207 987 8796</b>	Fax:
E-mail: <b>momtaz-lic@live.com</b>	
Website: <b>www.licprojects.co.uk</b> <i>www.licprojects.org. M. Br.</i>	
Legal status of organisation: <b>Charity</b>	
If registered, please give charity number: <b>1137183</b>	
Year and month organisation established: <b>Oct 2007</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Bridging communities</b>
Purpose for which funds are requested: (25 words maximum) <b>Funding for the two essential part time posts: An Administrator/Coordinator and a Project Delivery and Development Officer. To ensure that these roles continue once funding runs out this summer.</b>
How much funding is requested? <b>Year 1: £29,900    Year 2: £29,900    Year 3: £29,900</b> <b>Total: £89,700</b>

### 3. Aims of your organisation

Our mission is to inspire and empower young people to take up leadership and management roles in decision-making structures in our local communities i.e. by becoming representatives on local boards such as Local Area Partnerships, Estate Boards and Police Consultation Panels and by setting up and delivering small scale community projects. By participating fully in society they will improve the quality of life for themselves and their peers, will gain essential life skills and be better prepared for employment. We aim to enable young people to have more ownership over and access to local resources and a say in how they are run. We also aim to ensure that young people, especially those who are marginalised, are acknowledged as valuable and active members of the community. We are a youth-led organization who solely work for young people who are at-risk and isolated. Most of the participants on our various projects are not in education employment or training (NEET) and most are also from black and minority ethnic backgrounds.

### 4. Main activities of your organisation

We run training/capacity building courses for young people and support them to take up leadership roles within the community and engage in activities which will effect tangible, positive change. eg. they are supported to sit on a number of Youth Consultation Boards which influence the way the locality is run and they design, set up and deliver local projects of benefit to the wider community such a youth music group, a chair aerobics club for older people and a women's exercise club. We also run a range of projects designed to empower young people to move into employment or training. For example we provide support for young entrepreneurs from BME communities to put their business ideas into practice and run a Centre for Creative Expression delivering arts, media, drama and music workshops, to enable young people to build up a portfolio of work suitable for applying for creative arts courses in higher education or run a community arts project of their own. Our main sources of income are derived from the delivery of youth activities for 13-19 year olds as part of the Borough's Youth Services Contract, and training courses which we run as a consultancy for other organisations, for example Registered Social Landlords, who wish to implement our model of youth empowerment and engagement.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	2	11	6

### 6. How do you support your volunteers?

We offer them training, help to find paid experience, provide one to one support and evaluation, and give feedback at all times. We include volunteers in our weekly management team meetings to allow them to feed their views into our 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?
Licence to occupy	Licence under negotiation



## 8. Finance

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

Financial year ended -

Month: **January**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	73,597
Activities for generating funds	0
Investment income	0
Income from charitable activities	0
Other sources	41,879
<b>Total Income</b>	<b>115,476</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	102,282
Governance costs	1,000
Cost of generating funds	0
Other	0
<b>Total Expenditure</b>	<b>117,168</b>
<b>(Deficit)/surplus for the year:</b>	<b>(1692)</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	2200
Investments	0
Net current assets	41,720
Long-term liabilities	0
<b>*Total A</b>	<b>43,920</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	16,255
Unrestricted funds	27,665
<b>*Total B</b>	<b>43,920</b>

\* 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?  
0%

## 10. Material changes

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

The Borough is likely to be taking it's youth services back in house so we will have to bid for future contracts should they become available.



## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	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: 2009	Year: 2010	Year: 2011
(i) L.B. Tower Hamlets	15,00	5,000	3,000
(ii) Poplar HARCA	10,000	10,000	30,000
(iii) Greater London Enterprise		£12,000	£6,000
(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: 2010	Year: 2011
The Tudor Trust (90k over 3 years)	30,000	30,000
Isle Dogs Community Foundation	20,000	3,000

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

LiC have a working policy to reduce our carbon footprint by recycling all the materials that can be recycled, switching off any un-used electrical equipment such as lights, computers, laptops and televisions etc. We communicate by email rather than by post wherever possible and encourage staff and volunteers to move about the Borough by public transport, particularly the Barclays Cycle Scheme which has expanded locally.

## 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 this Project: LiC was conceived and set up by local young people and we therefore have an intimate knowledge and understanding of the difficulties facing our peers. We recognise that there is a need for an alternative to formal educational structures such as colleges and universities if we want young people who belong to the NEET group to progress. Many wards within our area fall within the 5% most deprived in the country on the Index of Multiple Deprivation. Most of our peers have grown up in families where no adults are in employment and they have no role models to help them break this cycle. We recognise that these young people need to engage in structured, productive activities and to experience the 'buzz' that comes from effecting positive change by and for themselves. We saw that young people locally were playing little constructive part in their local communities and had become disengaged. As a result local services and amenities were not being planned with youths in mind and a vicious circle of youth marginalisation was becoming entrenched.

How we deliver the project: We are an efficiently run organisation. Our board members are passionate about our aims and our staff members are dedicated and hard working. Unfortunately funding for two key posts runs out this summer. All of our core activities meet the needs identified above and we urgently require revenue funding for the part time posts of Administrator/Coordinator and Project Development and Delivery Officer to enable us to continue to deliver them and develop as an organisation. Comprehensive job descriptions are attached.

We are the right organisation to carry out these activities because LiC has been operational for six years and during that time developed a reputation for excellence and inspired the confidence of a wide range of local organisations. The Local Authority and a major local social housing provider (Poplar HARCA) have had sufficient confidence in us to award us a contract for the provision of youth services, which is a major source of income. We are also considered to have developed such an exemplary model of youth engagement that we are contracted to provide consultancy services to organisations such as Swan Housing and Hyde Housing. As an organisation run by young people for young people we have extraordinary drive and energy and, most importantly, are passionate about what we do.

4 measurable project aims: 1) Youth Leadership Programme: We will provide 15 places per year on training, mentoring schemes and workshops for young people giving training in governance, confidence, access to resources and influencing decision making bodies. We will also provide ongoing support for the 5 individuals who already have places on decision making panels and those who go on to join them. 2) Youth Enterprise Programme: We will support 20 young people each year from BME communities to put their business idea into practice through various project activities.

3) Creative Programme: We expect courses in music production, film making and general arts at our Centre for Creative Expression, to be attended by 50 regular attendees each year. 4) Increase the financial sustainability of our organisation by continuing to expand our consultancy service and make us fit to bid for new youth service contracts. In future years we hope to be able to fund these staff positions ourselves. How this project meets the Bridging Communities theme: Our community is diverse and levels of deprivation are high. People tend to be marginalised from mainstream and decision-making activities. We have identified a particularly excluded group within this community: young people aged 13-25. Through our various projects we work intensively to help them to become active citizens and bring them into the main decision making arena, thereby ensuring that the services and amenities available to the community as a whole are improved. Young people are the adults of the future and we want to make sure that future generations of Tower Hamlets' citizens are fully aware of their potential influence, active in all aspects of policy making and have the confidence to shape their own future. We meet the Trust's principles of Good Practice by involving service-users in the management and running of the service, inviting feedback on all our activities and using it to shape the development of ongoing or new programmes and activities. Valuing diversity and promoting the social inclusion of all Tower Hamlets residents is at the core of what we do. Training and supporting volunteers is our central activity. The organisation itself is mainly run by volunteers. We have a carbon reduction policy in place and described above.

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

We measure quantitative aspects by recording: the number of contacts (young people who come only once to our events), the number of participants (those who come more than 5 times). We periodically compare the two data sets to measure how effective we are at retaining young people as participants. We also record the number of people who have taken up positions on different committees/ on accredited courses etc. We record outcomes by completing periodic interviews with programme participants to evaluate their experience of participation and we record these using a database system called MIS (Management Information System). Designated Outcomes Leaders collect this information on a weekly basis and the project co-ordinator inputs them in the MIS. We measure qualitative outcomes by tracking the development of each trainee and compare progress against baseline data that we compile for each trainee at the beginning of the project. We draw up personal development plans and monitor whether trainees are achieving what they set out to achieve through one to one consultation and feedback sessions with each young person. We regularly analyse these data sets and use the results to hone existing and future services.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>200 young people (at least 50 of which will be long term beneficiaries of the service)</b>			
In which local authority is your organisation based? <b>Tower Hamlets</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Tower Hamlets 100%</b>			
At what address will the activity be located? <b>25a Limborough House, Thomas Road, London , E14 7AW</b>			
What age group will benefit? <b>12-25</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>8%</b>	Black - Caribbean	<b>17%</b>
White - Irish		Black - African	<b>8%</b>
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi	<b>61%</b>		
Asian - Other (please describe)	<b>6%</b>	Other (please describe)	
Open to everyone			<b>Yes</b>
What proportion of the beneficiaries will be disabled people? <b>These activities are not specifically designed for people with disabilities but anyone is welcome to attend.</b>			

## 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 of Administrator/Coordinator 25 hrs per week at £8 per hour (figure includes tax and NI)	10,400	10,400	10,400	31,200
Salary of Project Development/ Delivery Officer 25 hours per week at £15 per hour (figure includes tax and NI)	19,500	19,500	19,500	58,500
<b>TOTAL</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>	<b>89,700</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	<input type="checkbox"/> Year 2 £	Year 3 £	Total £
	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

What other funders are currently considering the proposal?

We have already made applications to the Worshipful Company of Weavers and are making applications to a range of trusts and charities such as the Henry Smith Charity, the Man Foundation, John Paul Getty Junior Charitable Trust etc.

## 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 £
Salaries	29,900	29,900	29,900	89,700
<b>TOTAL</b>	<b>29,900</b>	<b>29,900</b>	<b>29,900</b>	<b>89,700</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? <b>As soon as possible. The funding for these posts runs out in June/August this year.</b>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>We intend to make the organisation as lean and efficient as possible with a robust system of monitoring and evaluation so that we represent a good investment for future funders and we can secure future contracts for the provision of youth services . We also intend to develop our consultancy services in order to produce further revenue and make us a more financially sustainable organisation.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>N/A</b>

### Declaration on behalf of applicant organisation

I, <b>Momtaz Ajid</b> (your name)
am an authorised representative of
<b>Leaders in Community</b> (your organisation)
within which I am <b>Project Manager</b> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature  Date <b>31.5.2012</b>

**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



**ASSESSMENT CATEGORY - Bridging Communities**

**Showroom Gallery Ltd**

**Ref: 11198**

**Amount requested: £49,357**

**Adv: Jenny Field**

**Base: Westminster**

**Benefit: Westminster**

**Purpose of grant request:** The continuation of The Showroom's Participatory Projects Coordinator post for a three year period from October 2012.

**Background**

Established in 1996, the Showroom Gallery is a community arts project whose work spans local, national and international audiences. Much of its work, though, is very much at the heart of its neighbourhood, the Church Street Ward, one of Westminster's most deprived and densely populated wards.

The gallery programme includes four annual artist commissions and 4 – 5 exhibitions each year. It runs a number of community arts activities for adults and children, including Communal Knowledge, whereby local young people use artworks to explore how knowledge is formulated and shared and which forms the basis of the application before you today.

**Funding History**

You have funded the Showroom Gallery on three previous occasions. In September 2004, you awarded a grant of £1,700 for an access audit of its Bethnal Green premises and you awarded a grant of £40,000 towards access improvements to those premises in February 2006. Since then, the Showroom has relocated to Westminster and in September 2009, you awarded a grant of £40,000 towards making these premises more accessible. All these grants have been successfully monitored and evaluated.

**Current Application**

You are asked to enable the Showroom Gallery to continue and develop its Communal Knowledge programme over a period of three years with a grant towards the salary of the Participatory Co-ordinator. It works with approximately 700 local residents annually with artists commissioned to bring together different communities of interest in order to share mutual knowledge and understanding. The projects are intended to give voice to local issues that are relevant to the community as a whole and bring people together who might not otherwise have had contact with one another. Participants gain new skills and have greater social engagement, leading to increased self-confidence and helping to build community cohesion.



Building on past success, it is proposed to work additionally with a number of key partners in order to bring different communities together. These include a local women's refuge, a day centre catering for homeless people, a residential care home, a children's centre, a local charity working with people who have learning disabilities, and local residents keen to contribute their artistic talents.

### **Financial Observations**

The Annual Report for 2010/11 does not include a reserves policy although the Showroom Gallery's trustees are now aware that it is required to do so and this will be rectified in the 2011/12 report. Their current aim is to hold three months' worth of total expenditure in reserve, plus the cost of reinstatement of any alterations to the building, as required by the lease. The trustees have calculated their lease liabilities to be £45,000 and, based on the 2010/11 figures, three months' worth of expenditure amounts to £56,250 making a total required reserve of £101,250. Free reserves as at 31<sup>st</sup> March 2011 amounted to £110,549, very close to the required figure.

Accounts for 2011/12 have not yet been completed but management accounts for the period have been provided which project a surplus of just over £7,000. A break even budget for 2012/13 is anticipated.

### **Officer's Appraisal**

The Showroom Gallery is highly committed both to engaging with, and being relevant to, its local community. During the assessment meeting, it was recognised that a requirement that a workplan and a monitoring and evaluation framework be provided would help to ensure the work is sharply focused and this is reflected in the recommendation.

The total cost of the first year of the programme is just under £51,000, of which £28,000 has already been secured, leaving a shortfall of £23,000. If you approve a grant at the level requested, this will reduce the shortfall in year 1 to approximately £7,000. Paul Hamlyn Foundation is currently funding the programme until October 2012. Whilst it remains supportive of the programme, it has indicated that it expects its contribution to be for a much smaller amount in the future. It is therefore likely that it would be willing to fund this shortfall if you approve the grant level that is recommended.

### **Recommendation**

**£49,000 over three years (£16,000; £16,500; £16,500) towards the salary of the Showroom's Participatory Projects Co-ordinator on condition that a satisfactory workplan and monitoring and evaluation framework are provided.**

# 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)

11198

Date Received:

14/05/2012

Programme  
Area:

02

### 1. About your organisation

Name of organisation applying for grant: <b>The Showroom Gallery Ltd</b>	
If the organisation is part of a larger organisation, what is its name? <b>n/a</b>	
Address for correspondence: <b>63 Penfold Street London</b>	
Postcode: <b>NW8 8PQ</b>	
Is this your home address? <b>No</b>	
Contact person: <b>Miss Emily Pethick</b>	Position: <b>Director</b>
Phone: <b>020 77243400</b>	Fax:
E-mail: <b>emily@theshowroom.org</b>	
Website: <b>http://www.theshowroom.org</b>	
Legal status of organisation: <b>Company Limited by Guarantee</b>	
If registered, please give charity number: <b>1055262</b>	
Date organisation established: <b>05/01/1996</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Bridging Communities</b>
Purpose for which funds are requested: (25 words maximum) <b>The continuation of The Showroom's Participatory Projects Coordinator post for a three year period from October 2012.</b>
How much funding is requested? <b>Year 1: £16,128 Year 2: £16,450 Year 3: £16,799 Total: £49,357</b>

### 3. Aims of your organisation

The Showroom operates on the intersection between contemporary art, research and participation. We support young and emerging artists who have not had significant exposure in London. We commission and present new work in our venue and further afield, with a unique approach to production that is collaborative and process-orientated. This involves artwork, exhibitions, discussions, and publishing that have been generated through open dialogue between artists, specialists, publics and local stakeholders, bringing together otherwise disparate practices into one mutually respectful community. We make our work accessible to broad and diverse publics, locally, nationally and internationally.

A key commitment of ours is to our neighbourhood, the Church Street Ward, where an ongoing programme of artists' projects, Communal Knowledge, involves young people in the shaping of artworks that explore how knowledge is produced and shared.

### 4. Main activities of your organisation

- Gallery programme: 4 annual artist commissions, and 4-5 exhibitions per year.
- Participation (Communal Knowledge): 3 annual artists' projects realised through workshops enable a wide range of local residents to build long-term relationships with the gallery. In 2010 it involved over 1,750 people including 700 local residents, with 44 workshops. Outcomes include events, exhibitions, publishing.
- Adult education: Regular talks, discussions, seminars and evening courses.
- Research: Artistic research and joint contextual research projects currently include a joint project with Goldsmiths Department of Education and Chelsea College of Art and Design.
- Collaboration: The Showroom currently leads 3 networks of small organisations, including: Cluster, a pan-European knowledge-sharing network of international organisations actively engaged within their neighbourhoods, supported by grants from the European Union and European Cultural Foundation; and Common Practice, a London-based advocacy group addressing the value of, and challenges faced by, small organisations.
- Local: We actively participates local efforts towards the economic recovery of Church Street Neighbourhood by attending/participating in/hosting local committees/meetings.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>0</b>	<b>5</b>	<b>9</b>	<b>3</b>

### 6. How do you support your volunteers?

The Showroom regularly recruits volunteers who gain important professional development opportunities that help them towards finding future employment or further studies. Each is mentored and appraised by a dedicated member of The Showroom's team.

### 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?
<b>Rented</b>	<b>11 years</b>

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	144,683
Activities for generating funds	0
Investment income	83
Income from charitable activities	110,191
Other sources	0
<b>Total Income</b>	<b>254,957</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	216,052
Governance costs	8,617
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>224,669</b>
<b>(Deficit)/surplus for the year:</b>	<b>30,288</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	123,012
Investments	0
Net current assets (liabilities)	150,465
Long-term liabilities	0
<b>*Total A:</b>	<b>273,477</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	39,916
Unrestricted funds	233,561
<b>*Total B:</b>	<b>273,477</b>

\* 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?  
**60%**

## 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:	02/06	Ref:	6876	Grant received:	£40,000	OR application rejected?	No
Month/Year:	09/09	Ref:	9570	Grant received:	£40,000	OR application rejected?	No
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: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(iii)			
(iv)			
(v) Arts Council England	112,635	115,100	107,157
European Union		20,103	33,842
(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
Paul hamlyn	30,000	30,000
John Lyon's Charity	15,000	15,000
Outset	5,000	0
Esmee Fairbairn	0	15,000
Henry Moore Foundation	5,500	0
Project Grants (misc. sources)	17,062	48,491

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

We are conscious at all times of the need to restrict our energy and water usage. In terms of waste management, we encourage people not to print out e-mails, we recycle glass, paper, card, bottles, cans, plastic, toner cartridges, batteries and electrical equipment. We have replaced printed publicity material with digital media solutions. We buy recycled paper products and try to use local suppliers where possible. As much as possible, we reuse materials leftover from exhibition installations. Staff cycle and use public transport to get to work, and for work-related travel. The Showroom recently invested in a new boiler -- its increased efficiency will help reduce our carbon footprint.



## 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 Showroom launched the participation programme Communal Knowledge in Spring 2010, following the gallery's relocation to the Church Street Neighbourhood, NW8, in 2009. Through this, three artists' projects are realised annually, involving the active participation of local residents from diverse backgrounds in the shaping of the work. Each is developed slowly over 6-12 months, and culminates in a public outcome. Through these commissions, and other projects and events, The Showroom now involves on average 700 local residents annually through workshops and projects.

The focus of the work is on process and engagement, fostering collaborative research, critical thinking and knowledge exchange through playful and experimental means. Each project finds ways to bring people from very different backgrounds into contact, actively seeking to connect individuals and groups that would not ordinarily encounter one another.

Church Street Ward is one of the UK's most disadvantaged and economically deprived areas: 50% of the population are of ethnic minority origin; more than a quarter are aged under 20; 40% of the working age population are economically inactive; an estimated 71% of households live in housing managed by Registered Social Landlords. Through local consultation we have found that issues of local concern include: low levels of literacy; high levels of anti-social behaviour and gangs; lower than average educational attainment and vocational aspirations amongst young people; lack of community cohesion and civic engagement. Governmental cuts are affecting local services, including Church Street Neighbourhood Management, cut by 50%.

The Showroom is well placed to address a number of these issues. We have established a strong, diverse local network of regular project partners who trust us, value our input and are keen to continue working with us. This includes 60 Penfold Street, Marylebone Womens' Refuge, Seymour Homeless Arts, Quintin Kynaston School, City of Westminster College, Pursuing Independent Paths, Portman Family Centre, Fourth Feathers Youth Club. We are also continually developing new partnerships, and are getting to know local residents on an individual basis through whom we can connect to those who are harder to reach. We have good space and facilities, and work closely with partners and participants in the planning and evaluation of the projects, paying close attention to their interests and needs. No other local organisations offer access to the visual arts, or to the kinds of innovative and challenging practices and ideas that are presented by artists working with The Showroom.

By extending Communal Knowledge for a further 3-year period our objectives are to:

- Produce 3 annual projects with artists that engage diverse groups of participants, each involving more than one community, creating imaginative projects that enhance community cohesion.
- Increase the reach and visibility of these and grow the presence and local role of The Showroom through new partnerships - thus bridging between our organisation and our local communities.
- Create projects that are locally relevant, engaging with and giving voice to present issues, addressing issues creatively through experimental, innovative, participatory artistic practices.
- Create projects that involve learning opportunities, new skills, social engagement, leading to increased self-confidence for participants, in particular who are young, old or marginalised.

Crucial to the delivery of our work is the continuation of our Participatory Projects Coordinator (currently a 3 day post), which is specifically focused on maintaining and developing relationships within the area, and delivering the artists' commissions. Funding has been secured from Esmée Fairbairn Foundation for the workshops for the 2013 programme, and we aim to continue our relationships with John Lyon's Charity and Paul Hamlyn Foundation. In order to secure these we are seeking support from CBT for the continued salary of the Participatory Projects Coordinator.



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

During each project, interviews are conducted and recorded with artists, participants, youth workers and other stakeholders, in order to gather feedback. Alongside this, quantitative information is collected by the Participatory Projects Coordinator, and as part of the data collection and sharing project 'Audiences London: Snapshot Visual Arts'. All the information feeds into Communal Knowledge's annual evaluation forum, led by two external researchers and educators, which not only has evaluation but also forging new links with the community and professionals as its remit.

For this 3-year period, the evaluation will specifically focus on:

- Successful completion of 3 projects per year.
- Evidence of people with different backgrounds working together.
- New partnerships and role of The Showroom in the community.
- Feedback from stakeholders on relevance and long-term impact of projects.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>4,000 (of total visitor figures 10,000)</b>			
In which local authority is your organisation based? <b>Westminster</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Westminster</b>			
At what address will the activity be located? <b>63 Penfold Street, London, NW8 8PQ</b>			
What age group will benefit? <b>Over 11 years, all children &amp; young people, all</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>26</b>	Black - Caribbean	<b>1</b>
White - Irish	<b>2</b>	Black - African	<b>3</b>
White - Other (please describe)	<b>32</b>	Black - Other (please describe)	<b>1</b>
Asian - Indian	<b>0</b>	Black - British	<b>1</b>
Asian - Pakistani	<b>1</b>	Chinese	<b>4</b>
Asian - Bangladeshi	<b>1</b>		
Asian - Other (please describe)	<b>3</b>	Other Mixed/Arabic/Kurdish	<b>25</b>
Open to everyone			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>10%</b>			

## 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 - Participatory Projects Coordinator	16,128	16,450	16,779	49,357
Overheads (book keeping / admin/space)	3,000	3,000	3,000	9,000
Projects	30,000	30,000	30,000	90,000
Marketing	1,000	1,000	1,000	3,000
Evaluation	800	800	800	2,400
<b>TOTAL</b>	<b>50,928</b>	<b>51,250</b>	<b>51,579</b>	<b>153,757</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Esmee Fairbairn	15,000			15,000
The Showroom (Arts Council)	4,000	4,000	4,000	12,000
Europea union	4,000			4,000
Funds for project with PIP	5,000			5,000
<b>TOTAL</b>	<b>28,000</b>	<b>4,000</b>	<b>4,000</b>	<b>36,000</b>

What other funders are currently considering the proposal?

Funder	£
We are in conversation with Paul Hamlyn Foundation about renewing their support, if agreed it will be on a lower level than previous years, the decision is to be made in October 2012. We will seek further support from John Lyons Charity in 2013, and from Esmée Fairbiarn Foundation in 2014.	
<b>TOTAL</b>	

## 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 - Participatory Projects Coordinator	16,128	16,450	16,779	49,357
<b>TOTAL</b>	<b>16,128</b>	<b>16,450</b>	<b>16,779</b>	<b>49,357</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;"><b>01/10/2012</b></p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>Yes, we will continue to apply to trusts and foundations to support the core costs of the programme of local education and outreach work. At the same time building up a scheme of individual supporters, the proceeds of which will feed into the programme, and we are also developing relationships with potential corporate supporters.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>n/a</b>

### Declaration on behalf of applicant organisation

I, <u>EMILY PETHICK</u> (your name)
am an authorised representative of <u>THE SHOWROOM GALLERY LTD.</u> (your organisation)
within which I am <u>DIRECTOR</u> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature <u>Emily Pethick</u> Date <u>15/5/12</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

**ASSESSMENT CATEGORY - Improving Londoners' Mental Health**

**Barons Court Project**

**Ref: 11114**

**Amount requested: £55,187**

**Adv: Ciaran Rafferty**

**Base: Hammersmith &**

**Fulham**

**Benefit: Hammersmith &  
Fulham**

**Purpose of grant request:** For a full-time post of a project worker for two years to work with the increasing number of people with a mental illness that use our Day Centre.

**Background**

The Barons Court Project, a registered charity, was set up in 1985 to provide support to people on low incomes who are vulnerable to mental ill health and/or homelessness. It is based in a terrace house on the A40 (Talgarth Rd) and although neither the most peaceful nor scenic location, it is readily accessible (and warm and welcoming) for the clients who may use it. Until very recently its principal funding (78%) came from the local Social Services Department and the Primary Care Trust, although the services provided are non-statutory. Given the increasing constraints on funds from these sources, however, the organisation is now seeking to diversify its income.

Services on offer include: provision of an open-access drop-in (aimed at those who are isolated or homeless); a café; access to laundry and cooking facilities; computer sessions; life-skills workshops; and a women's group. At the time of your officer's visit the Centre was in use and was clearly of great benefit to some very vulnerable people.

**Funding History**

None.

**Current Application**

This application is for the salary costs of a Project Worker for the Drop-in service who will ensure the daily operation of the café and general service as well as help deliver advice and advocacy services, including referral to other, specialist, agencies as appropriate. The organisation describes the Drop-in as "old fashioned but valuable" as it provides a safe haven for those who are emotionally or mentally fragile. The Centre is "dry" – ie no alcohol is allowed, although people can access prescription drugs. Some

clients have been attending for years, others return after long spells away. Some attend only for certain workshops, whilst others attend every day. The value of this approach is that it recognises the varying and variable needs of this client group.

The age group of attendees is mainly 30-50 and the organisation has worked steadily with c.200 people per year. For advice and advocacy there is a 2-week waiting list, with support offered both on a 1:1 basis and as group work. The new rules on benefits has had an immediate impact on many clients who have been initially deemed medically fit for work - and so told that their benefits would cease - but then had them reinstated on appeal. The big problem being that the benefits are reduced during the appeal process which can take many weeks. Another prevalent issue is the direct correlation between gambling and mental ill health. The Project sees its work as being preventative, describing its aim as "...to stop people going backwards as we can't always get them to go forwards."

### **Financial Observations**

Audited accounts are provided for 2010/11 which show a surplus of £5,958 (2.3% of turnover). Management accounts for the full year 2011/12 show income of £235,582 and expenditure of £233,464 (leaving a surplus of £2,118 or just under 1% of turnover).

The reserves policy is to aim to hold free reserves to cover 4 months' expenditure. At 31<sup>st</sup> March 2011 the value of free reserves held was £107,484 which equated to 5 months' expenditure. The organisation is of the view that these surplus reserves will be needed (and used) due to less funding being available from statutory sources in current and future years.

### **Officer's Appraisal**

This organisation was not previously known to the Trust, perhaps because its regular funding was quite consistent and secure, but is now looking to diversify its sources of income and to safeguard its work. Its services are impressive as it clearly understands the needs of its client group and has the skills to provide appropriate support, in the right way. The organisation is well managed and is clearly well regarded by the relevant statutory bodies. This proposal clearly meets your priority of improving the mental health of homeless, transient or vulnerable people.

### **Recommendation**

**£55,000 over two years (£27,000; £28,000) for the salary costs of a f/t Project Worker for the Drop-in service.**





# 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)

1114

Date Received:

7.3.12

Programme  
Area:

3

### 1. About your organisation

Name of organisation applying for grant:

**The Barons Court Project**

If the organisation is part of a larger organisation, what is its name?

**No**

Address for correspondence

**The Barons Court Project, 69 Talgarth Road, London.**

Postcode: **W14 9DA**

Is this your home address? **No**

Contact person:

**Mr Turley**

Position:

**Project Manager**

Phone: **020 7603 5232**

Fax: **020 371 4017**

E-mail: **stephen@baronscourtproject.org**

Website: **www.baronscourtproject.org**

Legal status of organisation: **Charity and Company Limited by guarantee**

If registered, please give charity number: **296034**

Year and month organisation established: **August 1985**

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)?

**Improving Londoners' mental health**

Purpose for which funds are requested: (25 words maximum)

**For a full-time post of a project worker for two years to work with the increasing number of people with a mental illness that use our Day Centre**

How much funding is requested?

**Year 1: £27,169.10 Year 2: £28,018.20 Year 3: £**

**Total: £55,187.30**



### 3. Aims of your organisation

The Barons Court Project was set up in 1985 with the primary mission of "The relief of poverty and in particular the relief of persons suffering from psychiatric disorders and homeless people who are poor"

Our current aims are

- To maintain and promote the partnership of the Barons Court Project with service users
- To reduce isolation
- To reduce the risk of people becoming homeless
- To offer opportunities for self-development and participation
- To strengthen partnerships between internal and external stakeholders

The funding we receive from the Council and Primary Care Trust was awarded as we are seen as key in preventing people with mental health needs reaching crisis point - thus preventing statutory interventions e.g. readmittance to hospital

### 4. Main activities of your organisation

The project is geared around a drink and drug free daily open access Drop-In 2-5pm Monday, Tuesday, Wednesday and Friday that offers practical support in the form of showers, laundry and a cost-price café. On Thursdays run one-to-one support work in the mornings (appointments only) and we have recently began a "Life Skills" day where service users have the opportunity to take part in one of three workshops. At the moment these are Cookery class, IT class and a Health Promotion workshop.

During the week we run a range of activities such as Drama, Art, Relaxation and Computer Classes as well as a swimming group that takes place every other Wednesday. We days out to local places of interest e.g. museums, a boat trip on the Thames and we also have barbecues in the summer.

Out of hours the project offers two groups; a Women's Group and a B.M.E. service users group, the Green Palm Group.

Through this diverse mix of services we work hard to improve the quality of life for around 200 different service users per year.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	1	5	2

### 6. How do you support your volunteers?

Our volunteers have supervision on a monthly basis (which includes a through induction) and we are able to pay for external training e.g. food hygiene training for someone that works in the kitchen. We also cover travel 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?
Rented	Every 3 years

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

Income received from:	£
Voluntary income	520
Activities for generating funds	
Investment income	676
Income from charitable activities	£261,490
Other sources	1,785 <del>£2,981</del>
<b>Total Income</b>	<b>£264,471</b>

Expenditure:	£
Charitable activities	£254,312
Governance costs	£2193
Cost of generating funds	2,008
Other	
<b>Total Expenditure</b>	<b>£258,513</b>
<b>(Deficit)/surplus for the year:</b>	<b>£5958</b>

Asset position at year end	£
Fixed assets	4,601 <del>£4061</del>
Investments	
Net current assets	£190,372
Long-term liabilities	
<b>*Total A</b>	<b>£194,973</b>

Reserves at year end	£
Endowment funds	
Restricted funds	£87,489
Unrestricted funds	£107,484
<b>*Total B</b>	<b>£194,973</b>

*Handwritten: £20,000 Aug 12*

\* 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?  
78.5%

## 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 have received reductions in our grants from the Council and the Primary Care Trust (PCT). Council Grants (3Sif & mental health grant) run from October 1<sup>st</sup> to Sept 30<sup>th</sup> 2011/12 = £128,705. 2012/13 = 101,705. The PCT grants from April 1<sup>st</sup> to March 31<sup>st</sup> 2011/12 = £59,270 2012/13 £59,270. We have received confirmation of funding from the PCT for 2013/14 but not from the Council

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	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: 2008	Year: 2009	Year: 2010
(i)			
(ii) Hammersmith & Fulham Council	£142,003	£143,704	£145,905
(iii)			
(iv) Primary Care Trust	£63,471	£63,471	£64,740
(v)			
(vi) City Parochial Foundation		£30,000	£30,000

## 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: 2009	Year: 2010
The Garfield Weston Foundation	£5,000	£5000
The Thames Community Foundation	£1231.50	£1078.00
The London Masonic Charity	£1,300	£1,450
The Hilden Charitable Fund	£3,000	
The Eleanor Barton Trust	£2,000	
Grants of £1,000 or under	x4	X6

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

Having recently received funding confirmation from the Council & the Primary Care Trust we intend to undertake the following actions over the next 12-18 months.  
 Review our ordering of stationary, IT equipment and materials and order food with minimal packaging in order to reduce waste. We already use low level energy light bulbs to reduce carbon emissions and in order to reduce energy consumption and carbon emissions (and save on heating bills) we hope to have our loft reinsulated, purchase a new central boiler and explore the cost of replacing our windows.

## 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.**

We are applying for a grant for a generic Project Worker funded for two years.

### 1) Need for the project:

The Barons Court Project is the only service of its type in the borough that offers direct access to those people that specifically have a mental illness and are street homeless. We also receive referrals from traditional routes such as GP's, Community Psychiatric Nurses, Charing Cross Hospital, Social Workers and hostel keyworkers. We work with those that are excluded from other services because of behavioural issues and we work with those people that are often described as dual diagnosis clients e.g. mental health & substance misuse, mental health & personality disorder thus we are very much a safety net for a very vulnerable client group.

Due to a multitude of external factors e.g. changes in statutory working practices, reduction in services/closures of other types of work that share an interest in our client group, more people are now accessing our project (on average 35 people per day) and with a relatively small staff team it is proving difficult to meet the ever increasing needs of an increasing number of people and unfortunately there are the odd occasions when we have to reduce the services we offer due to staff shortage e.g. through annual leave and/or sickness. Moreover as well as reducing the services we offered on Saturday afternoon and Wednesday evening because of reduced statutory funding we are no longer able to provide quarterly key working sessions (giving extra emotional support and guidance for 28 people) due to the extra demands on our services. An additional worker would mean that we would be able to re-introduce the services that we have lost. As previously indicated in point 4 (Main activities of your organisation) we provide a range of practical, emotional and educational support for people with a mental illness and we would like to maintain, improve and where possible increase the services we offer to our existing and new service users.

### 2) How will the work be delivered:

The Project Worker will be expected to have the experience and skills to carry out the tasks undertaken by the three existing Project Workers. Broadly speaking these are: To help co-ordinate the Drop-in service, to run activities and groups and to provide one-to-one and key work support. Naturally regular supervision will be provided by the Project Manager and appropriate training will be provided.

### 3)

What will the project aim to achieve:

We have identified 4 main objectives that the project worker will contribute towards achieving

- To enable service users to deal better with their mental illness
- To enable service users live independently
- To link street homeless people with mainstream health providers, Outreach teams & Housing providers
- To increase service users confidence

Please see attached (appendix 1)<sup>\*</sup> as to how the work will be monitored.

\* on file

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

We keep statistical data regarding how many service users visit the Project on a daily basis and which services they use. The statistics and commentary are forwarded to the PCT and the Council on a quarterly basis. We also complete a RAP report that records basic information of each service user e.g. name, address and date of birth, health needs which is also passed to the PCT and Council quarterly.

Internally we use a mixture of qualitative methods as a means of tracking outcomes. As previously referred to we obtain both informal (community meeting) and formal feedback (questionnaires) from our service users on a regular basis. Individual progress is also monitored through observation and informal conversation.

With their consent we keep personal files on many of our service users. More so for those people that we see regularly rather than those that visit us from time to time. Changes in individual circumstances are recorded, as a means to tracking individual support needs and progress.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>200</b>			
In which local authority is your organisation based? <b>Hammersmith &amp; Fulham</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Hammersmith &amp; Fulham</b>			
At what address will the activity be located? <b>69 Talgarth Road</b>			
What age group will benefit? <b>Adults 18+</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>50</b>	Black - Caribbean	<b>7</b>
White - Irish	<b>7</b>	Black - African	<b>6</b>
White - Other (please describe) <b>European</b>	<b>7</b>	Black - Other (please describe) <b>mixed ethnicity</b>	<b>4</b>
Asian - Indian	<b>4</b>	Black - British	<b>9</b>
Asian - Pakistani	<b>2</b>	Chinese	<b>0</b>
Asian - Bangladeshi	<b>2</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			
What proportion of the beneficiaries will be disabled people? <b>90% registered disabled</b>			



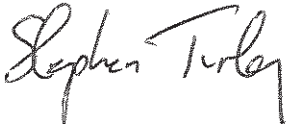




## 20. Funding requested from the Trust (continued)

When will the funding be required?
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>Ideally would would like the post to continue after two years and we will be approaching other Trusts to ask for continued funding as at this moment in time it appears very unlikely that we will secure statutory funding for the post. If we were unsuccessful then an appropriate exit strategy would be put in place during the last quarter of the grant.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>There are no statutory consents required</b>

### Declaration on behalf of applicant organisation

I, <b>Stephen Turley</b> (your name)
am an authorised representative of
<b>The Barons Court Project</b> (your organisation)
within which I am <b>Project Manager</b> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature 
Date <b>15/03/12</b>

### 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

**ASSESSMENT CATEGORY - Improving Londoners' Mental Health****Off Centre****Ref: 11105****Amount requested: £186,600****Adv: John Merivale****Base: Hackney****Benefit: Hackney**

**Purpose of grant request:** For salary and associated costs to increase the Services Director post from part to full time to develop a business model and income generating arm.

**Background**

Off Centre is a long-established young people's counselling and advice service based in central Hackney. It works to promote, preserve and restore the mental health and well-being of young people aged 11 – 25, living, working or studying in Hackney. It sees around 1700 young people each year, including around 600 who receive professional counselling. Off Centre also works on issues such as teenage pregnancy, drug misuse, self-harm, and homelessness.

Off Centre describes its work as both psycho-social and psycho-therapeutic. Its social projects, including sports, cookery workshops, and gardening clubs, are valuable in themselves while also being a route and means of engagement for those who may not be ready for counselling. Its therapeutic projects include one-to-one counselling, group therapy, drama therapy and art therapy – and all of these are provided by qualified and properly-supervised specialists. Off Centre owns its own building which, while somewhat awkward, is also homely and personal and avoids the possible stigma of a more obviously clinical environment.

**Funding History**

The Trust funded Off Centre three times in the 1990s – and more recently in June 2004 with £75,000 over three years for a project called "Young Free and Legal". This was a general and legal advice service to young people in crisis. Reporting on that grant was good.

**Current Application**

This request amounts effectively to support for core costs, while the organisation aims to increase its capacity to meet demand, and moves towards a social enterprise business model to diversify its income. The organisation suffered a 10% drop in commissioned work two years ago, and was successful in gaining a one-off 'Transitions' grant from Government. Off Centre recognises that it will always be largely dependent on grants and commissioned work and wants to ensure that its services will always be free at point-of-delivery to those in need. It

wishes also to secure its future and to supplement its income through alternative streams such as selling counselling to young professionals in the local creative media who can afford to pay; partnering alcohol treatment bodies with couple counselling or alternative therapies; using its expertise to provide training and guidance; encouraging its existing network of supporters in income-generating enterprises; and developing its appeal to Corporates. While some of the outcomes are yet to develop, a schedule of intended outputs has been provided.

Specifically, the application is for funds to double the hours of the Services Director to a full-time position, to support two extra volunteer counsellors and a range of sessional workers. This would increase practical capacity, while also freeing up senior management time for development. While some of this organisation's work may be said to be general and preventative, a very high proportion of the clients are at high risk as regards mental health and Off Centre's specialism is in its therapeutic work. Your officers therefore consider that such a core grant does meet the priorities of your Improving Mental Health programme. In regard to evaluation of effectiveness, Off Centre has recently undergone a Social Return on Investment (SROI) study by Bristol University, which found very good value for money; and it also regularly monitors its work through client feedback and using the well-established 'Clinical Outcomes for Routine Evaluation' (CORE) methodology.

### **Financial Observations**

Off Centre still enjoys a fairly robust funding relationship with its local authority and has grants from other sources including Big Lottery and Comic Relief. Draft accounts to March 2012 indicate a turnover slightly higher than that of 2011, and a surplus of some £17,000. Its reserves policy aims for between three and six months' running costs, and free reserves are within this range at under four months' costs.

### **Officer's Appraisal**

Off centre is an interesting and unusual organisation, offering a highly personalised service coupled with a high level of professionalism. The request is high in relation to your usual awards and bearing in mind the scale of this organisation. In discussion, the applicant has agreed that the costs of sessional workers could reasonably form a bid to another funder – and the absence of this part of the income would not prevent useful work on growing capacity and developing the volunteer counsellors meanwhile. The recommended sum is adjusted in light of this.

### **Recommendation**

**£136,500 over 3 years (£44,000; £45,500; £47,000) towards capacity building and development of mental health services for young people in Hackney.**



# 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)

11105

Date Received:

07/03/2012

Programme  
Area:

03

### 1. About your organisation

Name of organisation applying for grant: <b>Off Centre</b>	
If the organisation is part of a larger organisation, what is its name? <b>N/A</b>	
Address for correspondence: <b>25 - 27 Hackney Grove London</b>	
Postcode: <b>E8 3NR</b> Is this your home address? <b>No</b>	
Contact person: <b>Ms Nicola Noone</b>	Position: <b>Assistant Director - Support Services</b>
Phone: <b>0208 986 4016</b>	Fax: <b>0208 150 5657</b>
E-mail: <b>nicola.noone@offcentre.org.uk</b>	
Website: <b>http://www.offcentre.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b> If registered, please give charity number: <b>288275</b> Date organisation established: <b>15/09/1974</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Improving Londoners' Mental Health</b>
Purpose for which funds are requested: (25 words maximum) <b>For salary and associated costs to increase the Services Director post from part to full time to develop a business model and income generating arm.</b>
How much funding is requested? <b>Year 1: £60,556 Year 2: £61,837 Year 3: £64,270 Total: £186,600</b>



### 3. Aims of your organisation

Off Centre works to promote, preserve and restore the mental health and well-being of young people aged 11 -- 25 living working or studying in Hackney. Off Centre provides services to young people who have experienced trauma, emotional distress, discrimination and disadvantage. It has almost 40 years experience of working with vulnerable young people living in one of the most deprived areas in the UK.

Off Centre has developed an expertise in the field of Mental Health, helping young people recover from some very traumatic experiences. The service aims to not only look after young people's emotional well being but also provide practical support, The organisation supports young people through the process of recovery, then helps them positively re engage with their community post recovery. Young people can access a wide spectrum of services tailored to their specific needs

### 4. Main activities of your organisation

Off Centre provides the following services to disadvantage 11 - 25 year olds in the borough of Hackney:

- Psychotherapeutic work: Individual, couple and group Counselling, Art & Drama Therapy covering: deliberate self-harm, suicidal ideation, tier two to three mental health, sexual health, lone parents, young people affected by crime [gangs, guns, knives, victims of], substance & alcohol misuse, aged [under 19]. Delivered by qualified and registered practitioners. Anger Management group: NEET young people. REACH [support for under 16s on Domestic Violence]

Young Men Early Intervention service: gang, gun and knife crime -- victims & perpetrators. Outreach work in local school-loss & bereavement.

- Psychosocial work: Positive Activities, Community engagement, Peer Mentoring, Advocacy, casework in accessing employment / training, housing, and basic benefits advice and sign-posting for legal advice, i.e. immigration, domestic violence, etc. referral point to social care for under 18's under, with a significant number of young people being care leavers and / or those who are involuntarily 'roofless' due to family breakdown.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>3</b>	<b>13</b>	<b>6</b>	<b>25</b>

### 6. How do you support your volunteers?

All volunteers receive a comprehensive induction into the organisation, a training package tailor made to the role and on-going support in the form of monthly supervision. The organisation is also linked into relevant sources to inform on good practice for example Hackney Voluntary Agency.

### 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?
<b>Owned</b>	

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	13,525
Activities for generating funds	3,810
Investment income	50
Income from charitable activities	486,339
Other sources	39
<b>Total Income</b>	<b>503,763</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	455,851
Governance costs	20,938
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>476,790</b>
<b>(Deficit)/surplus for the year:</b>	<b>26,973</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	194,147
Investments	0
Net current assets (liabilities)	161,121
Long-term liabilities	0
<b>*Total A:</b>	<b>355,268</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	218,793
Unrestricted funds	136,475
<b>*Total B:</b>	<b>355,268</b>

\* 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?  
**60%**

## 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 have changed our constitution to enable us to work not just in Hackney but throughout England and Wales.**



## 11. Previous applications to the Trust

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

Month/Year:	10/04	Ref:	4892	Grant received:	£75,000	OR application rejected?	No
Month/Year:	07/99	Ref:	32	Grant received:	£63,000	OR application rejected?	No
Month/Year:	05/97	Ref:	9718	Grant received:	£25,220	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: 2011/12	Year: 2010/11	Year: 2009/10
(i)			
(ii) London Borough Of Hackney	78,406	158,791	181,030
(iii)			
(iv) City & Hackney PCT	138,709	176,726	173,226
(v) Cabinet Office for Civil Society (Transitions Fund)	67,890		
(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:	Year:
Comic Relief	38,622	38,622
Big Lottery	118,858	111,928
Ecominds	29,174	272

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

The organisation has a print less policy. Staff for example are given training to organize your inbox to make e-mails easier to reference. We use paper from sustainable sources and the printers and photocopier are set to print on both sides of the page. Where possible we go digital with documents, for example electronic signatures being used. Additionally we have an e-fax account, not using a traditional fax machine significantly reduces paper usage.

All appliances are unplugged when not in use. All computers are set to hibernate after a period of inactivity. All office light bulbs are energy-saving and any appliance purchases are checked for energy efficiency.

All paper products are recycled, we have a shredder so even confidential items can be sent for recycling. Off Centre has a freecycle account, so any items surplus to requirements can be used elsewhere and we can reuse others unwanted items.

## 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.**

Off Centre is seeking to change their model of operation from the traditional charity model to one which incorporates business and commercial thinking. Off Centre has a highly marketable product. We provide a unique combination of therapeutic work, practical support and motivational / community engagement opportunities that have a proven successful track record for moving young people from harmful behaviours onto a positive life trajectory.

We are applying to double the capacity of the Services Director to a full time position, to support the cost of two volunteer counsellors and sessional workers to staff a social enterprise over a three year period. This investment will ensure the long term security of income to deliver a high quality service, specifically for vulnerable children and young people through the development of corporate partnerships and an income generating arm for the organisation.

The Services Director holds the key strategic knowledge, clinical expertise and a vast experience in successful service delivery. Throughout the funding period Off Centre will develop from an organisation solely delivering funded projects into attracting income from corporate sponsorship, marketable products and the development of a social enterprise. Giving the organisation a degree of financial independence, making it more agile, innovative and able to respond effectively to client needs.

In the current economic climate it is increasingly competitive to secure funding for projects. If Charities are to thrive a more diverse income base is required that marries traditional forms of funding with income generation whilst staying true to the organisation's core values. Off Centre will develop a social enterprise that will not only generate income but provide support and work opportunities for disadvantaged young people with Mental Health issues at risk of homelessness and or entering the criminal justice system.

The award would provide direct service capacity by supporting the costs of two counselling placements and sessional workers to run the social enterprise. It will enable young people:

- To receive specialist help and a direct referral pathway into Off Centre's therapeutic service to support improved mental health.
- To be referred from Off Centre's housing / homeless service for young transient people and rough sleepers into the therapeutic service with the opportunity of work experience through the social enterprise to promote their well-being.
- With mental health problems to successfully live independently by providing work experience and training in financial management.

Off Centre provides services throughout Hackney, we are specialists in working with young people with mental Health issues from diverse communities. Last year 83% of our service users were from BME communities, this service will promote access to the most vulnerable. The volunteer counsellors will join a highly experienced team of paid staff and a successful volunteer programme that has a comprehensive training and support programme.

Alongside the development of a social enterprise, our location (just on the edge of the city) makes Off Centre an attractive partner to large organisations looking to discharge their corporate responsibilities by making a difference to over 1000 vulnerable disadvantaged young people. By increasing the Service's Director hours to full time the organisation will have the capacity to project manage and develop this area of work. Not only will this development attract additional income through sponsorship but it will provide service users with the opportunity of being mentored by high achieving business people. All young people accessing the project will be given the opportunity to be involved in the planning of the service.

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

The organisation has established monitoring and evaluation systems. Performance is reported on quarterly using: CORE (Clinical Outcomes for Routine Evaluation) which is a widely respected monitoring and evaluation tool for therapeutic work. A case management system complements CORE, it produces both outcome based reports and allows for qualitative analysis, including sample set case studies.

Apart from formal means Off Centre has developed (in collaboration with our peer mentors) social networking (Facebook & Tumblr blog) and other ICT means (eg survey monkey) of monitoring the success of the work we do. We are increasingly, with the peer mentors help, using mediums that are more appealing to young people. Gaining feedback that has never before been available. For example a very powerful way of monitoring and evaluating qualitatively the needs of young people and the success of the work we do is using video blogs. Here is just one example - <http://vimeo.com/28947423>

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>940</b>			
In which local authority is your organisation based? <b>Hackney</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Hackney</b>			
At what address will the activity be located? <b>Hackney</b>			
What age group will benefit? <b>All children &amp; young people</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>15</b>	Black - Caribbean	<b>15</b>
White - Irish	<b>3</b>	Black - African	<b>20</b>
White - Other (please describe) Kurdish, Turkish, Jewish, European	<b>13</b>	Black - Other (please describe) Somali	<b>2</b>
Asian - Indian	<b>1</b>	Black - British	<b>12</b>
Asian - Pakistani	<b>2</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>2</b>		
Asian - Other (please describe)		Other (please describe) Dual Heritage & Other	<b>14</b>
			Open to everyone
What proportion of the beneficiaries will be disabled people? <b>10%</b>			

## 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 £
Salaries (incl pension)	23,240	24,452	25,700	<b>73,391</b>
Volunteer Expenses	470	485	499	<b>1,454</b>
Sessional Workers	15,750	16,223	16,709	<b>48,682</b>
Travel	235	242	250	<b>727</b>
Training	450	464	477	<b>1,391</b>
Monitoring and Evaluation	1,244	1,281	1,320	<b>3,845</b>
Promotion	2,000	2,060	2,122	<b>6,182</b>
External Supervision	1,170	1,205	1,241	<b>3,616</b>
Materials & Subscriptions	8,600	8,858	9,124	<b>26,582</b>
Management Costs	3,800	3,914	4,031	<b>11,745</b>
Building Costs	658	678	698	<b>2,035</b>
Running Costs	1,566	1,613	1,662	<b>4,841</b>
ICT	1,020	0	0	<b>1,020</b>
Other Capital (mobile phone)	353	363	374	<b>1,090</b>
<b>TOTAL</b>	<b>60,556</b>	<b>61,837</b>	<b>64,207</b>	<b>186,600</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Not Applicable				
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funder	£
Not Applicable	
<b>TOTAL</b>	

## 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 £
As detailed above				
<b>TOTAL</b>				



## 20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;"><b>01/07/2012</b></p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>As detailed above the purpose of this funding is to diversify the organisations funding base and develop a substantial income generating arm to the organisation, with marketable products such as training, consultancy, a best practice guidance and the creation of a social enterprise.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>Not Applicable</b>

### Declaration on behalf of applicant organisation

I, <u>NICOLA NOONE</u> (your name)
am an authorised representative of <u>OFF CENTRE</u> (your organisation)
within which I am <u>Assistant Director &amp; Company Secretary</u> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature <u></u> Date <u>8<sup>TH</sup> MARCH 2012</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

**ASSESSMENT CATEGORY - Improving Londoners' Mental Health**

**St Peter's Community and Advice Centre**

**Ref: 11298**

**Amount requested: £47,775**

**Adv: Joan Millbank**

**Base: Tower Hamlets**

**Benefit: Tower Hamlets,  
Hackney**

**Purpose of grant request:** To raise awareness of mental health issues experienced by elderly Bangladeshi women living in Tower Hamlets.

**Background**

St Peter's Community and Advice Centre was set up in 1990 and serves a largely Bangladeshi population of north Tower Hamlets. It provides a range of social welfare services including bilingual information and rights advice, elders' lunch club, girls' supplementary education, domestic abuse project. The organisation operates from a purpose-built community centre owned by Tower Hamlets Community Housing Trust; there is a covenant ensuring on-going use by St Peters, albeit on a rolling 5 year lease. Other groups also use the building. Physically based on the borough border, 75% of its users come from Tower Hamlets and the rest from neighbouring Hackney.

The seven trustees are elected bi-annually at the AGM and include young professional people and representatives of users; its treasurer is an accountant. St Peter's has established links with a range of statutory and voluntary organisations, and is a member of the Tower Hamlets Advice Partnership delivering generalist advice.

**Funding History**

St Peter's has applied to the Trust on a number of occasions. In May 1999, a grant of £10,000 contributed toward the centre's work with older people; in November 2003, a grant of £26,000 was awarded for a project undertaking drugs education with young Bangladeshis and in September 2009 a three-year grant was approved to meet the salary costs of an Elders Development and Advice Worker post. These grants have been satisfactorily signed off.

**Current Application**

St Peter's is seeking your support to match fund the cost of employing a part-time Elderly Women's Mental Health Advice and Support Worker, with project costs; Tower Hamlet borough council is contributing £70,395 towards the project over three years. The project focuses on tackling increasing mental health problems experienced by Bangladeshi women aged 65 years and over. Changes in family composition and relationships



are leading to more elderly women living alone in flats and in sheltered accommodation, isolated by language barriers and poverty. St Peter's has also noted an increase in older women experiencing domestic abuse. In consequence older women are presenting with increased levels of stress, anxiety and depression as well as dementia.

The project will undertake outreach, provide home visiting and befriending support, link individual older women in to centre activities, as raising awareness amongst other local providers and policy makers about the particular issues for older Bangladeshi women experiencing low level mental health issues. Up to 100 older women are expected to benefit from the project over three years.

### **Financial Observations**

Audited accounts show income in the year ending March 2012 as £93,510, which has been generated from a wide range of local statutory funds and charitable grants. The reserves policy states that free reserves should be equivalent to six months' expenditure; St Peter's has £50,746 in hand, which is equivalent to 54% in-year expenditure.

The 2012-13 budget shows income of £101,150 of which £99,650 has been secured from a range of commissioned funds and charitable grants. As indicated above Tower Hamlet Adult Commissioning is contributing £70,395 over three years towards the Elders Development and Advice project.

### **Officer's Appraisal**

St Peter's Community and Advice Centre has a strong track record in providing services to Bangladeshi and other communities in Tower Hamlets and to older beneficiaries. This application builds on earlier good work and will provide a community-based way of addressing emerging non-clinical depression and other low level mental health issues for older Bangladeshi women. Intervention should lead to fewer older people experiencing depression and as such this application addresses your programme outcome 'Improving Londoners' Mental Health'.

### **Recommendation**

**£47,700 (3 x £15,900) towards the project costs of raising awareness of mental health issues experienced by elderly Bangladeshi women living in Tower Hamlets.**



# 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)

11298

Date Received:

12/07/2012

Programme  
Area:

03

### 1. About your organisation

Name of organisation applying for grant: <b>St Peter's Community and Advice Centre</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>1 Marian Place London</b>	
Postcode: <b>E2 9AX</b> Is this your home address? <b>No</b>	
Contact person: <b>Dr. Khondoker Kamal-Uddin</b>	Position: <b>Principal Development Officer</b>
Phone: <b>020 7739 8024</b>	Fax: <b>020 7729 9115</b>
E-mail: <b>stpetersadvice@fsmail.net</b>	
Website: <b>www.stpetersadvice.org</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1053972</b>	
Date organisation established: <b>01/12/1990</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Improving Londoners' Mental Health</b>
Purpose for which funds are requested: (25 words maximum) <b>To raise awareness of mental health issues experienced by elderly Bangladeshi elderly women living in Tower Hamlets.</b>
How much funding is requested? <b>Year 1: £15,925 Year 2: £15,925 Year 3: £15,925 Total: £47,775</b>

### 3. Aims of your organisation

The Centre was set up by the local community in 1990. It provides support and guidance to disadvantaged and marginalised sections of the community who are excluded in terms of housing, employment, health and education because of lack of access to facilities, isolation and opportunities.

The Charity's Objects are for the benefit of the inhabitants of Tower Hamlets particularly members of the Bangladeshi and other ME Communities but not exclusively:

- To relieve poverty, hardship and distress by the provision of advice on welfare rights, housing, debt, health matters, immigration, interpreting/translating and advocacy as well as their educational and employment needs.
- To advance education and training through the provision of language and classes in other subjects.
- To preserve and protect health through the provision of appropriate services.
- To provide or assist in the provision of facilities for recreation and other leisure time occupations in the interests of social welfare with the object of improving conditions of life.

### 4. Main activities of your organisation

Advice and Information -- Provide drop in advice support on a one one basis on the following areas of law at the CLS General Help Level: Housing, Benefits, Debt, Immigration (OISC - Level 1), Consumer and Utilities, Education, Health Matters. This service is run 4 days a week.

Lunch Club-- Providing a hot cooked lunch to people aged 50 and above - 3 sessions a week.

Girls Youth Peer Education Programme -- Educational, social and leisure activities for girls and young women.

Summer Holiday Playscheme -- providing a variety of educational and leisure activities for children and young people during the summer holiday period.

Girls Supplementary Education and ICT/ Study Support Programme.

Community Gardening Project: Providing environmental education programme and therapeutic support for the young and elderly.

Domestic Abuse & Mental Health Awareness Project - We provide confidential bilingual advice, guidance and counselling support so that vulnerable women know, understand and have the confidence to access supports services for themselves who have been victims of domestic violence

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
01	5	7	10

### 6. How do you support your volunteers?

- (a) We provide supervision support and practical training for the volunteers.
- (b) Provide work experience placement at the organisation's office, different community projects run at the Centre
- (c) Letter of reference for a job.
- (d) We also provide volunteering expenses to volunteers.

### 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/Leased	Five Years, renewable

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	
Activities for generating funds	37228
Investment income	
Income from charitable activities	56282
Other sources	
<b>Total Income</b>	<b>93510</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	91400
Governance costs	1620
Cost of generating funds	
Other	
<b>Total Expenditure</b>	<b>93020</b>
<b>(Deficit)/surplus for the year:</b>	<b>490</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	1488
Investments	
Net current assets	49261
Long-term liabilities	
<b>*Total A</b>	<b>50749</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	
Unrestricted funds	50749
<b>*Total B</b>	<b>50749</b>

\* 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?  
40%

## 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:	2010	Ref:	9858	Grant received:	£0	OR application rejected?	Yes
Month/Year:	2006	Ref:	7433	Grant received:	£61,000	OR application rejected?	No
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: 2009	Year: 2010	Year: 2011
(i)			
(ii) Tower Hamlets Council	31,922	43,142	38,767
(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: 2010	Year: 2011
Comic Relief	29,696	17,755
Henry Smith Charity	14,000	0
BBC Children in Need	19,235	13,225
Lloyds TSB Foundation	5,000	0
Wates Foundation	15,000	15,000
Esmee Fairbairn Foundation	19,362	12,000

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

We make careful use of natural resources e.g. recycling of scrap paper by using used paper again, recycling of ink jet cartridges.

As far as possible we use email for communicating to reduce the amount of paperwork and to reduce the telephone bill and postage.

During the summer days (or when the days are longer) we turn off the lights, the computers switched off while not in use, heating systems turned off time with seasonal weather.

We already apply a no smoking policy (as required by law),

We encourage users not to waste water and more use of public transport rather than cars.



## 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 Project Aim

Our project focuses on tackling the increasing mental health problems experienced by Bangladeshi elderly women aged 65+ living in Tower Hamlets particularly in areas of depression, anxiety and stress resulting from loneliness, isolation or through being victims of domestic abuse.

### The Need

Through a befriending pilot project that we ran last year and a domestic abuse project that was also run, a large number of female elderly users reported that they were experiencing depression and anxiety attributed as a result of living in isolation from the wider community, experiencing language, social and cultural barriers that prevented their access to services. There was increased levels of stress, anxiety and depression reported by elderly women due to domestic abuse by younger family members that was occurring amongst many Bangladeshi families. We have had elderly parents reporting to us that they were being neglected intentionally or unintentionally. Through family conflicts many of the elderly women are forced to live in sheltered accommodation or on their own for the first time in their lives - away from family and friends.

### Objectives:

To reduce mental health problems experienced by Bangladeshi elderly women - depression, anxiety, stress attributed through isolation, loneliness and domestic abuse.

To reduce the risk that elderly women may experience, face or be vulnerable to it by helping, supporting and guiding elderly women to reduce their tolerance or acceptance of domestic violence and abuse.

To create awareness of issues that relate to elderly women by organising informative events and to break isolation by creating a safe and confidential environment for elderly women to meet up.

To actively work to raise awareness of mental health illness amongst Elderly Women for the purpose of preventing occurrence or re-occurrence by increasing the community involvement and participation of elderly women who have been excluded from the wider community

### Carryout the following activities

To provide independent, impartial advocacy support, raising awareness, imparting knowledge, variety of information on exercising their rights, understanding responsibilities, making important choices, and communicating with others.

To strengthen and promote participation in community activities through volunteering,. To provide training and one to one support that encourages and build the confidence of older people to volunteer.

To provide befriending support to elderly women - with a new direction in life, to open up a range of activities that will lead to increased self-esteem and self confidence.

Befrienders will support elderly women company in their own home and offer companionship and relieve isolation.

### Outcomes:

To reduce the number of reported cases of elderly Bangladeshi women affected by mental health illness particularly depression, anxiety and stress.

To support elderly women to overcome depression, anxiety or stress resulting from domestic abuse.

To enable them to regain control of their lives and successfully managing responsibilities for their home to be able to independently and have the confidence and self-capacity to make positive life changing decisions.

To enable elderly women with mental health illness to know and understand their rights and entitlements - enable to them to make positive life choices and to enable them to lead a more independent and safer life without further threat to their mental health.

To increase elderly women's involvement and participation in the community including increased uptake of local services to enable them to have a better quality of life.

### Track Record

Providing a variety of services to the local community.

Skilled and experienced Trustees from different professional backgrounds - good experience of project delivery management skills.

Good understanding of the needs of the local community with strong user involvement and participation.

Strong links and partnership in the Public and Voluntary Sector



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

Attendance: How many beneficiaries attending, how often. Record the number of elderly women reporting further cases of mental health illness or problems.

Individual Personal Monitoring Form: Carrying an assessment of the issues each participants have at the start of the project (to be able to collect basic baseline data -- e.g. details of lifestyles, family, level of uptake of services, personal health matters).

The elderly Women report a reduction of mental health problems from feedback-- e.g. they seem happier, more active involvement in activities at the Centre or other organisations locally, women experiencing less isolation, making more friends, stronger family relationships.

The feedback from local agencies which we will be working with.

Feedback from the participants on how the support and activities have benefited them.

An end of year evaluation to compare how the health has changed or improved as a result of their participation in the project.

**17. Beneficiaries**

How many people will benefit from the grant per year?			
<b>60</b>			
In which local authority is your organisation based?			
<b>Tower Hamlets</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each)			
<b>Tower Hamlets</b>			
At what address will the activity be located?			
<b>St. Peter's North Community Centre, 1. Marian Place, London E2 9AX</b>			
What age group will benefit? <b>over 65</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British		Black - Caribbean	
White - Irish		Black - African	<b>10</b>
White - Other (please describe) Eastern European	<b>10</b>	Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi	<b>80</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			
What proportion of the beneficiaries will be disabled people?			
<b>20%</b>			

## 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 Costs - Elderly Women's Mental Health Worker	15,015	15,015	15,015	45,045
Employers Ni Costs	910	910	910	2,730
Sessional Staffing Costs	8,100	8,100	8,100	24,300
Volunteer Expenses (Befrienders Costs)	2,250	2,250	2,250	6,750
Beneficiary Welfare Support Costs	2,700	2,900	3,100	8,700
Publicity and Promotion	2,500	2,500	2,500	7,500
Event/Themed Workshop Costs	2,000	2,100	2,200	6,300
Overheads Contribution Costs	2,450	2,610	2,780	7,840
Premises Costs	3,000	3,000	3,000	9,000
<b>TOTAL</b>	<b>38,925</b>	<b>39,385</b>	<b>39,855</b>	<b>118,165</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Tower Hamlets Council - Adults Health and Well Being	23,000	23,465	23,930	70,395
<b>TOTAL</b>	<b>23,000</b>	<b>23,465</b>	<b>23,930</b>	<b>70,395</b>

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

## 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 Costs - Elderly Women's Mental Health Worker	15,015	15,015	15,015	45,045
Employers NI Costs	910	910	910	2,730
	<b>15,925</b>	<b>15,925</b>	<b>15,925</b>	<b>47,775</b>
<b>TOTAL</b>	<b>15,925</b>	<b>15,925</b>	<b>15,925</b>	<b>47,775</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required?

01/11/2012

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

If so, how will it be resourced?

**The Council to continue to support the project.**

**Identify alternative funding sources - other charities and trusts that are willing to support.**

**More use of volunteers to do befriending work.**

**Split the activities into smaller individual services.**

**Further training of staff and volunteers.**

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

**Not Required**

### Declaration on behalf of applicant organisation

I, DR. KHONDOKER KAMALUDDIN (your name)

am an authorised representative of

ST. PETER COMMUNITY & ADVICE CENTRE (your organisation)

within which I am PRINCIPAL DEVELOPMENT OFFICER/MANAGER (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature  Date 13/07/12

**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

**ASSESSMENT CATEGORY - Improving Londoners' Mental Health****Mind in Tower Hamlets and Newham****Ref: 11139****Amount requested: £124,391****Adv: J Grieve Combes****Base: Tower Hamlets****Benefit: Tower Hamlets**

**Purpose of grant request:** Advocacy and support in accessing mental health well-being activities for 270 older people with depression in Tower Hamlets, over three years.

**Background**

Mind in Tower Hamlets and Newham (MITHN) is an independent charity affiliated to Mind. It supports 2000 people a year through a range of services including advocacy, welfare rights, health promotion, counselling, and activity groups in art, music therapy, bicycle maintenance and yoga. Impressively, 80% of clients are not re-admitted to hospital. The charity has received accreditation from the British Association for Counselling and Psychotherapy and is currently running a clinical pathway project in Newham trialling alternative talking therapy models.

Your officer visited MITHN's busy Tower Hamlets offices (it also has offices in Newham and Mile End Hospital) where a number of activities were in progress including music therapy, counselling sessions and bicycle maintenance. MITHN enjoys strong support from 50 volunteers: its counselling service is run almost entirely by trained volunteers, it has several user-led groups and other volunteers help in the office and at events.

**Funding History**

An application from MITHN was declined in 2004 due to its similarity to a grant approved in 2003 under the Diana Fund rescue, to which it made no reference. In 1997 you awarded a three-year grant for an employment project for mentally ill people which was signed off long ago.

**Current Application**

The request before you is for a full time Older Person's Advocate to deliver a mix of advocacy and support to help 270 older people with depression and other common mental health concerns to feel more in control of their lives, less isolated, more aware of their rights and able to understand the services available to them. The advocate would provide support on issues such as health, housing, finance, benefits and care provision and signposting to appropriate local healthy activities such as lunch clubs, exercise classes and community groups (including St Hilda's East Community Centre which you currently fund). They will also train

and support 15 'peer advocates', drawn from service users and their friends and family, who will provide one-to-one support and help older people access and engage with local activities.

Support will be delivered in a range of settings including people's homes, day centres and Mile End hospital. Good links are already in place with NHS services and Age UK Tower Hamlets. By working in community settings, the project aims to raise awareness and reduce stigma around depression and mental health issues, especially with those who may not have visited their GP for support.

MITHN has a track record in advocacy and provides inpatient and community services as well as a specialist adolescent advocate. Current services have however identified a gap in provision for older people, for whom there is no statutory requirement to provide specialist advocacy unless they are detained under the Mental Health Act.

### **Financial Observations**

MITHN's latest audited accounts are from March 2012 and show an overall surplus of £35,960 which represents 2.6% of their turnover of £1,362,966, although unrestricted funds showed a very small deficit. The 2012/13 budget shows a breakeven position. MITHN's reserves policy is to hold 3 months' worth of running costs in free unrestricted reserves which in 2011/12 equated to £331,572. At 31<sup>st</sup> March 2012 free unrestricted reserves (excluding designated funds) stood at £156,766, below the target but not of undue concern.

### **Officer's Appraisal**

The Older Person's Advocacy Project fills a gap in existing services to help older people with depression take control of their own lives. By training peer advocates, the project will additionally build the skills and confidence of 15 older people and their friends and family and will provide the project with some sustainability after funding.

### **Recommendation**

**£124,000 over three years (£41,000; £41,000; £42,000) towards the salary of a full-time Older Person's Advocate and running costs of a project for older people with depression and mental health issues in Tower Hamlets.**





# 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)

11139

Date Received:

29/03/2012

Programme  
Area:

03

### 1. About your organisation

Name of organisation applying for grant: <b>Mind in Tower Hamlets and Newham</b>	
If the organisation is part of a larger organisation, what is its name? <b>Independent charity affiliated to Mind</b>	
Address for correspondence: <b>Open House 13 Whitethorn Street London</b>	
Postcode: <b>E3 4DA</b> Is this your home address? <b>No</b>	
Contact person: <b>Mrs Michelle Kabia</b>	Position: <b>Director</b>
Phone: <b>020 7510 4241</b>	Fax: <b>020 7537 7944</b>
E-mail: <b>michelle.kabia@mithn.org.uk</b>	
Website: <b>http://www.mithn.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1006927</b>	
Date organisation established: <b>18/09/1991</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Improving Londoners' Mental Health</b>
Purpose for which funds are requested: (25 words maximum) <b>Advocacy and support in accessing mental health well-being activities for 270 older people with depression in Tower Hamlets, over three years.</b>
How much funding is requested? <b>Year 1: £41,117 Year 2: £41,225 Year 3: £42,049 Total: £124,391</b>



### 3. Aims of your organisation

Mind in Tower Hamlets and Newham aims are as follows:

- to promote the preservation of mental health;
- assist in relieving and rehabilitating persons suffering from mental disorder;
- to support those experiencing emotional or mental distress;
- to work in the boroughs of Tower Hamlets and Newham; and
- to work in accordance with the aims and objects of National Mind.

### 4. Main activities of your organisation

We provide a range of community-based services, which encourage independence, enabling adults with mental health issues to be active participants in the wider community. Services include advocacy, welfare rights, health promotion and counselling. We also run activity groups in art, music therapy, wood work and bicycle maintenance and community engagement groups.

We provide mental health support services for the whole community, with special regard for service users from the Black, Asian and Minority Ethnic Communities (BAMER Communities). These include Bengali, Somali and African and Caribbean communities who are over represented within Tower Hamlets.

We support approximately 2,000 people a year, of which 80% are not re-admitted to hospital. Our services, provided by 38 staff, operate during normal and unsocial hours. Our 50 volunteers, many of whom are services users, are involved in service delivery and developing new services.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>18</b>	<b>20</b>	<b>10</b>	<b>50</b>

### 6. How do you support your volunteers?

All volunteer roles are documented and covered by our volunteer policy. Volunteers are trained and CRB-checked prior to taking up their roles. Volunteers are supervised in their roles by line management. Personal development is reviewed with the Volunteer Co-ordinator quarterly and training provided as required.

### 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?
<b>Leased</b>	<b>24 years</b>

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	1,449
Activities for generating funds	
Investment income	260
Income from charitable activities	1,361,207
Other sources	
<b>Total Income</b>	<b>1,362,966</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	1,299,950
Governance costs	27,756
Cost of generating funds	
Other	
<b>Total Expenditure</b>	<b>1,327,006</b>
<b>(Deficit)/surplus for the year:</b>	<b>35,960</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	474,124
Investments	
Net current assets	576,945
Long-term liabilities	
<b>*Total A</b>	<b>1,051,069</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	613,739
Unrestricted funds	437,330
<b>*Total B</b>	<b>1,051,069</b>

\* 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?  
85.86

## 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:

Month/Year: 12/2004	Ref: 6090	Grant received:	OR application <u>rejected?</u> JGC
Month/Year: 08/2003	Ref: 4171	Grant received: £46,127 (Diana Fundrose)	OR application rejected? JGC
Month/Year: 06/1997	Ref: 98-169	Grant received: £30000	OR application rejected? JGC

## 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: 2009/10	Year: 2010/11	Year: 2011/12
(i)			
(ii) Tower Hamlets	570,708	570,708	557,743
Newham	0	0	0
(iii) Tower Hamlets	18,000	18,000	18,000
(iv) Newham	130,000	160,000	130,000
Tower Hamlets	356,289	356,289	356,276
(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: 2010/11	Year: 2011/12
Henry Smith	38,000	38,000

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

Our Environmental Policy supports the principles of recycling and energy efficiency. Key practices include:

- Reviewing energy consumption, through optimal settings on radiator thermostats, use of energy-saving light bulbs and encouraging staff to turn lights and equipment off when not in use.
- Monitoring the use of water; turning off taps, fast repair of leaky fittings and washing up in bulk.
- For printed matter we promote the use of recycled paper, printing on both sides of the paper and recycling of printer cartridges.
- Staff are also encouraged to use electronic media rather than print wherever possible.
- We have strict procedures for storage and handling of hazardous products.

## 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

#### 1. Population

- a) There are over 18,000 people over the age of 65 in Tower Hamlets (Tower Hamlets Partnership, 2009).
- b) 2,075 of these were on GP depression registers (2008). Many others go untreated. The POPPI system estimates about 2,700 will have depression.

#### 2. Risk level

Isolation and deprivation increase the risk of depression for older people in Tower Hamlets:

- a) 44 to 55% live alone; 66% of whom have no access to transport
- b) Across the borough, 50% live below the poverty line
- c) Older people are more heavily represented in the most deprived wards; 92% of older people in Whitechapel are income deprived, 83% in St Dunstan and Stepney Green. (Tower Hamlets Over 65 Needs Assessment, 2008)

3. Our advocacy service has identified a strong demand for advocacy and support services for older people in the area.

### DELIVERY

1. One full-time Older Person's Advocate will support 90 people aged 65+ each year; 270 people supported over the life of the project.
2. Referrals will come from local GP practices, social services, Community Mental health services, older people services and other Mind services.
3. Each older person will be offered:
  - a) Advocacy Services to resolve issues, impacting the person's ability to take control of their life; e.g. health, housing, finance, benefits issues.
  - b) Signposting to Well-being Services, to support the older person access healthy activities, which are available in the community. Activities will take into account individuals' activity levels, interests and cultural needs.
4. We will train up 15 "Peer Advocates" to support older people with depression in the community.
5. A record of each person's contact and case management will be kept on file and issues which need to be followed up will be signposted to an appropriate service.
6. Services will be provided at MITHN premises and in the community.

### AIMS

1. 216 older people with depression and mental health issues will feel better informed and more in control of their lives, as a result of receiving advocacy services by the end of the project.
2. 216 older people with depression and mental health issues will feel less isolated, more aware of their rights and understand the range of services available to them.
3. By the end of the project 15 people will be trained as Peer Advocates.
4. Peer Advocates will feel able to continue the well-being programme beyond the end of the grant.

### WHY US

1. 28 years experience delivering mental health services to over 2,000 people/year in Tower Hamlets and Newham.
2. An established presence in the area, with good relationships with local statutory/3rd sector providers.
3. Established advocacy services; including IMHA, Inclusive Advocacy and peer advocacy programmes.
4. Unique in providing specific services to minority ethnic groups.

### PRIORITY AREA

This project directly tackles depression amongst older people in two ways:

- Advocacy services will support individuals to deal with the issues which keep people isolated and prevent them being in control of their lives
- Direct signposting to services enabling greater access health/well-being services will enable older people to make positive changes in their lives.

### GOOD PRACTICE

1. People with 'lived experience' of mental illness develop/deliver our services; 2 are on our Executive Committee, 14 are staff, and 28 are volunteers.
2. Our staff, management, volunteers and service-users reflects the multi-ethnic community in which we operate.
3. We have 50 volunteers: eg. counsellors, advisers, facilitators, therapists and administrators. Some have become employees. All roles are documented, supervised and governed by our volunteer policy.
4. We are reducing our carbon footprint by using recycled paper, duplex printing, maximising electronic media, and energy-saving practices.

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

Our outcomes and the programme outcome will be recorded in the Project Plan. Project activities and milestones will be mapped to these.

The Older Person's Advocate will report project progress to the Advocacy Manager who will report to the Senior Management Team monthly, and to the Trust as required.

We will consult with referring partners, local service providers (statutory and third sector) and peer advocates to maintain records of beneficiaries' condition and progress.

We will record the contact and outcome of contact on clients' case management notes.

We will collect data from service users via pre and post questionnaires, and through feedback workshops. Key learning will be reported every six months and shared with all stakeholders.

**17. Beneficiaries**

How many people will benefit from the grant per year?

**270**

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**

At what address will the activity be located?

**Whitehorn Street, Tower Hamlets; and across Tower Hamlets.**

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

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

	<b>%</b>		<b>%</b>
White - British	<b>30</b>	Black - Caribbean	<b>10</b>
White - Irish	<b>5</b>	Black - African	<b>10</b>
White - Other (please describe)		Black - Other (please describe)	
European	<b>5</b>	Somali	<b>10</b>
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi	<b>30</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			<b>100</b>

What proportion of the beneficiaries will be disabled people?

**30%**



## 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 £
Older Person's Advocate: salary, national insurance and pension	31,456	32,085	32,727	<b>96,268</b>
Recruitment	700	0	0	<b>700</b>
Staff travel	100	102	104	<b>306</b>
Volunteer travel expenses	500	510	520	<b>1,530</b>
Volunteer subsistence	1,248	1,273	1,298	<b>3,819</b>
Phone and mobile phone	740	755	770	<b>2,265</b>
Project share of accommodation costs & utilities	1,147	1,170	1,193	<b>3,510</b>
Project share of IT costs and stationery/printing	701	715	729	<b>2,145</b>
Central Management costs @10.3%	4,525	4,615	4,708	<b>13,848</b>
Management and Supervision at 3 hours	3,341	3,408	3,476	<b>10,225</b>
<b>TOTAL</b>	<b>44,458</b>	<b>44,633</b>	<b>45,525</b>	<b>134,616</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Mind in Tower Hamlets and Newham - Management and Supervision costs	3,341	3,408	3,476	<b>10,225</b>
<b>TOTAL</b>	<b>3,341</b>	<b>3,408</b>	<b>3,476</b>	<b>10,225</b>

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

## 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 £
Older Person's Advocate: salary, national insurance and pension	31,456	32,085	32,727	<b>96,268</b>
Recruitment	700	0	0	<b>700</b>
Staff travel	100	102	104	<b>306</b>
Volunteer travel expenses	500	510	520	<b>1,530</b>
Volunteer subsistence	1,248	1,273	1,298	<b>3,819</b>
Phone and mobile phone	740	754.8	769.9	<b>2,264.7</b>
Project share of accommodation costs & utilities	1,147	1,170	1,193	<b>3,510.3</b>
Project share of IT costs and stationery/printing	701	715	729.3	<b>2,145.3</b>
Central Management costs @10.3%	4,525	4,615	4,708	<b>13,848</b>
<b>TOTAL</b>	<b>41,117</b>	<b>41,225</b>	<b>42,049</b>	<b>124,391</b>



## 20. Funding requested from the Trust (continued)

When will the funding be required?

**26/06/2012**

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

If so, how will it be resourced?

**15 Peer Advocates will in place by the end of the project. They will provide some sustainability for health/well-being activities for older people with depression.**

**Funding for advocacy services will be addressed through applications to trusts and foundations, and any new statutory sources. Applications will be submitted by the end of Year 2.**

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

**Not applicable**

### Declaration on behalf of applicant organisation

I, Michelle Kabia (your name)

am an authorised representative of

Mind in Tower Hamlets and Newham (your organisation)

within which I am the Director (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature  Date 14/5/12

**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

**ASSESSMENT CATEGORY - London's Environment****Froglife Trust****Ref: 11216****Amount requested: £88,131****Adv: Ciaran Rafferty****Base: Outside London****Benefit: London-wide**

**Purpose of grant request:** Dragon Finder is a London wide conservation project incorporating habitat work, wildlife workshops, exhibitions, swimming pool conversions, dragon finder days, wildlife app & website.

**Background**

The Froglife Trust is a national charity which has recently celebrated its 10<sup>th</sup> anniversary as a registered charity. Its head office is in Peterborough though it does have access to office facilities in west London to support its work in the Capital. Its mission is to support the conservation of amphibians and reptiles – frogs, toads, newts, snakes and lizards – and saving the habitats they depend on. It actively encourages people who are not usually involved in conservation and concentrates on “on the ground” action which directly benefits amphibians (eg through care of habitats). It has been particularly successful over the years in delivering environmental education programmes (some of which were funded by your Committee) and in incorporating new audiences – one such scheme, funded by you, which used young offenders to improve habitats in London.

**Funding History**

The City Bridge Trust has a long history of supporting Froglife, all of which was successfully monitored. The first grant was awarded in early 2000 (£90,000 over two years, followed in 2002 by a third year's support of £40,000) for the London Pond Doctor project. In 2004 you then granted £96,000 over two years for the project with young offenders referred to earlier. Most recently was a grant of £98,600 over three years, awarded in November 2007, to support the creation and maintenance of new habitats across London.

**Current Application**

This proposal has several components all of which fall under the general banner of environmental education. These are:

- training for allotment holders across 24 boroughs so that they can improve their sites for wildlife
- mobilising volunteers to create and restore habitats in 26 boroughs (including a project working with people with poor mental health)
- education and craft sessions in 8 boroughs for visiting school groups

- Swimming with Dragons – an innovative scheme to run 16 family events where 4 swimming pools will be converted into a pond scene using floating pond creatures so that younger children and their families can learn about amphibians in a fun environment
- Dragon Days – 64 open events which will involve storytelling, pond dipping, wildlife walks, games and craft activities
- an audio-visual atlas (or App) which will consist of a free downloadable species guide and will also include regularly updated information on the distribution of the species across London.

### **Financial Observations**

Audited accounts for 2011/12 have been provided and which show an overall surplus of £19,344 which equates to 2.7% of turnover. Free available reserves amount to £65,077 which equates to 3.5 months' unrestricted expenditure. The reserves policy indicates a desire to hold 6 months' worth though the budget for the current financial year is on track to meet its income target which, if realised, should lead to a surplus which would bring the level of free reserves closer to the expressed target.

### **Officer's Appraisal**

Froglife are experts at what they do and their work in London over the years (much of it supported by your Committee) has been crucial in developing and preserving habitats for amphibians. This project will continue that in some of its components but will also introduce new audiences to environmental conservation and will use exciting new concepts such as the Swimming with Dragons events to encourage families and young children to develop their interest in London's wildlife.

This is a substantial project in its totality as can be deduced from the costings shown at Q18 on the application form. Funding has recently been secured from the Heritage Lottery at a total value of £472,000 over 4 years making the scheme now feasible. (That bid involved a thorough and comprehensive assessment of the proposed outputs and outcomes of the scheme, which the Heritage Lottery Fund concluded were robust.)

The grant recommended is lesser in year 1 than that requested as the budget includes a considerable sum for translating various materials into a range of languages, which officers do not deem as being necessary. This has been explained to the organisation.

### **Recommendation**

**£77,000 over three years (£35,000; £21,000; £21,000) towards the costs of the Dragon Finder project, including a p/t (3dpw) Project Assistant.**



# 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)

11216

Date Received:

23/05/2012

Programme  
Area:

04

### 1. About your organisation

Name of organisation applying for grant: <b>The Froglife Trust</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>2a Flag Business Exchange Vicarage Road Peterborough, Cambridgeshire</b>	
Postcode: <b>PE1 5TX</b> Is this your home address? <b>No</b>	
Contact person: <b>Miss Kathy Wormald</b>	Position: <b>Chief Executive Officer</b>
Phone: <b>01733 558844</b>	Fax:
E-mail: <b>kathywormald@froglife.org</b>	
Website: <b>http://www.froglife.org</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1093372</b>	
Date organisation established: <b>27/02/2002</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>London's Environment</b>
Purpose for which funds are requested: (25 words maximum) <b>Dragon Finder is a London wide conservation project incorporating habitat work, wildlife workshops, exhibitions, swimming pool conversions, dragon finder days, wildlife app &amp; website.</b>
How much funding is requested? <b>Year 1: £46,029 Year 2: £21,271 Year 3: £20,831 Total: £88,131</b>



### 3. Aims of your organisation

Froglife's vision is a world in which reptile and amphibian population are flourishing as part of healthy ecosystems. In order to achieve this we use practical conservation, education and communication and everyone is invited to join Froglife in achieving our vision and mission. Froglife works inclusively but actively encourages those that are not usually involved in conservation. Froglife's work is delivered through an education, conservation and communication team, and all of our work focuses on 'on the ground' action directly benefiting reptiles and amphibians and other associated aquatic species. Our overarching aim is to take individuals on a wildlife journey, fostering a passion not only for the species that we represent but for the whole of the natural environment. We aim to leave behind a legacy of improved and appreciated wildlife spaces.

### 4. Main activities of your organisation

London Living Waters: 2008-2012 -34 ponds created & 24 restored; trained 1,260 volunteers; 5 employed within the sector; surveyed 201 ponds; a total of 3,226 people directly took part in events; worked in 21 boroughs.  
 Cambridgeshire Living Waters: 2008-2011-12 ponds created & 25 restored; 70 volunteers trained & surveyed 280 ponds.  
 Glasgow & North Lanarkshire Living Waters: 2009-2014 - to date created & restored 51 ponds; over 300 volunteers trained; surveyed 26 sites; worked closely with 21 schools; 38 events hosted with approx 2,000 people getting directly involved.  
 Toads on Roads: 2010/2011 - a record 73,874 toads rescued.  
 EU Toads on Roads workshop: 2012 - hosted in Peterborough by Froglife with attendance from 12 EU countries resulting in a European Network.  
 Education Programme: 2011-2014: to date worked with 2,048 young people; 80 individuals not in employment, education or training (13 adults with learning disabilities; 79 unemployed; 73 socially deprived); 9 reminiscence sessions with 1,252 participants; 8 major Froglife events; 4 individuals gain employment; 2,448 community service hours spent on conservation projects;  
 228 young offenders work with Froglife.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>14</b>	<b>1</b>	<b>7</b>	<b>360</b>

### 6. How do you support your volunteers?

Supported by Project Officers and also our Public Engagement Officer. We have various procedures & policies to protect our volunteers and we are in the process of developing a volunteer hand book to draw it all together and provide a single point of reference.

### 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?
<b>Leased</b>	<b>July12 will be renewed</b>

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	38,726
Activities for generating funds	196,285
Investment income	1
Income from charitable activities	479,348
Other sources	9,504
<b>Total Income</b>	<b>723,864</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	560,738
Governance costs	3,200
Cost of generating funds	140,582
Other	
<b>Total Expenditure</b>	<b>704,520</b>
<b>(Deficit)/surplus for the year:</b>	<b>19,344</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	6,561
Investments	
Net current assets	65,077
Long-term liabilities	
<b>*Total A</b>	<b>71,638</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	
Unrestricted funds	71,638
<b>*Total B</b>	<b>71,638</b>

\* 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?  
5%

## 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:				
Month/Year:	Oct07	Ref:	8337	Grant received: £98,600 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: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(iii)			
(iv)			
(v) Natural England	4,664	66,291	49,778
(vi) Glasgow City Council Peterborough City Council Youth Offending Service CEFAS	33,773	47,885 2,500	30,000 38,000

## 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:	Year:
Tudor Trust	20,000	20,000
Heritage Lottery Fund	69,800	52,645
BBC Children in Need	29,549	34,197
SITA Trust	42,207	58,589
Cory Environmental Trust in Britain	25,525	21,094
PLEASE SEE ATTACHED FOR OTHER LARGER DONORS * <i>en file</i>		

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

Froglife operates a cycle to work scheme whereby employees can purchase discounted bikes. All staff must use public transport whenever possible. As much as possible we operate a paper free office. We use recycled/re-used goods as much as possible, this includes project materials & equipment. The office is kept well insulated reducing energy costs and lights are only used when necessary. All electrical items are turned off at the mains when the office is vacated.

The nature of our work is beneficial for carbon offsetting, for example: within urban environments plants filter pollutants and absorb carbon dioxide from the air; aquatic habitats and plants help stabilise high temperatures brought about by heat generated by buildings and vehicles; and vegetation and soft ground can help dampen noise levels and reduce the risk of flooding.

## 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 conserve the UK's amphibian and reptile species it is crucial that we have accurate data. Greater London Greenspace Information (GIGL) has expressed concerns about the paucity of data. This paucity reflects a general lack of knowledge and appreciation for these species. This project will increase public awareness of the species and generate data. The data gathered will be submitted to GIGL and used to inform habitat management practices and planning policy.

The project seeks to reach as many people as possible and will operate in all London boroughs, with a comprehensive activity plan.

**Wildlife workshops:** A training course for allotment holders. Total of 40 workshops with 50 allotment sites in 24 boroughs.

**Practical Habitat work:** Habitat work on 49 and surveys on 24 sites reaching 26 boroughs. A target to enlist 392 volunteers. Additionally Youth offending Community Service projects will be delivered in 6 boroughs and practical projects at Sydenham Garden for people with mental ill health.

**Life Under the Surface Exhibitions:** A schools project at 8 venues from 8 boroughs to provide education and craft sessions. Involving 140 schools, 2,800 pupils and 490 families. To educate pupils about the importance of biodiversity. Craft sessions models will form a Life under the Surface exhibit for each venue. Froglife carried out a similar project in Peterborough winning first prize in National Science and Engineering Week as the best scientific exhibit.

**Swimming with Dragons:** Conversion of 4 swimming pools into pond scenes using props. Targeting family sessions, such as searching for submerged newt eggs and tadpole races. A total of 16 sessions.

**Dragon Days:** 64 open days involving 6,400 participants. Activities to include reminiscence, storytelling, pond dipping, wildlife walks, games, crafts.

**Audio-visual Living Atlas:** A free downloadable Smartphone app and a website to track changes to the dataset.

The project will work with over 100 organisations at over 80 venues.

### Objectives

1. Increase the dataset in London
2. Carry out direct habitat work to improve habitat provision
3. Deliver a fun and informative events programme to increase appreciation of the species and biodiversity generally
4. Increase the number of volunteers in London through the provision of training workshops

### Why Froglife

Previous London work has informed the development of this project. In the 1980s Froglife carried out a London wide Great Crested Newt survey and recently these sites have been revisited to establish current status. Conclusions inform the habitat programme.

In 2003 Froglife conducted species surveys on London allotments and this informed the questionnaire that was circulated to allotment holders as part of the Dragon Finder development phase. 86% said they were interested in attending a workshop.

The London Living Water programme from 2008-2012 working in 12 boroughs has identified habitat work and has highlighted a great need for species identification and habitat training, a need to increase and support volunteer networks and an enormous demand for more events and activities.

### CBT priorities

All activities are designed to raise awareness of the issues affecting the nature and quality of London's environment & towards enhancing London's biodiversity. Most importantly it empowers people to take action, particularly through on the ground habitat work and becoming an active volunteer. The project provides a positive message of action rather than the constant bombardment of negative messages.

Habitat action will have a direct impact on reducing London's carbon footprint. Within urban environments plants filter pollutants and absorb carbon dioxide from the air; aquatic habitats and plants help stabilise high temperatures brought about by heat generated by buildings and vehicles; and vegetation and soft ground can help dampen noise levels and reduce the risk of flooding.

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

Monitoring and evaluation will be carried out in two stages: formative & summative.  
 Formative evaluations: Feedback forms, Conversations and interviews, Observations  
 Post-activity feedback: E-mails, letters, phone calls  
 Specific activity evaluations:  
 Feedback tokens:  
 Website: Problems with the website will be monitored through e-mails sent to the Webmaster.  
 Smartphone app: Evaluation of the app will be based on star ratings and reviews on app download stores  
 Quiz: We will use quizzes to assess how much participants have learnt as a result of the activity.  
 Site visits: Post habitat work visits to assess the sites  
 Summative evaluation: Biodiversity surveys, Participant numbers, Species records, Photos  
 Recording: Interviews at reminiscence sessions-both voice and photographic  
 Targets have been set for each activity and all activities will be monitored and evaluated against achievement of the targets. Ultimately the project will be evaluated through increased number of species and habitat records submitted to GIGL.

**17. Beneficiaries**

How many people will benefit from the grant per year?

**36867**

In which local authority is your organisation based?

**Outside London**

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

**All boroughs**

At what address will the activity be located?

**All boroughs but office will be located in Acton**

What age group will benefit? **All**

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

	%		%
White - British	<b>57</b>	Black - Caribbean	<b>7</b>
White - Irish	<b>6</b>	Black - African	<b>8</b>
White - Other (please describe) European/American/Australian/African	<b>12</b>	Black - Other (please describe)	
Asian - Indian	<b>1</b>	Black - British	<b>6</b>
Asian - Pakistani	<b>1</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>1</b>		
Asian - Other (please describe)		Other (please describe)	
			Open to everyone

What proportion of the beneficiaries will be disabled people?

**10%**

## 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: salaries/training/CRB checks etc	96,752	95,676	95,676	288,104
Repair & conservation work: habitat creation/restoration	37,238	37,238	37,238	111,714
Equipment: computer/photography	1,957			1,957
Professional fees: Public liability/prof indemnity	912	912	912	2,736
Surveyors fees: habitat surveys		3,368	3,368	6,736
Staff & volunteer travel & expenses	10,110	10,110	10,110	30,330
Equipment & materials: Wildlife workshops;Swimming with Dragons; Dragon Days; Audio Visual Atlas; Life Under the Surface	36,526	0	0	36,526
Promotional materials & translations	28,640	0	0	28,640
Event costs: venue hire/transportation of exhibitions	2,462	2,212	1,712	6,386
Reminiscence costs: memory seats/reminiscence boxes	1,679	0	0	1,679
Professional fees: website/App identification keys/GIGL	6,226	1,667	1,667	9,560
Management/administration/overheads	19,555	19,555	19,555	58,665
Evaluation	0	0	514	514
Volunteer time	18,650	18,650	18,650	55,950
<b>TOTAL</b>	<b>260,707</b>	<b>189,388</b>	<b>189,402</b>	<b>639,497</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Volunteer time	18,650	18,650	18,650	55,950
Cash contributions from Borough Councils	36,630	0	0	36,630
<b>TOTAL</b>	<b>55,280</b>	<b>18,650</b>	<b>18,650</b>	<b>92,580</b>

What other funders are currently considering the proposal?

Funder	£
Heritage Lottery Fund	444,100
Veolia Trust	14,686
<b>TOTAL</b>	<b>458,786</b>

## 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: Project Assistant	13,656	13,656	13,656	40,968
Staff & volunteer travel & expenses	3,134	3,134	3,134	9,402
Equipment & materials: workshops/swimming/dragon days etc	11,323	0	0	11,323
Promotional materials & translations	8,878	0	0	8,878
Events costs	1,980	440	0	2,420
Reminiscence costs	1,679	0	0	1,679
Professional fees	1,338	0	0	1,338
Management/administration/overheads	4,041	4,041	4,041	12,123
<b>TOTAL</b>	<b>46,029</b>	<b>21,271</b>	<b>20,831</b>	<b>88,131</b>



## 20. Funding requested from the Trust (continued)

When will the funding be required?

01/10/2012

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

If so, how will it be resourced?

**This is a 4.5 year project. We are seeking a 3 year grant from CBT as co-funding for a HLF grant. CBT will be kept informed through project reports for the full 4.5 years. A central element of the project is volunteer training to ensure that the project is sustainable.**

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

**The only permission that will be required is from Natural England to work on a SSSI site. We cannot apply for permission until we know that the work will proceed, but as this is a biodiversity project, and we have obtained similar permissions in the past, we do not anticipate any difficulties.**

### Declaration on behalf of applicant organisation

I, KATHRYN WORMALD. (your name)

am an authorised representative of

THE FROG LIFE TRUST. (your organisation)

within which I am CHIEF EXECUTIVE OFFICER (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct

Signature [Signature] Date 25/5/2012

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

**ASSESSMENT CATEGORY - London's Environment****Spitalfields City Farm****Ref: 11173****Adv: Tim Wilson****Amount requested: £110,379****{Revised request: £102,897}****Base: Tower Hamlets****Benefit: Tower Hamlets**

**Purpose of grant request:** Manager salary costs - to facilitate a period of growth for the farm's environmental education and biodiversity programmes, new building and sustainable social enterprise.

**Background**

Running for more than 30 years, Spitalfields City Farm occupies a two acre site between Brick Lane and Whitechapel. It attracts over 35,000 visitors each year and is home to the Coriander Club, a project bringing Bengali women together to grow vegetables and promote healthy living.

The farm offers a wide range of volunteering opportunities and engages people with mental health problems, drug and alcohol dependencies as part of its work. There is also outreach to local schools as well as on site clubs to get young people involved in gardening and animal care.

Spitalfields City Farm participated in the 2012 Celebrate the City, taking sheep into the Square Mile as part of the stall for Woolmen's Hall.

**Funding History**

The first grant awarded was in late 1996, with another awarded in 2000. More recently, you supported the farm with a grant of £45,000 in June 2004 for community engagement and to promote healthy lifestyles. Monitoring reports were satisfactory and the grant was made historic some time ago.

**Current Application**

The farm seeks funding towards the Manager's salary in order to oversee an ambitious expansion of Spitalfields' environmental education, biodiversity and social enterprise programmes. With continuity of funding for the Manager, the farm will aim to engage more local schools, improve the use of its site space, and raise capital towards winter buildings.

The charity has already raised funds from other sources for the first year, and so there is a relatively sharp rise in request in years two and three.

**Financial Observations**

Latest independently examined accounts are from the year ending March 2011 and show a deficit of £11,497, equivalent to 3.7% of turnover and entirely on restricted funds. This deficit was met through reserves.



Management accounts for 2011-12 show another deficit (£16,789) which, once again, was on restricted funds and was met through reserves.

The budget forecast for 2012-13 anticipates a deficit of £16,351 (5.3% of turnover) and mainly on unrestricted funds. The charity would be able to meet this loss through reserves, but has a number of funding application in process to mitigate the position.

The trustees aim to hold unrestricted general reserves equivalent to 3 months of core expenditure, a target of £80,550 in 2011. Free reserves during this year stood at £99,991, only slightly above the target position, and which will diminish as above

### **Officer's Appraisal**

Spitalfields City Farm has a clear development plan for its site and services. The charity has attracted a growing number of visitors and is a popular hub for local schools, youth and community groups. Funding towards the Manager's post would give the farm 'breathing space' to focus on organisational development.

At the level of funding recommended, you would not be the largest single funder. However, with organisational budgets for later years yet to be fixed, it would be wise to ensure that the organisation is aware of your "budget funder" role.

### **Recommendation**

**£102,500 over three years (£28,000; £36,500; £38,000) towards the Manager of Spitalfields City Farm on condition that the Trust does not become the single largest funder.**



# 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)

Date Received:

23.4.12

Programme  
Area:

04

23 FEB 2012

### 1. About your organisation

Name of organisation applying for grant: <b>Spitalfields City Farm</b>	
If the organisation is part of a larger organisation, what is its name? n/a	
Address for correspondence <b>Buxton Street London</b>	
Postcode: <b>E1 5AR</b> Is this your home address? <b>No</b>	
Contact person: <b>Mrs Mhairi Weir</b>	Position: <b>Manager</b>
Phone: <b>0207 2478762</b>	Fax: <b>0207 2475452</b>
E-mail: <b>mhairi@spitalfieldscityfarm.org</b>	
Website: <b>www.spitalfieldscityfarm.org</b>	
Legal status of organisation: <b>Registered Charity/Company Limited By Guarantee</b>	
If registered, please give charity number: <b>299536</b>	
Year and month organisation established: <b>September 1978</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <p style="text-align: center;"><b>London's environment</b></p>
Purpose for which funds are requested: (25 words maximum) <b>Manager salary costs - to facilitate a period of growth for the farm's environmental education and biodiversity programmes, new building, and sustainable social enterprise.</b>
How much funding is requested? <b>Year 1: £35422 Year 2: £36564 Year 3: £38393</b> <b>Total: £110379</b>

### 3. Aims of your organisation

Spitalfields City Farm is a safe, stimulating and inclusive community space that aims to inspire and that everyone can enjoy. Our main charitable purpose is to promote health and education of the members of our local community. Located in Tower Hamlets, an inner London Borough with one of the highest rates of deprivation in the country, the farm's community includes a diverse group of people, many of whom experience economic deprivation and social exclusion.

We aim through our programmes to offer Londoners opportunities to learn and explore urban ecologies, biodiversity, the importance of animal welfare, volunteering, sustainability, connecting with nature and food provenance.

### 4. Main activities of your organisation

Our Activities: 1) providing a community space that includes an interactive farmyard focusing on rare breed animals, a range of gardens including a vegetable garden specialised in growing South Asian produce, educational gardens and community gardens, and play space where children and young people can be safe to explore;  
2) delivering a wide range of community engagement activities such as supported education sessions for vulnerable groups (particularly young people with challenging behaviour), a gardening club for local Bengali women, community-led gardens, after-school and holiday clubs, a Young Farmer's group, training and mentoring for volunteers, and gardening and animal-care sessions for local schools;  
3) hosting local community events to encourage cohesion and respect such as Spitalfields Green Fair, International Women's Week, the Strawberry Fayre, Apple Day, a Harvest Event, and the Oxford / Cambridge Goat race;  
4) running successful social enterprise initiatives including sales of plants, gardening materials and farm produce, mobile farm visits and off site gardening and education work;  
5) running gardening outreach projects for local housing authority residents.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
1	8	8	104

### 6. How do you support your volunteers?

A dedicated volunteer co-ordinator, established volunteer best practice code, needs based individual mentoring, safe and secure environment, structured programmes for young people, strong feedback mechanisms, volunteer involvement at all levels.

### 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	22 years

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

Income received from:	£
Voluntary income	12,247
Activities for generating funds	71,163
Investment income	36.00
Income from charitable activities	209,525
Other sources	17,733
<b>Total Income</b>	<b>310,704</b>

Expenditure:	£
Charitable activities	318,214
Governance costs	3,340
Cost of generating funds	647.
Other	-
<b>Total Expenditure</b>	<b>322,201</b>
<b>(Deficit)/surplus for the year:</b>	<b>(11,497)</b>

Asset position at year end	£
Fixed assets	158,835
Investments	-
Net current assets	128,629
Long-term liabilities	-
<b>*Total A</b>	<b>287,464</b>

Reserves at year end	£
Endowment funds	-
Restricted funds	174,208 <sup>028</sup>
Unrestricted funds	113,436
<b>*Total B</b>	<b>287,464</b>

TW  
7/9/12

\* 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?  
34%

## 10. Material changes

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

n/a



## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Jun	/	2004	Ref: 4692	Grant received: £45000	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: 2008	Year: 2009	Year: 2010
(i) Lord Mayor's Show...	-	-	15000
(ii) LB Tower Hamlets	51,732	36,662	51,718
(iii) -	-	-	-
(iv) -	-	-	-
(v) Hardship	-	-	79,000
(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: 2009	Year: 2010
Henry Smith		20,000
Vodafone	10,407	27,500
Big Lottery Young Peoples Fund		55,000
Big Lottery Local food		35,000

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

The farm currently has a relatively low carbon footprint because of our strong ethos of reducing waste and recycling, re-producing materials and equipment, using recycled office supplies, our composting procedures, the selling of manure to local gardeners, and our staff's commitment to travel by bicycles or public transport. We also sell our produce locally, give free workshops exploring low energy cooking, and offer an alternative viewpoint on energy consumption.

We want to do more, and in the coming years the farm plans to expand its carbon footprint focus, to make it an active part of the visitor experience. Our new community building (currently at design stage) is being planned as a best practice example of low carbon construction, and staff are in the process of building knowledge and capacity around this. Elements such as solar heating systems, sheep's wool insulation, maximisation of natural light and heat, rain-water harvesting will be included in the design. In addition, a carbon footprint audit will be carried out, aiming for a yearly reduction in the footprint of the farm.

## 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.**

Spitalfields City Farm is on the cusp of a much needed growth spurt. In the past 2 years it has become increasingly important within the community, as a resource to a wide range of local youth and community programmes that are facing cuts to their funding, and to large numbers of deprived inner city families who visit regularly. Schools are using the farm's education services more and more, and the farm is increasingly getting requests from individuals and groups for classes and advice sessions, information on specific environmental issues, and extended services such as room rental and a cafe. At the same time, it is struggling with the need for indoor space to meet the year-round requirements of its programmes. The farm has a strong track record in engaging its local community and responding to its diverse needs. Through recent evaluations, feedback sessions from volunteers and visitors, and staff reflection sessions, we have identified 4 key strategic growth areas, and we are applying to City Bridges Trust to fund the farm manager's salary for three years to support these upcoming changes:

1. Restructuring and expanding the Environmental Education programme. The intended outcome of this growth area is to maximise the farm's resources to widen the reach of its environmental education activities. Outputs of the expanded programme will include: an increase in formal partnerships with youth organisations and community groups; environmental classes and workshops offered to the public; formalised work experience placements in partnership with schools; targeted, practical environmental education packs; partnerships with universities and environmental institutions to create a programme of talks and discussions at the farm, establishing it as a centre for environmental thinking and debate.
2. Expanding the Biodiversity Programme through the farm's Outreach and On-Site Work. Intended outcomes for this area are to increase the spaces of biodiversity in central London, and build awareness and enthusiasm around biodiversity issues in a wide range of Londoners. Community gardening projects in local housing estates have been piloted by the farm and have been found to achieve these aims. Over the next 3 years, the manager will work to increase the farm's reputation and outreach capacity. Outputs will include increased numbers of local authority contracts, creation of several new growing spaces in Tower Hamlets, and increased numbers of Londoners participating in activities. On site, project outputs will include expanding the farm's wildlife garden and wildflower meadow into best-practice examples of biodiversity within an intensely urban landscape, and a range of workshops and educational materials for visitors to encourage take-home actions that increase biodiversity in their local area.
3. Creating a new community building, to include cafe, community kitchen, indoor workshop space, and room rental. Intended outcomes are to improve visitor experience, provide year-round space for farm activities, diversify uses of the farm, raise unrestricted funds, and create a building that is a beacon for green design. This ambitious plan is the result of an extensive community consultation process with Glasshouse Design Consultants and the community, and will be driven forward by the manager. Project outputs will include completion of design phase, achieving permissions, raising funds, managing building work, and gaining eco accreditation.
4. Underpinning it all: Intensifying social enterprise and diversifying income sources. The intended outcome for this area is to increase the long-term financial sustainability of the farm. In the last two years unrestricted income has been increased from 10% to 25% of the total income through events, donations, sales of plants and small items. The manager will extend and formalise these activities. Outputs include the establishment of a separate trading arm, an increase in the diversity of income sources, and an annual % increase in unrestricted income. Through this period of growth the farm manager, as the only full-time staff member, will be a stabilising force, engaged in daily management and organisational support.



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

As part of this funding the manager will be undertaking monitoring and evaluation training from Charities Evaluation Service in order to ensure best practice and to build capacity on the farm in this area. Key to this will be establishing systems to capture and review completed work. A Manager's Action Plan has been devised for this bid (please find as a supporting document) with monitoring goals based on the projected outcomes and outputs of the key growth areas. These monitoring goals will be supported by a yearly review of the work based on manager's reports to the management committee, feedback from reflection sessions with staff and volunteers, and finally an external evaluation will be carried out at end of the project. The financial impact of the social entrepreneurship programme (growth area 4) will be visible in the financial statements of the farm and will be shown as a % of overall funding and income. We feel that the above will provide a suitable and holistic framework to show the efficacy of the manager's work with respect to this funding.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>up to 1500</b>			
In which local authority is your organisation based? <b>London Borough of Tower Hamlets</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>City of London, Tower Hamlets</b>			
At what address will the activity be located? <b>Spitalfields City Farm, Buxton Street, London, E15AR</b>			
What age group will benefit? <b>all age groups</b>			
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			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>Approx. 17%</b>			

### 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
		£	£	£
Manager salary	30600	32130	33737	96467
NI/PAYE	4822	4434	4656	13912
<b>TOT L</b>	<b>35422</b>	<b>36564</b>	<b>38393</b>	<b>110379</b>

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

Sour e	Year 1	Year 2	Year 3	T tal
	£	£	£	£
Big Lottery - Local Food	5000	0	0	5,000
Big Lottery - change and Impact	1000	0	0	1000
Research Project	1500			1500
<b>TOTAL</b>	<b>7500</b>	<b>0</b>	<b>0</b>	<b>7500</b>

What other funders are currently considering the proposal?

We will be making an application to the Esmee Fairbairn and the Tudor Trust

### 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
	£	£	£	£
Manager's Salary	23100	32130	33737	88967
NI/PAYE	4822	4434	4656	13912
<b>TOTAL</b>	<b>27922</b>	<b>36564</b>	<b>38393</b>	<b>102879</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **June 2012**

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

If so, how will it be resourced? **A key indicator of success for this funding is the manager establishing a trading arm for the farm to increase unrestricted funds. Our aim is to generate enough unrestricted funds to cover management and administration roles into the future.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **Building design needs to be completed and planning permission sought - this will be underway by June 2012.**

### Declaration on behalf of applicant organisation

I, **Mhairi Weir** (your name)

am an authorised representative of

**Spitalfields City Farm** (your organisation)

within which I am **Farm Manager** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature

*M Weir*

Date *19/4/12*

**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

**ASSESSMENT CATEGORY - London's Environment**

**Thames Estuary Partnership**

**Amount requested: £24,900**  
**{Revised request: £86,776}**

**Ref: 11170**

**Adv: Ciaran Rafferty**

**Base: Camden**

**Benefit: Several London boroughs**

**Purpose of grant request:** Recruit a Biodiversity Officer for three years to ensure the River Thames Biodiversity Action group is maintained to continue to raise awareness and voice the opinions of the group.

**Background**

Thames Estuary Partnership (TEP) was established as a registered charity in 1999 with the aim of conserving, protecting and maintaining the environmental and natural heritage of the Thames. Its remit comprises the geographical area from Tower Bridge to the Isle of Grain in Kent and Shoeburyness in Essex and its principal function is to ensure the views of all estuary users are heard in how this area is used and managed – seeking to balance the interests of local communities, local and wider economy, and the environment. As such it is very much a trusted and neutral network, running workshops and projects on biodiversity, research, recreation, archaeology and fisheries.

**Funding History**

You have supported TEP once before, in March 2002, with £90,000 over three years towards an Education & Communications Officer. Reporting on this grant was mixed – satisfactory in the first two years but poor in the final year. Personnel within the organisation have changed since then however and your officer has much more confidence that the current regime would deliver satisfactory monitoring should you agree a grant.

**Current Application**

This application is for costs to support the Biodiversity Action Group – a project established by TEP in 2001. The original application was for part of the salary of the Biodiversity Officer and contained no activity or core costs. Since the application was submitted the organisation has had a review of its financial management and fundraising strategy and found that free reserves were being depleted annually principally as a result of significantly underestimating (and therefore not raising) the true value of core costs. Consequently it has submitted a revised request (appendix A to the application form) which outlines the true, actual, cost of delivering this project. Your consideration of the revised request is advised as, if you agree a grant of that level, it will help the organisation protect its existing free reserves and become more sustainable in the future.



The Biodiversity Action Group aims to maintain and enhance the diversity and populations of habitats and species supported by the estuary, whilst recognising their interdependence. The Group currently comprises of 17 members drawn from charity, commercial and statutory agencies (eg Buglife, Environment Agency, PLA, RSPB, Local Authorities). It functions positively in that, where initially there may be opposing views expressed on a particular issue, all parties seek to come to an agreement on the way forward. It aims to resolve and progress rather than to divide and entrench as it recognises that the estuary is many things to many people and that collaboration and inter-agency co-operation is the best way forward. Communication is key and a large part of the role of the Biodiversity Officer will be to engage and inform as many people as possible through systems including newsletters, social media, web, etc.

### **Financial Observations**

Audited accounts for 2011/12 have recently been received and show a deficit at the year-end of £16,517 (5.6% of turnover), all on unrestricted funds. Free reserves held at the year end amounted to £9,977 - which equates to less than 2 weeks' expenditure. The reserves policy is to hold at least 4 months' unrestricted/undesignated staffing and running costs which it estimates to equate to approximately £48,943. Free reserves currently held are therefore much lower than the desired policy although the organisation has now taken measures to ensure that they are not further depleted (eg by seeking more accurate full cost recovery as mentioned above) and that they can be augmented. The budget for the current financial year is on track to create a surplus of around £9,000.

### **Officer's Appraisal**

The Thames is a recovering ecosystem which is of great ecological importance not only to London, Kent and Essex but also upstream and to the North Sea. Preserving and enhancing this ecosystem requires communication with and between all those who use, enjoy, maintain and develop the estuary. TEP, through its Biodiversity Officer, is best placed to ensure good communication and networking continues. TEP has positive relationships with the City Corporation and both the Director of Environmental Health & Public Protection and the Assistant Director of Port Health Service are aware of and support this application.

The organisation has some financial systems for cheque signatories which are not best practice as advised by the Charity Commission. It is recommended, therefore, that any grant be conditional upon these being revised accordingly. The organisation would be happy with this condition.

### **Recommendation**

**£86,000 over three years (29,000; £28,000; £29,000) for the salary of a p/t (3dpw) Biodiversity Officer plus related core and activity costs, conditional upon satisfactory systems being in place regarding cheque signatories.**



# The City Bridge Trust

Charity Registration Number: 1035628

Ref: 11170

Date: 18/04/12

## Working with Londoners: Application for a grant

Prog. Area: 4

Please read the guidance notes before completing this form

### 1. About your organisation

Name of organisation applying for grant: <b>Thames Estuary Partnership (TEP)</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence <b>G13, UCL Environment Institute, Pearson Building, Gower Street London</b>	
Postcode: <b>WC1E 6BT</b> Is this your home address? <b>No</b>	
Contact person: <b>Miss Jill Goddard</b>	Position: <b>Executive Director</b>
Phone: <b>0207 679 0540</b>	Fax:
E-mail: <b>j.goddard@thamesweb.com</b>	
Website: <b>www.thamesweb.com</b>	
Legal status of organisation: <b>Charity</b>	
If registered, please give charity number: <b>1083199</b>	
Year and month organisation established: <b>July 1999</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>London's environment</b>
Purpose for which funds are requested: (25 words maximum) <b>Recruit a Biodiversity Officer for three years to ensure the River Thames Biodiversity Action Group is maintained to continue to raise awareness and voice the opinions of the group.</b>
How much funding is requested? <b>Year 1: £8500 Year 2: £8400 Year 3: £8000</b> <b>Total: £24,900</b>

### 3. Aims of your organisation

The Thames Estuary Partnership (TEP) approaches the challenge of managing the estuary from a view point that values the contribution of all the estuaries' users and seeks to learn from, and work with, this expertise. As a neutral champion we bring together as diverse a mix of people as it's possible to find - yet all share a concern for our estuary. Our network runs between Tower Bridge, the Isle of Grain and Shoebury Ness.

We provide a neutral forum for local authorities, national agencies, industry, voluntary bodies, local communities and individuals to work together for the good of the Thames Estuary. We are a charity providing a framework for the management of the estuary.

The Thames Estuary Partnership;

- Co-ordinates a programme of projects
- facilitates new projects and forums for joint working
- holds regular events and workshops

### 4. Main activities of your organisation

In recognition of the diverse number of issues and organisations involved with the Thames Estuary, The Thames Estuary Partnership (TEP) was formed to involve and co-ordinate the wide range of users and interests. The TEP acts as an 'umbrella' body to assist with the co-ordination of actions and projects across the many different organisations and sectors involved on the Estuary. To help co-ordinate activities, action groups have been set up to drive forward partnership work on specific issues. Action groups include: Archaeology, Biodiversity, Dredging, Education, Planning and Environment, Recreation and Access and Fisheries. We were created to establish a framework for integrated catchment management since 1994. We also run funded river related projects and provide an established and successful Stakeholder Forum once a year for over 240 people and an information magazine twice a year of 5,000 copies each time, our website updates on current topics and has a wide database of over 2,500 to inform partners of any Thames issues. We are currently developing links with the Marine Management Organisation to assist with stakeholder engagement for Marine Planning for the Tidal Thames, the same boundary as this project.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
1	4	9	1

### 6. How do you support your volunteers?

By paying travel and lunch expenses and providing tasks to fit their interests

### 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	3 years 2011- 2014

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	46
Activities for generating funds	292,295
Investment income	
Income from charitable activities	
Other sources	
<b>Total Income</b>	<b>292,341</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	301,810
Governance costs	7,048
Cost of generating funds	
Other	
<b>Total Expenditure</b>	<b>308,858</b>
<b>(Deficit)/surplus for the year:</b>	<b>(16,517)</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	3,227
Investments	
Net current assets	47,336
Long-term liabilities	
<b>*Total A</b>	<b>50,563</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	37,359
Unrestricted funds	13,204
<b>*Total B</b>	<b>50,563</b>

\* 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?  
15%

## 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: Jan Mar / 2004	Ref: 2045	Grant received: £90,000	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: 2008	Year: 2009	Year: 2010
(i) Natural England	10,000	10,000	10,000
(ii) Environment Agency	40,000	40,000	35,000
(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: 2009	Year: 2010
Heritage Lottery Fund	117,907.28	131,747.44

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

Using less paper - all staff are encouraged not to print every e-mail. Just organize their inbox to make e-mails easier to find and reference. We encourage staff to make back-up copies of important files and e-mails and keep them on an external drive, when we do have to print important documents we use sustainable paper, and set our printers or copiers to print on both sides of the page.

We also produce digital documents with electronic signatures. We also use PayPal for people to pay directly without having to print off documents.

We turn off everything we possibly can before we leave the office each day.

We have clearly labelled recycling bins in convenient locations all over the office, next to copiers and kitchen facilities and within the University we also have a compost bin.

Public transport is always our priority mode for travel and we provide TEP Oyster cards for work journeys.



## 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: -TEP currently hosts a Biodiversity Action Group and have many key partners in place; this project will build upon the strong foundation of the partners to spread the message to a wider audience. The Tidal River Thames is one of the most high profile rivers in the world. It is affected by the most densely populated urban area in Europe, subject to a wide range of environmental pressures, and has an equally wide range of users. The Thames has been heavily modified resulting in a 16 foot tidal range, strong tides and currents and can provide an inhospitable environment for wildlife living in or by the river, or using it as a route from the North Sea to the water-courses of the Thames River Basin. It has a mixture of salt, brackish and fresh water in different locations, changing hourly and seasonally. While water quality has in general improved significantly since the 1960's, challenges still to be addressed include increasingly frequent overflows of raw sewage pollution into the river from an over-stretched combined sewage system; plastic and other litter thrown or blown into the river where it alienates the community and endangers wildlife; and a dearth of wildlife habitat. There is highly varied and intensive use of the Tidal Thames: boat operators from tug boat to dredgers to ferries; recreational rowers, kayakers and sailors; houseboat owners; walkers and joggers, tourists, riverside residents, and spectators. The government is undertaking a fundamental review of the River Basin Planning (RBP) strategy in the context of the European Water Framework (EWF). This requires engagement with stakeholders in new ways in order to ensure common ownership of biodiversity issues on the Tidal Thames are linked in a more local catchment base approach. There is also an emphasis on joining up previously water and land management issues, using the common ecosystem services to ensure accountability of multiple benefits provided by the nature environment. The overall aim of this project is to harness the knowledge, skills and enthusiasm of a large network of landowners, land managers, fishermen, planners, local authorities, the general public and organisations (Biodiversity Action Group) to turn round the fortunes of wildlife, on and around the Tidal Thames. We will then create a biodiversity-rich landscape to inspire residents and visitors, providing opportunities for the large and growing population of the area to connect with nature - In this case the Tidal Thames. How will it be delivered and how we meet City Bridge Trust theme (London's Environment):-

Objective 1: maintain and nurture a group of specialists (Biodiversity Action Group) to advise on biodiversity issues for the tidal Thames and spread the message to a wider audience (building upon the strong foundation of current partners. Output Facilitate three meetings per year of the Water Framework Directive group. Outcome: Maintain an informed group to guide the work of the TEP and help deliver actions contained in the Catchment Management Plan

Objective 2: Ensure that strategy plans and initiatives recognise the importance of Biodiversity within the River Thames. Output: Production of annotated maps identifying ecological sensitivity for the Tidal Thames. Outcome: Highlight sensitive areas to organisations producing plans and initiatives that may impact on sensitive areas as well as greater understanding of issues effecting the nature and quality of the Tidal Thames and what they can do to improve it.

Objective 3: Increase public understanding and appreciation of the habitats and species of the Tidal Thames. Output: Disseminate literature highlighting the wildlife value of the Tidal Thames to user groups. Outcome: Greater understanding and knowledge of the issues of Tidal Thames Biodiversity and what they can do to maintain and enhance it.

Objective 4: set up mechanisms for continuing the project beyond 2015 Output: Identify funding sources and write bids for funding Biodiversity Officer Post Outcome: Secure funding for 2015 onwards.

We have a track record of crossing geographical and political boundaries to join stakeholders of all types and produce strategic frameworks. Thames Strategy East and Tidal Thames Habitat Plan, Recreational use of the Thames Estuary, Thames Path City and Public information on dredging leaflets are some examples. All have involved wide engagement, consultation and agreement. We are also on the committee of the Coastal Partnerships Network and share best practice with 42 other UK partnerships around the English coast.



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

1. We will establish a set of challenging milestones reflecting quality and quantity issues of outputs and outcomes.  
 2. We will measure against a set of agreed objectives and outcomes.  
 3. A full annual report will be available to all stakeholders  
 This project compliments a recently succesful bid from Natural England and as such we will also provide: A Geographical Information System which will be used to map habitat extent and quality, using for example NVC as a baseline, and to record the changes implemented. Baseline surveys will be undertaken of a number of key species (e.g. breeding lapwings, size of Thames terrace invertebrate colonies), depending on conservation status (eg red listed) and suitability as indicators of ecosystem health/habitat quality. They will use accepted standard techniques, such as the BTO/JNCC/RSPB Breeding Bird Survey, and not divert undue resource from delivery of the project. Surveys will be repeated during and at the end of the programme (and at periods thereafter) and any changes in status reported.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>all river users</b>			
In which local authority is your organisation based? <b>London Borough of Camden</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>London Boroughs of Wandsworth, Lambeth, Southwark, Greenwich, Bexley, Hammersmith &amp; Fulham, Kensington &amp; Chelsea, Westminster, Tower Hamlets, Newham and City of London 9% each</b>			
At what address will the activity be located? <b>River Thames, The Biodiversity Officer will be based at TEP</b>			
What age group will benefit? <b>All age groups</b>			
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			<b>x</b>
What proportion of the beneficiaries will be disabled people? <b>Not known at this stage</b>			

## 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 £
TEP Executive Director 5% PA(Management)	2,200	2,500	2,750	<b>7450</b>
Biodiversity Officer salary	25,000	25,750	26,500	<b>77,250</b>
On Costs employer NI etc	3,125	3,218	3,312	<b>9,655</b>
Postage, telephone and stationery	1,000	1,000	1,000	<b>3,000</b>
Travel and subsistence	500	500	500	<b>1,500</b>
Litrature	1000	1500	1750	<b>4250</b>
<b>TOTAL</b>	<b>32,825</b>	<b>34,468</b>	<b>35,812</b>	<b>103,105</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Water Framework Directive	8,500			<b>8,500</b>
Nature Improvement Area (Natural England)	8,000	8,000	8,000	<b>24,000</b>
<b>TOTAL</b>	<b>16,500</b>	<b>8,000</b>	<b>8,000</b>	<b>32,500</b>

What other funders are currently considering the proposal?

Ongoing applications for funding are being made. With your funding in place it will help us lever additional match funding. We plan to apply to the Catchment Restoration Fund.

## 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 Salary for Biodiversity Officer	8,500	8,400	8,000	<b>24,900</b>
<b>TOTAL</b>	<b>8,500</b>	<b>8,400</b>	<b>8,000</b>	<b>24,900</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **September 2012**

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

If so, how will it be resourced? **Once the Biodiversity Officer is in place, he/she along with Thames Estuary Partnership Executive Director will continue to identify and develop further fundraising bids to continue this post.**

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

### Declaration on behalf of applicant organisation

I, **Jill Goddard** (your name)

am an authorised representative of

**Thames Estuary Partnership** (your organisation)

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

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date **12<sup>th</sup> April 2012**

**Return the completed form to: The City Bridge Trust**

City of London  
PO Box 270  
Guildhall  
London EC2P 2EJ

**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 £
Biodiversity Officer salary (3 dpw)	15,000	15,300	15,606	<b>45,906</b>
NI Employer costs	2,160	2,180	2,200	<b>6,540</b>
Contribution to core/overheads	8,538	8,709	8,883	<b>26,130</b>
Travel	750	800	900	<b>2,450</b>
Resources (maps, printing, reports)	1,000	1,000	1,250	<b>3,250</b>
Equipment (phone, laptop, software)	1,500	500	500	<b>2,500</b>
<b>TOTAL</b>	<b>28,948</b>	<b>28,489</b>	<b>29,339</b>	<b>86,776</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
n/a				
<b>TOTAL</b>				

What other funders are currently considering the proposal?

**Support funding of £10,416 pa for a related/complementary part-time post of Project Management Officer and some overheads is already in place.**

**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 £
Biodiversity Officer salary (3 dpw)	15,000	15,300	15,606	<b>45,906</b>
NI Employer costs	2,160	2,180	2,200	<b>6,540</b>
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<b>TOTAL</b>	<b>28,948</b>	<b>28,489</b>	<b>29,339</b>	<b>86,776</b>

**ASSESSMENT CATEGORY - Older Londoners**

**Open Age**

**Ref: 11176**

**Amount requested: £59,333**

**Adv: Ciaran Rafferty**

**Base: Kensington & Chelsea**

**Benefit: Several London boroughs**

**Purpose of grant request:** To contribute to the core costs of the organisation, funding 50% of the Head of Community Learning's position, to continue growth of provision and expansion into new areas.

**Background**

Open Age is an established, user-led, charity which serves several west London boroughs enabling older people (aged from 50-100+) to sustain their physical and mental fitness, maintain active lifestyles and develop new and stimulating interests. The charity provides a wide range of physical, creative and mentally stimulating activities to enable older people to develop new skills, fulfil their potential, and encourage social interaction thus helping reduce loneliness, isolation and depression.

Over 200 weekly activities are provided from more than 50 sites which include its own Positive Age Centre in North Kensington; the Open Age Hubs in Westminster; as well as community centres, sheltered housing, church halls and libraries. Activities vary from those that are health and fitness related such as yoga, chair exercise and walking groups to creative and performing arts sessions, weekly groups with speakers and regular computer classes. The organisation is serious about trying to reach and involve those most isolated or frail and can demonstrate success in this.

**Funding History**

The first grant made to Open Age was as long ago as November 1996. Since then there have been three grants awarded. The first of these was for £37,500 (in February 2001) for arts and health activities; the second, in September 2004, was a capital grant of £80,000 towards the costs of the New Horizons Centre; and the most recent grant, made in October 2007, was for £60,000 over three years supporting some of the Director's salary costs. All grants were satisfactorily monitored.

**Current Application**

Many smaller/medium-sized charities (ie those with an annual income somewhere between £250,000 - £2m) say that they are struggling to raise funds for their core/infrastructure costs. Whilst many funders are now more receptive to supporting core costs (either specifically or as an



element of project funding) there remain many who are not. Even where core funding is available it is still difficult for charities to have the true costs met in full. This application is to assist Open Age meet some of the core costs associated with its Community Learning programme, in particular towards the salary of the head of that service.

The Community Learning programme is critical to the work and the success of Open Age. Under this banner the organisation provides a range of IT, health and social courses and activities. Some of these require paid tutors to be recruited and managed whilst others rely heavily on volunteer tutors who also need recruiting and supervising. The extent of Open Age's reach is such that it must – and does – develop and maintain effective partnerships with other organisations and, again, much of this falls on the desk of the Head of Community Learning.

### **Financial Observations**

Audited accounts for 2011/12 are summarised on the application form. The deficit in the year (equivalent to 6% of turnover) was due largely to restricted funds being insufficient to cover the full costs of the services provided. (The organisation expressed that that year had been particularly difficult for them.) Draft figures for 2011/12 show an improved picture, however, with income of £1.02m against expenditure of £993k creating a restricted surplus of £28,000. As at March 2012 the unrestricted cash reserves stood at £117,000 (down slightly on the March 2011 level of £120,000). The reserves policy is a target level of 3 months' running costs which would equate to c.£250,000. Whilst the March 2012 level is just under half of that the organisation is doing everything possible, including securing more core funding, to increase the reserves to the target level. The budget for the current financial year is on track to at least break even.

### **Officer's Appraisal**

Although Open Age works with what many would consider the younger element (50+) almost half of its ever-increasing membership are aged 70 or above (see detail at Q17 on the application form). The organisation's range and its commitment to providing stimulating and meaningful activities for all its members is can be held up as a model to replicate. Nor does it rest on its laurels and, having recently amended its constitution, it intends to extend its services to older and isolated people in other, neighbouring, boroughs. This application, if approved, will greatly help it to sustain its current provision (through supporting some of its core costs and thereby reducing the need to draw on its free reserves) and to continue to expand to meet the needs of an increasing demographic.

### **Recommendation**

**£59,000 over three years (£19,000; £20,000; £20,000) towards the salary costs of the f/t Head of Community Learning.**



# 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)

11176

Date Received:

23.4.12

Programme  
Area:

5

### 1. About your organisation

Name of organisation applying for grant: <b>Open Age</b>	
If the organisation is part of a larger organisation, what is its name? <b>Not applicable</b>	
Address for correspondence <b>1 Thorpe Close London</b>	
Postcode: <b>W10 5XL</b> Is this your home address? <b>No</b>	
Contact person: <b>Mrs Helen Leech</b>	Position: <b>Director</b>
Phone: <b>020 8964 1900 x209</b>	Fax: <b>Not applicable</b>
E-mail: <b>HLeech@OpenAge.org.uk</b>	
Website: <b>www.OpenAge.org.uk</b>	
Legal status of organisation: <b>Charity</b>	
If registered, please give charity number: <b>1039520</b>	
Year and month organisation established: <b>April 1994</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Older Londoners</b>
Purpose for which funds are requested: (25 words maximum) <b>To contribute to the core costs of the organisation, funding 50% of the Head of Community Learning's position, to continue growth of provision and expansion into new areas</b>
How much funding is requested? <b>Year 1: £18,899 Year 2: £19,698 Year 3: £20,736</b> <b>Total: £59,333</b>

### 3. Aims of your organisation

The charity's objects as taken from the Constitution are to work with people aged 50 and over particularly, those resident in the Royal Borough of Kensington and Chelsea and Westminster but also across other London boroughs to improve their quality of life by:

1. Advancing education and providing recreation and other leisure time occupation
2. Relieving unemployment in such ways as may be thought fit including:
  - a) Developing skills and confidence and accessing further education, training and employment
  - b) Providing careers advice and guidance and opportunities for work placements
  - c) Other assistance to individuals in finding employment

### 4. Main activities of your organisation

- Open Age, established in 1993, is a user led charity providing 200 low cost physical, creative & mentally stimulating, learning & health related tutored activities for 1,000 people over the age of 50 each week
- Activities are run from over 50 different sites including our own centres as well as community centres, sheltered housing, church halls, libraries and sports centres across the Royal Borough of Kensington & Chelsea, Westminster and surrounding boroughs
- We also have programmes to support unpaid carers to look after friends and family; Link-up workers to support people into activities; and telephone based activity groups for those completely housebound
- We offer Matrix accredited information, advice & guidance to help unemployed people over 50 back into work or training. This includes 1-to-1's, a Job Club, IT Courses & Training Seminars
- Our services promote better health & wellbeing, encourage interaction, help reduce loneliness, isolation, & depression across the social spectrum – helping build happy, healthy communities

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
11	15	13	100

### 6. How do you support your volunteers?

Open Age assesses, trains & matches volunteers skills, health & availability to a variety of opportunities within the charity, creating new roles if required. We offer ongoing training/support/upskilling providing a sense of purpose & achievement

### 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 - Head Office	3 Years

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	153,387
Activities for generating funds	0
Investment income	1,394
Income from charitable activities	876,443
Other sources	0
<b>Total Income</b>	<b>1,031,224</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	1,067,881
Governance costs	15,801
Cost of generating funds	9,194
Other	0
<b>Total Expenditure</b>	<b>1,092,876</b>
<b>(Deficit)/surplus for the year:</b>	<b>(61,652)</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	1,047,986
Investments	0
Net current assets	238,682
Long-term liabilities	0
<b>*Total A</b>	<b>1,286,668</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	0
Restricted funds	1,166,623
Unrestricted funds	120,045
<b>*Total B</b>	<b>1,286,668</b>

\* 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?  
74.6%

## 10. Material changes

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

Open Age has changed its Chairman since the last Trustees Report & Financial Statements were published in September 2011. David Sinclair, Head of Policy & Research at the International Longevity Centre having been elected. The structure of activities for older people across Westminster are now more concentrated on deprived areas since the Council re-tendered for Activity Provision in August 2011, 4 tenders being won by Open Age.



## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: Oct	/	2007	Ref: 8276	Grant received: £60,000	OR application rejected	<input type="checkbox"/>
Month/Year: Jun	/	2003	Ref: 948	Grant received: £37,500	OR application rejected	<input type="checkbox"/>
Month/Year: Oct	/	2002	Ref: 2778	Grant received: £0	OR application rejected	<input checked="" 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: 2008	Year: 2009	Year: 2010
(i) City of London	£0	£0	£0
(ii) London Boroughs: see detail	£312,368	£440,281	£421,262
(iii) London Councils: see detail	£0	£19,560	£21,388
(iv) Health Authorities: see detail	£217,947	£253,676	£267,451
(v) Central Government Departments	£900	£0	£0
(vi) Other Statutory Bodies	£22,302	£21,468	£59,082

## 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: 2009	Year: 2010
Big Lottery	£126,499	£82,888
Westway Development Trust	£40,000	£30,000
Campden Charities	£16,000	£20,000
Genesis Housing Trust	£15,814	£15,462
Peabody Trust	£5,742	£4,500
Other Charities/Trusts (x6/x3)	£16,177	£12,946

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

Open Age is working to reduce the carbon footprint within venues & offices it manages by turning off unused equipment, lights, printers, computers etc as well as re-cycling paper and other items, using double sided prints & encouraging staff to use public transport (or bicycles) where possible.

Members are encouraged to adopt good environmental practices through information, talks and by demonstration. They are encouraged to use local venues for activities & access local 'attractions' for visits out (less travel & accessed 'off peak' to support optimal usage). When travel is required they are encouraged to use public or community transport or travel on foot. Open Age even pays with external funding to join people to community transport schemes where they have physical impairments to get them used to the schemes.

The charity further uses underutilised venues & facilities for activities reducing their carbon footprint & improving their ongoing financial viability.



## 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 for the Project & How Assessed: Over the last twelve months there has been rapid growth in membership at Open Age, with 1,577 renewing and a further 1,110 new recruits (not including a further 795 members at New Horizons, a partnership Centre led by Open Age). The Trustees have recognised that this places an increased burden on activity delivery & management, co-ordinated by The Head of Community Learning, who also runs & delivers our innovative range of popular Computer and New Technology related activities. The Trustees have identified that as her responsibilities have increased the role needs specific time to co-ordinate, administer, develop and create appropriate strategies for growth. They have particularly identified the need to enhance partnership working – through the promotion of older people's active health management more widely to partners and government - and thus raise our profile and help contribute towards ever increasing costs. This can only be achieved if appropriate funding is sourced to allow for these changes away from direct activity provision.

There is a further ongoing need to ensure sustainable activity provision; continued growth in numbers of activities offered and appropriate tutors to deliver them, areas served and numbers supported; as well as continuing to support the development of ways to reach and engage the most isolated and vulnerable in society.

Ensuring Open Age continues to provide what is required by the community and engage more people has additionally been ascertained via focus groups, fora and questionnaires over the last 12 months, the findings of which now need strategic implementation.

How the Work will be Delivered: The work will be delivered by the Head of Community Learning being able to allocate 50% of her time to the objectives of the project.

The projected achievements of the project: Specifically these will be as follows: (1) Growing the number of activities offered; (2) Sourcing, supporting & training an increased number of appropriately qualified Tutors to deliver activities; (3) Growth & development of Open Age's pioneering IT agenda, supporting some of the 6,000,000 older people still to take their first steps to use new technologies; (4) Growing involvement of volunteers placed in activity supporting positions within Open Age & growth in roles undertaken.

Additionally the role supports a full range of health benefits for older people by active participation & exercise, helping reduce loneliness, isolation & depression. Members will further be better informed how to manage their own health & be better able to support each other within the community.

Why Open Age is the right organisation to deliver the work: Award Winning, Open Age has been delivering quality user led activities for older people since 1993 and now runs around 200 activities a week, accessed by 1,000 different individuals. The Charity is renowned as an expert in its field.

Meeting the Trust's Older Londoner's Theme: Open Age provides a varied range of over 200 weekly learning & health related activities to support all, particularly those disadvantaged, from 50 to 105 to live healthier, more active lives. User led, we encourage & develop volunteers & community support to manage costs & give purpose. Providing social interaction & exercise has been shown through research to prevent the onset of both dementia and Alzheimer's in older people.

Meeting the Trust's 'Principles of Good Practice': Older people, some in their 90's, are involved as Trustees & the Charity is user led & driven. It is open to all and respects and actively promotes diversity. Volunteers are valued & their training & development supported in an ongoing manner. The charity takes steps and encourages members to reduce their carbon footprint.

Attached is the job description & salary details for the Head of Community Learning and a more detailed proposal for consideration which includes full responses for questions 11 & 12 above.

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

The programme outcomes will be monitored and evaluated by the following means:

1. Growing the number of activities offered: Evidenced by increased numbers of activities provided & increasing the number of people supported (particularly those over 70) through membership
2. Growth in the number of Tutors: Evidenced by increased numbers of appropriately qualified Tutors available to deliver Open Age activities, & training sessions having taken place for Tutors
3. Open Age's Pioneering IT Agenda: Evidenced by growth in provision, & changing provision to reflect adoption of different technologies/products, & working with partners and/or government to promote or recognise Open Age's achievements in teaching older learners about IT
4. Growing involvement of older volunteers: Evidenced through monitoring numbers of helpers supporting an increased range of functions within the charity

The above outcomes support City Bridge Trust's Older Londoner's programme objectives: More older people living healthier & more active lives; People with dementia & Alzheimer's improving the quality of their lives; & More older people actively contributing as community volunteers

**17. Beneficiaries**

How many people will benefit from the grant per year? **around 3,500**

In which local authority is your organisation based?

**Open Age's Head Office is in the Royal Borough of Kensington & Chelsea**

Which borough(s) of Greater London will benefit from this grant?

(if more than one, please give % for each)

**City of Westminster (44.3%), Royal Borough of Kensington & Chelsea (40.2%), Brent (6.1%), Hammersmith & Fulham (3.4%), Barnet (1.5%)**

At what address will the activity be located? **1 Thorpe Close, London, W10 5XL**

What age group will benefit? **15.7% age 50-60; 32.7% 60-69; 30.2% 70-79; 13.2% 80-89 and 1.7% 90+ (6.2% older people refuse to give age)**

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

	%		%
White - British	<b>43</b>	Black - Caribbean	<b>8</b>
White - Irish	<b>6</b>	Black - African	<b>4</b>
White - Other (please describe) <b>European &amp; unspecified</b>	<b>12</b>	Black - Other (please describe) <b>not detailed/mixed race</b>	<b>4</b>
Asian - Indian	<b>3</b>	Black - British	
Asian - Pakistani	<b>1</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>0.5</b>		
Asian - Other (please describe) <b>Japanese/Filipino/Thai/..</b>	<b>4.5</b>	Other (please describe) <b>Arabic/Ar.Brit; unknown</b>	<b>13</b>
Open to everyone			<b>100</b>

What proportion of the beneficiaries will be disabled people?

**29.9% or Open Age Members have recorded a disability within our database, and 9.4% are registered disabled**

## 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	32,361	33,730	35,506	101,597
National Insurance	4,466	4,655	4,900	14,020
Pension	971	1,012	1,065	3,048
<b>TOTAL</b>	<b>37,798</b>	<b>39,397</b>	<b>41,471</b>	<b>118,665</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Royal Borough of Kensington & Chelsea	7,902	0	0	7,902
Chelsea Football Club	3,312	0	0	3,312
Westminster City Council Senior's Online	1,000	0	0	1,000
<b>TOTAL</b>	<b>12,214</b>	<b>0</b>	<b>0</b>	<b>12,214</b>

What other funders are currently considering the proposal?

The Head of Community Learning teaches & runs Open Age Computer Groups, therefore funding is sought from The Royal Borough of Kensington & Chelsea annually to cover these costs. The balance comes from Core Funding, an increasing challenge to source.

## 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 £
Head of Community Learning's Role: 50% of Salary & On-Costs	18,899	19,698	20,736	59,333
<b>TOTAL</b>	<b>18,899</b>	<b>19,698</b>	<b>20,736</b>	<b>59,333</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **From 1<sup>st</sup> September 2012**

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

If so, how will it be resourced? **The Director of Open Age continually reviews the Charity's funding strategies in conjunction with the Trustees and the Business & Development Manager. As a group they are looking to diversify income streams over the longer term to include greater levels of Corporate & Trust support. This income will be geared towards covering core costs, like those covered by this bid, in an ongoing sustainable way.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **Not applicable**

### Declaration on behalf of applicant organisation

I, **Helen Leech** (your name)

am an authorised representative of

**Open Age** (your organisation)

within which I am **The Director** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date **18<sup>th</sup> April 2012**

**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



**ASSESSMENT CATEGORY - Older Londoners**

**Sudbury Neighbourhood Centre (Middlesex) Limited**  
**Amount requested: £47,890**

**Ref: 11110**  
**Adv: John Merivale**  
**Base: Brent**  
**Benefit: Brent**

**Purpose of grant request:** A contribution towards the salary of the Centre Manager of Sudbury Neighbourhood Centre (Middlesex).

**Background**

Sudbury Neighbourhood Centre (SNC) is a community centre for older people, established in 1979 by the Methodist Church. It is now an independent charity, and includes representatives of the local Methodist, Roman Catholic and Anglican churches, alongside other local people, among its trustees. The Centre enjoys a well-equipped building and garden, from where it runs a range of social activities such as keep fit, reminiscence and other games, computer and art classes, gardening, music and dance, day trips and holidays. It is also able to fetch and carry members in its own adapted minibuses. Over and above this, it provides a high level of care, which extends beyond bathing, chiropody and hair-washing, to include the medical services of a qualified nurse and visiting physiotherapist. Thanks to these, the clients (a high proportion of whom suffer from dementia) are able to benefit from clear care plans and the necessary liaison with GP's and social workers.

**Funding History**

You have funded SNC once before in November 2000, with £50,000 towards the refurbishment of the building itself. That work has survived well. From your officer's visit it was evident the building is extremely well used and appreciated.

**Current Application**

The request is for a part of the salary of the Care Manager – the senior staff role. This would thus be a simple contribution to core costs, which is acceptable given that all of SNC's activities meet the criteria of your Older Londoners theme. The Care Manager leads on policies and guidelines for the delivery of individual care packages for clients, managing staff, and overseeing the Centre's social activities which are run by the deputy care Manager.

The request is for just under 50% of the gross salary. The balance has been secured for the first year, and the plan is to continue to find the balance from other Trusts and Foundations in years 2 and 3.



## **Financial Observations**

SNC derives income from a mix of charitable, church, and local authority sources. Brent Social Services can fund only those clients whose needs are classed as "critical and substantial". Most of the members pay a fee of £15/day + transport at £5. This is heavily discounted since actual costs work out at £57, based on a five-hour day.

Over the three years prior to 2011, SNC suffered substantial deficits (in the region of £30,000 to £80,000). The year to March 2011 is quite untypical, since SNC enjoyed a rare quantity of unexpected legacies (from former members) which boosted reserves by some £300,000. Rather than rest on these laurels, in April 2011 Trustees embarked on a structured appeal aimed at updating and re-equipping the centre in several areas (such as transport, computing, sound system and other facilities) and ensuring sufficient funds to subsidise day-care costs in the long term. This appeal has concentrated on targeted applications to Trusts and Foundations. It raised some £86,000 in the year to March 2012, and is proving similarly effective in the current year so far. Nevertheless, management accounts for the year to March 2012 indicate an operational loss of £4,000 against income of £506,000, and the budget for the current year 2012-13 expects to draw £94,000 from the legacy reserves.

Trustees have revised the organisation's reserves policy in light of both its unsettling history of deficits and, more importantly, the long-term care needs of members. These have prompted an ambitious aim to set aside the equivalent of two years' running costs – approximately £1.12 million. The present level of reserves equates to approximately one year's running costs, and is thus well short of this target.

## **Officer's Appraisal**

This is a very lively and well used centre, providing a wide range of social activities which are evidently much appreciated by members. It is relatively unusual in that it also provides a high level of professional medical care, which enables elderly people – many of whom suffer from dementia – to remain active and be well occupied away from their own home.

## **Recommendation**

**£47,900 over three years (£17,900; £15,000; £15,000) towards the salary of the Centre 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) 11110
Date Received: 07/03/12
Programme Area: 5

### 1. About your organisation

Name of organisation applying for grant: <b>Sudbury Neighbourhood Centre (Middlesex)</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence 809 Harrow Road, Wembley, Middx HA0 2AP	
Postcode: HAO 2AP	
Is this your home address? No	
Contact person: Mrs KAREN MCKENNA	Position: APPEALS MANAGER
Phone: 07801 731879	Fax:
E-mail: laviniamckenna@yahoo.co.uk	
Website: www.sudburyneighbourhoodcentre.co.uk	
Legal status of organisation: REGISTERED CHARITY	
If registered, please give charity number: 1079460	
Year and month organisation established: NOVEMBER 1979	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Older Londoners</b>
Purpose for which funds are requested: (25 words maximum) <b>A Contribution towards the salary of the Care Manager of Sudbury Neighbourhood Centre (Middlesex)</b>
How much funding is requested? Year 1: <sup>890</sup> £17,000 Year 2: £15,000 Year 3: £15,000 <b>Total: £47,890</b>

### 3. Aims of your organisation

We aim to offer social, practical and emotional support to frail, lonely and isolated elderly, disabled and vulnerable people and their carers, thereby improving the quality of their lives.

The Sudbury Neighbourhood Centre provides a daily care service for elderly, disabled and vulnerable people who reside in the London Borough of Brent (one of London's poorest boroughs with a high deprivation rate) and the neighbouring Boroughs of Harrow and Ealing. The majority of these people suffer in some way from physical and mental disabilities and have special care and support needs. Of the 125 clients, 25% suffer from dementia or early forms of dementia. The Centre also focuses on preventing isolation by providing a special place where local people can integrate with friends, share interests and participate in community life through social, cultural and educational activities. In many cases it provides respite for carers too.

### 4. Main activities of your organisation

We provide essential activities that stimulate the minds of people in their later years as well as maintaining socialisation for otherwise isolated individuals. This is achieved through activities that have a wonderful effect on older people and a huge benefit to patients with dementia:

Luncheon Club, Keep Fit Club, 'Fit as a Fiddle Sessions' - games based upon the act of reminiscence, Art Classes, Bridge and Scrabble Clubs, Computer Classes, Gardening Club, Music and Dance Classes, Tai Chi Classes, Older Movies Club, Day Trips and annual holiday to the South Coast.

We also transport the clients to and from the Centre in specially adapted mini buses, provide a home cooked lunch or food shopping service for elderly people who cannot get to the Centre or shop for themselves, special bathing facilities with a carer for clients who are unable to use a normal bath, hairdressing services and chiropody services. We are also opening a clinic where a nurse can offer basic medical advice and test blood pressure, hearing and eye tests, sugar level tests, dietary advice etc. There will also be a Welfare Officer working part time at the Centre who will offer financial advice and assistance.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
5	12	10	20

### 6. How do you support your volunteers?

We have a bank of 120 Volunteers. Our volunteers are a critical element of the extra level of care achieved at Sudbury. They are deeply valued, and supported through their supervision and their training alongside paid employees.

### 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	23 Years

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	490,110
Activities for generating funds	3,763
Investment income	925
Income from charitable activities	279,215
Other sources	0
<b>Total Income</b>	<b>774,013</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	451,320
Governance costs	6,000
Cost of generating funds	1,603
Other	0
<b>Total Expenditure</b>	<b>458,923</b>
<b>(Deficit)/surplus for the year:</b>	<b>315,090</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	443,434
Investments	0
Net current assets	451,683
Long-term liabilities	(21,000)
<b>*Total A</b>	<b>874,117</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	0
Restricted funds	
Unrestricted funds	874,117
<b>*Total B</b>	<b>874,117</b>

\* 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?  
26%

## 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 April 2011 the Centre started a new fundraising appeal and has already raised £80,000 with over 500 Trust applications. Extensive research is underway to establish appropriate trusts, corporates and individuals who would be willing to support us (a full list of these can be provided). We are currently developing a network of Vice Patrons to enhance this work. We have also received very generous legacies, totalling £450,124 -see extra notes on accs.

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: - / -	Ref:	Grant received: £	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: 2008	Year: 2009	Year: 2010
(i) City of London	None	None	None
(ii) London Boroughs - Brent	178,951	207,253	210,159
(iii) London Councils	None	None	None
(iv) Health Authorities	None	None	None
(v) Central Government Departments	None	None	None
(vi) Other Statutory Bodies	None	None	None

## 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: 2009	Year: 2010
No applications were made to Trusts and Foundations during this period		

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

The Centre is very conscious of ecological matters. Older people often need additional heating but the modern building is well-insulated and the temperature is properly managed; the two boilers are both of modern condensing designs. Clients are advised on their use of energy at home. The Centre sorts its waste properly to maximise recycling. The vehicles are well maintained to ensure their fuel efficiency and low emissions, and their routes are planned to minimise the mileage.



## 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.**

We are very aware of the need for our Centre. We have seen considerable demographic changes in our local community over the 30 years since we first opened our doors. The Centre is in the London Borough of Brent and also serves the neighbouring Boroughs of Harrow and Ealing. Brent is one of London's poorest boroughs with a high deprivation rate. Over the last decade the dependency rate has increased as has the percentage of residents over 60. We see more elderly and vulnerable people living alone and an increase in loneliness, particularly when considering increased longevity and smaller family units. For many of our clients visiting the Centre is the only social contact they will have with other people all day.

We would use the funding from the City Bridge towards the salary of our Care Manager. The Care Manager takes the lead role in promoting the day care services and is responsible for all aspects of the Centre's day to day management, she leads and directs the work of the care staff team to assess and meet the needs of all the clients at the Centre. They collaborate with the Administration Manager on matters to do with the management of the Centre that do not fall directly within the 'care' remit, and works closely with the Deputy Care Manager in the deployment of staff and volunteers to enable them to fulfil the aims and objectives of the Sudbury Neighbourhood Centre. The Care Manager is also in charge of training and development, record keeping, activities and socialization, health and safety, quality and improvement and equality and diversity. They are the linchpin of the Centre.

We are the right organisation to do this work because with 30 years' experience we know what our clients' needs are and how to provide the best service. We have a superb team of 5 full-time carers and 12 part-time carers. We also have a bank of 120 volunteers, with an average 20 volunteers providing an invaluable service each week. We also have a very supportive and enthusiastic committee. We are a strong team all working towards the same goals and ideals. This makes for a very happy, successful community.

Our project meets perfectly with the aims of the City Bridge Trusts "Older Londoners", We work with older people and work hard to encourage them to live healthy, active, social, stimulating and fulfilled lifestyles. Many of our clients spend the majority of their lives sat in front of their televisions in their homes on their own, we want to be able to offer them a far better alternative. Many feel unable to leave their homes because of mobility reasons, their mental capabilities, confidence, money or the lack of family and friends to visit. Our Centre is a wonderful community, time is given to everyone to encourage them to feel home from home, that they are special, that they are needed. That they are still important, respected, useful members of society and not just another lonely statistic.

How we meet the trusts' principle for good practice:

We aim to offer social, practical and emotional support to frail, lonely and isolated elderly people from all backgrounds and support their carers. Many of our valued volunteers are older people who are very much involved in the running of Sudbury Neighbourhood Centre.

- we involve older people in the management and running of the service
- we welcome people of all backgrounds and value diversity
- we value and support volunteers
- we take good steps to reduce our carbon footprint.

A copy of The Care Managers Job Description is enclosed.

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

It is very difficult to monitor the daily effect on our clients lives that the work of the The Care Manager obtains. The only true way to see how successful they have been, is to see how happy the clients are at the Centre and how much enjoyment and fulfilment their time at the Centre gives them. The Care Manager works tirelessly to ensure everyone is made to feel special and all their individual needs are met and their quality of life enriched. They work hard at organising the day to day running of the Centre, the activities, the services, holidays and days out. The Care Manager is also very well respected by all the team of staff and volunteers. It takes an enormous amount of hard work and enthusiasm to create the very happy environment and smooth running of the Centre.

**17. Beneficiaries**

How many people will benefit from the grant per year? **73**

In which local authority is your organisation based?

**Brent**

Which borough(s) of Greater London will benefit from this grant?

(if more than one, please give % for each)

**Brent = 89%**

**Ealing = 10%**

**Harrow = 1%**

At what address will the activity be located? **Sudbury Neighbourhood Centre  
809 Harrow Road, Wembley, HA0 2LP**

What age group will benefit? **60+ Brent is the most multicultural Borough in Britain. Staff and Volunteers are from all ethnic groups.**

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			<b>100</b>

What proportion of the beneficiaries will be disabled people?

**90%**

## 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 £
Care Manager Salary =£26,650	34,890	34,890	34,890	104,670
NI = £7,072				
Pension Contribution 23%				
Total salary = £34,890.13 pa				
<b>TOTAL</b>				

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Robert McAlpine Foundation	10,000			
Annandale Trust	5,000			
Rank Foundation	2,000			
<b>TOTAL</b>	<b>17,000</b>			

What other funders are currently considering the proposal?

Since March 2011 we have raised £80,231 from our appeals. Apart from the £17,000 already raised towards Managers salary the other money has been allocated to other projects for the Centre. We are applying to more Trusts and building our Vice Patron list.

## 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 £
Contribution towards Care Manager salary	17,890	15,000	15,000	47,890
<b>TOTAL</b>	<b>17,890</b>	<b>15,000</b>	<b>15,000</b>	<b>47,890</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **As soon as possible as our Care Manager is already employed and it is essential to ensure that this key role is secure for the next three years, to continue this vital work.**

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

If so, how will it be resourced? **We will always need a Care Manager at Sudbury Neighbourhood Centre it is the key role for being able to run the Centre successfully. We are approaching many Trust and Foundations to help us with our funding and also building a network of Vice Patrons.**

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

### Declaration on behalf of applicant organisation

I, **Mrs Karen Mckenna** (your name)

am an authorised representative of

**Sudbury Neighbourhood Centre** (your organisation)

within which I am **Appeal Manager** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date **05-03-12**

**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

**ASSESSMENT CATEGORY - Positive Transitions to Independent Living**

**Koestler Trust**

**Ref: 11063**

**Amount requested: £89,439**  
**{Revised request: £77,665}**

**Adv: Clare Thomas**  
**Base: Hammersmith & Fulham**  
**Benefit: London-Wide**

**Purpose of grant request:** Two-year Arts Worker employment contract at the Koestler Trust, and first year of following position: for ex-offenders resettling in London, with training and pastoral care.

**Background**

The Koestler Trust, named after the novelist and journalist Arthur Koestler, has a fifty year track record of encouraging prisoners and secure detainees to participate in a variety of art forms. Organised as a competition, the prestigious Koestler Awards are held annually and involve three main categories. These are: Writing (with 14 sub-categories); Performance, Audio and Film (with 8 sub-categories) and Visual Arts & Crafts (with 28 sub-categories).

The Koestler Trust is accommodated within the Wormwood Scrubs estate and is well regarded within the prison system and every prison in the UK submits entries. The therapeutic benefits of the arts in prisons are well-documented. Purposeful activity can contribute to the rehabilitation process by helping develop self-discipline, increasing self-esteem through achievement and by providing an outlet for boredom and frustration. Prison staff have acknowledged the calming effect that the arts can have in reducing tension within prisons.

**Funding History**

An eco-audit was provided in 2011.

**Current Application**

Last year, for the annual Koestler Awards Art Exhibition held at the Southbank Centre, over 8,000 entries were submitted and selecting the art for the exhibition is extremely time-consuming. High-profile judges such as Grayson Perry and Emma Bridgewater consider entries from far and wide. Whilst every entrant gets a participation certificate and feedback on their work, there are 1,500 cash awards amounting to £30,000 in total. Prizes range from £20 (for under 18s) to platinum awards which are £100 plus a gilded certificate.

The Koestler Trust organises sales from the exhibition and prices start at about £15 and rise to £500 for outstanding works; but most fetch £50 -



£100. Proceeds from the sales are divided as follows: 50% for the artist; 25% for Victim Support and 25% for the Trust to help with its core costs.

The original application was for the costs of an Arts Worker – an ex-offender being resettled to London. However, not all of the end beneficiaries would have been Londoners. In the course of assessment it was therefore agreed with the organisation that a better fit with your core criterion of London benefit would be to consider the proportion of the key elements of the overall Koestler Awards budget (around £200k per annum) attributable to Londoners. This will include participants from establishments including London prisons, probation services and youth offending institutions. The total cost of this element is estimated to be £77,665 over three years, hence the revised request.

### **Financial Observations**

The Koestler Trust gets about 10% of its income from statutory sources. It relies year in and year out on a percentage of the art sales and, chiefly, on grants from charitable trusts for its running costs.

In 2011 the Trust made a larger than anticipated surplus because turnover grew by 10% because of many more entrants. This resulted in the Trust taking on additional staff, which is now reducing the overall level of reserves. At the end of 2011 free reserves amounted to 5.3 months of unrestricted expenditure which is in excess of the 3 months stated in the reserves policy. The trustees have planned to reduce the free reserves to 3 months' unrestricted expenditure by the end of 2012 and are working towards this target.

### **Officer's Appraisal**

The Koestler Trust enjoys a well-deserved reputation for the unique role it plays within the justice system. The involvement of offenders in art is widely recognised as both a calming influence and one that is helpful in an individual's overall rehabilitation. The art competitions and exhibitions are very popular and contribute greatly to the overall package of services available within prisons to help resolve issues within their lives.

### **Recommendation**

**£77,650 over three years (£25,250; £25,900; £26,500) towards the London element of the Koestler Awards.**



# The City Bridge Trust

Charity Registration Number: 1035628

Reference:  
(office use only)

11063

Date Received:

08/02/2012

Programme  
Area:

1006

## Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

14 FEB 2012

### 1. About your organisation

Name of organisation applying for grant:

**Koestler Trust**

If the organisation is part of a larger organisation, what is its name?

Address for correspondence:

**Koestler Arts Centre  
168a Du Cane Road  
London**

Postcode: **W12 0TX**

Is this your home address? **No**

Contact person:

~~Ms Miriam Lewis~~ *Tim Robertson*

Position:

*Chief Executive  
Development Officer*

Phone: **020 8740 0333** *0606*

Fax:

E-mail: ~~mlewis@koestlertrust.org.uk~~

*TRobertson@koestlertrust.org.uk*

Website: **http://www.koestlertrust.org.uk**

Legal status of organisation: **Registered Charity**

If registered, please give charity number: **1105759**

Date organisation established: **01/01/1962**

### 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)

**Two-year Arts Worker employment contract at the Koestler Trust, and first year of following position: for ex-offenders resettling in London, with training and pastoral care.**

How much funding is requested?

Year 1: ~~£30,000~~ Year 2: ~~£30,000~~ Year 3: ~~£30,000~~ Total: ~~£90,000~~

*£30,306*

*£29,141*

*£29,992*

*£89,439*

### 3. Aims of your organisation

1. To help offenders, secure patients and detainees lead more positive lives by motivating them to participate and achieve in the arts.
2. To increase public awareness and understanding of arts by offenders, secure patients & detainees.
3. To be a dynamic, responsive organisation which achieves excellent quality and value for money.

### 4. Main activities of your organisation

We award, exhibit and sell artworks by offenders, secure patients and detainees. The Awards receive over 7,500 entries a year - inspiring offenders to participate in the arts and work for achievement. Our exhibitions attract over 20,000 visitors - showing the talent and potential of people in secure settings.

Entrants can submit artwork in 54 categories which are judged by high profile artists (eg. Grayson Perry and Emma Bridgewater). They receive participation or Award certificates, with higher levels of Award receiving prizes between £20 (bronze) and £150 (scholarship). Sales proceeds are divided between the artist (50%), Victim Support (25%) and ourselves (25%).

Our annual UK exhibition is held at Southbank Centre, curated by different groups involved in criminal justice, such as women prisoners and victims; for 2011 it was curated by magistrates in partnership with the Magistrates' Association. We run exhibitions across the UK curated by young offenders.

Our Arts Mentoring scheme matches Koestler-trained arts professionals with entrants. Mentees are offered 10 sessions over a year to develop and sustain their arts activity during their transition to the community.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>9</b>	<b>4</b>	<b>12</b>	<b>152</b>

### 6. How do you support your volunteers?

We currently have 7 volunteers at our office including 2 serving prisoners from Downview Prison. We provide reasonable expenses for travel and food. We have 70 professional artists trained as mentors to work with offenders and 120 artists who come to judge the Koestler Awards.

### 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?
<b>Leased</b>	<b>indefinitely - from the M.o.J.</b>

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	510,931
Activities for generating funds	0
Investment income	0
Income from charitable activities	21,753
Other sources	0
<b>Total Income</b>	<b>532,684</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	516,070
Governance costs	7,571
Cost of generating funds	38,189
Other	0
<b>Total Expenditure:</b>	<b>561,830</b>
<b>(Deficit)/surplus for the year:</b>	<b>(29,146)</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	2,519
Investments	0
Net current assets (liabilities)	164,872
Long-term liabilities	0
<b>*Total A:</b>	<b>167,391</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	4,074
Unrestricted funds	163,317
<b>*Total B:</b>	<b>167,391</b>

\* 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?  
**10%**

## 10. Material changes

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

**The 2011 Koestler Awards attracted 7,674 entries -- over 2,000 more than 2010. We had to take on additional staff and other resources to process all the artworks, and we had to spend some of our reserves. We had planned to maintain our reserves at around £160,000, but they are forecast to fall to around £90,000 by the end of the financial year at 31.3.12.**

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:			
Month/Year: 06/04	Ref: 0	Grant received: £5,000	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: 2009/10	Year: 2010/11	Year: 2011/12
(i)			
(ii)			
(iii)			
(iv)			
(v) National Offender Management Services	70,000	60,000	60,000
(vi) Youth Justice Board	0	9,000	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: 2010/11	Year: 2011/12
Esmee Fairbairn Foundation	30,000	30,000
Paul Hamlyn Foundation	0	65,000
Peter Stebbings Memorial Charity	20,000	0
Tolkien Trust	30,000	25,000
Grants £18,000 & under 15, 13	90,250	63,350
Grants £1000 & under 24, 19	10,810	10,650

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

Practices associated with our core activities have an environmental impact and we are committed to being as sustainable as possible. In June 2011 we received a grant from the City Bridge Trust's greening the third sector project for an eco-audit. The audit produced a report which favourably highlighted the work that we already do to be as environmentally conscious as possible as well as offering new ways to reduce our carbon footprint. Our office has a higher recycling rate than average and we use recycled packaging and frames wherever possible. We also have specific Koestler Awards for artwork made from recycled materials that is very popular with our entrants. The administrative side of the office is also becoming increasingly paper-free. We have drawn up a new environmental policy and plan of action based on the audit which will be presented to our Board of Trustees for approval in March.



## 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 majority of people leaving secure environments face difficulties with resettlement: only 36% of adults leaving prison going into education, training or employment (Bromley Briefings 07/11). One of the challenges for an ex-offender looking for employment is securing that initial job, where they can prove themselves and build a set of transferable skills. Coupled with the complexity of finding employment in the highly competitive world of the Arts finding employment can look almost impossible to an ex-offender.

At the Koestler Trust we are fully aware of these issues due to our experience of working with ex-offenders, offering two Ex-offender Arts Worker positions to people who are leaving custody and resettling in London. We are asking City Bridge Trust to fund one two-year position, and the first year of a second. The project provides employment in a secure, non-judgemental environment with training and pastoral care to help with their resettlement and career progression.

The positions will be advertised with Inside Time newspaper and London based prisons/probation areas. We will have an open day for interested individuals and provide expenses for up to 8 interviewees following the completion of application forms. We have a clear policy on employing ex-offenders; we need to know their offence and resettlement plan, we don't want to set anyone up to fail.

Arts workers will receive training in all aspects of their role, with additional support to suit their needs (such as IT classes). In the second year they will take on additional responsibilities such as managing volunteers or co-ordinating our annual art sale. Our Director of Outreach and Involvement will monitor pastoral needs, such as probation or housing issues and coach them in application writing and interview technique for future roles. This grant will also fund the first year of the next set of Arts Workers.

Aims:

1. Resettling offenders through employment and pastoral support.

Output: grant will give a 2 year employment contract to one London-based ex-offender with training and support.

Outcome: they will be resettled with skills and confidence; will have found their next role and be unlikely to reoffend.

2. Motivating offenders in the arts.

Outputs: artwork will be handled efficiently and all internal targets in regards to artwork entries, Awards, and returns will be met.

Outcomes: We will effectively respond to the needs of our service users, motivating them to positive achievement and rehabilitation.

3. Changing public perceptions of offenders for greater reintegration.

Output: quality exhibitions will be put on with high media coverage; the public will learn about our work through tours, art sales, talks and excellent customer service.

Outcome: the public will understand the humanity and circumstances of offenders. The work of the Koestler Trust will be promoted within the criminal justice and arts worlds.

4. Creating a model of best practice for employing ex-offenders in the arts.

Output: we will create a best practice policy on working with ex-offenders for small charities.

Outcome: policy will be made available to sister organisations, encouraging more ex-offender employment projects.

'Principles of good practice':

- We have a clear diversity policy; which recognises the many differences between people and seeks to ensure that everyone involved in the Trust maximises their potential whilst contributing to our work.

- We have over 120 volunteers including students, arts judges and mentors. We have had 17 serving prisoners from HMP Downview volunteering since 2009.

- We are implementing a new environmental policy based on the results of our eco-audit funded by City Bridge Trust.

We are offering a salary of £18,200 see the attached budget and job description for a full breakdown of all costs and responsibilities.

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

Monitoring: The arts workers will have monthly meetings with their line manager to discuss progress and targets, and an appraisal after 6 months, enabling us to see how they are settling in. We can see how they have contributed to our aims through feedback from service users and our ability to reach our internal deadlines. After one year they will complete a questionnaire based on skills learnt and confidence, and will send one to their probation officer. This will be followed up after they have moved on.

Evaluation: The data collected will be used to assess what training (both internal and external) to offer the arts worker and help their line manager allocate more responsibilities and projects. A successful outcome would be to have a fully resettled ex-offender with the skills and confidence to move on to their next job, and a low chance of reoffending.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>2 + c. 5,000</b>			
In which local authority is your organisation based? <b>Hammersmith &amp; Fulham</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>All - we will be inviting job applications from ex-offenders resettling to the whole London area.</b>			
At what address will the activity be located? <b>Our office in West London, Exhibition venue at Southbank Centre</b>			
What age group will benefit? <b>All</b>			
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			<b>x</b>
What proportion of the beneficiaries will be disabled people? <b>20%</b>			

### 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 £
Ex-Offender Arts Workers	41,656	42,697	43,765	128,118
Line management & training	3,006	3,081	3,158	9,245
Support & coaching	3,804	3,899	3,997	11,700
External training	1,000	1,000	1,000	3,000
Recruitment costs	240	0	240	480
New computer & desk (year 1 only)	3,000	0	0	3,000
Management & overheads at 15%	7,906	7,602	7,824	23,332
<b>TOTAL</b>	<b>60,612</b>	<b>58,279</b>	<b>59,984</b>	<b>178,875</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funder	£
Henry Smith Charity	90,000
Trust for London	90,000
Sir John Cass Foundation (for an under 25)	90,000
<b>TOTAL</b>	<b>270,000</b>

### 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 £
Ex-Offender Arts Worker	20,828	21,349	21,882	64,059
Line management & training	1,503	1,541	1,580	4,624
Support & coaching	1,902	1,950	1,998	5,850
External training	500	500	500	1,500
Recruitment costs	120	0	120	240
New computer & desk (year 1 only)	1,500	0	0	1,500
Management & overheads at 15%	3,953	3,801	3,912	11,666
<b>TOTAL</b>	<b>30,306</b>	<b>29,141</b>	<b>29,992</b>	<b>89,439</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required?

14/05/2012

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

**We are asking for City Bridge Trust to fund one two-year position and the first year of a second position. We are currently in the process of creating our next five-year development strategy through a multi-agency consultation. We are looking to expand our individual giving programmes and bring in new funders.**

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, TIM ROBERTSON (your name)

am an authorised representative of

THE KOESTLER TRUST (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

Signature T. Robertson Date 13 Feb 2012

### 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



**ASSESSMENT CATEGORY - Positive Transitions to Independent Living****Whizz-Kidz****Ref: 11260****Amount requested: £65,752****Adv: Stewart Goshawk****Base: Westminster****Benefit: London-wide**

**Purpose of grant request:** To provide a residential camp each year, for disabled young people in London to gain the skills to aid their transition to adult life.

**Background**

Whizz-Kidz is the familiar name for the Movement for Non-Mobile Children. Its aim is to provide mobility-impaired children and young people with specialised wheelchairs to suit their individual needs, to train them to use this equipment to its fullest extent and to encourage each young person to live their life to the full. Whizz-Kidz is a well-known name in many charity circles – for example, it was the beneficiary of a recent BBC Blue Peter Christmas appeal and regularly has up to 400 people running on its behalf in the London Marathon.

One of the organisation's key features is its "Kidz Board" – a shadow board of directors wholly made up of young disabled people, who help devise strategy, undertake PR/media opportunities and generally help to oversee the whole organisation.

**Funding History**

The Trust's only previous grant to Whizz-Kidz was in 1999, when a three year award of £84,000 supported the costs of a mobility advisor. That grant was signed off long ago.

**Current Application**

This application is in connection with Whizz-Kidz life skills training programme for disabled young people. By coming into contact with children, sometimes at a very young age and seeing their development over the years, Whizz-Kidz has long been aware of the need to broaden the horizons of the young people they work with. Part of the solution to this is a national network of clubs for young people, funded through a large Lottery grant, where disabled young people are able to meet socialise and have fun in an accessible and supportive environment.

However, in 2010, the Kidz Board identified a gap in service provision to take this move towards developing independence further. In response, the organisation has developed a programme of short residential camps to help teach life skills, learn what it is like to go away without mum & dad and to get involved in everyday living tasks, such as shopping,



cooking, cleaning and developing key personal skills essential when starting to live an independent life – all of which helps to build each individual's confidence and self-esteem. Venues have included Treloar School, which provides the necessary high standards of accessibility. Some previous participants also return as mentors, whilst speakers are also invited to provide successful role models for young people who often start out with very low expectations of what they can achieve in life.

Whizz-Kidz employs some innovative techniques to gather feedback and evaluation, for example using a "Big Brother"-style diary room where each young person can talk openly about their successes and concerns. Many of the participants also stay in touch with the organisation long term, accessing other services – so progress is relatively easy to see.

### **Financial Observations**

In the year to December 2011, Whizz-Kidz had income of £5.8m, received through local government contracts, central government grants, many charitable donations large and small, as well as from a massive general fundraising effort. Members will note at Q8 the relatively high cost of generating funds. However, this investment more than pays itself back both in straightforward financial terms, as well as profile raising, creation of PR opportunities and securing of large statutory contracts.

Within its free reserves, Whizz-Kidz seeks to hold a designated fund of 25% of annual core costs to cover cyclical ups and downs, plus a service development fund (totalling £490k), In addition, the accounts also report a comparatively small sum of £249k, representing the unrestricted income received from its myriad fundraising activities during the last couple of weeks of that financial year and which will have been committed early in the new financial year. The budget for 2012, forecasts a small surplus of just 1.9% of income, based on a 20% increased turnover – but with lower costs of generating income.

### **Officer's Appraisal**

Whizz-Kidz is one of the main organisations providing services for children and young people who need a wheelchair to aid their mobility. This request will provide a residential opportunity for 12 mobility-impaired young people. The unit cost is recognised as high, but the support needs of many participants are significant. 24-hour, 1-to-1 support is the minimum staffing ratio and there is a deal of staff work in planning each trip with both the young people and, importantly, their parents, who often need considerable support themselves. However, costs could be shaved a little without detrimental effect.

### **Recommendation**

**£60,000 over three years, (3 x £20,000) towards the costs of life-skills training residential camps for 12 young mobility-impaired young Londoners per annum.**



# 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)

11260

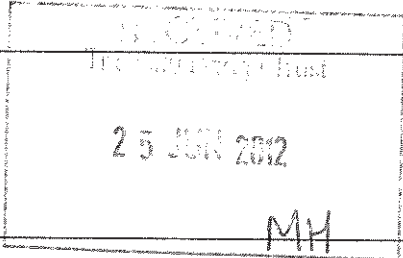
Date Received:

20/06/2012

Programme  
Area:

06

### 1. About your organisation

Name of organisation applying for grant: <b>Whizz-Kidz</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>4th Floor Portland House Bressenden Place London</b>	
Postcode: <b>SW1E 5BH</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Paul Melbourne</b>	Position: <b>Statutory and Trusts Fundraiser</b>
Phone: <b>0207 798 6126</b>	Fax: <b>0207 233 6611</b>
E-mail: <b>p.melbourne@whizz-kidz.org.uk</b>	
Website: <b>http://www.whizz-kidz.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>802872</b>	
Date organisation established: <b>01/11/1989</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Positive Transitions to Independent Living</b>
Purpose for which funds are requested: (25 words maximum) <b>To provide a residential camp each year, for disabled young people in London to gain the skills to aid their transition to adult life.</b>
How much funding is requested? <b>Year 1: £21,735 Year 2: £21,916 Year 3: £22,101 Total: £65,752</b>

### 3. Aims of your organisation

Whizz-Kidz is the UK's national charity dedicated to enabling disabled children and young people to get the right start in life. Our service is focused on meeting the needs of disabled children and young people through the provision of customised mobility equipment, wheelchair skills training, advice and information, life skills and campaigning to raise awareness of the issues facing young disabled people. Our work is very much user-led with our beneficiaries having vital input into the way the charity is run. Since 1990 we have enabled 13,500 disabled young people to gain their independence and lead active lives, yet there are an estimated 70,000 disabled young people that could still benefit from our services, and we can not stop until this need is met.

### 4. Main activities of your organisation

Provision of Appropriate Mobility Equipment: We provide the appropriate mobility equipment, not available on the NHS, which enables a disabled young person to gain their independence and lead an active life.

Wheelchair Skills Training: The right wheelchair is just the start, we ensure each disabled young person has all the skills needed to safely and independently get the best use out of their equipment. Skills include spatial awareness, negotiating different surfaces and road safety skills.

Ambassador Clubs: We have a network of 46 clubs across the UK where disabled young people can have fun, learn vital life skills and campaign on the issues affecting them as young wheelchair users.

Life Skills Camp: Residential camps for disabled young people of a transition age to receive vital life skills and training to help them aid their transition to adult life and access work and further education opportunities.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>74</b>	<b>9</b>	<b>12</b>	<b>400</b>

### 6. How do you support your volunteers?

We provide an induction and relevant training for all volunteers and ensure that they are offered support to gain new skills and experiences. All volunteers are reimbursed for their travel and lunch costs so they are not left out of pocket for their time.

### 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?
<b>Rented</b>	<b>Until 2014</b>

## 8. Finance

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

Financial year ended - **Month: December**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	741,000
Activities for generating funds	1,400,000
Investment income	6,000
Income from charitable activities	3,713,000
Other sources	0
<b>Total Income</b>	<b>5,860,000</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	3,831,000
Governance costs	37,000
Cost of generating funds	1,901,000
Other	0
<b>Total Expenditure:</b>	<b>5,769,000</b>
<b>(Deficit)/surplus for the year:</b>	<b>91,000</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	115,000
Investments	162,000
Net current assets (liabilities)	1,219,000
Long-term liabilities	0
<b>*Total A:</b>	<b>1,496,000</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	642,000
Unrestricted funds	854,000
<b>*Total B:</b>	<b>1,496,000</b>

\* 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:	05/07	Ref:	8223	Grant received:	£0	OR application rejected?	Yes
Month/Year:	06/99	Ref:	4368	Grant received:	£84,000	OR application rejected?	No
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: 2009	Year: 2010	Year: 2011
(i)			
(ii) Croydon Borough Council		27,995	37,327
Bexley Borough Council		13,320	
Haringey Borough Council			23,393
(iii)			
(iv) NHS Contracts	197,000	588,000	1,161,000
(v) Department for Education	109,000	107,000	166,000
Department of Health	19,000	40,000	101,000
(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
The ACT Foundation	79,000	104,000
Garfield Weston Foundation	40,000	0
BBC Children in Need	118,000	120,000
Vodafone Foundation	0	73,000
Esmee Fairbairn Foundation	0	30,000
Grants of £10k or less	545,000	472,000

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

The charity has an environmental policy which states intentions and principles in relation to environmental performance, and also includes a commitment to continual improvement in an effort to reduce the environmental impact of the activities.

To achieve this commitment we will:

- Recycle
- Be aware of waste and work to reduce ours
- Reduce quantities of paper and electricity
- Improve efficiency of the resources we consume
- Encourage staff, volunteers and beneficiaries to adhere to our environmental policy

In our daily operations we will:

- Provide on-line forms and encourage electronic communications
- Travel by public transport where possible
- Recycle our toners and office paper
- Reuse our office supplies
- Shut off all printers, computers and lights when employees are not in the office



## 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.**

This application focuses on offering Life Skills Camps to disabled young people aged 14-25 in London. Life Skills Camp is a three day residential break for 12 disabled young people of a transition age to spend time away from their primary carers, often for the first time, and learn vital skills which can be used to access further education, work and independent living.

The impetus for Life Skills Camp came about when a member of our user involvement body of disabled children, the Kidz Board, highlighted that there were no suitable short break provisions in her area. Whizz-Kidz then surveyed our Ambassador Network (beneficiaries) in November 2010 to determine if this was a widespread experience and 79% of respondents felt that there were not enough opportunities for wheelchair users to go on residential breaks and learn independent living skills. 88% said they found it difficult to go on an overnight stay due to lack of appropriate support.

Since this urgent need was highlighted, we have successfully delivered seven Life Skills Camps, benefitting 71 disabled young people from London and the South East. In January 2012 we asked the parents/carers of these young people for their views and 90% of respondents thought Life Skills Camp would enable their child to feel more confident about living independently.

A typical day at Camp starts with a shopping and budgeting challenge followed by a session of life skills which will provide personal social development through learning about relationship building, problem solving, work skills and self awareness. In the afternoon there will be a series of activities including sports and drama as well as cooking for and hosting an end of camp party.

We would like to request the support of the City Bridge Trust over three years to deliver one of these camps each year specifically for disabled young people from London. Each camp will be delivered at a fully accessible venue selected by staff, such as Treloars School in Hampshire.

Whizz-Kidz has over 20 years experience of working with disabled young people and are the only provider of a short break Camp with emphasis on Life Skills for wheelchair users in the UK. We ensure that at camp all young people are fully supported and that their care needs are fully met. Each Camp will be supported by fully trained and CRB checked volunteers to help young people achieve their personal goals.

This aims of this project are:

- For 12 disabled young people at Camp each year to acquire increased life skills to support their growth and development into adulthood. These skills include building effective relationships, problem solving and teamwork.
- To provide disabled young people with the skills and confidence to assist their transition to independent living. Attending Camp and undertaking training in budgeting, shopping, cooking, wheelchair skills, and life skills training encourages young people to live more independently of parents and carers.
- For disabled young people at Camp to benefit from receiving work skills training including CV writing and interview skills. After Camp young people will be offered the opportunity to take part in a two week work Placement with one of our employer partners in a variety of sectors. This combination of support will offer these young people the skills needed to access paid employment.
- To ensure that the disabled young people benefitting from the project are involved in planning the content of the Camp to meet their individual needs and goals. Feedback from young people has previously, and will continue to be, fed into shaping the content and delivery of future Camps.

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

Whizz-Kidz staff and volunteers will support each young person throughout Camp so they can get the most benefit. There is a 'Big Brother' style diary room where young people can report on their progress towards their personal goals and ambitions, and evaluate their progress at the end of camp. After Camp feedback is also collected from volunteers, staff and parents. Parental feedback is also obtained a few weeks later and then six months after Camp a questionnaire is sent to all attendees to determine both the immediate and long term benefits.

This feedback is collated by Whizz-Kidz Life Skills Officer and a report is produced. The results of this are then shared with the Head of Youth Participation, who will evaluate the results against the planned objectives and against the objectives of the funder. Any learning from this evaluation will be used to improve and refine delivery of future Camps.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>12</b>			
In which local authority is your organisation based? <b>Westminster</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>The opportunities are available to young people from all boroughs of Greater London.</b>			
At what address will the activity be located? <b>Treloars School, which is a fully accessible venue to meet the needs of all service users.</b>			
What age group will benefit? <b>All children &amp; young people, over 11 years, over 16 years (Aged 14-25)</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
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			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>100%</b>			

## 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 £
Life Skills Officer, 0.15 Full Time Equivalent (FTE) (£33k + 12% NI + 6% pension)	5,841	5,958	6,077	<b>17,876</b>
Children and Young People's Training Manager 0.05 FTE (£38k + 12% NI + 6% pension)	2,242	2,287	2,333	<b>6,862</b>
Day - Care Nurses and Health Care Assistants	4,330	4,330	4,330	<b>12,990</b>
Night - Care Nurses and Health Care Assistants	1,510	1,510	1,510	<b>4,530</b>
Hoist and Equipment Hire	140	140	140	<b>420</b>
Venue, minibus and catering	5,866	5,866	5,866	<b>17,598</b>
Materials	200	200	200	<b>600</b>
Life Skills Tutors	450	450	450	<b>1,350</b>
Staff travel and volunteer expenses	200	200	200	<b>600</b>
Contribution to overheads, 0.20 FTE	956	975	995	<b>2,926</b>
<b>TOTAL</b>	<b>21,735</b>	<b>21,916</b>	<b>22,101</b>	<b>65,752</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

## 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 £
Life Skills Officer 0.15 FTE	5,841	5,958	6,077	<b>17,876</b>
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Night - Care Nurses and Health Care Assistants	1,510	1,510	1,510	<b>4,530</b>
Hoist and Equipment Hire	140	140	140	<b>420</b>
Venue, minibus and catering	5,866	5,866	5,866	<b>17,598</b>
Materials	200	200	200	<b>600</b>
Life Skills Tutors	450	450	450	<b>1,350</b>
Staff travel and volunteer expenses	200	200	200	<b>600</b>
Contribution to overheads, 0.20 FTE	956	975	995	<b>2,926</b>
<b>TOTAL</b>	<b>21,735</b>	<b>21,916</b>	<b>22,101</b>	<b>65,752</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;"><b>01/01/2013</b></p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>The charity has a fundraising strategy in place to meet Key Performance Indicator's as set out in the charity's operating plan, of which this project is a key part. We would endeavour to share positive feedback and learning, with other charitable trusts and corporate partners, to leverage funding to sustain the project in the future.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? <b>n/a</b>

### Declaration on behalf of applicant organisation

I, <u>Paul Melbourne</u> (your name)
am an authorised representative of <u>Whizz-Kidz</u> (your organisation)
within which I am <u>Statutory and Trusts Fundraiser</u> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature <u>P.M.</u> Date <u>22/06/2012</u>

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

Please

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- do send the information in the checklist - if items are missing, your application will be returned to you
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- do use the correct postage - the completed form and additional materials are likely to exceed 100g in weight



**ASSESSMENT CATEGORY - Positive Transitions to Independent Living**

**Kent Association for the Blind**

**Ref: 11210**

**Amount requested: £74,576**

**Adv: Jenny Field**

**Base: Bromley**

**Benefit: Bromley**

**Purpose of grant request:** The Assistive Technology Project, Bromley: Teaching people with sight loss how to use computers and the Internet to help them regain independence, choice and control

**Background**

Kent Association for the Blind (KAB) was established in 1920. Today, its mission is to enable visually impaired people to lead independent lives. It is the main provider of help and support for the visually impaired across Kent and in LB Bromley, where it also provides specialist support services. These include advice on eye conditions, specialist training and equipment to support independent living; independent living skills training for children; IT and daily living skills for adults; and a network of social and activity clubs that aim to reduce isolation.

**Funding History**

You approved a grant of £90,000 in April 2007 towards access improvements towards KAB's centre in LB Bromley. This grant has been satisfactorily monitored.

**Current Application**

This application seeks funding towards the salary of an Information and Assistive Technology Worker who will provide training in IT for blind and partially sighted people in LB Bromley.

Using its experience gained from working in Kent, KAB is requesting funding to employ an Information and Assistive Technology Worker to deliver IT training for blind and visually impaired people in LB Bromley with the assistance of volunteer tutors. The training would be delivered in small groups (maximum 6 students) at its Sight Centre in Bromley. Funding of £20,000 from the Mayor of Bromley has enabled an IT suite and training room to be established. One-to-one training in the home will be provided for those unable to get to the Centre due to mobility problems. As well as the training programme, there will be drop-in sessions held twice a week, where people can meet socially but also bring any IT issues or problems they may be experiencing and get support from their peers or from the Information and Assistive Technology Worker. Based on its past experience, KAB anticipates that it will train 80 people per year.



Service users who have benefited from the work in Kent say that as a result of the training, they feel less isolated and more confident and their sense of well-being has improved, leading to greater participation in new activities and networks which in turn help to increase a sense of independence.

### **Financial Observations**

The financial information provided in Question 8 of the application form relates to the 2010/11 audited accounts. Since then, draft accounts for 2011/12 have been obtained. There was a further planned deficit of £199,000 during the year which reduced the level of unrestricted free reserves from the previous year. The draft annual report for 2011/12 states that the target level of reserves the trustees aim to hold is approximately £1.2m. Free reserves as at 31<sup>st</sup> March 2012 amounted to £1.7m. KAB's budget for 2012/13 projects a further planned deficit of just over £300,000. These planned deficits are largely due with reductions from the three local authorities with whom it contracts - Kent County Council, Medway Council and LB Bromley, all of which have implemented spending reductions. Whilst its contract with Medway was renewed in October 2011 for three years (albeit it at a reduced level), the position with Kent and Bromley is far less secure. Its contract with Bromley runs out in April 2013 and with Kent in October 2013. The commissioning process in these two local authorities is still being developed but KAB anticipates that even if it successful in the tender process, funding will be at a reduced level. The trustees have also undertaken to meet the shortfall in the running costs of the application before you today (the applications to the Mercers' Company and Donald Forrester Charitable Trust were not successful). In the light of these considerations, especially the uncertainties around likely reductions in local authority funding, the level of reserves is not deemed excessive by your assessing officer.

### **Officer's Appraisal**

IT has the potential to play a vital role in supporting people who are blind or partially sighted with independent living. The benefits are manifold, including being able to scan and read personal correspondence without the need to ask for help; access to the Internet to get information ranging from a person's eye condition to available financial and consumer products; maintaining online contact with family and friends; and being able to make online applications or write letters. KAB has the necessary skills and experience to deliver this proposal.

### **Recommendation**

**£73,000 over three years (£24,000; £24,000; £25,000) towards the full-time salary of an Information and Assistive Technology Worker to develop training in the use of IT for blind and visually impaired people in LB Bromley.**



# 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)

11210

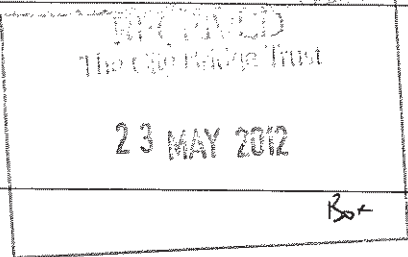
Date Received:

21/05/2012

Programme  
Area:

06

### 1. About your organisation

Name of organisation applying for grant: <b>Kent Association for the Blind</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>72 College Road Maidstone Kent</b>	
Postcode: <b>ME15 6SJ</b> Is this your home address? <b>No</b>	
Contact person: <b>Miss Sheena Brown</b>	Position: <b>Head of Fundraising</b>
Phone: <b>01622 691357</b>	Fax: <b>01622 663999</b>
E-mail: <b>sheena.brown@kab.org.uk</b>	
Website: <b>http://www.kab.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1062354</b>	
Date organisation established: <b>22/06/1920</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Positive Transitions to Independent Living</b>
Purpose for which funds are requested: (25 words maximum) <b>The Assistive Technology Project, Bromley: Teaching people with sight loss how to use computers and the Internet to help them regain independence, choice and control</b>
How much funding is requested? <b>Year 1: £24,809 Year 2: £24,516 Year 3: £25,251 Total: £74,576</b>

### 3. Aims of your organisation

Our mission is to help sight impaired people lead independent lives. Our objects are for the relief of blind and partially sighted people and the prevention of blindness, especially in the County of Kent, Medway and the London Boroughs of Bromley and Bexley.

We help children and adults of all ages and at any stage of their sight loss journey. We help those with additional learning disabilities and those with dual sensory loss (deaf blind).

We support over 11,000 people across the region with information, guidance, and practical rehabilitation support. This involves the supply of specialist lighting, magnification aides and safety gadgets for the home, mobility training, help with re-learning everyday tasks such as cooking and personal care, a network of social and activity clubs and a talking newspaper service.

### 4. Main activities of your organisation

KAB is the main provider of help and support for sight impaired people in Kent, Medway and Bromley and we also provide specialist support in Bexley. Our rehabilitation services include advice on eye conditions and information on living with sight loss. We offer the specialist training and equipment that can be crucial if blind people are to retain their independence and live a fulfilled and happy life.

We help children to become independently mobile, learn daily living skills like cooking and eating with cutlery, run activity days and give support and information to their parents.

We teach adults how to get out and about on their own with long cane training, offer support to enable people to stay in employment with IT training and also can help with relearning daily living skills like cooking, managing a household, personal care and developing different methods of communication. KAB also provides equipment provision such as effective lighting and safety gadgets.

We also have a network of social and activity clubs that help mitigate the terrible social isolation that sight impairment can bring.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
40	82	13	892

### 6. How do you support your volunteers?

All volunteers undertake full induction and training programme and are supported by Volunteer Co-ordinators who offer training, regular information updates and invitations to events to ensure they are thanked and kept in touch with organisational developments.

### 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: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	650,811
Activities for generating funds	33,315
Investment income	28,810
Income from charitable activities	1,767,630
Other sources	0
<b>Total Income</b>	<b>2,480,566</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	2,375,134
Governance costs	50,981
Cost of generating funds	179,538
Other	14,564
<b>Total Expenditure:</b>	<b>2,620,217</b>
<b>(Deficit)/surplus for the year:</b>	<b>(139,651)</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	1,188,756
Investments	1,519,399
Net current assets (liabilities)	779,744
Long-term liabilities	0
<b>*Total A:</b>	<b>3,487,899</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	336,046
Unrestricted funds	3,151,853
<b>*Total B:</b>	<b>3,487,899</b>

\* 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:

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					
Month/Year:	12/06	Ref:	7842	Grant received: £90,000	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 <b>THREE</b> years: <b>(i)</b> City of London (other than the City Bridge Trust) <b>(ii)</b> London boroughs <b>(iii)</b> London Councils (formerly ALG) <b>(iv)</b> Health authorities <b>(v)</b> Central government departments <b>(vi)</b> Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:				
		<b>Year: 2010/11</b>	<b>Year: 2009/10</b>	<b>Year: 2008/09</b>
(i)				
(ii)	Bromley	131,693	119,921	116,536
(iii)	Bexley	13,712	18,836	18,709
(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 <b>TWO</b> years. List source, years and annual amounts:		
	<b>Year: 2011/12</b>	<b>Year: 2010/11</b>
WH & A Hawkins Trust	5,000	5,000
Cobtree Charity	3,500	3,500
Evan Cornish Foundation	3,000	
Inman Charity	3,000	
Souter Charitable Trust	2,500	
Carmen Butler Charteris Trust	2,000	

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

We recycle paper at all offices and have a toner/print cartridge, mobile phone and stamp recycling scheme
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## 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.**

KAB seeks funding to employ an Information and Assistive Technology Worker to deliver IT training programmes for blind and sight impaired people in Bromley using volunteer tutors. We believe that this will be the only project of its kind in Bromley. There are 2,490 registered sight impaired and severely sight impaired people in Bromley and Bexley and our Bromley rehabilitation team report feedback from clients, that they want to learn how to use a computer but don't know who can help them. KAB's Bromley Service User Forum have also asked KAB to provide IT training.

From IT training projects KAB delivers in Kent, we know that many clients have failed to learn IT successfully in mainstream education as they did not get the small group training required by tutors who were trained in teaching with the correct magnification and speech software and specialist adapted hardware.

The project will deliver tuition in small groups (of no more than six students), at our Bromley Sight Centre where a donation of £20,000 has enabled KAB to equip an IT training room. One to one tuition at clients homes will also be offered if independent mobility is an issue. Tuition will be delivered by trained volunteers alongside the project officer. Tuition will include touch typing, using a mouse, scanning documents, Word, email and Excel, using the Internet and apple software and i technologies.

The project will endeavour to achieve in year one:

1. Recruit and train up to 10 volunteers to act as tutors
2. Deliver up to 252 hours of formal training (six half day courses of six weeks)
3. Deliver two half day drop in sessions a week
4. Deliver one day per week home tuition
5. Train 80 people in year one

KAB has a successful track record in delivering IT training for over ten years so have the knowledge and expertise to launch this project in Bromley.

The project will help sight impaired people make the transition to more independent living and give them greater ability to exercise choice and control over their lives. It will do this by giving them equality of access to the Internet so clients can get information on their eye condition, other health issues, information on financial and consumer products, leisure pursuits and community activities; thus promoting greater freedom of choice, autonomy and ability to participate in their community.

It will enable people to improve their ability to communicate independently, exercise choice and have enhanced control over their affairs by learning how to scan and read bills and personal correspondence without resort to having to ask for help from a sighted person which can be intrusive. This will foster greater autonomy to manage household budgets, complete forms, paperwork, write letters and gain an enhanced sense of independence and achievement.

Feelings of isolation will be reduced by enabling independent communication by using email and also joining the online and social networking community. Training in apple software and sat nav apps will also encourage greater mobility and independence. Clients often report that as a result of the AT project, their mental well-being and confidence grows which encourages them to join KAB clubs and other activities in the community and help them be more independent. The IT skills gained will enable students to consider new opportunities in education, employment or volunteer roles.

Service users will be closely involved in the development of course content and monitoring and client feedback will enable continuous shaping of IT training. Volunteers are crucial to tuition delivery so will be trained to a high standard and have continuous support and development.

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

We are implementing monitoring systems that will capture outputs and outcomes on key indicators such as improved communications against a numerical scale at the beginning, middle and end of interventions. Other outcomes to be monitored will include independence and autonomy prior to and on completion of the training. We will also measure how many service users move into education, voluntary role or employment following the training. We are also implementing service user self- assessment using similar scales. This will include assessing the impact of an increased quality of life for service users carers. The evaluation process will include evidencing the added value of our volunteers using questionnaires and telephone interviews with a random sample of service users on a quarterly basis. We use service user feedback forms for qualitative statements and case histories.

**17. Beneficiaries**

How many people will benefit from the grant per year? <b>240</b> 80 a year directly.			
In which local authority is your organisation based? <b>Bromley</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) <b>Bromley and Bexley</b>			
At what address will the activity be located? <b>KAB Sight Centre, 18 Blyth Road, Bromley BR1 3RX</b>			
What age group will benefit? <b>Adult</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
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			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>100%</b>			

## 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 £
Recruitment & CRB check	1,000			1,000
Salary - Project Officer	21,798	22,451	23,124	67,373
ENI	2,011	2,065	2,127	6,203
Travel	2,000	2,100	2,205	6,305
Office set up	800			800
Mobile/Internet	180	180	180	540
training	600	250	250	1,100
Post, print, stationery, phone, office costs	850	850	850	2,550
Rent heat light	3,900	4,095	4,300	12,295
Volunteers Expenses	1,500	1,575	1,653	4,728
Contribution to over heads	5,280	5,280	5,280	15,840
Capital equipment - computers, scanners etc	20,000			20,000
<b>TOTAL</b>	<b>59,919</b>	<b>38,846</b>	<b>39,969</b>	<b>138,734</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Major of Bromley (all capital items/equipment)	20,000			20,000
Goldsmith's Company	3,000			3,000
<b>TOTAL</b>	<b>23,000</b>			<b>23,000</b>

What other funders are currently considering the proposal?

Funder	£
Mercers Company Charity	8,000
Donald Forrester Charitable Trust	10,000
<b>TOTAL</b>	<b>18,000</b>

## 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 - Project Officer	21,798	22,451	23,124	67,373
ENI	2,011	2,065	2,127	6,203
Recruitment costs	1,000			1,000
<b>TOTAL</b>	<b>24,809</b>	<b>24,516</b>	<b>25,251</b>	<b>74,576</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;"><b>01/10/2013</b></p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? <b>Through developing a successful project with meaningful long-term outcomes, KAB we will make the case to the Local Authority that it should be eligible for mainstream funding. We will trial different contributory models for clients. There will be a contribution from community and general fundraising. We will recruit and train volunteers for sustainable training programmes.</b>
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

### Declaration on behalf of applicant organisation

I, <u>SHEENA BROWN</u> (your name)
am an authorised representative of <u>KENT ASSOCIATION A.K.A THE BLIND</u> (your organisation)
within which I am <u>HEAD OF FUNDRAISING</u> (your position)
<b>To the best of my knowledge, all the information that I have provided in this application form is correct</b>
Signature <u>Sheena Brown</u> Date <u>21/5/2012</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



**ASSESSMENT CATEGORY - Strengthening the Third Sector****Primetimers****Ref: 11255****Amount requested: £149,287****Adv: Tim Wilson****Base: Hackney****Benefit: London-wide**

**Purpose of grant request:** To provide skilled mentors who will provide financial management support to small third sector organisations.

**Background**

Primetimers was established in 2002 to match charities with mentors who have high-quality business skills. After two years running as a pilot project within another organisation, the Community Action Network (CAN), Primetimers was incorporated as a charitable company in 2004. Since then the Primetimers 'offer' has expanded to include low-cost consultancy, trustee placements, advice for would-be mentors, and contracted capacity-building services.

Although the organisation is run by a relatively small team of five part-time staff, its large mentor base (known as Members) means it can work with over one hundred organisations each year.

**Funding History**

You have not funded Primetimers directly before. However, in 2005 you awarded £40,000 over two years to CAN to hold funds on behalf of Primetimers who did not, at that point, have a year's worth of examined accounts. That award provided seed funding to establish the Primetimers service and to focus support on under-resourced black and minority ethnic organisations. Good monitoring reports were received on that award.

**Current Application**

Primetimers recently completed work on a national capacity building programme for the Department for Education. As part of that project the organisation developed a financial health check for smaller charities which cannot afford a dedicated Finance Director or which lack robust accounting skills on their trustee committee.

Primetimers is requesting funds to promote the scheme, help charities to identify the assistance they require, match them with an appropriate Member (who will then receive a nominal day rate), and monitor the scheme. Members are expected to spend up to four days with each charity working through the health check, and will write an action plan which will form the basis of Primetimers' monitoring. Follow-up mentoring will be available to the charities for up to 18 months.



The main part of this request is to cover the mentors' time. This is significantly below the standard day rate for voluntary sector consultancy, and is inclusive of travel costs. Primetimers will not charge the beneficiary charities any fee for this service.

### **Financial Observations**

Latest accounts show that Primetimers returned a small surplus of £1,710 whilst the budget for 2012-13 anticipates a further surplus of £22,132. The organisation does not have an explicit reserves policy, and your Officer discussed this with the applicant at the appraisal meeting where it was clarified that, aside from administrative costs (£166,893 in 2012), all other expenditure is discretionary. Primetimers held £67,460 in free reserve in 2012, an amount equivalent to five months of administrative costs, which is reasonable.

### **Officer's Appraisal**

At a time when infrastructure services are under increasing strain and generally need to charge for their time, Primetimers' proposal is for a scheme free to charities and which is tailored to those who operate with limited resources. Primetimers' takes care to vet its Members, ensuring they offer practical skills rather than just 'good will' and that they have a sound understanding of the day-to-day realities of voluntary sector life.

### **Recommendation**

**£148,000 over three years (£48,000; £49,000; £51,000) towards the costs of a financial management mentoring programme for small third sector organisations in London.**



# 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)

11255

Date Received:

15/06/2012

Programme  
Area:

07

### 1. About your organisation

Name of organisation applying for grant: <b>Primetimers</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>CAN Mezzanine, 49 - 51 East Road London</b>	
Postcode: <b>N1 6AH</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Brent Thomas</b>	Position: <b>Chief Executive</b>
Phone: <b>020 7250 8335</b>	Fax:
E-mail: <b>brent@primetimers.org.uk</b>	
Website: <b>http://www.primetimers.org.uk</b>	
Legal status of organisation: <b>Company Limited by Guarantee</b>	
If registered, please give charity number:	
Date organisation established: <b>04/10/2004</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Strengthening the Third Sector</b>
Purpose for which funds are requested: (25 words maximum) <b>To strengthen small third sector organisations by improving financial management and, where appropriate, other areas that are key to running a healthy sustainable organisation</b>
How much funding is requested? <b>Year 1: £48,301 Year 2: £49,760 Year 3: £51,226 Total: £149,287</b>

### 3. Aims of your organisation

Primetimers provides charities, social enterprises, community and volunteer groups and other civil society organisations (CSOs) with the highest quality of experienced and fit for purpose executives and professionals to carry out consultancy, mentoring, project and interim management assignments. Through an emphasis on quality people we aim to help CSOs to change, adapt and grow so that they play an ever bigger role in the delivery of quality services to their beneficiaries. We have identified a number of specific needs for CSOs including financial management and are able to bring expertise to enable them to meet this requirement.

Primetimers also aims to provide the highest quality advice to individuals who are new to the sector. The advice ensures they are able to engage with CSOs in an ever more effective way. It also assists those who are entering a new phase in their life to continue to use their talents for the benefit of CSOs and society.

### 4. Main activities of your organisation

Primetimers provides consultants, interim managers, mentors, project managers and trustees. We are able to provide a range of flexible and appropriate solutions to meet the needs of CSOs. Our target client group is primarily small to medium not for profit organisations who are looking for cost effective quality support. We provide this through a pool of highly skilled professional "members" with backgrounds in a range of different skill areas including financial management. This model has also been used to support organisations to maximise the impact of grant funding through programmes funded by the Department for Education and the Department of Health.

We also have several proprietary tools and services that we have found especially beneficial with CSOs, such as:

- Organisational diagnostics and financial health checks to help CSOs to prioritise areas of performance that are in need of support and improvement
- Mentoring - to help more senior CSO staff to improve their performance
- Board recruitment - encouraging more retired professionals and business executives to become trustees

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
0	5	3	120

### 6. How do you support your volunteers?

Volunteers undergo an induction consisting of an information event and a one to one session. On-going support, development and networking is through theme based seminars, a monthly newsletter, specific workshops and partnering/shadowing a more experienced volunteer.

### 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?
<b>Rented</b>	<b>Rolling three months' notice</b>

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	0
Activities for generating funds	0
Investment income	76
Income from charitable activities	432,142
Other sources	0
<b>Total Income</b>	<b>432,218</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	425,401
Governance costs	4,200
Cost of generating funds	0
Other	907
<b>Total Expenditure</b>	<b>430,508</b>
<b>(Deficit)/surplus for the year:</b>	<b>1,710</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	1,412
Investments	1
Net current assets	67,460
Long-term liabilities	0
<b>*Total A</b>	<b>68,873</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	0
Restricted funds	0
Unrestricted funds	68,873
<b>*Total B</b>	<b>68,873</b>

\* 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?  
60%

## 10. Material changes

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

N/A

## 11. Previous applications to the Trust

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

Month/Year:	01/06	Ref:	6414	Grant received:	£40,000	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: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(iii)			
(iv)			
(v) Department for Education - YSDF contract	120,000	360,000	400,000
(v) Department of Health - H&SCVF contract	0	0	100,000
(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

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

We are working towards being a paper free office. All paper is reused and then recycled. All waste that can be recycled is, including batteries, toner, printer ink cartridges etc. We are based in a shared resource office provided by CAN Mezzanine who drive a number of initiatives to reduce carbon footprint. The office has been fitted out with this in mind. Travel is always on public transport and conference calls are used regularly to prevent unnecessary travel. We source goods with environmental impact in mind. If you wish further information please read our Sustainable Development Policy.



## 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.**

A healthy sustainable organisation is one that has clear knowledge and understanding of its financial situation; has an accurate and comparative view of the quality of its financial and accounting systems; has set objectives for continuous improvement of their financial reports and processes. With these in place it is able to withstand and respond to changing circumstances.

The Need.

Through our work with small to medium sized third sector organisations we have identified that a number require specific support with finance and accounting if they are to become healthy sustainable organisations. The organisations in this group have in common that they do not have access to professional expertise for identifying which areas of their financial and accounting management they should target for improvement and, due to their size, they are unable to recruit a qualified accountant. Many also lack a trustee with relevant accountancy experience.

What we propose to do.

We are proposing to focus on financial and accounting management for this type of organisation. We aim to provide two support services: financial healthcheck and access to a professional accountancy mentor. The financial healthcheck will provide a clear picture of an organisation's financial health and the strengths and challenges they face in managing their finances effectively. The output will be an agreed development plan. Each organisation will also have optional access to 5 days mentoring/support consultancy to assist the relevant senior person in implementing the financial management development plan.

If all organisations take up the offer of both a financial healthcheck and a financial mentor/consultant we will be able to work with 14 organisations per year. If the offer of a financial mentor/consultant is not taken up by all we will be able to increase the number of organisations receiving a financial healthcheck. In total we will have worked with between 40 and 50 organisations over the 3 year period.

The outcomes will be:

1. Better financial systems embedded in the organisation so that the organisation will have a clearer plan of how to improve their financial health
  2. Higher level financial skills embedded in the organisation
- The resulting organisation will be more financially robust.

We will therefore be meeting the priority area of strengthening the third sector by strengthening its financial skills and ability and moving it to be more sustainable.

Why Us?

Primetimers has extensive experience in providing capacity building support and has worked with a range of social enterprises and small to medium not for profit organisations. The quality of our work has resulted in us delivering this support as part of large scale contracts for the Department for Education and Department of Health including carrying out organisational diagnostics (ODTs) and financial health checks. We are probably the sector leader in the use of ODTs having completed over 150 of them in the last 2-3 years. Primetimers has a network of over 120 skilled and experienced business people who have operated at the highest levels of some of the biggest companies and are also passionate about contributing their skills and experiences to the third sector.

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

Our outcomes for each organisation will be

- new and informed targets for improvement of their financial and accounting management
- the embedding of a higher level of financial and accountancy skills

We will evaluate these through asking each organisation to itemise their new targets and skills and ask the independent consultant to verify. We will take a snapshot of the organisation at the start and then again at the end of both the financial healthcheck and the mentoring/consultancy support.

We will carry out an evaluation for each organisation and at the end of each year we will analyse all the evaluations and produce a composite report. We will share the evaluation with the professionals who will undertake the work so that we can build improvements into the process.

**17. Beneficiaries**

How many people will benefit from the grant per year?			
<b>160</b>			
In which local authority is your organisation based?			
<b>Hackney</b>			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each)			
<b>All</b>			
At what address will the activity be located?			
<b>Primarily delivered at the premises of the chosen organisations and the offices of Primetimers.</b>			
What age group will benefit? <b>All</b>			
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			<b>100</b>
What proportion of the beneficiaries will be disabled people?			
<b>10%</b>			

## 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 £
Attracting and selecting the organisations to receive support	2,083	2,125	2,167	6,375
Financial healthchecks and financial mentors/consultants for 14 organisations each year	42,052	43,386	44,724	130,162
Monitoring & Evaluation costs	4,166	4,249	4,334	12,749
<b>TOTAL</b>	<b>48,301</b>	<b>49,760</b>	<b>51,225</b>	<b>149,286</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funder	£
<b>TOTAL</b>	

## 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 £
Attracting and selecting the organisations to receive support	2,083	2,125	2,167	6,375
Financial healthchecks and financial mentors/consultants for 14 organisations each year	42,052	43,386	44,724	130,162
Monitoring & Evaluation costs	4,166	4,249	4,334	12,749
<b>TOTAL</b>	<b>48,301</b>	<b>49,760</b>	<b>51,225</b>	<b>149,286</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required?

03/09/2012

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

**Although this service is reacting to the current climate we anticipate that the activity could continue beyond the period if resourced by "intelligent volunteering". We will advise each organisation on where they might source such a volunteer and the specification they should use. We do not envisage the need for additional funding.**

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

**Not applicable**

### Declaration on behalf of applicant organisation

I, BRENT THOMAS (your name)

am an authorised representative of  
Primetimers (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

Signature [Signature] Date 18/6/12

**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

**ASSESSMENT CATEGORY - Strengthening the Third Sector**

**Migrants Rights Network**

**Ref: 11206**

**Amount requested: £99,728**

**Adv: Jenny Field**

**Base: Islington**

**Benefit: London-wide**

**Purpose of grant request:** To develop the awareness and capacity of migrant and refugee support organisations to engage with policy issues and undertake joint advocacy.

**Background**

Migrants Rights Network (MRN) was established at the end of 2006 to develop support for a rights-based approach to migration. It was set up as the result of its current Director, then an employee of the Joint Council on the Welfare of Immigrants, being seconded to the Barrow Cadbury Trust to research the needs of migrants in the UK which resulted in a report advocating for the need for a network in order to strengthen the capacity of migrant and refugee organisations.

MRN is a significant policy analyst, providing the secretariat of the All Party Parliamentary Group on Migration. It also runs a communications platform that includes a website with news, events, commentary and guest blogs, alongside other social media services; a programme of events for stakeholders in the migration field; and capacity building to support migrant and refugee organisations in engaging with policy issues.

**Funding History**

None

**Current Application**

You are asked to support MRN's work encouraging migrant and refugee organisations to engage with policy issues and to work together to get their message heard by those in authority. Many migrant and refugee organisations focus on delivering frontline services, often with scant resources, leaving little time or energy to engage in this work. Yet engagement at the policy level can help frontline organisations understand the causes of some of the needs of their respective client groups.

Following an introductory workshop held in each of the four quadrants of London, it is proposed to hold 12 workshops annually (three themes in each of the quadrants); an annual briefing paper on migration in London; online resources on how to successfully engage with others on issues of concern; and a video on the process of bringing groups together over



issues affecting those they represent. Currently, MRN's workshops are attended by 60 – 80 groups. If funding for this work is approved, proposed themes include how changes to health commission structures will impact migrant communities; housing issues and migrant communities; and the effects of changes to family migration law.

The workshops will enable the participating organisations to develop their capacity to engage with policy issues and give them opportunities to carry out collaborative policy related work with MRN. It will also allow MRN to improve its access to information from its constituents on what is happening locally in different parts of London.

### **Financial Observations**

MRN's annual report for 2010/11 states that it aims to hold a minimum of £40,000 as general reserves. As at 31<sup>st</sup> March 2011, free reserves amounted to £33,399 which equates to approximately 1.2 months' worth of total expenditure. The report also states that the organisation hopes to build its unrestricted funds by building a contribution to core costs into its applications for restricted funds. Management accounts for 2011/12 have since been obtained. These show an increase of income over expenditure of nearly £37,000 during the year, just over £19,500 of which was on unrestricted funds, thereby increasing restricted reserves to £53,000.

### **Officer's Appraisal**

MRN is a key BME infrastructure body providing a voice and a platform for organisations working with migrants and refugees. The application is a good fit with the 'Strengthening minority ethnic and refugee community organisations and encouraging their collaboration' strand of your *Strengthening the third sector* programme.

### **Recommendation**

**£99,000 over three years (£32,000; £32,500; £34,500) towards the part time salary (2.5 days) and associated running costs of a capacity building programme to enable migrant and refugee support organisations to work together collaboratively and to engage with policy issues that affect those with whom they work.**



# 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)

11206

Date Received:

16 May 12

Programme  
Area:

7

### 1. About your organisation

Name of organisation applying for grant:  
**Migrants Rights' Network**

If the organisation is part of a larger organisation, what is its name?

Address for correspondence  
**Royal London House  
22-25 Finsbury Square  
London**

Postcode: **EC2A 1DX**

Is this your home address? **No**

Contact person:

**Mr Don Flynn**

Position:

**Director**

Phone: **020 7920 6422**

Fax: **020 7920 6491**

E-mail: **d.flynn@migrantsrights.org.uk**

Website: **www.migrantsrights.org.uk**

Legal status of organisation: **Charity and Company Limited by Guarantee**

If registered, please give charity number: **1125746**

Year and month organisation established: **December 2006**

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)?

**Strengthening the Third Sector**

Purpose for which funds are requested: (25 words maximum)

**To develop the awareness and capacity of migrant and refugee support organisations to engage with policy issues and undertake joint advocacy actions.**

How much funding is requested?

**Year 1: £32,476 Year 2: £32,476 Year 3: £34776**

**Total: £99,728**

### 3. Aims of your organisation

The main aim of MRN is to develop widespread support for a rights-based approach to migration.

Our specific objectives in the coming period (2012 - 2015) are:

- 1) To strengthen the capacity of migrant and refugee community organisations and supporters of migrants rights to influence policies that affect migrants
- 2) To foster a current of support for a rights-based approach to migration amongst politicians, decision-makers and other influencers
- 3) To identify and amplify evidence and messages which support the case for a rights-based approach to migration

### 4. Main activities of your organisation

**Policy analysis:** MRN carries out policy analysis and commentary to support the work of stakeholders with an interest in migration. These are published as briefings and blogs and analysed in events.

**Communications:** MRN runs the most popular communications platform on migration issues in the UK. This includes a website and newsletter with news, events, commentary and guest blogs. MRN also runs several social media services including facebook, twitter and a youtube channel.

**Events:** MRN runs a calendar of events with stakeholders in the migration field and beyond to widen our audience. These include a national network meeting, an annual TEDx event, workshops, lectures and film screenings.

**Capacity development:** MRN runs trainings and organises workshops to develop the capacity of MRCOs to engage with policy issues.

**Advocacy initiatives:** MRN carries out advocacy actions on specific issues by organising meetings with policy makers, presenting evidence and supporting groups to contact MPs.

**Parliament:** MRN is the secretariat of the All Party Parliamentary Group on Migration.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
6	1	8	1

### 6. How do you support your volunteers?

We run fixed term unpaid internships to support specific pieces of work in areas of interest to applicants. Internships have specifications with clear aims, supervision by staff members and paid expenses. Interns generally move on to paid employment.

### 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	June

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2011**

Income received from:	£
Voluntary income	337,570
Activities for generating funds	
Investment income	411
Income from charitable activities	8601
Other sources	
<b>Total Income</b>	<b>346,582</b>

Expenditure:	£
Charitable activities	341,435
Governance costs	6,502
Cost of generating funds	
Other	
<b>Total Expenditure</b>	<b>347,937</b>
<b>(Deficit)/surplus for the year:</b>	<b>(1,355)</b>

Asset position at year end	£
Fixed assets	3,169
Investments	
Net current assets	97,156
Long-term liabilities	
<b>*Total A</b>	<b>100,325</b>

Reserves at year end	£
Endowment funds	
Restricted funds	60,727
Unrestricted funds	<del>66,926</del> 39,598
<b>*Total B</b>	<b>100,325</b>

\* 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?

0

## 10. Material changes

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

MRN will be moving premises in June 2012. New premises have been identified within 1 km of our present location and we are finalising the lease terms. MRN is beginning 2012-2013 without funding secured for the full budget. Grant applications have been made to secure the shortfall and contingency plans are in place in case they are not successful to finish the year on a balanced budget.

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:						<input checked="" type="checkbox"/>
Month/Year: -	/ -	Ref:	Grant received: £	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: 2009	Year: 2010	Year: 2011
(i)			
(ii)			
(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: 2010	Year: 2011
Unbound Philanthropy	93,522	95,142
Barrow Cadbury Trust	86,000	66,250
Sigrid Rausig Trust	75,000	50,000
Joseph Rowntree Charitable Trust	40,819	30,615
Trust for London	24,534	29,669
Three grants of less than £15,000	25,111	9,206

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

The Migrants' Rights Network has taken a series of steps to reduce our carbon footprint. A key element of this is the use of electronic media for communicating and disseminating information. Our newsletter is only available electronically and most of our documents have limited print runs with most distribution happening online. Internally, we are moving towards a cloud-based system to store our files and emails. We are also taking steps towards becoming a paper-less office. MRN uses a Wiki system to keep a log of activities rather than paper filing. The board of trustees has approved a cycle-to-work scheme for staff members and we have flexible working arrangements where staff can work some days remotely from home.



## 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.**

Migrant and refugee community organisations often focus on delivering services with limited capacity to individual users. Their capacity has been eroded by the transition in funding from grants to commissioning and more recently by cuts. Many MRCOs do not engage in policy or campaigning work therefore failing to address the policies that in many cases create the need for their services. Collaboration and good evidence are essential to engaging effectively in campaigning and policy work. This project will bring together MRCOs in workshops to connect to each other and discuss common issues that will feed into collaborative campaigning and advocacy work.

The project has the following objectives: 1. To increase the awareness of migrant and refugee community organisations of the importance of the policy context on their work. 2. To increase the engagement of migrant and refugee community organisations in joint advocacy and campaigning on issues that affect their clients/members. 3. To develop a better picture of pressing issues for migrant communities in different areas of London. 4. To convey a) some of the information gathered through meetings and b) the process of bringing together groups, using video technologies.

The expected outcomes are: a growing number of London-based migrant and refugee community organisations are part of MRN's network and actively using policy resources; a growing number of London-based migrant and refugee community organisations actively taking part in collaborative advocacy and campaigning activities; key stakeholders have a better sense of what are the pressing issues for migrants in different parts of the city; different areas; stakeholders in MRN's network learn about the process of bringing together groups. The outputs include 12 workshops per year (three themes in four areas); one briefing paper on migration in London per year; online campaigning resources; a video on the process of bringing groups together.

The Migrants' Rights Network has been working for the last five years bringing together a diverse set of stakeholders with an interest on migration to further the rights of migrants in the UK. We have a strong relationship and track record of partnership work with a core group of migrant community organisations. We now want to extend this expertise to bring in a wider group of migrant community organisations to contribute in setting the issues, collecting the evidence and carrying out advocacy and campaigning actions to address some of the causes of the issues affecting their clients.

This project meets the Trust's aim because it fosters collaboration between migrant and refugee community organisations. MRCOs from a part of London will come together and discuss common issues. These will then be fed into wider campaigns with MRCOs from other parts of London. Beyond the collaborative work element, this project moves community groups beyond the provision of mutual support and welfare services to focus on advocating and campaigning on issues that will benefit their members.

The Migrants' Rights Network uses a host of methods to ensure that feedback from the organisations we work with shapes and improves our work. We collect feedback at events and carry out an annual survey with members as well as monitoring how our support resources are used.

The Migrants' Rights Network is all about promoting diversity emerging from the process of migration into London. We aim to promote inclusion and positive outcomes across communities through the language of rights. We promote sharing methodologies and resources for other third sector organisations to use. For this project, for example, using video as a tool will allow other third sector organisations to learn about collaborative actions. MRN is taking active steps to reduce its carbon footprint including embracing cloud technologies, remote working and joining a cycle to work.

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

MRN collects monitoring and evaluation data in different ways, including monitoring numbers participating at events and using our website, collecting feedback forms at events, following up contact with participants, recording instances of media exposure and meetings with policy-makers, and carrying out an annual survey of members.

For this project, for outcomes related to increasing the policy work of community organisations and engaging in joint advocacy actions key indicators will be: new community organisations linked to MRN's network; number of organisations taking part in joint campaigns and advocacy actions; feedback from workshops; and feedback from survey on MRCOs using MRN's resources. For the outcomes on building a better picture of issues affecting migrants MRN will monitor interest amongst key stakeholders in the briefings coming out of the project.

Growth in participation of new MCOs in MRN's network, participation of MCOs in joint campaigns and actions and feedback from MCOs would indicate success for the programme's outcomes.

**17. Beneficiaries**

How many people will benefit from the grant per year? **150 organisations, each with a number of clients**

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)

**All boroughs.**

At what address will the activity be located? **In different addresses across London**

What age group will benefit? **All age groups.**

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) <b>Migrants generally</b>	<b>100</b>
Open to everyone			

What proportion of the beneficiaries will be disabled people?

## 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 £
Workshops with MCOs 12 per year	3000	3000	3000	9000
Briefing reports (1 per year)	600	600	600	1800
Video editing	0	0	2000	2000
Project manager salary 2.5 days pw	19,465	19,465	19,465	58395
MRN Director (2 days per month)	4,855	4,855	4,855	14565
Volunteer costs	320	320	320	960
Office support overheads (15%)	4,236	4,236	4,536	13008
<b>TOTAL</b>	<b>32476</b>	<b>32476</b>	<b>34776</b>	<b>99728</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
<b>TOTAL</b>				

What other funders are currently considering the proposal?

NA

## 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 £
Workshops with MCOs 12 per year	3000	3000	3000	9000
Briefing reports (1 per year)	600	600	600	1800
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<b>TOTAL</b>	<b>32476</b>	<b>32476</b>	<b>34476</b>	<b>99728</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **Sept/Oct 2012**

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

If so, how will it be resourced? **MRN is generally looking at diversifying its income stream through carrying out contracted work, selling services and encouraging donations from stakeholders who can afford it. In the future, these income streams would subsidise part of the current work. However, grant funding would also need to be secured.**

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

### Declaration on behalf of applicant organisation

I, **Don Flynn** (your name)

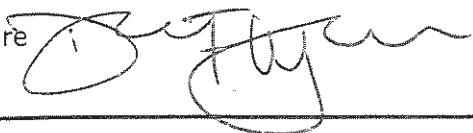
am an authorised representative of

**Migrants' Rights Network** (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**

Signature



Date **11 May 2012**

**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
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- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight



**ASSESSMENT CATEGORY - Exceptional Grants**

**St John Ambulance**

**Ref: 11259**

**Amount requested: £117,740**

**Adv: John Merivale**

**Base: Islington**

**Benefit: Several NE  
London boroughs**

**Purpose of grant request:** To continue to provide and further develop training that seeks to encourage and support volunteerism amongst young people in four of London's most deprived boroughs.

**Background**

St John Ambulance (SJA) will be well known to Members, being the lead first aid charity in the UK. None but the most reclusive of our citizens spends even a year without benefiting indirectly from its services, as it has a reassuring presence at tens of thousands of public events throughout the calendar. It is a very substantial operation, with 1500 staff supporting a staggering 45,000 active volunteers providing 5.7 million hours of service per annum. SJA's main activities are to train the public in first aid and provide first aid at public events, together with back up to the ambulance service in times of emergency.

Perhaps surprisingly, it describes itself also as one of the country's leading youth development organisations. With over 27,000 members under the age of 25 and a youth development programme underpinning their volunteering, it is a major player in the field. Programmes are organised on a county basis, with most counties having dispersed voluntary youth teams supported by headquarters remotely.

**Funding History**

In July 2008 you awarded SJA £150,000 over three years for a programme of first aid training and youth development in the Olympic boroughs. That work was well reported on.

**Current Application**

The request is to develop this work for a further two years. Officers consider it to be of strategic value to London, and thus to merit consideration under your guidelines. The previous grant fell into your priority, now discontinued, of encouraging responsibility among young people. However, your officers believe this work is of sufficient importance for this application to be viewed as an exceptional grant.

Historically, SJA had low membership levels in inner London, despite recruitment drives. The lead-up to the Olympics provided a clear opportunity to recruit young people in the 'Olympic footprint' boroughs, and leave a legacy for SJA activity in those boroughs for years to come. It



established new units in Waltham Forest, Hackney, Newham and Tower Hamlets. The work has essentially two parts:

- 'Stick-it' is a first aid one-day training session, delivered in clubs and community centres. It gives a grounding in managing an incident and applying the most commonly needed first aid skills which have often proven to be the difference between a life saved or a life lost.
- Participants are then encouraged to take their skills forward by joining the 'RISE' project, a personal development programme including taught classes, interactive debates and 'hands-on' sessions. Modules in Essential Skills in Youth Work and Mentoring lead to a nationally recognised level 2 qualification.

Thus, young people are trained not only to save lives, but to become youth leaders. 52% of those engaged so far have gone on, from an empty start, to undertaking further education or entering employment.

SJA plans over the next two years to train 960 people in first aid and to see 160 of them progress to further training. It will ensure that 50 young people continue to volunteer with RISE and will establish eight new youth volunteer units.

### **Financial Observations**

SJA has a high turnover (£87m income in 2011) and consequently a high value of reserves but is also a unique national provider of key public service, with a varied income base – of which only 25% comes from statutory sources. Of the £125 million on the balance sheet, £92 million are fixed assets. SJA's policy is to maintain free reserves in the range £15–20m – barely three months' running costs. Current free reserves stand at £23.6m. Against this, however, SJA predicts a loss of £7.3m in 2012, which would bring the reserves within the policy range. These losses are due mainly to reduced voluntary income and lower yield from investments, coupled with higher expenditure on first aid training. SJA expects further loss in 2013, but has plans to break even again by 2014.

### **Officer's Appraisal**

This is a unique project which not only saves lives, but brings great personal development opportunities to participants. Research has shown that young people will join uniformed groups for very much the same reasons that encourage them to join gangs. The SJA has found that its Cadets uniform is very much a badge of honour, and the benefits of the youth programme are well demonstrated. You are asked to support the salaries of the Youth Development Officer and the RISE Project Manager. The request amounts to less than 50% of total costs, but is nevertheless a little high. A contribution of £50,000 per year would match your earlier grant, and SJA believes it would be able to find the balance elsewhere.

### **Recommendation**

**£100,000 over two years (£50,000; £50,000) to continue and develop first aid training and volunteering amongst young people in four east London boroughs.**



# 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)

11259

Date Received:

18 June 12

Programme  
Area:

11

### 1. About your organisation

Name of organisation applying for grant: <b>St John Ambulance</b>	
If the organisation is part of a larger organisation, what is its name? <b>N/A</b>	
Address for correspondence <b>National Headquarters 27 St John's Lane Clerkenwell, London</b>	
Postcode: <b>EC1M 4BU</b> Is this your home address? <b>No</b>	
Contact person: <b>Mrs Georgina Hennessy</b>	Position: <b>High Value Fundraising Manager</b>
Phone: <b>020 7324 4154</b>	Fax: <b>020 7324 4001</b>
E-mail: <b>Georgina.Hennessy@nhq.sja.org.uk</b>	
Website: <b>www.sja.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	10 35628  Box
If registered, please give charity number: <b>1077265</b>	
Year and month organisation established: <b>June 1887</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <p style="text-align: center;"><b>Please select one only - Exceptional Grant</b></p>
Purpose for which funds are requested: (25 words maximum) <b>To continue to provide and further develop training that seeks to encourage and support volunteerism amongst young people in four of London's most deprived boroughs.</b>
How much funding is requested? <b>Year 1: £58,000 Year 2: £59,740 Year 3: £N/A</b> <b>Total: £117,740</b>

### 3. Aims of your organisation

St John Ambulance is the difference between a life lost and a life saved. We are the nation's leading first aid charity with 2,000 members of staff and over 42,000 volunteers. Our mission is to:

- Ensure that no one loses their life because they needed first aid but did not receive it;
- Provide the nation's most comprehensive and best first aid training courses;
- Encourage personal development for people of all ages through training and volunteering; and
- Deliver exceptional community first aid projects through our national network.

### 4. Main activities of your organisation

Our main activities include:

- \* Training of the public in first aid, with emphasis on those sections of the community where it is most needed.
- \* Provision of first aid, pre-hospital care and assistance at public events and in local communities.
- \* Development of young people, both through our youth programmes and through first aid training in schools.
- \* Provision of transport in support of statutory ambulance service, especially in times of emergency and in circumstances where we can meet community needs.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
1111	457	10	43000 <i>ull</i>

### 6. How do you support your volunteers?

We produce a handbook that provides clear guidance on all issues a volunteer should expect to encounter including roles, grievance procedures, training opportunities and promotion. Volunteers have on-going supervision and annual appraisals.

### 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:

*All figures in 000's*

Financial year ended -

Month: **December**

Year: **2011**

<b>Income received from:</b>	<b>£ 000</b>
Voluntary income	14,125
Activities for generating funds	1,705
Investment income	976
Income from charitable activities	68,569
Other sources	1,648
<b>Total Income</b>	<b>87,023</b>

<b>Expenditure:</b>	<b>£ 000</b>
Charitable activities	85,901
Governance costs	739
Cost of generating funds	9,258
Other	
<b>Total Expenditure</b>	<b>95,898</b>
<b>(Deficit)/surplus for the year:</b>	<b>(8,875)</b>

<b>Asset position at year end</b>	<b>£ 000</b>
Fixed assets	90,337
Investments	23,825
Net current assets	15,428
Long-term liabilities	(4,676)
<b>*Total A</b>	<b>124,914</b>

<b>Reserves at year end</b>	<b>£ 000</b>
Endowment funds	563
Restricted funds	(131)
Unrestricted funds	124,482
<b>*Total B</b>	<b>124,914</b>

\* 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?  
Approx 25%

## 10. Material changes

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

A Statutory funding

Voluntary Income	420K
Event services/ Youth	500K
Ambulance Services	12,000K



## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: -	/ 2009	Ref: 8748	Grant received: £150,000	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: 2009	Year: 2010	Year: 2011
(i) Heritage Lottery Fund	142,000	1,328,000	269,000
(ii) Big Lottery	166,000	122,000	151,000
(iii) States of Guernsey	2,036,000	2,207,000	1,996,000
(iv) Newham PCT		10,000	12,000
(v) Lambeth PCT	73,000	68,000	61,000
(vi) DEFRA			28,000

## 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
The Wellcome Trust	244,000	
Peacock Charitable Trust	12,000	12,000
Personal Assurance Charitable Trust	24,000	24,000
Rose Foundation	555,000	470,000
Edwina Mountbatten Foundation	10,000	
Haymills Charitable Trust	5,000	5,000

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

We are currently undertaking a range of carbon reduction measures on a number of sites around the country, the aim of which is to develop our learning so that we can formulate a more detailed environmental policy for the entire organisation. Measures being adopted include:

- \* Use of solar PV panels on the roof of a regional unit.
- \* Grey water recycling scheme on a new build.
- \* Use of low energy bulbs and movement detectors to reduce electricity consumption.
- \* New electricity meters for a number of sites, to monitor consumption and devise methods to reduce consumption and wastage of electricity, including physical changes as well as educating users.
- \* Closing older energy inefficient buildings where it is uneconomical to upgrade them to make more energy efficient.

We also seek to minimise the use of paper by encouraging staff and volunteers to use email for document exchange. All printed materials are produced on recycled paper.



## 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.**

- 1. THE NEED** - In 2009, we at St John Ambulance (SJA) recognised that there were very few youth volunteers in the Inner London Boroughs. Our experience in other areas had shown that developing youth volunteer units not only encouraged community cohesion and provided young people with an avenue through which to channel their energies, but also equipped the young participants with a range of skills that improved their life chances and ultimately their employability. Over the last three years of delivering the RISE project, we have clearly shown the benefits of both learning first aid for hard-to-reach young people and of developing a new generation of volunteer youth leaders in the community. We are well on our way to providing a legacy of youth volunteers in these communities, and have developed relationships with many key local organisations. We now want to build on this, not only by continuing to offer RISE, but by further developing it so we can reach more individuals thereby increasing the volunteer base in these areas and ensuring that fewer lives are lost as a result of lack of first aid skills.
- 2. THE PROJECT**- The RISE project has two distinct parts; The Stick-it course and the more comprehensive RISE programme. Stick-it is delivered in the local community by either a youth volunteer or a professional trainer. This one-day course provides a basic introduction to first aid with a focus on treating injuries caused by weapons, providing participants with the basic skills to save a life. Stick-it acts as a 'taster' to encourage participants to move onto the RISE programme which builds on this initial achievement by further providing the BTEC accredited 'Essential Skills in Youth Work' qualification as well as a range of other training opportunities including a course in keeping children safe and public speaking. 'Essential Skills in Youth Work' is the minimum qualification for a youth leadership role within the organisation, whilst the other opportunities enhance their knowledge and abilities as volunteers. Once trained, we provide opportunities for individuals to pass their new skills on to other young people. This could involve, among other things, delivering the Stick-it course. Delivering this course places the young leaders in a position of responsibility which increases self esteem and helps develop leadership and social skills. For the course participants it is good to see their peers in a position of responsibility, giving them something to aspire to and, as research has shown, encouraging a much more positive learning experience.
- 3. INTENDED ACHIEVEMENTS** - Over the next two years we aim to: • Deliver first aid training to 960 young people, thereby encouraging a culture of community responsibility • Use the one-day first aid course as a 'taster' to encourage 160 young individuals to undertake further training • Ensure that 50 young people continue to volunteer with SJA beyond their engagement with RISE • Convert 55% of RISE participants from NEET to EET.
- 4. WHY SHOULD SJA DELIVER THIS?**- We are the largest first aid training provider in the UK and a leading youth development organisation. We have over 43,000 volunteers in England, 42% of whom are under 18. 2012 marks the 90<sup>th</sup> anniversary of the founding of our youth section, formed to encourage young people to learn first aid skills and take up volunteering. We therefore have a long history of working with young people and intend to continue to encourage more young people from harder to reach groups to learn first aid and take their skills into their communities.
- 5. MEETING THE TRUST'S OBJECTIVES** - This is, as advised by CBT, an application for an 'Exceptional Grant'. It is above all aimed at saving Londoners' lives, is working across more than one borough and, once scaled up, will be fully replicable across all London boroughs. The project, which has been developed in direct consultation with young Londoners, provides participants with access to new opportunities, enabling them to learn new skills, achieve a recognised qualification and become active volunteers in their communities. RISE values diversity, engaging hard-to-reach young people, those disengaged from mainstream education and training and those most likely to be affected by knife and gun crime. Seventy seven percent of participants on the RISE project in the last 3 years have come from BME communities.
- 6. JOB DESCRIPTIONS** - Project Manager and Youth Development Officer JDs enclosed.

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

As well as collecting statistical evidence including number of courses delivered, participant numbers, attendance records and qualifications achieved, we will facilitate feedback in the following ways: i) Monitoring forms; ii) One-to-one interviews with individuals engaged in the project; iii) Case studies; iv) Written questionnaires; vi) Evidencing meetings with partner agencies via minutes and correspondence.

In addition, the project utilises 'Hear by Right', the National Youth Agency's youth audit to provide evidence of youth participation and assess areas for improvement. Furthermore, each youth leader on the RISE programme will complete an on-going personal development plan which measures their personal development as well as their impact on the community. This is a means not only for participants to measure their own achievements and illustrates to them personally what they are capable of, but also enables us to monitor the effectiveness of the project.

**17. Beneficiaries**

How many people will benefit from the grant per year? **The project will directly benefit 480 young people per year**

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)

**Waltham Forest (25%), Newham (25%), Hackney (25%) and Tower Hamlets (25%)**

At what address will the activity be located? **Different sites incl. community centres, youth clubs, SJA buildings**

What age group will benefit? **16 - 25 year olds**

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			<b>100</b>

What proportion of the beneficiaries will be disabled people?

**The project will be open and accessible to all.**

## 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 (2 F/T)	58,000	59,740		
Staff (2 P/T)	31,100	32,000		
Staff training	2,500	2,500		
Stationary and printing costs	3,800	3,800		
Advertising	1,000	1,000		
Phones and IT	2,650	2,730		
Travel	2,900	2,990		
Postage	1,200	1,200		
Stick-it Training (24 events)	4,800	4,800		
Essential skills in youth work training	3,832	3,832		
Volunteer travel	4,800	4,950		
Training resources	1,760	1,760		
Other volunteer training	1,600	1,600		
Awards ceremony	1,000	1,000		
<b>TOTAL</b>	<b>120,942</b>	<b>123,902</b>		

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Metropolitan Police	10,000			
National Council for Voluntary Youth Ser	13,200			
Garfield Weston Foundation	10,000			
<b>TOTAL</b>	<b>33,200</b>	<b>00</b>		

What other funders are currently considering the proposal?

We are also in the process of applying to a number of other trusts and foundations to support this work including The Leathersellers' Charity Fund, Wessex Youth Trust and Henry Smith Charity.

## 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 £
RISE project manager F/T	32,000	32,960		
Community Youth Development Officer F/T	26,000	26,780		
<b>TOTAL</b>	<b>58,000</b>	<b>59,740</b>		



## 20. Funding requested from the Trust (continued)

When will the funding be required? **by September 2012, when our current funding from CBT comes to an end.**

Is the activity to continue beyond the period for which funding is requested?  
If so, how will it be resourced? **We envisage that this project, in one form or another, will continue beyond the period for which the funding is requested. We intend therefore, if this application is successful, to begin continuation fundraising 6 months before the CBT funding is due to come to an end.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **N/A as this is an ongoing project**

### Declaration on behalf of applicant organisation

I, **Georgina Hennessy** (your name)

am an authorised representative of

**St John Ambulance** (your organisation)

within which I am **High Value Fundraising Manager** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date

14/06/12

**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

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<b>Committee(s):</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Working with Londoners - Recommended for Rejection	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Decision</b>
<p><b><u>Summary</u></b></p> <p>This report and the accompanying schedule outlines 32 grant applications to your Working with Londoners programme that, for the reason(s) identified, are recommended for rejection.</p> <p><b><u>Recommendation</u></b></p> <p>That the grant applications detailed in the accompanying schedule be rejected.</p>	

## **Main Report**

1. There are a total of 32 applications on your Working with Londoners programme recommended for rejection at this meeting. They are listed alphabetically within categories in the accompanying schedule. 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 for the Member concerned prior to or at the meeting.

**Contact:**

Stewart Goshawk, Principal Grants Officer  
 020 7332 3712 [stewart.goshawk@cityoflondon.gov.uk](mailto:stewart.goshawk@cityoflondon.gov.uk)  
 Report written: 11/09/12

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# THE CITY BRIDGE TRUST

The City Bridge Trust Committee - 27 September 2012

## Summary of Recommendations for Rejection - Working with Londoners

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
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### 01. Accessible London

11250 Imperial War Museum	Installation of more wheelchair-accessible lifts into the redeveloped IWM London building at Lambeth Road.	It is not your policy to fund the general refurbishment costs of the large national museums and galleries.	£200,000	SG Southwark
11294 Shakespeare Globe Trust	Delivering a co-ordinated Access provision for audiences and performers in our new indoor Jacobean theatre and Access signage across the Globe site	The applicant organisation is a theatre of national and international renown. The request makes no mention of any specific London benefit and the application cannot therefore be supported.	£51,300	SG Southwark

Total 01. Accessible London (2 items)

£251,300

### 02. Bridging Communities

11269 Axis Educational Trust	Providing Skills for Life courses for immigrant women which will also encourage social integration & community cohesion, Axis will improve life standards of disadvantaged families.	The budget for the project is very heavy on support and on-costs rather than actual delivery. Returns to Charity Commission are also perennially late.	£21,236	SG Islington
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<b>Ref &amp; Organisation</b>	<b>Purpose</b>	<b>Reason for Recommendation for Rejection</b>	<b>Amount Requested</b>	<b>Grants Officer &amp; Area</b>
11253 Barking and Dagenham Faith Forum	The salary of a part-time (18 hours per week) Faith Communities Outreach Worker post to strengthen contact with and build sustainable bridges between the borough's diverse faith/belief communities.	The applicant organisation has no legal entity and the employment of staff in such circumstance is not good practice.	£24,800	SG Barking & Dagenham
11289 Conquerors City Church Limited	To cover the cost of renting office premises.	A new organisation seeking a contribution towards general running costs, which falls outside your priorities.	£15,000	SG Croydon
11274 FAST London UK	FAST propose to bridge communities by running a keepfit class in the community, empower communities by facilitating a community forum and Entry level ESOL course.	This organisation reports that it has lost all its funding and has provided no details of how it expects to meet its running costs, estimated at £180,000 in 2012/13.	£19,670	SG Lambeth
11280 Healthier Life 4 You	A new and innovative project, so that we can set up and run community based sessions within the deprived areas of the community.	A small organisation seeking a large grant for very general community development work, which does not meet your programme priorities.	£202,234	SG Brent

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11258 Hounslow Race and Equalities Council	To establish a partnership with equality groups in Hounslow. We aim to build capacity in the voluntary sector and empower individuals with their right under Equality's Act 2010	A relatively large request, which does not make sufficiently clear how the proposed work meets the Trust's priorities.	£129,953	TW Hounslow
11236 Making Communities Work & Grow	To request funding to enable us to continue to employ a full-time Youth Project Co-ordinator, senior female Youth worker, and cover running costs.	An application for a very large sum for broad youth work which does not specifically address the criteria of your 'Bridging Communities' programme.	£275,838	SG Kensington & Chelsea
11266 St Mary Magdalene Centre for Refugees and Asylum Seekers	A supported ESOL programme with outreach and advice.	This application is not for ESOL classes per se but an associated advice and support service for refugees, which falls outside your funding criteria.	£72,094	SG Islington
11272 Umatter Choices Centre Limited	To establish a young people's inclusion and cohesion project designed to bring Barking & Dagenham youngsters, of diverse backgrounds, together in a range of social, educational and other activities.	Applicant organisation is a small group working principally on sexual health and related issues. This project takes the organisation in another direction which is not part of its core work and could stretch the organisation beyond capacity.	£24,900	SG Barking & Dagenham
<i>Total 02. Bridging Communities (9 items)</i>			<u>£785,725</u>	



Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11291 Care to Listen	We need help to expand our volunteer and organisational capacity to offer talking therapies which are targeted at key vulnerable groups especially older people.	The request is for funding towards a general counselling service, which does not specifically address any of the Trust's stated priorities.	£16,898	SG Croydon
11233 Casa de la Salud Hispano Americana	To pay the rent, utility bill and volunteer expenses of the mental health initiative and opportunities for older people 65+ with mental health issues..	This application does not fully meet the priorities of the mental health programme. It appears at this time the Trust would be the largest funder as London Councils grant ends October 2012.	£24,000	SD Haringey
11229 Get Connected	Three years costs for a Helpline and Volunteer Manager to recruit, train and support 30 additional volunteers a year, to support 63,000 more young people.	The application is for a national youth helpline of which 12% of the current beneficiaries are Londoners. Although the project would recruit volunteers from the London area, only 10,000 of the 63,000 target helpline beneficiaries would be Londoners, and as such, support cannot be recommended.	£60,000	JGC Camden
11283 Isaac Balbalola Ajiboro (IBA)	Funds are requested to maintain the existing services to continue to improve the lives of children and adults with disabilities and their parents/carers.	This application seeks funding for on-going core provision for disabled children, which does not meet your programme criteria.	£41,700	SG Southwark

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11300 You and Me Counselling	Wages for 2 positions to go from being volunteers to one full time and one part time positions in the organisations.	Applicant is a very small organisation seeking a large grant - which is not your policy.	£156,000	SG Havering
<i>Total 03. Improving Londoners' Mental Health (5 items)</i>			£298,598	
<b><u>04. London's Environment</u></b>				
11090 Amphibian and Reptile Conservation Trust	Promote amphibian and reptile conservation in London through providing opportunities to involve people in survey and conservation management and through providing information, training and advice.	This application is for very similar work, in similar areas of London, to that proposed in an application from another body. The latter body, however, has a significant funding history with the Trust and an established presence in London, together with a demonstrable track record of delivering community outcomes. Although the proposed projects are very similar, this application is assessed to be less likely of the two to deliver the intended outputs and outcomes.	£135,983	CR Southwark
11205 Arlington Association	We want to improve the planting in our local garden square so the bare areas of soil are planted and provide a natural biodiverse habitat.	An interesting project from a small organisation. The financial information presented for the current year would make the Trust the largest single funder which is not your policy.	£4,800	SD Islington

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11186 Save The World Club	To work with young people to map, create mosaic murals and exhibit a variety of the environmental places, and flora and fauna of Kingston in partnership with local schools and agencies.	This project proposal does not address either the priorities or outcomes of your 'London's Environment' programme.	£23,277	SD Kingston
<i>Total 04. London's Environment (3 items)</i>			£164,060	
<b>05. Older Londoners</b>				
11241 Iraqi Association	Project will support Iraqi elders to access information and services to improve their wellbeing & to live independently. Activities include outreach, home-visit, advocacy & Advice.	This application seeks funding for a project very similar to one funded previously and where there has not been a three year "fallow period" as required.	£57,836	SG Hammersmith & Fulham
11293 London Somali Community Alliance (LSCA)	Elderly Somalis will participate within programmes which improve their physical/mental health as delivered by peers/supported volunteers directly in the community.	Applicant organisation is a small group which has seen it's income deplete considerably over the last few years. The grant request is likely to double the annual turnover, which is not your policy.	£35,795	SD Newham

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11225 Monakka Monowar Welfare Foundation (MMWF)	Providing social, cultural, healthy living and volunteering activities for vulnerable older people who are at risk of isolation and disadvantage.	This application proposes only a very low number of beneficiaries and there is insufficient evidence of why new provision is needed. Most of the applicant organisation's existing work is with young people and/or training-related.	£24,840	SG Tower Hamlets
11264 Shree Prajapati Association London Branch	We want improve the accessibility to our centre for the elderly members in our community and those with disabilities.	Funds are sought for works to a car parking area without any reference to an access plan or audit.	£13,800	SG Brent

Total 05. Older Londoners (4 items)

£132,271

**06. Positive Transitions to Independent Living**

11080 Action on Hearing Loss	Hear to Help services provide support to NHS hearing aid users in the local community.	The proposal is to assist people manage and maintain their hearing aids through augmenting existing NHS services at Queen Mary's and St George's Hospitals. Whilst undoubtedly valuable, to support this application would set a precedent for the Trust in, effectively, easing pressure on NHS services and waiting lists.	£72,261	CR Islington
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Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11242 Greenleaf Trust Ltd	To pay salaries of part time staff, stationery, training (paid staff & volunteers), travel expenses of our volunteers and support of our clients.	A small organisation requesting a very large sum. It is not your policy to award such grants.	£174,215	SG Waltham Forest
11211 Makeda Weaver Project	Employ a Strategic Development Manager to enable expanding current service levels, develop a strategic business plan and implement a fundraising strategy.	The proposal is for a developmental post within a subsidiary of a major housing association and the work is not sufficiently focused on resettlement work with ex-offenders, therefore failing to meet the Trust's priorities.	£88,760	CR Hackney
11239 National Development Team for Inclusion (NDTi)	To support young people with learning and additional disabilities (and their families) in transition to have choice and control in moving to independent living.	This application is from an organisation based outside London, with an intention to work in partnership with organisations in two London boroughs. The potential partners have not been identified, nor is there explanation of working arrangements or of why local providers could not do this work. The numbers of people worked with appear low in relation to the costs, and the intended outcomes are not fully clear.	£120,824	JQM Outside London



Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11018 PLIAS Resettlement	Towards the salary costs of a full time Employment Caseworker to provide employment advice and support to ex-offenders and ex-prisoners to support their reintegration and transition back into work.	Whilst this is an important area of work, the organisation's lack of free reserves and of a reserves policy mean that there is an insufficient financial cushion to underpin a grant of this scale and duration.	£120,090	CR Brent
11104 Rugby Football Association	Providing training and qualifications for short term prisoners and mentored rugby placements upon release. Providing non-criminal associates and non-criminal activities upon release.	Whilst the proposed project would be eligible for your consideration, the applicant body is the official charity of the Rugby Union governing body and receives almost all of its significant income (£15M) from that organisation. No case is made as to why external funding is required for this project.	£76,100	SG Richmond
<i>Total 06. Positive Transitions to Independent Living (6 items)</i>			<u>£652,250</u>	
<b><u>07. Strengthening the Third Sector</u></b>				
11234 CITY.COMM, a project of Voluntary Action Westminster	To develop governance and financial skills capacity in City/City Fringe third sector groups by giving them access to skilled, motivated and trained volunteers.	This is a very expensive proposal, with only a proportion of the beneficiaries in the City. The remainder are in neighbouring boroughs which strays onto the territory of other CVSs.	£182,340	SG City

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11175 More Than Gold	To prepare a comprehensive evaluation of the impact that church denominations and charities have had in engaging their communities in the Olympic games.	A confusing application, where the timing of the request would make any grant retrospective and therefore ineligible.	£25,000	SG Islington
11271 Somali Parents Initiative	From September 2012, Somali Parents Initiative will need funding to cover rent of new community premises (current rent free premises due to be demolished) and balance of tutor costs.	A small organisation seeking a large grant which would more than double the annual income - which is not your policy.	£144,303	SG Greenwich
<i>Total 07. Strengthening the Third Sector (3 items)</i>			£351,643	
<b>Grand Totals (32 items)</b>			<b>£2,635,847</b>	

# Agenda Item 7d

<b>Committee:</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Withdrawn & Lapsed Applications (Working with Londoners programme)	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Information</b>
<p><b><u>Summary</u></b></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><b>Recommendation</b></p> <p>That you receive this report and note its contents</p>	

## **Withdrawn Applications:**

### **Organisation**

### **Purpose of Request**

**Anchor House: London Inter-Diocesan Council of the Apostleship of the Sea**

"Anchor House seeks funding for the salary of a Lifestyle Architect (ESOL Tutor) delivering ESOL skills to previously homeless residents and members of the local community."

Following discussions with your officer the organisation wishes to withdraw this application and re-apply with a proposal which is a better fit with your priorities.

**Fight for Peace**

"To bring young people from different ethnic backgrounds and territorial areas in East London together to break down the barriers and conflicts between them."

The proposal has been withdrawn and the organisation wishes to re-submit a revised application with amended costings.

**Credo**

"'Arts2Independence' will support people who have experienced mental ill-health along a pathway that builds confidence, skills and provides opportunities which successfully enable independent living."

The application was for an essentially similar purpose to the previous grant and the required period of three years has not elapsed. After discussion with your officer, the organisation decided to withdraw the request.

**Richmond Youth Partnership**

"To help support salary costs to maintain a youth friendly counselling service to improve the emotional wellbeing of young people aged 11-25 living in Richmond and surrounding areas."

Having received a final monitoring report in April 2010 for the previous grant held by this organisation, and with this application for activities similar to those supported previously, this project is ineligible for funding until 2013. Advised of this, the organisation has withdrawn its application.

**Octopus Community Network**

"Wild Places is driven by the desire within Islington's communities to increase environmental literacy, access to green spaces and create new urban wildlife habitats."

Following a conversation with your officer on the costs of the proposal the organisation has chosen to withdraw and revise its application.

**Navjivan Vadil Kendra**

"To take elderly and lonely people on day trips and longer trips and bring cheer and joy in their lives, improve quality of life and allow them to build companionships."

Withdrawn as the organisation wishes to apply for three year funding for which this project is ineligible, having already been supported by you for two years.

**Peckham Settlement**

“Priming for 'One-to-One' social enterprise to support and befriend over-75s in Southwark through proactive contact and personal assistant service, allowing them to live more independently.”

Application withdrawn as the organisation has recently gone into administration.

**Stroke Care**

“Run a 2 year health advocacy project for people over 65 from Black, Minority Ethnic and Refugee communities, living in Lambeth, Southwark and Lewisham, promoting healthier/active lifestyle.”

This organisation has been undergoing change including adopting a new constitution. Its financial management is not yet clarified. Following discussions with your officer, the organisation decided to withdraw this application and re-submit at a later date.

**Total Withdrawn Applications: 8**

**Total Lapsed Applications: 0**

**Recommendation**

That you receive this report and note its contents.

**Contact:**

Stewart Goshawk, Principal Grants Officer

Tel: 020 7332 3712

Email: [stewart.goshawk@cityoflondon.gov.uk](mailto:stewart.goshawk@cityoflondon.gov.uk)

Date report written: 11/09/12



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# Agenda Item 8a

<b>Committee:</b>	<b>Date:</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Diamond Jubilee Grants Programme – Growing Localities Update	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Decision</b>
<b><u>Summary</u></b>	
<p>This paper provides an update on Growing Localities – the new grants programme celebrating Her Majesty The Queen’s Diamond Jubilee.</p> <p>It summarises the grant-making criteria for the programme with its 2 strands: Growing and Greening and Horticultural Work Training.</p> <p>It advises you on the progress of the initial proposals for the Horticultural Work Training strand, which is a closed programme where suitably qualified organisations were invited to submit an outline proposal. Eleven organisations have now been invited to apply for a grant through your normal procedures.</p> <p>This paper also details the criteria, eligibility and application process for a proposed City of London Growing Localities Awards scheme and seeks your approval for a budget of £17,400 for this purpose.</p> <p><b>Recommendation</b></p> <p>That you approve a budget of £17,400 for the City of London Growing Localities Awards to be charged against the local risk budget of £100,000 for the 2012/13 running costs of the Growing Localities Grants Programme.</p>	

## **Main Report**

### **1.0 Purpose**

- 1.1 This paper is to advise you on the development of your latest grant programme, Growing Localities. It reminds you of the guidance which you have agreed and which you will need to consider when making your decisions on applications for this programme. You will find that the Members’ Handbook has been updated to reflect this.

## 2.0 Background

- 2.1 At its meeting on 10<sup>th</sup> November 2011, the Policy & Resources Committee approved an additional £2.1m from headroom in Bridge House Estates; £2m for a discrete grants programme and £100,000 running costs, as part of the City of London's contribution to the celebration of Her Majesty The Queen's Diamond Jubilee. Her Majesty graciously agreed to be patron of the Growing Localities programme and provided a letter of support.
- 2.2 The Growing Localities programme was launched on 17<sup>th</sup> May 2012 by Joanna Lumley and Raymond Blanc in a 'pop-up' garden in Guildhall Yard. This was also an occasion for some of the city farms and community gardens which you fund to display and sell their produce. This highly successful event served to help communicate the purpose and nature of Growing Localities and attracted widespread national and regional publicity.

## 3.0 Growing Localities – Aims of the Programme

3.1 Growing Localities aims to:

- make better use of London's green spaces
- encourage community engagement, ownership and volunteering
- help reduce social isolation through working with others
- teach people the value of biodiversity, growing food and beekeeping
- engage people of all ages in the management of their community green space and improving their local environment
- encourage young unemployed people and other special needs groups into horticultural/market garden accredited work training or apprenticeships.

## 4.0 The Programme's Elements

4.1 The existing programme has two distinct elements:

4.2 **Growing and Greening:** for established organisations with a track record of managing green spaces, horticultural initiatives, growing food locally or beekeeping. Organisations must demonstrate or have experience of working with local community groups.

**Specific Criteria:** organisations which can demonstrate that their work contributes to some of the aims of Growing Localities, including a track record of working with small, local groups.

Awards will not exceed £50,000 in total, of which £5,000 may be reserved to help small community groups with which they may be working, with financial support for equipment or training, for example.

4.3 **Horticultural Work Training:** for organisations offering horticultural work training opportunities to people with special needs and young people not in education, employment or training (NEETS). Work will be targeted towards the most disadvantaged in the labour market. This strand is by invitation only.

**Specific Criteria:** organisations which can demonstrate:

- experience in providing horticultural/market gardening work training
- experience of reaching the most disadvantaged young people or those with special needs, including NEETS, disabled young people, ex-offenders and those with anti-social behaviour orders
- excellent connections with providers of work placements with job opportunities or apprenticeships
- interest in or experience of green social enterprise
- a track record of success in securing work opportunities through developing contracts and apprenticeships
- other sources of funding

Awards will not exceed £100,000 in total for up to two years.

## **5.0 Applications Update**

### **5.1 Growing and Greening**

5.2 At this meeting, you will be asked to make a decision on eleven applications, all of which have applied to the strand of the programme known as Growing and Greening. Four of these are recommended for approval and seven are recommended for rejection. We expect to see a marked increase in applications during the autumn.

## **6.0 Horticultural Work Training**

6.1 Applications to this strand were by invitation only. £1m has been reserved for Horticultural Work Training and you agreed to a proactive approach to ensure that only those organisations with a proven track record could apply.

6.2 Recognising that work training for NEETS was complex and expensive, you agreed that grants of up to £100,000 could be awarded. We expect to make about ten grants in total.

6.3 As agreed at your meeting in October 2011, we invited 40 suitably qualified organisations to submit an initial 3-page proposal together with annual reports and accounts.

6.4 We received 21 proposals and from these we shortlisted 11 organisations which most closely measured up to the criteria as specified in the strand of the programme for Horticultural Work Training (para. 4.3). These 11

organisations have now been invited to submit an online application in accordance with your usual procedures. If these organisations wish to proceed they will need to have submitted their applications by 10<sup>th</sup> September 2012.

6.5 Officers will assess all these applications in September and bring all of them to a meeting in the autumn for your decision.

## **7.0 Communications**

7.1 We are working closely with the Press and Public Relations Team on how to publicise these grants. £1m is a significant contribution towards tackling youth unemployment and this will be announced as part of your press strategy. At the same time these grants will help meet the City of London's priorities:

- Supporting London's communities
- Looking after London's green spaces and heritage

## **8.0 Growing Localities Awards**

8.1 At your meeting in April 2012 officers advised that, as part of the Growing Localities initiative, added value could be gained through an Awards Programme which would identify examples of good practice and encourage innovation or excellence. These awards would not cut across the Sustainable City Awards and largely do not duplicate the London in Bloom Awards which are aimed at a different audience.

8.2 Your officers have now approached the consultancy Lemos & Crane, which runs the successful Acorn Awards (UK-wide), to discuss how this might be progressed. Lemos & Crane's proven leadership in running awards programmes (14 different schemes) and knowledge of the Growing Localities programme make it well positioned to run your awards scheme.

8.3 The City of London's Growing Localities Awards (working title) will target a wide range of non-profit organisations which may be carrying out environmental activities which are **ancillary** to their main purpose. For example, target organisations in London might include:

- Homeless agencies
- Supported housing (providing mental health services, substance misuse, etc.)
- Social housing providers
- Residential care providers
- Health organisations
- Hospices
- Prisons
- Churches and faith groups
- Other community-based and voluntary organisations



#### 8.4 There would be 5 award categories:

- Gardening and growing food: for communal eating and small-scale enterprise.
- Introducing young people to nature: encouraging young people to develop an interest in nature through bird-watching and similar activities.
- Keeping animals: bees, chickens, pigs, etc. for the experience of care but also to farm where appropriate
- Nature-themed arts and crafts: woodcraft, photography, film-making, writing, etc.
- Reclaiming and developing wasteland – led by residents and tenants.

All of these categories support the aims of the Growing Localities programme as set out in para. 3.1.

8.5 In order to incentivise would-be applicants, a winner and a runner-up in each of the 5 categories would receive a grant. Each winner would receive £1,000 and each runner-up £500. In making the award, the grant will be made to the successful organisations on the basis that the money will be applied by the organisation to continue or to add to the work which led to the grant being awarded, thereby furthering the objectives of Bridge House Estates and the City Bridge Trust; to benefit the inhabitants of London. The grant must be for work in the London area.

### **9.0 The Application Process**

9.1 There will be an entry form which will ask for a 1,000-word proposal covering the project aims, activities, achievements and evaluation and will also ask for photographs and videos as supporting evidence.

9.2 Each application would include a reference from an independent referee such as a local authority or council for voluntary service representative or Member of Parliament.

9.3 Your grants officer will conduct a due diligence exercise on those organisations which are shortlisted.

### **10.0 The Judging Process**

10.0 Lemos & Crane and your officer Sandra Davidson would review the entries and draw up a shortlist. A judging panel comprising the Chairman of the City Bridge Trust or his representative, the Director of Open Spaces or her representative, the Chief Grants Officer and a representative from Lemos & Crane would select the winners.

## 11.0 Sharing Learning

- 11.1 The Awards would be widely published at regional and local level and will highlight examples of best practice; and demonstrate to a wide audience how the "localities" have been enhanced.
- 11.2 Knowledge gathered through the Awards programme will also inform future initiatives of the City Bridge Trust and the grants sector generally.

## 12.0 Financial Implications

12.1 At its meeting on 10 November 2011, the Policy & Resources Committee approved a sum of £2.1m for your Growing Localities Initiative. Of this, £2m was for grants and £100k was for running costs and local risk budget 2012/13 was uplifted to reflect this. The budget estimates were as follows:

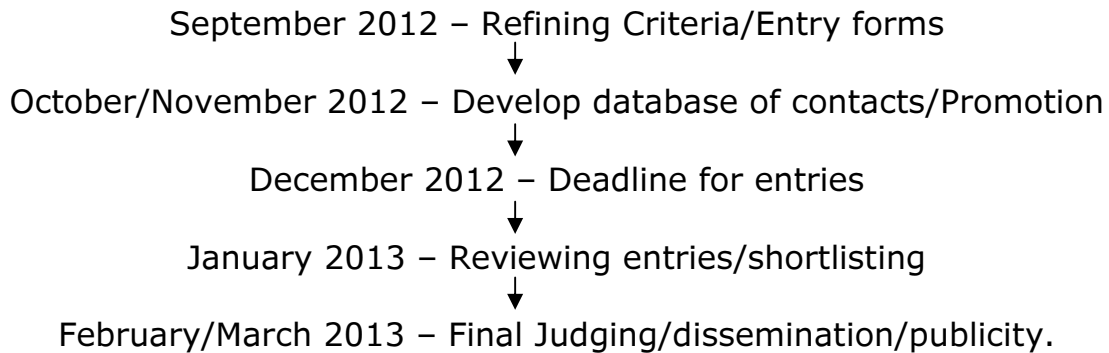
• Freelance Assessors 150 days at £350 per day	£52,500
• Administrative support at 10 hours per week	£7,800
• Monitoring costs	£11,000
• Publicity materials	£5,000
• Costs of evaluation	£10,000
• Travel and subsistence	£1,000
• Contingency	£12,700
• Total	£100,000

12.2 The costs of running the City of London's Growing Localities Awards are as follows:

• Developing database of contacts and promoting the Awards	£6,900
• Reviewing entries and drawing up a shortlist	£1,800
• Promoting the final results	£1,200
• Grant Awards	£7,500
TOTAL	£17,400

12.3 It is proposed that part of the cost of the Awards be charged against the £12,700 reserved for contingency purposes, whilst the balance of £4,700 needed will be taken from the allocation of £52,500 for freelance assessors, leaving a balance of £47,800 on hand. Officers judge that this will be sufficient to meet the on-going requirements of the grants programme as applications have been fewer to date than expected.

### **13.0 Timetable**



### **14.0 Consultations**

14.1 The Comptroller & City Solicitor and the Director of Open Spaces have been consulted and are supportive.

### **15.0 Conclusion**

15.1 Growing Localities is developing well and should provide a fitting legacy for Her Majesty The Queen’s Diamond Jubilee, by engaging local communities in improving their localities. The Horticultural Work Training strand will both improve the employability of some of London’s most disengaged young people and provide us with valuable ‘learning’ which will help inform policy developments in the field of youth unemployment.

15.2 The City of London’s Growing Localities Awards scheme will help promote best practice in “growing and greening” across diverse sectors and widely differing organisations; and should attract favourable publicity for the City of London Corporation.

### **Recommendation**

That you approve a budget of £17,400 for the City of London Growing Localities Awards to be charged against the local risk budget of £100,000 for the 2012/13 running costs of the Growing Localities Grants Programme.

Clare Thomas, Chief Grants Officer  
020 7332 3711  
[Clare.Thomas@cityoflondon.gov.uk](mailto:Clare.Thomas@cityoflondon.gov.uk)  
Report written: 04/09/2012

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## THE CITY BRIDGE TRUST

### The City Bridge Trust Committee - 27 September 2012

#### Summary of Grant Recommendations - Growing Localities

Annex No.	Ref No.	Organisation	Requested Amount	Recommended Amount	Page No.
<b><u>12. Growing Localities</u></b>					
1	11284	Tree Council	£47,000	£47,000	<b>315</b>
2	11344	Islington Play Association	£43,627	£45,200	<b>324</b>
3	11275	Hackney City Farm	£50,000	£50,000	<b>334</b>
4	11334	Poplar Housing & Regeneration Community Association	£49,760	£39,900	<b>343</b>
<b>Grand Totals</b>			<b>£190,387</b>	<b>£182,100</b>	



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**ASSESSMENT CATEGORY – Growing Localities – Growing & Greening**

**Tree Council**

**Amount requested: £47,000**

**Ref: 11284**

**Adv: Sandra Davidson**

**Base: Southwark**

**Benefit: Ealing, Haringey & Merton**

**Purpose of grant request:** Working with our Tree Warden volunteers planting 'edible hedges' in parks and open spaces so that they become a source of free healthy local food.

**Background**

The Tree Council is the UK's lead charity for trees, promoting their importance in a changing environment. It was founded as the national tree planting campaign following the success of Plant A Tree in 1973, to encourage conservation of trees and to run National Tree Week.

An umbrella body for more than 180 voluntary and public sector organisations working together for trees and a forum for tackling issues relating to trees and woods, the Tree Council promotes sustainable responses to environmental issues and improvement of the environment by the planting and conservation of trees and woods.

The Tree Council launched the national Tree Warden Scheme in 1990 to enable people to play an active role in conserving and enhancing their local trees and woods. It has co-ordinated it nationally ever since, working with local councils, voluntary organisations and local partnerships to set up and develop Tree Warden networks in towns, cities and the countryside across the UK. The Tree Council provides each Tree Warden with a Handbook that covers all the basics they will need to get started and all the networks provide training and run induction days. In London, the organisation is working to increase the number of local networks by encouraging more people to sign up-to both new and well-established teams.

The Tree Council's Tree Warden Scheme gives Londoners who feel that trees matter an opportunity to champion their local trees and woods by carrying out or encouraging practical projects, involving neighbours whenever possible. Today there are many thousands of Tree Wardens in local networks throughout the UK, together devoting nearly two million volunteer hours a year to trees – time worth approximately £13 million. The Scheme celebrated its 20<sup>th</sup> anniversary in 2010.

## **Funding History**

None

## **Current Application**

This application is to support work with Tree Wardens in Ealing, Haringey and Merton, to find the sites for planting productive fruit-bearing hedges. This project will build on the work already undertaken in the south east. It will combine practical community based project work with wider research and experimentation into hedgerow-based, fruit growing best practice. The project will be delivered by existing staff over a 19 month period to capture two growing seasons. Tree Wardens will be working with a range of partners including local schools, faith groups and transition town groups. The organisation aims to have 10 demonstration hedge projects, building on its success of working with communities in London. Over 2,500 people are expected to benefit from the project. This piece of work will build on the recent 'Hedgerow Harvest' project (supported by the Big Lottery Local Food programme) to enable people to access free food on their doorstep.

## **Financial Observations**

The Tree Council had an especially successful financial year ending March 2011 largely as a result of a very generous one-off donation from a former Vice President. In its 2010/11 annual report, the Tree Council's trustees state they aim to hold one year's core costs in free reserves. As at March 2011 free reserves were £219,426 which equates to 11 months' core running costs. Since then trustees have reviewed the policy and now consider 6 months' core running costs to be a sufficient cushion. Draft accounts for 2011/12 show that free reserves were reduced by approximately £50K, in line with the new policy.

## **Officer's Appraisal**

The Tree Council has a strong track record of working with member organisations and others on tree issues of particular concern, and Tree Wardens have an important part to play in these, too. There are an estimated 8,000 Tree Wardens in more than 150 local networks doing voluntary work for their communities' trees. Should you approve a grant today, it will build on the Hedgerow Harvest project that encourages local people to gather and grow food for free on their own doorstep. The project proposal addresses the objectives of the Growing and Greening strand of your Growing Localities programme.

## **Recommendation**

**£47,000 over nineteen months (£30,000; £17,000) towards the salary and running costs of working with Tree Warden volunteers planting 'edible hedges' in parks and open spaces with local community groups in London.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Growing Localities: Application for a grant

Reference:  
(office use only)

11284

Date Received:

05/07/2012

Programme  
Area:

12

### 1. About your organisation

Name of organisation applying for grant: <b>Tree Council, The</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>71 Newcomen St London</b>	
Postcode: <b>SE1 1YT</b> Is this your home address? <b>No</b>	
Contact person: <b>Ms Margaret Lipscombe</b>	Position: <b>Programme Director</b>
Phone: <b>0207 407 9992</b>	Fax:
E-mail: <b>ml@treecouncil.org.uk</b>	
Website: <b>http://www.treecouncil.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>279000</b>	
Date organisation established: <b>01/09/1975</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Growing Localities – Growing and Greening</b>	
Purpose for which funds are requested: (25 words maximum) <b>Working with our Tree Warden volunteers planting 'edible hedges' in parks and open spaces so that they become a source of free healthy local food.</b>	
How much funding is requested? <b>Year 1: £30,000 Year 2: £17,000 Total: £47,000</b>	
How long is funding required? <b>19 months</b>	When is the funding required? <b>05/07/2012</b>

### **3. Aims of your organisation**

The Tree Council was established in 1974 as an umbrella coalition for civil society and public sector organisations working together for the environment and a forum in which to tackle issues relating to trees and woods. We promote sustainable responses to environmental issues and the improvement of the environment and people's quality of life by the planting and conservation of trees and woods in town and country throughout the UK.

The Tree Council works towards:

- Making trees matter to everyone
- More trees of the right kind in the right place
- Better care for trees, of all ages
- Inspiring effective action for tree

### **4. Main activities of your organisation**

Our volunteering initiative, The Tree Warden Scheme, was launched in 1990 and has 8,000 Tree Warden Volunteers organised in 130 local groups across the UK.

In London we are a partner in the Londoners Love Trees Project supported by Team London The Mayors volunteering initiative. Through this project over 25,000 trees have been planted with volunteers across the capital and we have recruited 413 new Tree Wardens for London.

We give small grants to schools and communities to plant trees

We also work with more than 180 member organisations to deliver year-round community action programmes and various tree related campaigns.



## 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	1	6	8,000

## 6. How do you support your volunteers?

We run regular training and induction sessions for our Tree Wardens and once a year invite them to a forum where we ask for feedback to help shape future projects. All Our office based volunteers have a job description and regular supervision.

## 7. Please tell us about your sustainable horticultural practice, environmental policy and steps which you are taking to reduce your carbon footprint?

We recycle all our office waste.  
We have reduced the use of paper in the office.  
Staff use public transport rather than cars where possible.  
Rather than have staff come into London for meeting we do telephone conferencing.  
We are on a green electricity tariff

We buy our planting material for UK suppliers that are local to our projects - to reduce transport miles and because of bio security which is a growing problem.  
We do not use peat based composts.  
We mulch our plantings with organic material like bark chippings rather than use pesticides or strimming to remove weeds.  
We only plant in winter so conserving water by reducing the need to water newly planted plants and we recommend using 'grey' water for non food plantings.

## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	277,964
Activities for generating funds	332,154
Investment income	7,713
Income from charitable activities	0
Other sources	4,623
<b>Total Income</b>	<b>622,454</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	449,104
Governance costs	13,877
Cost of generating funds	18,914
Other	0
<b>Total Expenditure:</b>	<b>481,895</b>
<b>(Deficit)/surplus for the year:</b>	<b>140,559</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	1,647
Investments	26,094
Net current assets (liabilities)	332,633
Long-term liabilities	0
<b>*Total A:</b>	<b>360,374</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	113,207
Unrestricted funds	247,167
<b>*Total B:</b>	<b>360,374</b>

\* 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?  
**0%**

## 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. Details of your request:

Tell us about the people and organisations that will benefit from your project, how your project will meet the aims and objectives of Growing Localities and explain why you are qualified to deliver this work.

The project aims to:

- show the value of productive hedges for local food
- give people improved knowledge and understanding of their lost local food heritage so they have the confidence to go out and forage for food in the hedgerow, fundamentally changing their behaviour patterns and affecting those of people they come into contact with
- promote the opportunities for growing local food by planting productive hedges in strategically important locations with groups of Tree Wardens, children and communities, creating projects that will improve community cohesion and enhance understanding of this underused food resource

The grant will fund:

- training in planting and maintenance, for communities who want to plant productive hedges
- planting demonstration hedges with and by a wide range of interested local community and school groups and on the boundaries of land around, for example, schools, prisons, colleges, allotments, park edges and local nature reserves so that the resource will be accessible.

The Tree Council has been delivering practical planting project with its volunteer Tree Wardens for over 20 years. Our Tree Wardens are local people with a passion for making their environment better. They range from people who have huge expertise to people who have lots of enthusiasm who want to learn more.

The project will work with our Tree Warden volunteers in Merton Ealing and Haringey to find the sites for planting productive hedges. With our support Tree Wardens will then work with their community to plant and maintain the productive edible hedges.

We have evidence that significant benefit can accrue from educating and supporting people to plant and use edible hedgerows. Our recent 'Hedgerow Harvest' project in the south east has engaged over 20,500 people in 50 communities and created 60 fruitful hedges. We had many requests to expand the concept over a wider area and we know that the message of healthy, free food from a hedge, has national appeal. If successful, this application would enable us to take this in to urban London.

There are many reasons to do this:

- hedges are a very efficient way of growing food. The linear structure of a hedge ensures that pollinating insects find the flowers, and that sufficient sunlight reaches the developing fruit. These facts are little known and need to be promoted, ensuring food is produced from hedges
- we wish to experiment with different planting and maintenance regimes to establish which methods produce the most food
- the link between food production and the consumer is being lost as more and more of us live in urban communities with little space to grow food. Edible hedges provide the opportunity for city dwellers to reconnect with food growing even in the smallest space.

Our project will build on work already undertaken in the south east. It will combine practical community based project work with wider research and experimentation into hedgerow based, fruit growing best practice.

In the south east, interest in hedge food came from schools, transition town groups, allotment groups, offender institutes and parishes to name but a few. People wanted to grow hedge food in spaces from small gardens to large public parks. In all cases the motivation was free, locally grown food. Through the pilot, communities across the south east came together to design and plant fruit hedges. We wish to continue to work with communities in London and to take their lessons beyond, to other parts of the UK.

We have shown that productive hedges can be planted in the smallest urban green space. Space in urban areas is at a premium, so food production needs to be as efficient as is possible and achievable in a compact space. A fruit hedge meets all these requirements and planting hedges against walls and in small front gardens utilises the vertical space to best effect, providing the possibility of free food to almost everyone.

In 2009/10 we delivered a national project 325k project to plant 73,000 metres of native hedgerow with 8715 trees in communities across the country - we delivered this with our Tree Warden groups who with our support found the sites and planted the hedges.

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

We will  
 Keep records of people who come to hedge planting days  
 Take photographs of project progress  
 Ask volunteers to fill in feedback forms  
 Keep a record of press interest  
 Record all this information on spreadsheets and a data base  
 The project manager will be responsible for keeping this information and reporting on it as necessary

We will  
 Draw up a project plan with milestones  
 Have regular meetings with project staff and volunteers to measure progress against the milestones  
 The project manager will be responsible for keeping the project on budget and will report to the finance manager

**13. Beneficiaries**

How many organisations will benefit from this grant? <b>5</b>			
How many people will benefit from this grant? <b>2500</b>			
In which local authority is your organisation based? <b>Southwark</b>			
Which borough(s) of Greater London will benefit from this grant? <b>Merton 33%; Ealing 33%; Haringey 33%</b>			
At what address will the activity be located? <b>In parks and open spaces, on school grounds, around allotment sites and local nature reserves.</b>			
What age group will benefit? <b>All</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>70</b>	Black - Caribbean	<b>7</b>
White - Irish	<b>2</b>	Black - African	<b>3</b>
White - Other (please describe)		Black - Other (please describe)	
European	<b>1</b>		
Asian - Indian	<b>2</b>	Black - British	<b>8</b>
Asian - Pakistani	<b>2</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>4</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>10%</b>			

#### 14. Funding required for the project

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

Expenditure heading	Year 1 £	Year 2 £	Total £
Salaries, NI, pensions and other associated costs	22,000	14,000	36,000
Volunteer time	3,000	3,000	6,000
Information, educational and promotional materials	1,000		1,000
Premises costs	2,000	1,000	3,000
Travel and subsistence	1,500	500	2,000
Demonstration hedges (5 per year)	2,500	2500	5,000
<b>TOTAL</b>	<b>32,000</b>	<b>21,000</b>	<b>53,000</b>

What income has already been raised?

Source	Year 1 £	Year 2 £	Total £
Volunteer time	3,000	3,000	6,000
<b>TOTAL</b>	<b>3,000</b>	<b>3,000</b>	<b>6,000</b>

#### 15. Funding required from the Trust

How much is requested from the Trust?

Expenditure heading	Year 1 £	Year 2 £	Total £
Salaries, NI, pensions and other associated costs	22,000	14,000	36,000
Information, educational and promotional materials	1,000		1,000
Premises costs	2,000	1,000	3,000
Travel and subsistence	1,500	500	2,000
Demonstration hedges (5 per year)	2,500	2,500	5,000
<b>TOTAL</b>	<b>29,000</b>	<b>18,000</b>	<b>47,000</b>

#### Declaration

Please tick this box to confirm that, to the best of your knowledge, all the information you have provided in this application form is correct





**ASSESSMENT CATEGORY - Growing Localities - Growing & Greening**

**Islington Play Association**

**Ref: 11344**

**Amount requested: £43,627  
(Revised request: £45,211)**

**Adv: Sandra Davidson  
Base: Islington  
Benefit: Islington**

**Purpose of grant request:** To develop and sustain 6 food growing areas with children in Islington's adventure playgrounds and Boat club with special emphasis on children in greatest need.

**Background**

Islington Play Association (IPA) was established in 1972 as an umbrella body and development agency for local play providers in Islington. It provides a range of services to support playschemes, adventure playgrounds, out of office school child care, nurseries and playgroups, mainly through the provision of advice, information and training. In October 2011 IPA celebrated its 40<sup>th</sup> anniversary.

**Funding History**

You have a long funding history with IPA dating back to 1997. These include a grant of £34,500 over three years, approved in April 2001, to enable it to implement quality assurance systems within Islington's playschemes and a grant of £74,700 over three years, approved in November 2005, to enable IPA to develop sustainable funding models for the (then) new Children's Centres within the voluntary sector. Both of these grants played a significant role in maintaining IPA's role as a vital player in infrastructure services to Islington's voluntary sector. You awarded a further grant of £55,000 over one year, in February 2011, towards the development of a strategy for the transfer of the play site assets in Islington to voluntary sector providers - currently in progress.

**Current Application**

The application before you is to develop and sustain 6 food growing areas in partnership with Islington's voluntary sector adventure playgrounds (situated across the borough in areas of deprivation) and with Islington Boat Club. The proposal includes employing a new member of staff to work 3 days a week in the first year to deliver at least 12 growing sessions with partners at each site throughout the year. In year 2, the project worker will work 2 days a week and will focus on handing over the management and responsibility of food growing sites to children, site-staff and families. A number of growing open days will be run throughout both years so that parents/carers can get involved with the growing project. Children will cook their own harvest on fires and clay ovens as well as in

the playground's kitchen. Over 1800 children, young people, parents and carers are expected to benefit.

IPA intends to build on the success of their 'Finding Nature through Play' project which started in 2010. This works with children and playworkers to develop nature reserves across the borough so that every child will have access to nature close to home and to open access, staffed, play sessions in adventure playgrounds, schools and parks. An evaluation of the first year of this project highlighted that the children apply themselves to tasks, have a raised awareness of the needs of animals and plants, and are able to discuss in detail the flora and fauna with which they come into contact. IPA has good networks with community gardens and local growing projects.

### **Financial Observations**

IPA's reserves policy is to hold between 3 and 6 months in free reserves. As at March 2011, free reserves equated to 2.7 months of total expenditure - just below the desired amount. IPA's service level agreement with LB Islington is until March 2013. At the time of assessment the outcome of the council's planned changes to its funding arrangements was not determined. The current budget for 2012/13 shows a deficit of £35,000, which does not include income from this application or money held in free reserves. The organisation is working on a fundraising strategy to diversify its income, including consultancy services and unrestricted revenue from sales and fees.

### **Officer's Appraisal**

The original request (see Q14/15) did not include pension contributions. The organisation has subsequently seen its error and amended the request accordingly - as at Appendix A.

IPA has built up a reputation as an organisation working tirelessly to develop and improve the practice and environment of 12 adventure playground sites. It fundraises for new projects that deliver cutting edge activities and spaces for children. The project proposal addresses the objectives of the Growing and Greening strand of your Growing Localities Programme.

### **Recommendation**

**£45,200 over two years (£26,800, £18,400) for the salary of a part time Growing and Playing project worker and running costs to develop and sustain 6 food growing areas.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Growing Localities: Application for a grant

Reference:  
(office use only)

11344

Date Received:

15/08/2012

Programme  
Area:

12

### 1. About your organisation

Name of organisation applying for grant: <b>Islington Play Association</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>West Library Bridgeman Road London</b>	
Postcode: <b>N1 1BD</b> Is this your home address? <b>No</b>	
Contact person: <b>Mrs. Anita Grant</b>	Position: <b>Director</b>
Phone: <b>020 7607 9637</b>	Fax: <b>020 7607 9638</b>
E-mail: <b>anita@islingtonplay.org.uk</b>	
Website: <b>http://www.islingtonplay.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1086165</b>	
Date organisation established: <b>06/11/1971</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Growing Localities – Growing and Greening</b>	
Purpose for which funds are requested: (25 words maximum) <b>To develop and sustain 6 food growing areas with children in Islington's adventure playgrounds and Boat club with special emphasis on children in greatest need.</b>	
How much funding is requested? <b>Year 1: £25,848 Year 2: £17,779 Total: £43,627</b>	
How long is funding required? <b>24 months</b>	When is the funding required? <b>15/08/2012</b>

### **3. Aims of your organisation**

We aim to preserve, create, improve and promote places and opportunities for the children of Islington to play.

Our main focus is how, through play, children's overall welfare and life chances can be significantly enhanced with special emphasis on children in greatest need.

Play is an essential part of the health, education, development and happiness of children. We are committed to improving the quality of play experiences whenever they occur and wherever children are. Poverty or need can be an obstacle to a happy childhood and so we especially seek to help children and their families who are, or are at risk of being, socially excluded. This includes children with special needs and disabilities, who often face barriers to using services.

We operate as a second tier umbrella organisation; supporting, advising and working with other play providers, as well as being a direct provider of services for children.

### **4. Main activities of your organisation**

#### **Adventure play**

We design and build playgrounds with children. We provide information, support, training and model good practice on adventure playgrounds.

#### **Delivery**

We run Paradise Park Children's Centre where we deliver a child-centred service in a play-focused setting, reaching the most excluded families in the community and providing essential services for them.

#### **Wider play**

Our roving project workers travel the borough modeling and improving practice, and directly impacting on the lives of children and families, particularly focusing on children using tools and creating natural spaces.

#### **Strategy/Campaigning**

We work to ensure play is on everyone's agenda; engaging with communities, service users and partners to raise play's profile at local and national levels. We work closely with Islington Council and other local organisations/service providers, including schools and parks. We are committed to protecting Islington's play spaces. We have a history of bringing significant additional funding to the more deprived areas of Islington.



## 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
14	22	8	16

## 6. How do you support your volunteers?

We have a volunteer policy that ensures volunteers are matched to suitable roles, are inducted and trained, have a designated staff member to go to, receive useful feedback and regular opportunities to discuss their roles and how they are going. A volunteer agreement is signed.

## 7. Please tell us about your sustainable horticultural practice, environmental policy and steps which you are taking to reduce your carbon footprint?

Islington has the second least amount of green space per head in London with more than 75% of children living without access to a garden. Islington has 6% of its space (public green space) available for play in comparison to its neighbours, with 18% in Camden and 42% in Hackney.

IPA have a strong interest in outdoor play and a belief that it is integral to children's development. Over the past few years we have been concerned about the decline in children's use of natural spaces influenced by an increased tendency to view freely roaming children "playing-out" as unacceptable (this decline is steeper for children in poorer families).

We have been working hard to counteract this trend by running our 'Finding Nature through Play Project'. During this project we are,

- Establishing 12 mini nature reserves directly involving Islington's disadvantaged children
- Enhancing access to nature for thousands of children in Islington
- Advancing the education of children in Islington by offering appropriate play and learning opportunities.
- Ensuring that playground workers and children know how to sustain these wildlife aspects
- Creating natural play opportunities for children who have no gardens.

The project has already worked with thousands of children and intends to work with many more.

We spread the message of reduce, recycle and reuse to children, partners and internally. We have a comprehensive environment policy which promotes the use of recycled resources from paper to the materials used to build playgrounds.



## 8. Finance

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

Financial year ended - **Month: April**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	979,425
Activities for generating funds	0
Investment income	952
Income from charitable activities	161,959
Other sources	0
<b>Total Income</b>	<b>1,142,336</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	1,044,216
Governance costs	12,758
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>1,056,974</b>
<b>(Deficit)/surplus for the year:</b>	<b>85,362</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	511
Investments	0
Net current assets (liabilities)	275,047
Long-term liabilities	0
<b>*Total A:</b>	<b>275,558</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	16,058
Unrestricted funds	259,500
<b>*Total B:</b>	<b>275,558</b>

\* 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:

## 11. Details of your request:

Tell us about the people and organisations that will benefit from your project, how your project will meet the aims and objectives of Growing Localities and explain why you are qualified to deliver this work.

Islington has 12 adventure playgrounds which are mainly used by children from poorer families. A 2011 analysis by Islington Council of children using these playgrounds found that:

- 77% live in social housing
- 58% live on low incomes
- 58% are claiming free school meals
- 51% come from a Black and Minority Ethnic background

This project will work with 5 of the voluntary sector playgrounds: Crumbles Castle, Hayward, Lumpy Hill, Timbuktu, and Martin Luther King plus Islington Boat Club. These sites are based in areas of deprivation with little green space, one is specifically for children with complex additional needs and provides places for hundreds of children with disabilities.

### Objective 1

Develop 6 food growing areas on 6 separate sites - making better use of green spaces  
We will concentrate on food growing by delivering after school sessions, building and preparing beds, growing plants from seed, planting seedlings, watering, feeding, weeding and harvesting.

### Objective 2

600 children will have learning opportunities about the value of biodiversity  
Children will be involved in sessions about roots, shoots, worms and insects in an effort to help them understand where food comes from. We believe that this engagement will improve children's knowledge of the natural world and their relationship with it. Research has shown that 'outdoor children' have improved outcomes in many areas of their development including concentration, managing emotions and motor skills (source: Sowing the Seeds - Greater London Authority).

### Objective 3

Children and families will have a greater understanding of improved nutrition.  
We aim to introduce children and families to new foods by offering cookery sessions (of their own harvests) on open fires and in clay ovens which aims to improve attitudes towards healthy eating.

### Objective 4

The children and families will have a sense of ownership of food growing sites.  
Children and families will enhance their own environment by taking part in planting activities during special open days in these unique play spaces.

The IPA has been supporting the work of local voluntary groups (especially adventure playgrounds), developing partnerships and working alongside the local authority for over 40 years. The board and staff team are well established and experienced.

We have a strong track record of delivering excellent services in an inclusive and efficient way. We have substantial experience in community engagement, partnership working, financial management, deploying and managing volunteers and carrying out practical work on adventure playgrounds.

We have been delivering our 'Finding Nature through Play' project during 2011/12 which focuses on providing spaces and food sources for urban wildlife on 12 Adventure Playgrounds. Through this project IPA has developed a network of connections with community gardens, local food growing projects and Islington's city farm. Our project worker is knowledgeable and experienced and is a trained 'master gardener' who has strong relationships with all of the playgrounds. The children we have been working with have expressed a keen interest in food growing, so we know there is a demand for this work.

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

We will develop a list of milestones which have SMART outcomes that correlate with the aims and objectives of the project.

To ensure that the project is on course the project worker will be supervised by a professional line manager and will produce monthly written reports in a format designed to indicate progress against objectives, milestones and outcomes. Six monthly reports will be prepared for the IPA Board of Trustees and funders.

The project worker will evaluate this project by gathering information from key informants including children and families, playworkers and partnership workers. We will do this through video interviews with adults and playworkers, and games and quizzes for the children, which will be designed to ascertain the difference in knowledge as the project goes on.

**13. Beneficiaries**

How many organisations will benefit from this grant?			
<b>6</b>			
How many people will benefit from this grant?			
<b>1800</b>			
In which local authority is your organisation based?			
<b>Islington</b>			
Which borough(s) of Greater London will benefit from this grant?			
<b>Islington</b>			
At what address will the activity be located?			
<b>Six sites across the borough of Islington, all mentioned in section 3.</b>			
What age group will benefit? <b>Over 5 years,Adult,All children &amp; young people,</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>30</b>	Black - Caribbean	<b>10</b>
White - Irish		Black - African	<b>10</b>
White - Other (please describe)		Black - Other (please describe)	
Children of many nationalities	<b>19</b>		
Asian - Indian	<b>1</b>	Black - British	<b>25</b>
Asian - Pakistani	<b>1</b>	Chinese	<b>1</b>
Asian - Bangladeshi	<b>3</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			<b>100</b>
What proportion of the beneficiaries will be disabled people?			
<b>10%</b>			

#### 14. Funding required for the project

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

Expenditure heading	Year 1 £	Year 2 £	Total £
Salary for part time food growing leader	21,452	14,586	36,038
Office cost and supervision	2,596	1,765	4,361
Tools and equipment	600	306	906
Transport	300	204	504
Growing resources	900	918	1,818
Labour	1,000	1,020	2,020
Expert advice and guidance	2,000	2,040	4,040
<b>TOTAL</b>	<b>28,848</b>	<b>20,839</b>	<b>49,687</b>

What income has already been raised?

Source	Year 1 £	Year 2 £	Total £
In kind labour and advice from Islington Greenspace	3,000	3,000	6,000
<b>TOTAL</b>	<b>3,000</b>	<b>3,000</b>	<b>6,000</b>

#### 15. Funding required from the Trust

How much is requested from the Trust?

Expenditure heading	Year 1 £	Year 2 £	Total £
Salary for part time food growing worker	21,452	14,586	36,038
Office cost and supervision	2,596	1,765	4,361
Tools and equipment	600	306	906
Transport	300	204	504
Growing resources	900	918	1,818
<b>TOTAL</b>	<b>25,848</b>	<b>17,779</b>	<b>43,627</b>

#### Declaration

Please tick this box to confirm that, to the best of your knowledge, all the information you have provided in this application form is correct





Appendix A

14. Funding required for the project

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

Expenditure heading	Year 1 £	Year 2 £	Total £
Salary for part time food growing leader including pension	22,395	15,227	37,622
Office cost and supervision	2,596	1,765	4,361
Tools and equipment	600	306	906
Transport	300	204	504
Growing resources	900	918	1,818
Labour	1,000	1,020	2,020
Expert advice and guidance	2,000	2,040	4,040
<b>TOTAL</b>	<b>29,791</b>	<b>21,480</b>	<b>51,271</b>

What income has already been raised?

Source	Year 1 £	Year 2 £	Total £
In kind labour and advice from Islington Greenspace	3,000	3,000	6,000
<b>TOTAL</b>	<b>3,000</b>	<b>3,000</b>	<b>6,000</b>

15. Funding required from the Trust

How much is requested from the Trust?

Expenditure heading	Year 1 £	Year 2 £	Total £
Salary for part time food growing worker	22,395	15,227	37,622
Office cost and supervision	2,596	1,765	4,361
Tools and equipment	600	306	906
Transport	300	204	504
Growing resources	900	918	1,818
<b>TOTAL</b>	<b>26,791</b>	<b>18,420</b>	<b>45,211</b>



**ASSESSMENT CATEGORY – Growing Localities – Growing & Greening**

**Hackney City Farm**

**Amount requested: £50,000**

**Ref: 11275**

**Adv: Joan Millbank**

**Base: Hackney**

**Benefit: Hackney & East London**

**Purpose of grant request:** The fund would allow us to employ two part-time Volunteer and Education Co-ordinators, to recruit, supervise and evaluate volunteer sessions and deliver school workshops.

**Background**

Hackney City Farm (HCF) was set up by local volunteers in 1984. It occupies a 2.8 acre site at the corner of Haggerston Park, E2. It employs 12 staff and has 35 active volunteers, many of whom are (ex) service users who act as green ambassadors utilising their acquired knowledge and skills to establish environmental initiatives elsewhere in East London.

A range of horticultural and educational activities runs from its farm base and neighbouring orchard, which aim to build personal skills, support personal health and well-being, and enhance employability skills. HCF provides alternative schooling under contract to 10 young people excluded from mainstream schools. The farm generates income through a shop and cafe, fees for film work and the responsible hire of animals e.g. St Martin's Palm Sunday event. It also provides a base for several independent social enterprises including Golden Co-op (whose beehives are sited on the farm's roof) and a bike project. HCF works in active collaboration with several local organisations at their locations e.g. provision of garden maintenance and courses within St Mary's Secret Garden- a facility for adults with physical disabilities and mental ill health; and at Sundial, an older persons resource centre.

**Funding History**

You awarded a grant of £58,000 over three years in March 2002 towards the salary and running costs of a livestock / education project. In May 2007 you approved a further three year grant of £106,000 for the salary of the Director and development of the farm as an Environmental Improvement Centre and Social Enterprise. Both grants were successfully monitored and deemed to be 'very good' by your officers.

**Current Application**

This application is to support the continuing provision and further development of the Back to Earth Education and Volunteering

Programme, by contributing towards the salary costs of two part-time Education and Volunteering Manager posts. These posts, working 2 and 3 days per week each over a two year period, will set up and deliver gardening sessions and environmental education workshops to 50 school groups drawn from local primary and secondary schools, and 5 community based organisations including Haggerston Park Orchard, St Mary's Secret Garden and the Sundial Centre. 1000 school students and 70 local adults, including older people, disabled people, people with mental health issues and unemployed people of all ages, will directly benefit.

### **Financial Observations**

Draft figures for year ending March 2012 show expenditure of £336,925 and an end of year surplus of £50,311. The organisation has set an income budget for the current year of £293,842, which will generate a modest surplus of £3,000. Unrestricted reserves stood at £66,137 at March 2012, which is equivalent to approximately 2.5 months annual operating costs, slightly below the target set by trustees of three months.

Earned income currently makes up approximately one third of HCF's income and the farm has a strong reputation amongst funders and donors; it has been designated as a 'special project' within Hackney and secured four year core funding from the local authority, which is very encouraging. The Duchy of Cornwall College has recently contacted HCF to explore partnership opportunities for increasing access into agricultural and horticultural courses and employment. This connection, together with an emerging relationship with Northern Trust Investment Management Corporation, offers opportunities that could well lead into new sources of income and support, as well as increased profile.

### **Officer's Appraisal**

HCF has a strong track record in providing high quality community based services to a wide range of children, young people and adults. It is an established and respected organisation, which has an enterprising ethos and a pro-active approach. The project proposal fully addresses the objectives of the Growing and Greening strand.

### **Recommendation**

**£50,000 over two years (£25,000; £25,000) towards the Back to Earth Education and Volunteering Programme, through contributing towards the salary costs of two part-time (2dpw and 3dpw) Education and Volunteering Manager posts.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Growing Localities: Application for a grant

Reference:  
(office use only)

11275

Date Received:

28/06/2012

Programme  
Area:

12

### 1. About your organisation

Name of organisation applying for grant: <b>Hackney City Farm</b>	
If the organisation is part of a larger organisation, what is its name? <b>n/a</b>	
Address for correspondence: <b>1a Goldsmiths Row, Hackney London</b>	
Postcode: <b>E2 8QA</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr. Chris Pounds</b>	Position: <b>Farm Manager</b>
Phone: <b>0207 729 6381</b>	Fax: <b>0207 729 6381</b>
E-mail: <b>farm@hackneycityfarm.co.uk</b>	
Website: <b>http://www.hackneycityfarm.co.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>291211</b>	
Date organisation established: <b>01/09/1984</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Growing Localities – Growing and Greening</b>	
Purpose for which funds are requested: (25 words maximum) <b>The fund would allow us to employ two part-time Volunteer and Education Co-ordinators, to recruit, supervise and evaluate volunteer sessions and deliver school workshops.</b>	
How much funding is requested? <b>Year 1: £25,000 Year 2: £25,000 Total: £50,000</b>	
How long is funding required? <b>24 months</b>	When is the funding required? <b>28/06/2012</b>

### **3. Aims of your organisation**

Hackney City Farm was originally founded by volunteers in 1984 and places community involvement central to its activities.

It aims to be a living community resource with a vision to become a model 'Educational Environmental Hub' for East London.

It aims to help people increase their environmental skills and knowledge through running accessible courses in a wide variety of subjects, on and around the Farm.

It aims to strengthen community cohesion, by providing opportunities for social integration to people of all ages, genders and socio-economic and ethnic backgrounds living in a challenging urban area.

It aims to improve participant's quality of life, through activities that enhance health as well as future economic prospects.

Furthermore it aims to create a unique and safe atmosphere for people to improve their social skills and develop confidence.

### **4. Main activities of your organisation**

We are open to the public 51 weeks a year and give the local people the opportunity to get up close to farmyard animals; see, smell and plant vegetables; and learn new skills to live healthier lives with a lower environmental impact. We run open access volunteer sessions in growing food and animal care and courses in bee keeping, pottery and yoga. Our volunteering sessions are for people of all abilities. We also run targeted gardening courses for older people, intergenerational projects for school children and elders and yoga sessions for refugees. We also work with the Hackney Learning trust to provide alternative education to up to 10 young people who have been excluded from mainstream education providers in Hackney. We train and support local 'green ambassadors' to set up their own environmental projects and work with local schools providing environmental education on their site and at the Farm.

## 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
5	7	5	35

## 6. How do you support your volunteers?

We tailor our support to individual volunteer needs. Each volunteer has an initial interview with the staff member supervising them and on-going supervision sessions during their time with us. In addition we also carefully monitor volunteer experiences so we can address issues as they arise.

## 7. Please tell us about your sustainable horticultural practice, environmental policy and steps which you are taking to reduce your carbon footprint?

Our garden has been designed to create a range of bio diverse habitats including native hedgerows, orchards, vegetable patches and herb areas. We use organic growing and complimentary planting to promote growth and reduce pests in the vegetable and herb areas. We rotate what we plant and grow a wide range of fruit and vegetable cultivars and have been experimenting with heritage varieties to promote biodiversity, trying to use native plants wherever possible. We have set up and manage a woodland orchard project in the adjacent park using permaculture horticultural practices. We predominantly use our own compost to plant seeds and pot up with, but where we need to get compost we use peat-free composts. We have a recycled water irrigation system in our greenhouse, where water is collected from the building roof and pumped using solar pump to the greenhouse. In addition we have water butts around the farm for additional watering needs. We have hives at the farm and have plants that encourage pollinating insects, like bees, to visit our garden. All of our garden waste is sorted, composted and reused on site. We also use the decomposed animal manure and green manures to improve soil structure and nutrition. Our environmental policy helps to remind us to reuse whatever materials we can, and to buy ethically and sustainably when we need new materials. In addition we are reducing our carbon footprint by improving energy efficiency, increasing insulation and through new photovoltaics supplying energy to the farm yard.



## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	225,261
Activities for generating funds	101,107
Investment income	11
Income from charitable activities	0
Other sources	0
<b>Total Income</b>	<b>326,379</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	235,078
Governance costs	3,000
Cost of generating funds	127,401
Other	0
<b>Total Expenditure:</b>	<b>365,479</b>
<b>(Deficit)/surplus for the year:</b>	<b>(39,100)</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	323
Investments	0
Net current assets (liabilities)	72,630
Long-term liabilities	0
<b>*Total A:</b>	<b>72,953</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	22,718
Unrestricted funds	50,235
<b>*Total B:</b>	<b>72,953</b>

\* 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?  
**60%**

## 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 Applicable**

## 11. Details of your request:

Tell us about the people and organisations that will benefit from your project, how your project will meet the aims and objectives of Growing Localities and explain why you are qualified to deliver this work.

The Back to Earth Education and Volunteer Programme is directly in line with the objectives of Growing Localities. Reducing our carbon footprint is at the heart of Hackney City Farm's ethos and drives all new projects at the Farm, this project has been designed to reduce use of materials that are not produced on site and to reuse waste products brought on site through the café and other Farm projects.

This project aims to improve local green space, by helping to maintain growing areas on the Farm itself, in a local park, at local community projects; St Mary's Secret Garden and Sundial Daycentre and in local schools.

The project is providing training, though it is non-accredited, in planting and maintenance of an organic vegetable patch, orchard and herb area and participants are learning about commercial horticultural practice, on a small scale, by growing plants from seeds and cuttings for sale in the farm shop.

We focus on engaging hard to reach groups, such as people with long-term mental health problems, people with special educational needs, refugees and asylum seekers, under 5's and their carers on low incomes and elders. This project provides space for all of these groups to participate in volunteer growing sessions, greening the Farm or their local area and encourages cohesion between participants by creating safe spaces for people from a diverse range of backgrounds to work together and learn from each other.

Volunteers have been integral to the development of the project and we have set up volunteer steering groups to continue their involvement in the project delivery. All volunteers receive an assessment at the beginning of the project so they can define their own goals, on-going support and health and safety training. We aim to work with at least 70 volunteers over 2 years. In addition outside of this project we run courses in beekeeping so, if interested, participants can be signposted on to the courses on our site.

The Education strand of the project focuses on delivering environmental education sessions at the farm site for at least 500 pupils each year. These will be developed around key stages in the national curriculum and will cover topics such as growing food, with hands on seed sowing and herb smelling sessions; composting, with a section on handling worms; and creative recycling making windmills from recycled junk for older classes, and recycled instruments for the younger pupils.

In addition we will work with, initially, 5 schools to set up environmental education projects on their own sites to provide outdoor teaching resources in our wider area.

Hackney City Farm has over 25 years' experience in delivering environmental education and volunteering activities to people in Hackney, staff have experience ranging from horticultural training to managing their own successful companies and we feel this gives us a strong background to deliver this work.

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

At the start of the project we will collect baseline data consisting of participant questionnaires, interviews and personal development targets to compare with at the end of the project. We will monitor attendance and ask schools to complete questionnaires. We will undertake a wider evaluation, towards the end of the project, to determine successes, areas of improvement and wider impact on the local community. This evaluation will consist of end of project reports, video and written testimonial and questionnaires. We may also employ an outside agency to facilitate evaluation with participants, locals and staff.

**13. Beneficiaries**

How many organisations will benefit from this grant? <b>50 school groups and 5 community projects</b>			
How many people will benefit from this grant? <b>70 volunteers 1000 school children</b>			
In which local authority is your organisation based? <b>Hackney</b>			
Which borough(s) of Greater London will benefit from this grant? <b>Hackney Tower Hamlets</b>			
At what address will the activity be located? <b>Hackney</b>			
What age group will benefit? <b>Adult; All children &amp; young people; All</b>			
What will the ethnic grouping(s) of the beneficiaries be?			
	<b>%</b>		<b>%</b>
White - British	<b>51</b>	Black - Caribbean	<b>4</b>
White - Irish	<b>1</b>	Black - African	<b>1</b>
White - Other (please describe)	<b>4</b>	Black - Other (please describe)	
European			
Asian - Indian		Black - British	<b>23</b>
Asian - Pakistani		Chinese	<b>8</b>
Asian - Bangladeshi	<b>1</b>		
Asian - Other (please describe)		Other (please describe)	
		Turkish	<b>7</b>
Open to everyone			<b>100</b>
What proportion of the beneficiaries will be disabled people? <b>20%</b>			

## 14. Funding required for the project

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

Expenditure heading	Year 1 £	Year 2 £	Total £
Education & Volunteering Managers Salaries 3 days per week each at £15000/yr plus Employers NIC	32,065		32,065
Clothing allowance	435		435
Training	1,000		1,000
Equipment Costs	1,500		1,500
<b>TOTAL</b>	<b>35,000</b>		<b>35,000</b>

What income has already been raised?

Source	Year 1 £	Year 2 £	Total £
City Bridge Trust (Applied for)	25,000	25,000	50,000
Ernest Cook Trust (Applied For) or Farm Reserves	10,000		10,000
Tudor Trust (Applied For) or Farm Reserves		10,000	10,000
<b>TOTAL</b>	<b>35,000</b>	<b>35,000</b>	<b>70,000</b>

## 15. Funding required from the Trust

How much is requested from the Trust?

Expenditure heading	Year 1 £	Year 2 £	Total £
Education and Volunteering Manager Salaries Calculated as 3 days each plus Emplrys NIC (£1032) remainder from additional funding (applied for) or Farm Reserves			
<b>TOTAL</b>	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>

### Declaration

Please tick this box to confirm that, to the best of your knowledge, all the information you have provided in this application form is correct



**ASSESSMENT CATEGORY - Growing Localities – Growing and Greening**

**Poplar Housing & Regeneration Community Association**

**Amount requested: £49,760**

**Ref: 11334**

**Adv: Joan Millbank**

**Base: Tower Hamlets**

**Benefit: Tower Hamlets**

**Purpose of grant request:** To extend our network of community gardens, birds, bats and insects projects and bee-keeping initiatives throughout Poplar, pooling resources and encouraging all residents to participate.

**Background**

Poplar HARCA is a Registered Social Landlord and charitable company, which manages some 8,500 homes across 10 estates in Tower Hamlets. Set up in 1996, its aim is to make Poplar a better place to live by undertaking initiatives to promote wider social, economic and environmental regeneration alongside its core purpose of housing management to benefit up to 52,000 local area residents.

As a locally-based organisation it has an emphasis on community involvement and resident-leadership. Its Board is made up of 7 tenants, 4 others and 1 councillor; trustees undergo accredited training in governance and strategic management, which offers many residents their first qualification.

**Funding History**

You awarded a grant of £52,500 over two years in 2006 towards a salary cost to support small community groups. The grant was successfully monitored.

**Current Application**

This application builds on existing work to engage local residents in taking ownership and transforming neglected and underused outdoor spaces into vibrant community gardens; a Birds, Bats and Insects Project where residents are supporting biodiversity through window box projects and planting in green spaces; and a bee project, which involves young people in building and siting hives on roof tops and in the gardens. An audit of work to date has clearly indicated a growing interest amongst residents of all ages to turn unused public spaces, both large and small, into quality green spaces to benefit residents' health and wellbeing and to promote biodiversity. Poplar HARCA also understands the potential for green space to be a mechanism for social inclusion and a route into training / employment.



Resident groups will be able to apply for funds for gardening and bee-keeping starter kits, and will be supported by the HARCA community development team. Events and trips will be used to encourage residents, including a Golden Marrow Award to showcase community gardens; cooking demonstrations, recipe sharing and food stalls to encourage local food growing and healthy eating; trips to well-known gardens including the Eden Project to inspire tenants. By the end of two years there will be up to 16 resident-led gardening groups including an intergenerational group, benefiting 100s of local tenants and residents. The initiative will be integral to Poplar HARCA's emerging Green Strategy to make Poplar more sustainable, which is being developed through a secondment from The Institute of Sustainability.

### **Financial Observations**

The financial information provided in question 8 of the application form relates to the financial year ending March 2011. The financial statements comply with Companies Act 2006, the Housing and Regeneration Act 2008 and the Accounting Requirements for registered Social Landlords General Determination 2006. While there is no stated reserves policy within the accounts the Directors have taken action to identify and minimise risks. Fixed assets are valued at £157,597,000 and unrestricted reserves amount to £21,606,000. As a social landlord most of its income is restricted to its housing operation. It is allowed to contribute £2,100,000 towards its community regeneration activity and it raised an additional £2,197,000 in the year from a range of sources. The current year budget shows a similar level of activity.

### **Officer's Appraisal**

Poplar HARCA has reach into a large number of different communities of interest, across its own tenants and Poplar at large. It has a proven track record in community regeneration and a clear commitment to promoting sustainability within Tower Hamlets. This application builds on credible work to date in greening communities and as such addresses your programme aims. Its partners are informal tenant and residents groups, although it will also work in collaboration with other constituted organisations working in the area e.g. Bromley-by-Bow Centre.

Project costs total £56,440. This includes community development and specialist session workers' time (year 1 £9,726, year 2 £11,994) plus £8,900 over two years for the allocation of garden and beekeeping starter kits to groups. Other activity costs include materials, publicity, cost of events and trips, volunteer expenses. Poplar HARCA is contributing £9,412. The cost of trips has been excluded from the recommendation.

### **Recommendation**

**£39,900 towards Poplar Go Grow Project.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Growing Localities: Application for a grant

Reference:  
(office use only)

11334

Date Received:

06/08/2012

Programme  
Area:

12

### 1. About your organisation

Name of organisation applying for grant: <b>Poplar Housing &amp; Regeneration Community Association</b>	
If the organisation is part of a larger organisation, what is its name? -	
Address for correspondence: <b>167a East India Dock Road London</b>	
Postcode: <b>E14 0EA</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr. Babu Battacherjee</b>	Position: <b>Director of Communities and Neighbourhoods</b>
Phone: <b>020 7510 0555</b>	Fax: <b>020 7510 0550</b>
E-mail: <b>babu.bhattacharjee@poplarharca.co.uk</b>	
Website: <b>http://www.poplarharca.co.uk</b>	
Legal status of organisation: <b>Registered Charity</b> If registered, please give charity number: <b>1064397</b> Date organisation established: <b>01/01/1998</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Growing Localities – Growing and Greening</b>	
Purpose for which funds are requested: (25 words maximum) <b>Systematically extend our network of community gardens, birds, bats and insects projects and bee-keeping initiatives throughout Poplar, pooling resources and encouraging all residents to participate.</b>	
How much funding is requested? <b>Year 1: £23,810 Year 2: £25,950 Total: £49,760</b>	
How long is funding required? <b>24 months</b>	When is the funding required? <b>06/08/2012</b>

### **3. Aims of your organisation**

We operate in an area of long-standing social and economic deprivation with high levels of social exclusion and our aim is to help bring about the social, urban and economic regeneration of the Poplar area.

We have an ongoing programme of estate wide regeneration involving the refurbishment of existing homes and the construction of new ones and aim to achieve the highest standards of sustainable design, construction and operation, however the wider area remains a bleak urban environment, generally inhospitable to wildlife and suffering from a deficiency of public open space. We have therefore developed a 'Green Strategy' and our aim is to reclaim as much open space as possible for community growing projects and the introduction of natural habitats and wildlife. In doing this we aim to engage with people who have been traditionally marginalized in terms of environmentalism and inspire them to become involved for the long haul.

### **4. Main activities of your organisation**

Poplar HARCA is a Registered Social Landlord which owns and manages approximately 8,500 homes across 10 estates in Poplar. We are unusual as such in that we operate within a tight geographical focus and residents are represented at all levels of decision making, including the main board. Another unusual feature of our organisation is that, although provision and management of social housing is our main activity, we also have a community regeneration programme which links housing to training, jobs, education, health, sports and the arts. Under this programme we set up and run a wide range of projects designed to have a genuine and positive impact upon our residents' lives. We have also recently appointed an Environmental Innovation Coordinator whose remit is to develop and deliver a programme of green initiatives which cut across all of Poplar HARCA's activities with the aim of making Poplar a highly sustainable community.

## 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
277	39	12	60

## 6. How do you support your volunteers?

Our system of volunteer support has developed over several years. Each volunteer is supervised and supported by a paid staff member based on a development and progression plan agreed from the commencement of their volunteering work. Volunteers' efforts are recognised at an Annual Volunteers Event.

## 7. Please tell us about your sustainable horticultural practice, environmental policy and steps which you are taking to reduce your carbon footprint?

We have already developed a Green strategy for Poplar and have recruited an Environmental Innovation Coordinator to develop and deliver all aspects of the strategy.

Our horticultural team practices the following:

- 1) Woody Green Waste- Chipped and shredded to return to shrub beds or to reduce green waste dispose of at waste disposal.
- 2) Grass Waste- Mulched on site using mulching decks and blades to reduce bulky grass cuttings being transported to waste Disposal.
- 3) Matting & Mulching -Continued programme of matting and mulching shrub beds to reduce need for herbicides, improve summer soil moisture levels, reduce need for hoeing and disposal of weeds at waste disposal site.

To reduce carbon footprint, we do the following among others:

- a) In recent years we have fitted 1253 of our properties with double glazing, 3216 with energy efficient boilers as well as extra insulation which has made them 10% more energy efficient and saves our residents money.
- b) We have installed 103 bird and bat boxes across Poplar and planted numerous wild flower meadows with local people and children.
- c) We are working with the Institute for Sustainability to further reduce resident bills, promote learning and influence the environmental habits of a sample of (over 100) our residents through a series of trials involving Home Energy Management Systems and other technologies. We will be using the learning from these trials to engage our residents and staff more widely in our homes and offices.



## 8. Finance

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

Financial year ended - **Month: March**

**Year: 2011**

<b>Income received from:</b>	<b>£</b>
Voluntary income	958,000
Activities for generating funds	1,542,000
Investment income	1,499,000
Income from charitable activities	34,426,000
Other sources	7,709,000
<b>Total Income</b>	<b>46,134,000</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	34,603,000
Governance costs	135,000
Cost of generating funds	1,560,000
Other	0
<b>Total Expenditure:</b>	<b>36,298,000</b>
<b>(Deficit)/surplus for the year:</b>	<b>9,836,000</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	157,597,000
Investments	10,000,000
Net current assets (liabilities)	24,961,000
Long-term liabilities	170,952,000
<b>*Total A:</b>	<b>21,606,000</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	0
Unrestricted funds	21,606,000
<b>*Total B:</b>	<b>21,606,000</b>

\* 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?  
**60%**

## 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 are no material changes, however the Annual Accounts and Budget Projection should be read in conjunction with the short statement relating to funds available for work carried out by Poplar HARCA's Communities and Neighbourhoods team who will be conducting the project.**



## 11. Details of your request:

Tell us about the people and organisations that will benefit from your project, how your project will meet the aims and objectives of Growing Localities and explain why you are qualified to deliver this work.

This project will benefit all 52,000 residents of Poplar, whether or not they are our tenants. Poplar HARCA's geographical reach is large-covering over 8,500 homes, and we already have established systems of management and community engagement in place to deliver our proposed range of interventions. This project will involve six existing, volunteer led growing groups as well as the setting up of a number of additional groups. Poplar HARCA has an excellent track record of engaging with residents of all ages and ethnicities, supporting community groups and encouraging volunteering so is well placed to ensure that this project is successful and more volunteers are recruited and retained. We have employed a dedicated Environmental Innovation Coordinator to coordinate this process.

Poplar is densely built up and suffers from a deficiency of public open space. We have carried out an audit of green spaces and know that there are many with the potential to be used and managed by the community. This project will increase the net area of public open space within Poplar. As the RSL we already own most of this land so will not need to negotiate its use.

Health outcomes are generally poor for local people. The creation of more community managed green spaces, however small, will enhance their well-being by providing them with a reason to engage in outdoor physical activity plus the opportunity to establish community links and combat social isolation. Community events such as planting days and bird watching will bring people together through positive shared activities, building social capital as well as equipping residents with new skills and gaining a better understanding of the value of greening and growing.

Most wards score within the worst 10% in the country on the Index of Multiple Deprivation and residents have few opportunities to travel outside the area to enjoy natural beauty or wildlife at first hand. Opportunities to learn about biodiversity, food growing and bee-keeping are extremely limited. This project will bring the natural world to them and open up learning opportunities.

Over half of the borough's population are from non-white British ethnic groups. Black and minority ethnic groups are underrepresented in environmental organizations and employment in the green economy. This project represents an opportunity to use Poplar HARCA's expertise to engage with people who have been traditionally marginalized in terms of environmentalism and inspire them to become involved for the long haul.

Tower Hamlets has an extremely young population. The health and educational benefits to be gained from increasing the amount of greenery in residential areas and opportunities to learn about wildlife are particularly pronounced for children. Many children are barred from visiting open spaces by themselves so special efforts are needed to ensure they are provided with opportunities to enjoy and learn about the natural world.

Local recruitment rates for volunteers is good and enthusiasm for gardening and growing has already been demonstrated through a recent proliferation of small resident groups. Our project is particularly timely since it will be able to build upon existing momentum.

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

Outputs in terms of numbers of participants in each activity, area of land brought into public use or being newly cultivated, amount of produce harvested, numbers of hives installed etc will be collected periodically, at pre-agreed points during the duration of the project.

Outcomes will also be recorded periodically, at pre-agreed points during the duration of the project. This will involve interviewing project participants to assess their satisfaction with the project, how they feel it has enhanced their well-being, how many neighbours they have got to know, how they feel their environment has improved etc.

Baseline data will be collected at the commencement and the data will be collated and compared against previous data sets to ensure that pre-agreed targets are met and that the project is progressing as predicted. Our Environmental Innovation Coordinator will assume responsibility for this task and will hold regular meetings with the project management team to consider the reports and decide whether the project should be amended to ensure that we remain on target to achieve our project aims.

**13. Beneficiaries**

How many organisations will benefit from this grant?  
**24 gardening groups**

How many people will benefit from this grant?  
**min of 8,500 families or 24,000 individuals in gen**

In which local authority is your organisation based?  
**Tower Hamlets**

Which borough(s) of Greater London will benefit from this grant?  
**Tower Hamlets**

At what address will the activity be located?  
**Poplar-In the area managed by poplar HARCA which covers 12 estates and approximately 8,500 homes.**

What age group will benefit? **All**

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

	%		%
White - British	<b>27</b>	Black - Caribbean	<b>1</b>
White - Irish	<b>2</b>	Black - African	<b>6</b>
White - Other (mixed)	<b>3</b>	Black - Other (please describe)	
Asian - Indian	<b>1</b>	Black - British	<b>3</b>
Asian - Pakistani	<b>1</b>	Chinese	<b>2</b>
Asian - Bangladeshi	<b>53</b>		
Asian - Other (please describe)		Other (mixed ethnicity)	<b>1</b>
Open to everyone			<b>100</b>

What proportion of the beneficiaries will be disabled people?  
**10%**

#### 14. Funding required for the project

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

Expenditure heading	Year 1 £	Year 2 £	Total £
Supporting existing newly formed groups	3,636	5,364	9,000
Set up new gardening groups	4,788	4,788	9,576
Home Growers Project	3,024	3,024	6,048
Inspirational Visits	1,358	1,558	2,916
Home Grown cooking	1,008	1,008	2,016
Bee Hives	4,410	4,410	8,820
Wildflower Meadows	756	756	1,512
Strategic Project Management and Co-ordination	2,281	2,493	4,774
Green Marrow Scheme	189	189	378
Capital expenses	2,360	2,360	4,720
Matched costs	6,600	6,600	13,200
	<b>30,410</b>	<b>32,550</b>	<b>62,960</b>
<b>TOTAL</b>	<b>30,410</b>	<b>32,550</b>	<b>62,960</b>

What income has already been raised?

Source	Year 1 £	Year 2 £	Total £
Poplar HARCA's own funds	6,600	6,600	13,200
<b>TOTAL</b>	<b>6,600</b>	<b>6,600</b>	<b>13,200</b>

#### 15. Funding required from the Trust

How much is requested from the Trust?

Expenditure heading	Year 1 £	Year 2 £	Total £
Supporting existing newly formed groups	3,636	5,364	9,000
Set up new gardening groups	4,788	4,788	9,576
Home Growers Project	3,024	3,024	6,048
Inspirational Visits	1,358	1,558	2,916
Green Marrow Scheme	189	189	378
Home Grown cooking	1,008	1,008	2,016
Bee Hives	4,410	4,410	8,820
Wildflower Meadows	756	756	1,512
Strategic Project Management and Co-ordination	2,281	2,493	4,774
Capital Costs	2,360	2,360	4,720
<b>TOTAL</b>	<b>23,810</b>	<b>25,950</b>	<b>49,760</b>

#### Declaration

Please tick this box to confirm that, to the best of your knowledge, all the information you have provided in this application form is correct



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<b>Committee(s):</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Working with Londoners - Recommended for Rejection	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Decision</b>
<p><b><u>Summary</u></b></p> <p>This report and the accompanying schedule outlines 32 grant applications to your Working with Londoners programme that, for the reason(s) identified, are recommended for rejection.</p> <p><b><u>Recommendation</u></b></p> <p>That the grant applications detailed in the accompanying schedule be rejected.</p>	

### **Main Report**

1. There are a total of 32 applications on your Working with Londoners programme recommended for rejection at this meeting. They are listed alphabetically within categories in the accompanying schedule. 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 for the Member concerned prior to or at the meeting.

**Contact:**

Stewart Goshawk, Principal Grants Officer  
 020 7332 3712 [stewart.goshawk@cityoflondon.gov.uk](mailto:stewart.goshawk@cityoflondon.gov.uk)  
 Report written: 11/09/12



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# THE CITY BRIDGE TRUST

The City Bridge Trust Committee - 27 September 2012

## Summary of Recommendations for Rejection - Working with Londoners

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
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### 01. Accessible London

11250 Imperial War Museum	Installation of more wheelchair-accessible lifts into the redeveloped IWM London building at Lambeth Road.	It is not your policy to fund the general refurbishment costs of the large national museums and galleries.	£200,000	SG Southwark
11294 Shakespeare Globe Trust	Delivering a co-ordinated Access provision for audiences and performers in our new indoor Jacobean theatre and Access signage across the Globe site	The applicant organisation is a theatre of national and international renown. The request makes no mention of any specific London benefit and the application cannot therefore be supported.	£51,300	SG Southwark

Total 01. Accessible London (2 items)

£251,300

### 02. Bridging Communities

11269 Axis Educational Trust	Providing Skills for Life courses for immigrant women which will also encourage social integration & community cohesion, Axis will improve life standards of disadvantaged families.	The budget for the project is very heavy on support and on-costs rather than actual delivery. Returns to Charity Commission are also perennially late.	£21,236	SG Islington
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Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11253 Barking and Dagenham Faith Forum	The salary of a part-time (18 hours per week) Faith Communities Outreach Worker post to strengthen contact with and build sustainable bridges between the borough's diverse faith/belief communities.	The applicant organisation has no legal entity and the employment of staff in such circumstance is not good practice.	£24,800	SG Barking & Dagenham
11289 Conquerors City Church Limited	To cover the cost of renting office premises.	A new organisation seeking a contribution towards general running costs, which falls outside your priorities.	£15,000	SG Croydon
11274 FAST London UK	FAST propose to bridge communities by running a keepfit class in the community, empower communities by facilitating a community forum and Entry level ESOL course.	This organisation reports that it has lost all its funding and has provided no details of how it expects to meet its running costs, estimated at £180,000 in 2012/13.	£19,670	SG Lambeth
11280 Healthier Life 4 You	A new and innovative project, so that we can set up and run community based sessions within the deprived areas of the community.	A small organisation seeking a large grant for very general community development work, which does not meet your programme priorities.	£202,234	SG Brent

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11258 Hounslow Race and Equalities Council	To establish a partnership with equality groups in Hounslow. We aim to build capacity in the voluntary sector and empower individuals with their right under Equality's Act 2010	A relatively large request, which does not make sufficiently clear how the proposed work meets the Trust's priorities.	£129,953	TW Hounslow
11236 Making Communities Work & Grow	To request funding to enable us to continue to employ a full-time Youth Project Co-ordinator, senior female Youth worker, and cover running costs.	An application for a very large sum for broad youth work which does not specifically address the criteria of your 'Bridging Communities' programme.	£275,838	SG Kensington & Chelsea
11266 St Mary Magdalene Centre for Refugees and Asylum Seekers	A supported ESOL programme with outreach and advice.	This application is not for ESOL classes per se but an associated advice and support service for refugees, which falls outside your funding criteria.	£72,094	SG Islington
11272 Umatter Choices Centre Limited	To establish a young people's inclusion and cohesion project designed to bring Barking & Dagenham youngsters, of diverse backgrounds, together in a range of social, educational and other activities.	Applicant organisation is a small group working principally on sexual health and related issues. This project takes the organisation in another direction which is not part of its core work and could stretch the organisation beyond capacity.	£24,900	SG Barking & Dagenham

Total 02. Bridging Communities (9 items)

£785,725

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11291 Care to Listen	We need help to expand our volunteer and organisational capacity to offer talking therapies which are targeted at key vulnerable groups especially older people.	The request is for funding towards a general counselling service, which does not specifically address any of the Trust's stated priorities.	£16,898	SG Croydon
11233 Casa de la Salud Hispano Americana	To pay the rent, utility bill and volunteer expenses of the mental health initiative and opportunities for older people 65+ with mental health issues..	This application does not fully meet the priorities of the mental health programme. It appears at this time the Trust would be the largest funder as London Councils grant ends October 2012.	£24,000	SD Haringey
11229 Get Connected	Three years costs for a Helpline and Volunteer Manager to recruit, train and support 30 additional volunteers a year, to support 63,000 more young people.	The application is for a national youth helpline of which 12% of the current beneficiaries are Londoners. Although the project would recruit volunteers from the London area, only 10,000 of the 63,000 target helpline beneficiaries would be Londoners, and as such, support cannot be recommended.	£60,000	JGC Camden
11283 Isaac Balbalola Ajiboro (IBA)	Funds are requested to maintain the existing services to continue to improve the lives of children and adults with disabilities and their parents/carers.	This application seeks funding for on-going core provision for disabled children, which does not meet your programme criteria.	£41,700	SG Southwark



Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11300 You and Me Counselling	Wages for 2 positions to go from being volunteers to one full time and one part time positions in the organisations.	Applicant is a very small organisation seeking a large grant - which is not your policy.	£156,000	SG Havering
<i>Total 03. Improving Londoners' Mental Health (5 items)</i>			£298,598	
<b><u>04. London's Environment</u></b>				
11090 Amphibian and Reptile Conservation Trust	Promote amphibian and reptile conservation in London through providing opportunities to involve people in survey and conservation management and through providing information, training and advice.	This application is for very similar work, in similar areas of London, to that proposed in an application from another body. The latter body, however, has a significant funding history with the Trust and an established presence in London, together with a demonstrable track record of delivering community outcomes. Although the proposed projects are very similar, this application is assessed to be less likely of the two to deliver the intended outputs and outcomes.	£135,983	CR Southwark
11205 Arlington Association	We want to improve the planting in our local garden square so the bare areas of soil are planted and provide a natural biodiverse habitat.	An interesting project from a small organisation. The financial information presented for the current year would make the Trust the largest single funder which is not your policy.	£4,800	SD Islington

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11186 Save The World Club	To work with young people to map, create mosaic murals and exhibit a variety of the environmental places, and flora and fauna of Kingston in partnership with local schools and agencies.	This project proposal does not address either the priorities or outcomes of your 'London's Environment' programme.	£23,277	SD Kingston
<i>Total 04. London's Environment (3 items)</i>			£164,060	
<b><u>05. Older Londoners</u></b>				
11241 Iraqi Association	Project will support Iraqi elders to access information and services to improve their wellbeing & to live independently. Activities include outreach, home-visit, advocacy & Advice.	This application seeks funding for a project very similar to one funded previously and where there has not been a three year "fallow period" as required.	£57,836	SG Hammersmith & Fulham
11293 London Somali Community Alliance (LSCA)	Elderly Somalis will participate within programmes which improve their physical/mental health as delivered by peers/supported volunteers directly in the community.	Applicant organisation is a small group which has seen it's income deplete considerably over the last few years. The grant request is likely to double the annual turnover, which is not your policy.	£35,795	SD Newham

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11225 Monakka Monowar Welfare Foundation (MMWF)	Providing social, cultural, healthy living and volunteering activities for vulnerable older people who are at risk of isolation and disadvantage.	This application proposes only a very low number of beneficiaries and there is insufficient evidence of why new provision is needed. Most of the applicant organisation's existing work is with young people and/or training-related.	£24,840	SG Tower Hamlets
11264 Shree Prajapati Association London Branch	We want improve the accessibility to our centre for the elderly members in our community and those with disabilities.	Funds are sought for works to a car parking area without any reference to an access plan or audit.	£13,800	SG Brent

Total 05. Older Londoners (4 items)

£132,271

**06. Positive Transitions to Independent Living**

11080 Action on Hearing Loss	Hear to Help services provide support to NHS hearing aid users in the local community.	The proposal is to assist people manage and maintain their hearing aids through augmenting existing NHS services at Queen Mary's and St George's Hospitals. Whilst undoubtedly valuable, to support this application would set a precedent for the Trust in, effectively, easing pressure on NHS services and waiting lists.	£72,261	CR Islington
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Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11242 Greenleaf Trust Ltd	To pay salaries of part time staff, stationery, training (paid staff & volunteers), travel expenses of our volunteers and support of our clients.	A small organisation requesting a very large sum. It is not your policy to award such grants.	£174,215	SG Waltham Forest
11211 Makeda Weaver Project	Employ a Strategic Development Manager to enable expanding current service levels, develop a strategic business plan and implement a fundraising strategy.	The proposal is for a developmental post within a subsidiary of a major housing association and the work is not sufficiently focused on resettlement work with ex-offenders, therefore failing to meet the Trust's priorities.	£88,760	CR Hackney
11239 National Development Team for Inclusion (NDTi)	To support young people with learning and additional disabilities (and their families) in transition to have choice and control in moving to independent living.	This application is from an organisation based outside London, with an intention to work in partnership with organisations in two London boroughs. The potential partners have not been identified, nor is there explanation of working arrangements or of why local providers could not do this work. The numbers of people worked with appear low in relation to the costs, and the intended outcomes are not fully clear.	£120,824	JQM Outside London

Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11018 PLIAS Resettlement	Towards the salary costs of a full time Employment Caseworker to provide employment advice and support to ex-offenders and ex-prisoners to support their reintegration and transition back into work.	Whilst this is an important area of work, the organisation's lack of free reserves and of a reserves policy mean that there is an insufficient financial cushion to underpin a grant of this scale and duration.	£120,090	CR Brent
11104 Rugby Football Association	Providing training and qualifications for short term prisoners and mentored rugby placements upon release. Providing non-criminal associates and non-criminal activities upon release.	Whilst the proposed project would be eligible for your consideration, the applicant body is the official charity of the Rugby Union governing body and receives almost all of its significant income (£15M) from that organisation. No case is made as to why external funding is required for this project.	£76,100	SG Richmond
<i>Total 06. Positive Transitions to Independent Living (6 items)</i>			<u>£652,250</u>	
<b><u>07. Strengthening the Third Sector</u></b>				
11234 CITY.COMM, a project of Voluntary Action Westminster	To develop governance and financial skills capacity in City/City Fringe third sector groups by giving them access to skilled, motivated and trained volunteers.	This is a very expensive proposal, with only a proportion of the beneficiaries in the City. The remainder are in neighbouring boroughs which strays onto the territory of other CVSs.	£182,340	SG City



Ref & Organisation	Purpose	Reason for Recommendation for Rejection	Amount Requested	Grants Officer & Area
11175 More Than Gold	To prepare a comprehensive evaluation of the impact that church denominations and charities have had in engaging their communities in the Olympic games.	A confusing application, where the timing of the request would make any grant retrospective and therefore ineligible.	£25,000	SG Islington
11271 Somali Parents Initiative	From September 2012, Somali Parents Initiative will need funding to cover rent of new community premises (current rent free premises due to be demolished) and balance of tutor costs.	A small organisation seeking a large grant which would more than double the annual income - which is not your policy.	£144,303	SG Greenwich
<i>Total 07. Strengthening the Third Sector (3 items)</i>			£351,643	
<b>Grand Totals (32 items)</b>			<b>£2,635,847</b>	

<b>Committee:</b>	<b>Date(s):</b>	
The City Bridge Trust	27 <sup>th</sup> September 2012	
<b>Subject:</b>		<b>Public</b>
Withdrawn & Lapsed Applications – Growing Localities		
<b>Report of:</b>		<b>For Information</b>
Chief Grants Officer		
<b><u>Summary</u></b>		
<p>This Report draws your attention to those applications on your Growing Localities programme which have been subsequently withdrawn by the applicant, or lapsed due to additional information not forthcoming.</p>		
<b>Recommendation</b>		
That you receive this report and note its contents		

## **Withdrawn Applications**

### **London Children's Flower Society**

“The Society would like to offer free vegetable seeds to all schools choosing to enter our Summer gardening competitions in 2013.”

On becoming aware that the application failed to fully address the criteria of this programme the organisation withdrew the application to reconsider.

**Total Withdrawn Applications: 1**

## **RECOMMENDATION**

**That you receive this report and note its contents.**

### **Contact:**

Sandra Davidson, Grants Officer

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Date report written: 22/08/12

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# Agenda Item 9

<b>Committee:</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Grants Approved under Delegated Authority	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Information</b>
<b><u>Summary</u></b>	
This Report draws your attention to those applications which have been approved under delegated authority either by the Chairman and Deputy Chairman or by the Chief Grants Officer.	
<b>Recommendation</b>	
That you receive this report and note its contents	

## **By the Chief Grants Officer:**

### **Organisation**

### **Amount and Purpose of Grant**

#### **City Temple**

£2,160 for an access audit of City Temple.

#### **St John's Church, Deptford**

£900 for an access audit and design appraisal.

#### **Old Vic Theatre Trust**

£4,750 for the costs of commissioning an independent access audit.

## **By the Chairman and Deputy Chairman**

#### **Training Ship Broadsword Sea Training Corps**

£24,000 towards the costs of providing disabled access provision, subject to the balance of costs being raised from other sources; and planning permission being obtained.

<b>St John's Church Notting Hill</b>	£25,000 towards access improvements at St John's Notting Hill.
<b>One-To-One (Enfield)</b>	£23,600 over two years (2 x £11,500) for the salary of a p/t (12hpw) Sports Development Worker plus other costs to provide support for people with learning disabilities to participate in integrated sports activities.
<b>Rewrite</b>	£24,360 over two years (2 x £12,180) towards the costs of delivering REACT programme, subject to not being the organisation's largest single funder in year 2.
<b>SSBA Community Trust</b>	£18,380 towards English Language and sewing classes twice a week for isolated women, for one year.
<b>Fowler Newsam Hall Trust</b>	£10,000 towards the capital cost of creating a dedicated project office and counselling / meeting space.
<b>Otesha Project UK</b>	£11,950 for a third and final year's support to continue and expand the Change Projects Programme working with young people, subject to receipt of a satisfactory monitoring report for Year 2 of the previous grant.
<b>African Cultural Association - Barnet</b>	£24,000 over three years (3 x £8,000) towards the costs of healthy lifestyle sessions for older African and Caribbean people in Barnet, subject to not being the organisation's largest funder in Years 2 & 3.
<b>Rosetta Life</b>	£23,900 towards the provision of movement classes for stroke survivors within a community setting, for one year.



**PACT (Parents and Abducted Children Together)**

£20,000 for 1 year towards the costs of a strategic post raising awareness about missing and abducted children in London.

**Recommendation**

That you receive this report and note its contents.

**Contact:**

Stewart Goshawk, Principal Grants Officer

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Date report written: 13/09/12

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<b>Committee:</b>	<b>Date:</b>	
The City Bridge Trust	27 <sup>th</sup> September 2012	
<b>Subject:</b> Strategic Literacy Initiative in Islington	<b>Public</b>	
<b>Report of:</b> Chief Grants Officer	<b>For Decision</b>	
<b><u>Summary</u></b>		
<p>This paper proposes a strategic literacy initiative, aimed at measurably improving literacy results in a 'flagship' primary school in Islington.</p> <p>It proposes a partnership between City Bridge Trust, Volunteer Reading Help, Islington Education Department, an Islington primary school and the Evening Standard. It would be part of the Evening Standard's 'Get London Reading' campaign, and would be widely publicised.</p>		
<b>Recommendation</b>		
<p>That you approve a grant of £72,300 over three years (£23,400; £24,100; £24,800) to Volunteer Reading Help towards the costs of a strategic literacy initiative in Islington, to be charged against your Strategic Initiatives budget for 2012/13.</p>		

## **Main Report**

### **1.0 Purpose**

- 1.1 This paper proposes a strategic partnership aimed at improving literacy in an Islington primary school, which has London-wide implications. The partnership would comprise Islington Education Department, Volunteer Reading Help (VRH), a primary school yet to be confirmed and the Evening Standard. The latter has led the highly successful 'Get London Reading' campaign which has achieved notable results, and its flagship success has been a collaboration with VRH in St Mary's Primary School in Battersea. The Evening Standard published regular stories on progress achieved by the children, which leveraged additional funding and donations in kind, such as additional computers and software for St Mary's.

## **2.0 Background**

- 2.1 For several months, the Chief Grants Officer has been discussing the need for and value of a strategic initiative which would address a major London issue and at the same time demonstrate the City of London's commitment to supporting charitable activity, particularly in a neighbouring borough.
- 2.2 Following meetings with the Town Clerk, Director of Community & Children's Services and Director of Press & Public Relations, it was agreed that the Chief Grants Officer would explore the feasibility of working with the Evening Standard on its 'Get London Reading' campaign. The Evening Standard's delivery partner is VRH.

## **3.0 The 'Get London Reading' Campaign**

- 3.1 As a response to the shocking statistic that one in four children leave London's primary schools unable to read properly, the Evening Standard launched its campaign in 2011, joining forces with VRH, which provides specialist reading volunteers to work intensively in under-performing schools or those finding children's reading development particularly challenging. The campaign raised £10m, which in particular helped VRH recruit and train hundreds of volunteers who were deployed in schools across London.
- 3.2 The Standard adopted one particular school, St Mary's in Battersea, and 25 reading volunteers worked with the weakest students for one year. A record 91% of St Mary's pupils aged 11 years passed English and Maths key stage 2, achieving at least the level 4 national standard, compared to a mere 52% the previous year.

## **4.0 How the Model Works**

- 4.1 VRH pairs each reading helper with at least three children in a school, who they visit twice a week, spending 30 minutes with each child on a one-to-one basis.
- 4.2 The reading helpers provide reliable and consistent support by staying with the same three children for typically three to four terms. Over this time they build up a rapport with the children and work at the child's pace. This in turn allows the child to build their reading confidence and then make progress.
- 4.3 To aid their sessions, VRH provides a box of books and games for each reading helper; and they provide a friendly and safe learning environment for the children. Each session is outside the classroom, away from peer pressure, where each child can become a successful reader, over time.

4.4 For many children, their reading helper provides a consistent role model in their life.

## **5.0 Replicating the Model**

5.1 Building on the success of St Mary's, it is proposed to replicate the model which now has a sound evidence base. Whilst the Standard would not be able to guarantee the same exposure as with St Mary's, it will be able to announce the replication of the model and publicise the City of London Corporation's support for the Islington initiative.

## **6.0 Project Aims**

- To annually improve 75 children's reading ability at a primary school in Islington, using 25 volunteers from across the borough, thus driving up overall achievement at the selected school. The school would be selected by Islington Council, in collaboration with City Bridge Trust, the CoL Director of Community & Children's Services and VRH. It would be a school that is: currently under-performing in this area (for example, only 50-60% of pupils obtaining the required literacy standard); has a school leadership team that is positive about such a large scale injection of volunteers and the impact that will have; and is willing to take part in media activities.

### **Objectives**

- To increase the number of children in the selected primary school achieving the required standard in reading within 2 years of starting the project.
- To use this project as a pilot to expand the VRH scheme into more primary schools in Islington.
- To demonstrate the impact and value of the VRH's approach to schools and the Local Authority so they contribute in the long-term.

## **7.0 Monitoring and Evaluation**

7.1 The following information is gathered on each child receiving the service:

- Gender
- Ethnicity
- Year Group
- Reason selected for programme
- Whether the child has English as their first language



- Whether the child is subject to a care order
- Whether the child is eligible for free school meals
- Reading level at start of programme
- Reading sub-levels progress in the previous school year (to benchmark)
- Reading levels at termly intervals (to check progress)
- Date started programme
- Date finished programme (when finished)

7.2 Schools enter details of the children at the start of the programme and then update reading level data on a termly basis. Information on prior progress allows VRH to provide a benchmark from which to measure a child's progress during the year in which they work with their reading helper. It also enables VRH to put their progress in context.

7.3 Since the launch of this new evaluation system, schools have input data for 2,495 children. From the information collected to date, the average progress of a child in the year before referral to a VRH reading helper was just 0.1 reading sub levels. The national target for each child is to progress by 2 reading sub levels.

7.4 After starting work with a reading helper schools are asked to input information about a child's progress on a termly basis. From the data collected to date over two terms, VRH has seen an average improvement of 1.6 reading levels. It must, of course, be remembered that VRH is at an early stage of assessing its impact. However, the results it is seeing so far are very encouraging and indicative of the success of VRH's support. A full academic analysis of VRH's impact will be available towards the end of 2012.

7.5 A further evaluation is being conducted with Oxford Brookes University, where attitudinal outline data is being collected which will capture the view and progress of a representative sample of children at the beginning and end of the academic year.

## **8.0 Why Islington?**

8.1 VRH targets its support to work in the top 25% of the most disadvantaged regions in the country, in areas which see the highest levels of deprivation and lowest literacy levels, thereby ensuring that support is delivered to those children who need it most.

8.2 According to the End Child Poverty campaign, 43% of children in Islington live in families who are out of work and on benefits. Both North and South Islington fall into the top twenty of constituencies with the highest levels of child poverty (2011) across the UK, with Islington South and Finsbury experiencing 46% and Islington North 40%. In terms of reading attainment, Islington currently has a

higher percentage of children below level 4 in reading at key stage 2 (18%) than the average for England (16%).

8.3 Several Islington primary schools serve as feeder schools for the City of London Academy in Islington. If more of the Academy's Year 7 students started from a higher literacy and numeracy baseline, then GCSE and A levels are likely to show improvement.

## 9.0 Proposed Timelines

9.1 If you approve this proposal, the timetable would be as follows:  
(VRH would identify a school within Islington Council by end of September 2012 and launch the project within that school in November 2012)

<b>Milestones</b>	<b>Proposed dates</b>
Start publicity to recruit reading helpers	Sept-Oct 2012
Finalise flagship school and sign Service Level Agreements	Sept-Oct 2012
Interview potential reading helpers	Sept-Nov 2012; May-Jul 2013 (for attrition after year 1)
Train reading helpers	Oct-Nov 2012; May-Jul 2013 (for attrition after year 1)
Place reading helpers in flagship school	Nov 2012
Gather data on attainment outcomes termly basis	Nov 2012/Jan 2013/May 2013/Jul 2013/Sept 2013
Conduct questionnaires for attitudinal outcomes	Nov 2012 and June 2013
Review output progress for year 1	Aug 2013
Overall report on data to review outcome progress for year 1	Nov-Dec 2013
Years 2 and 3 would follow a similar pattern	

## 10.0 Budget

10.1 VRH estimates it will cost £72,327 to initiate a new 'flagship' school for three years. This will cover the full costs for 25 volunteer readers, supporting 75 pupils per year for three years. This support will be targeted at the pupils most in need. A detailed budget based on VRH's current cost per child of £312 is set out below.

<b>Breakdown of expenditure</b>	<b>Year one</b>	<b>Year two</b>	<b>Year three</b>	<b>Total</b>
Salary and Staff Costs	£16,950	£17,459	£17,982	£52,391
Travel and Subsistence	£1,650	£1,700	£1,750	£5,100
Training (non-salary costs)	£300	£309	£318	£927
Recruitment (non-salary costs)	£150	£155	£159	£464
Consultancy and Contract	£150	£155	£159	£464
Other Services (evaluation and resources)	£225	£232	£239	£695
Office Expenses	£1,200	£1,236	£1,273	£3,709
IT and Support Costs	£450	£464	£477	£1,391
Premises Costs	£1,725	£1,777	£1,830	£5,332
Legal/Professional*	£450	£464	£477	£1,391
Fundraising and marketing	£150	£155	£159	£464
<b>TOTAL</b>	<b>£23,400</b>	<b>£24,102</b>	<b>£24,825</b>	<b>£72,327</b>

10.2 If you approve this initiative, the total costs of £72,300 would be charged against your budget of £747,500 for Strategic Initiatives 2012-2013. You have already approved the following strategic initiatives (see table below). If you agree this initiative, it would leave a balance of £204,590 remaining for 2012-2013.

	<b>Committee date</b>	<b>£</b>
Quinquennial Review Horizon Scanning	16/02/2012	50,000
Social Investment Specialist Role	15/03/2012	50,000
Learning & Sharing Strategy	26/04/2012	124,000
Reading Agency	26/04/2012	50,000
Beacon Award	26/04/2012	32,500
Greening Third Sector	26/04/2012	75,000
Lord Mayor's Show	31/05/2012	24,110
<i>The Lord Mayor's Appeal (TBC)</i>	18/07/2012	65,000
<b>For this meeting:</b>		
<i>Strategic Literacy Initiative (to be approved)</i>	27/09/2012	72,300
	<b>Total</b>	<b>542,910</b>
<i>Sum available as 5% annual WWL grants budget</i>		<i>747,500</i>
<i>Balance remaining</i>		<i>204,590</i>

## **11.0 Consultation**

11.1 The Director of Public Relations and the Director of Community and Children's Services have been consulted over the preparation of this paper and they support the proposal.

## **12.0 Conclusion**

12.1 VRH's approach is effective, simple and is supported by a clear evidence-base. Fundamental to VRH's service delivery are its specialist reading volunteers. The Evening Standard as its media partner has done much to raise awareness of the importance of improving literacy; and this initiative is an opportunity to meet real need and to ensure that the City of London Corporation gets due recognition for its role in tackling disadvantage in a neighbouring borough.

### **Recommendation**

That you approve a grant of £72,300 over three years (£23,400; £24,100; £24,800) to Volunteer Reading Help towards the costs of a strategic literacy initiative in Islington, to be charged against your Strategic Initiatives budget for 2012/13.

Clare Thomas, Chief Grants Officer  
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Report written: 04/09/2012

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<b>Committees:</b>	<b>Dates:</b>
Policy & Resources Committee City Bridge Trust Finance Committee Court of Common Council	6 <sup>th</sup> September 2012 27 <sup>th</sup> September 2012 2 <sup>nd</sup> October 2012 25 <sup>th</sup> October 2012
<b>Subject:</b> Get Young People Working – The Youth Offer	<b>Public</b>
<b>Report of:</b> The Chief Grants Officer, City Bridge Trust	<b>For Decision</b>
<b><u>Summary</u></b>	
<p>This paper proposes a new initiative “Get Young People Working – The Youth Offer”, to help tackle the growing problem of rising numbers of young people not in employment, education or training (NEETs). This is a problem common to all London Boroughs.</p> <p>Each of the 32 London local authorities would be invited to apply for a grant of up to £100,000 over a 2 year period. This grant would be to support the costs of a voluntary sector partner with experience of working with the most disadvantaged young people.</p> <p>A detailed specification with clear outcomes (1,000 young people across London accessing employment or apprenticeships) would be developed and each applicant London local authority would need to demonstrate how it meets the specification. Decisions on grant awards would be made by City Bridge Trust Committee.</p> <p>Any grant awarded would be <b>additional</b> to publicly funded programmes. It could not be used to replace public expenditure cuts.</p>	
<b>Recommendations</b>	
<p>a) That, subject to the concurrence of the Finance Committee, The City Bridge Trust Committee and the Court of Common Council, a budget of £3.28m be approved from income in Bridge House Estates for “Get Young People Working – The Youth Offer”, a London-wide initiative tackling youth unemployment on the basis set out in this report;</p>	

- b) That, of the pot of £3.28m, £3.2m be allocated to supplement the grant-making capability of the City Bridge Trust for expenditure in the current and future financial years, with the balance of £80,000 being utilised for additional administrative costs and to supplement the City Bridge Trust's local risk budget for expenditure in the current and future financial years;
- c) That the Town Clerk be authorised to approve the detailed specification and criteria for the initiative, in consultation with the Chairmen and Deputy Chairmen of the Policy & Resources and City Bridge Trust Committees.

## **Main Report**

### **1. Introduction**

At the request of the Town Clerk, a cross-departmental working party, led by the Director of Community and Children's Services, was set up in May 2012, to explore how the City of London Corporation might provide a constructive response to the growing London-wide issue of rising numbers of young people not in employment, education or training (NEETs). The need for a new initiative was well established and this paper sets out its rationale, aims and objectives.

2. This paper has the support of Members of the Resource Allocation Sub Committee and its contents were discussed when they met informally at their Awayday meeting on 6<sup>th</sup> July 2012.

### **3. Background**

The number of young people referred to as NEETs is growing. The figure of 10% nationally for the 16-18 cohort is usually cited but in some London boroughs it might be as high as 20%. In Quarter 1 of 2012, there were 125,000 people between the ages of 16-24 in the NEETS category, in London. This figure represents 14% of all those aged 16-24 in London (Source: Department for Education NEET Statistics – Quarterly Brief – Quarter 1 2012, May 2012). The majority of these were in the 19-24 year-old bracket.

4. Despite over 12 years of policy attention and investment, the problems facing disadvantaged groups of young people have not been overcome. The situation has worsened considerably since the recession.

5. The consequences of long-term unemployment are both personally devastating for the young people whose lives are blighted and for London as a whole. Long-term unemployment can lead to mental and physical ill health and debt, all of which have economic as well as societal consequences. In pockets within the capital, there are families where there are three generations of worklessness; a cycle which is extremely difficult to break.

6. **The City of London's Response**

It has never been more important that the City of London Corporation plays a leading role in helping tackle the NEETs issue. The City Corporation, through its charity, City Bridge Trust, is well-positioned to assist every London local authority in helping address some of the problems facing NEETs locally, through a new grants initiative, additional to its published programmes and priorities.

7. The new, London-wide initiative would build on the considerable amount of work done by the City across a range of its departments including Community and Children's Services, Economic Development and through the grantmaking of City Bridge Trust. These initiatives include apprenticeships, internships, support to Academies, mentoring, work experience, skills for work and its support to City businesses developing Corporate Social Responsibility programmes.

8. Whilst the Coalition Government and Mayor of London are developing a range of initiatives to address unemployment and the growing numbers of NEETs, much more could be done locally. The City can play a useful role in helping London's Local Authorities build on existing programmes by providing extra support to some of their most hard to reach young people. The City Bridge Trust, with its extensive experience of funding London's third sector, believes that voluntary organisations can also play a significant role in complementing existing programmes by providing additional specialist support in partnership with Local Authorities or other statutory providers.

9. **"Get Young People Working – The Youth Offer"**

Every Borough has NEETs and this proposal has the clear aim of supporting London's 32 Local Authorities in reducing the numbers of young people not in employment, education and training with the goal of helping 1,000 NEETs into jobs or apprenticeships over 2 years, making a tangible difference to the lives of disadvantaged young people in London by improving their employability, skills and access to jobs.

10. It is proposed that every London local authority is invited to apply for a £100,000 grant which would build on existing work training or apprenticeship schemes for NEETs. The £100,000 would be **additional** to any existing programme and could **not** be used to top up underfunded government programmes. The ‘grant’ could not be used as substitute for posts/activities cut as a result of Public Expenditure reductions.
11. This additional funding would be applied to activities/programmes which can demonstrate that extra resources will contribute to young people gaining jobs or apprenticeships.
12. Applicants would need to meet specified criteria and demonstrate how they will provide good outcomes. These will be produced in consultation with the Town Clerk, Chief Grants Officer, Director of Community & Children’s Services, Director of Economic Development and Director of Press & Public Relations.
13. **Differentiated Needs**  
NEETs are not a homogenous group and the differentiated nature of those regarded as NEET and the fact that their circumstances are often rooted in local factors, requires local authorities and civil society organisations to develop locally sensitive and flexible strategies. The third sector has a vital role to play in connecting with hard to reach groups and providing specialist services.
14. The third sector’s reputation of working with single parents, young people at risk of offending or ex-offenders, young people with disabilities or those with substance misuse issues makes it well-positioned to add value to existing employment training by ensuring that the young people with the greatest need do not “fall through the net”.
15. **Partnership Working**  
A ‘one size fits all’ approach cannot meet the needs of all NEETs, so we would expect the applicant local authority to work in conjunction with a voluntary sector partner. The £100,000 grant offer is to support the cost of delivering the local initiative to meet the agreed outcomes.
16. **View of London Councils**  
During preliminary consultation with London Councils’ officers leading on 14-19 activity and economic development, the initiative received a warm welcome and was thought to be a good strategic fit with the current larger scale youth unemployment projects such as the Youth Contract and the Mayor of London’s aims. “Get Young People Working – The Youth

Offer” emphasises localism, encouraging each authority to understand and respond to their unique local needs. The voluntary and community sector is vital in developing a real local approach.

17. London Councils’ officers have indicated that they would wish to engage with “Get Young People Working – The Youth Offer”; both in communicating its message and advising on its implementation; and, subject to Member approval, the necessary work will be undertaken with London Councils to harness their advice and support.
18. **Consultation**  
The Town Clerk, Chamberlain, Director of Community and Children’s Services, Director of Economic Development and Director of Press & Public Relations have been consulted in the preparation of this report and their views have been incorporated.
19. **The Process**  
If your Committee supports this initiative, it would be administered by the City Bridge Trust. Terms of reference and criteria will be drafted for approval by the Town Clerk, in consultation with the Chairmen and Deputy Chairmen of the Policy & Resources and City Bridge Trust Committees. Each of the 32 London local authorities would be invited to apply for a grant by submitting a proposal which would have to demonstrate that it measures up to the detailed specification. The Chief Grants Officer and other CoL colleagues would assess the proposals and report to the City Bridge Trust Committee for their decision.
20. **Neighbouring Boroughs and Central London Forward**  
In addition to the “Get Young People Working – The Youth Offer” initiative, Members of the Resource Allocation Sub Committee at the informal Awayday meeting considered that there was a further need to explore how CoL could do more with its partners and neighbouring boroughs and your officers will report to you on how this might be progressed, later this year.
21. **Resources**  
The costs of the “Get Young People Working – The Youth Offer” at £100,000 per borough, amount to £3.2m in 2012-13. The additional assessment and administrative costs require an uplift in the City Bridge Trust’s local risk budget 2012/13, estimated at £80,000; making a total of £3.28m. The Chamberlain has advised that there is sufficient headroom within Bridge House Estates to cover these additional costs.



22. **Communications**

If you approve the approach outlined in this paper, then it would offer a significant opportunity for CoL to demonstrate its leadership in, and commitment to, tackling one of London’s most intractable problems. As a substantial initiative, this is likely to attract favourable publicity at a time when it is much needed. This initiative meets fully the City of London’s communications priority “*supporting London’s communities*”.

23. **Conclusion**

“Get Young People Working – the Youth Offer”, is a significant opportunity for changing the lives of the 1,000 young Londoners, amongst whom are the most socially excluded and disadvantaged in the capital. Working collaboratively with London Councils, participating London local authorities and the third sector, it would demonstrate CoL’s commitment to partnership working in helping address the NEETs issue much more effectively than can be done by using any single agency alone.

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<b>Committees:</b>	<b>Dates:</b>
Policy and Resources Committee City Bridge Trust Committee Investment Committee Court of Common Council	6 <sup>th</sup> September 2012 27 <sup>th</sup> September 2012 Delegated Authority 25 <sup>th</sup> October 2012
<b>Subject:</b> City of London Corporation's Social Investment Fund Governance and Operating Arrangements	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Decision</b>
<b><u>Summary</u></b>	
<p>At its meeting on the 24<sup>th</sup> May, the Court of Common Council agreed to designate £20million from Bridge House Estates for investments in activities that produce both social and financial returns at a rate not less than the average interest rate earned on the City's cash holdings. The proposed designation for this is the City of London Corporation's Social Investment Fund.</p> <p>The Fund involves a new approach and requires careful balancing of both financial and social returns. This requires specific and dedicated scrutiny and decision-taking and it is proposed that the terms of reference of the Investment Committee be amended to enable a Social Investment Board to be established for this purpose. The new Board will have the power to make decisions, where funds have been designated for this purpose, in the field of social investment and will sit alongside the Financial and Property Investment Boards.</p> <p>The Fund will be administered by the Chief Grants Officer and her team for the City Bridge Trust and all investments proposed will be channelled through the City Bridge Trust. Outline proposals will be reviewed monthly by the City Bridge Trust Grants Unit and the Chamberlain's Department which will filter out proposals falling outside the approved criteria. A combined report from Chamberlain's Department and the Chief Grants Officer for the City Bridge Trust will be provided for the Social Investment Board's decisions, together with any external assessment and/or applicants' prospectuses.</p> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• That, subject to the concurrence of the Court of Common Council, approval be given to the aims and objectives, outline investment strategy and governance arrangements (including altering the Terms of Reference of the Investment Committee)</li> </ul>	

as set out in this report for the future management of the City of London Corporation's Social Investment Fund activities;

- That the Post-Implementation Review Working Party be advised of the proposed governance arrangements in order to inform its work; and
- The Town Clerk be authorised to make any necessary adjustments to Standing Orders to reflect the arrangements recommended in this report.

## **Main Report**

### **1. Introduction**

This paper has the support of members of the Resource Allocation Sub-Committee and its contents were discussed when it met informally at its Away Day Meeting on 6<sup>th</sup> July 2012.

### **2. Background**

At its meeting on 24 May, the Court of Common Council agreed to designate £20 million from Bridge House Estates for investments in activities that produce both social and financial returns. The proposed designation for this is the City of London Corporation's Social Investment Fund (hereinafter *the Fund*). It will provide a significant opportunity to maximise the social impact of the City Corporation's investments.

3. Over the past two years, the City Corporation has done much to raise awareness of the importance of social investment and to advance the social investment agenda. In July 2011, the CoL published its influential report "Investor Perspectives on Social Enterprise Financing" which explored what more could be done to attract the talent and resources of investors who wish to generate both social and financial returns.
4. As a response to this report, City Bridge Trust held a series of master classes communicating both the value of and the challenges involved in social investment. In July 2012 the Lord Mayor hosted the third of these master classes at a breakfast for private wealth advisers, which was chaired by the Chairman of the Policy & Resources Committee. The wide-ranging discussion highlighted the need to secure a wider and deeper investor base for social investment and the importance of leadership in this nascent market.

5. In April 2012, the Chairman of the Policy & Resources Committee chaired an Action Group on Social Investment as part of the Prime Minister's "Giving Summit".
6. Social Investment is high on the coalition Government's agenda and the establishment of Big Society Capital (which CoL supports by paying its premises cost) will further accelerate the social investment market.
7. The Policy & Resources and the City Bridge Trust Committees earlier this year approved the establishment of a dedicated Social Investment Advisor role for one year, to advise the Economic Development Office on the production of a City Corporation 5-year Social Investment Strategy.
8. The City Corporation is well placed to play a major role in the development of the social investment market. The Fund will demonstrate "by doing" the value of such investments.

**9. Aims**

The Fund will aim to achieve a financial return at a rate not less than the average interest rate earned on the City's cash holdings and a demonstrable social benefit. It will help position the City of London as a leader in social investment, develop London as a global centre for social investment and by so doing, help to grow the market.

**10. Objectives**

The Fund has two objectives:

- To provide loan finance, quasi-equity and equity that provides development and risk capital to organisations working towards charitable ends or with social purpose
- To help develop the social investment market

11. The Fund will consider both direct investments (providing returnable funds to organisations which pursue charitable, community or social objectives) and indirect investments (into funds managed by others in order to reach a greater number of charities and social enterprises).

**12. Geographical Focus**

In line with the Corporation's commitment to build the UK social investment market it is recommended that most investments made from the Fund be allocated towards work that benefits communities in the UK.

13. It is proposed that the Fund will seek to allocate:

- 60% of its total value to benefit London beneficiaries;
- 30% of its total value to benefit UK-based beneficiaries
- 10% of its total value to benefit overseas beneficiaries

**14. Investment Strategy**

To maintain its real value, the Fund will seek a return across the portfolio that at least matches the Office of National Statistics' CPI inflation rate (2.4% as of June 2012).

15. Notwithstanding basic key criteria as proposed above, it is suggested that eligibility is kept sufficiently wide-ranging to incorporate the most suitable opportunities arising in this nascent field.

16. Where individual investments are expected to produce a lower financial return than the CPI inflation rate, they will only be considered if there is a significant case that the social outcomes achieved compensate for the loss of income. The financial return on individual investments will, in all cases, match or exceed the average interest rate earned on the City's cash holdings.

17. In order to preserve capital and develop expertise, first investments are likely to be in instruments offering lower risk, for instance, secured loans and short term bonds. The target dispersal rate in the first year will be £2 million with a higher dispersal rate in subsequent years once the appraisal and administration process is well established.

**18. Investment terms**

On approval of an investment, the Comptroller & City Solicitor's Department will negotiate a binding contract with the investee to protect the Fund's position.

**19. Proposed Governance**

The City Corporation's investments, both property and non-property, are managed through the Investment Committee.

20. Although it will form part of the City Corporation's overall investment activity, social investment involves a new approach and requires careful balancing of both the financial and social returns. In light of this, it is appropriate for social investment to benefit from specific and dedicated scrutiny and decision-taking and it is, therefore, proposed that the terms of reference of the Investment Committee be amended to

enable a Social Investment Board to be established. This new Board will have the power to make decisions in the field of social investment and will sit alongside the Financial and Property Investment Boards.

21. To facilitate this, it is proposed that the Investment Committee's Terms of Reference be amended as follows:
  - a) To be responsible for the strategic oversight and monitoring of the performance of all of the City of London Corporation's investments, in accordance with the investment strategy determined by the Policy & Resources Committee.
  - b) To fulfil (a) above by means of
    - i. the appointment of a Property Investment Board and a Financial Investment Board, responsible for property and financial investments (excluding social investments) respectively;
    - ii. the appointment of a Social Investment Board, responsible for social investments.

## **22. The Social Investment Board - Membership**

The Social Investment Board will be appointed annually by the Investment Committee. However, in view of the very specialist nature of this type of investment activity, it is suggested that the membership of the Board should comprise a mix of ex-officio and directly elected Members. In this way, the ex-officio Chairmen are able to serve or, should they so wish, nominate individual Members of the Court of Common Council who may have experience or expertise in this field to serve in their stead, the Investment Committee will be represented and the Court is able to directly elect two Members to serve. The proposed composition is as follows:

- a) The Chairman of the Policy & Resources Committee for the time being or his/her nominee;
- b) The Chairman of the Finance Committee for the time being or his/her nominee;
- c) The Chairman of the City Bridge Trust Committee for the time being or his/her nominee;
- d) The Chairman of the Financial Investment Board for the time being or his/her nominee;
- e) One Member of the Financial Investment Board;
- f) Two Members elected by the Court of Common Council, one of whom shall have fewer than five years' service on the Court at the time of their appointment.



All nominees must be Members of the Court of Common Council.

23. In addition, the Social Investment Board shall have the power to co-opt people with relevant expertise or experience, including non-Members of the Court in the same way as the other two Boards.

**24. Chairmanship**

The Social Investment Board shall elect annually a Chairman and a Deputy Chairman from amongst all of its Members (including ex-officio Members who shall also have the power to vote in such elections) with the exception of any co-opted people, and Standing Orders will need to be amended.

**25. Terms of Reference**

The terms of reference for the Social Investment Board shall be as follows:

- a) to approve criteria for Social Investments and to authorise social investments in accordance with such criteria
  - b) to approve the appointment of and monitor the performance of independent advisors tasked with undertaking due diligence of investment proposals
  - c) all of the above to be consistent with the strategic investment policies determined by the Policy and Resources Committee and the Investment Committee.
26. In the same way as the Financial and Property Boards are able to operate, it is proposed that Standing Orders be amended to provide for the Chairman of the Social Investment Board to be able to respond and speak on their subjects in the Court and to ensure that any decisions are taken without undue delay.

**27. Meetings**

The Social Investment Board will meet at least three times each calendar year. Minutes will be circulated to the Investment Committee.

**28. Management**

The Fund will be administered by the Chief Grants Officer for the City Bridge Trust. In order to coordinate administration and portfolio management, all investment proposals will be channelled through the City Bridge Trust. Outline investment criteria will be published on City of London and City Bridge Trust's websites and all prospective investees will be required to submit a 2-sided (max) proposal. Outline

proposals will then be reviewed at monthly meetings of Officers from the City Bridge Trust Section of the Town Clerk's Department and of the Chamberlain's Department, with the initial sift filtering out proposals which are outside approved criteria.

### **29. Prospectus**

Proposals which meet recognised criteria will be invited to submit a full proposal. A full assessment will examine the underlying business model, capital required, projected financial returns on the proposed investment, other investment already committed or in pipeline, risks to the investee and to the City of London as an investor, and the social outcomes sought. An independent FSA regulated agency will usually undertake financial assessment. Where possible, Officers will work with co-investees to share risk and reduce cost.

30. A representative from the Chamberlain's Department will review the independent FSA regulated agency's assessment. A City Bridge Trust officer will draft a short report on the social impact of the investment. A combined report will be provided for the Social Investment Board's decision, together with external assessment and/or prospectus.

### **31. Monitoring the Investment**

Following investment, the City Bridge Trust Officers will check that all investment criteria have been met by the investee and continue to monitor the investment throughout its life, submitting quarterly reports to the Social Investment Board. Suitable coding for all investments will be established through the GIFTS database, in consultation with the Chamberlain's Department, and payment transactions will be made through the Corporation's CBIS system.

### **32. Resources**

The Fund will need an allocation to cover costs of independent investment appraisals and to expand the IT system through the GIFTS database. For the remainder of the 2012-13 financial year, these fees and other running costs can be met within City Bridge Trust's local risk budget. In subsequent years, the City Bridge Trust would seek approval from the Policy & Resources Committee for an uplift in its local risk budget.

### **33. Consultation**

The Town Clerk, Chamberlain, Comptroller & City Solicitor and Director of Economic Development have been consulted in the preparation of this report.

### **34. Conclusion**

This report sets out the various proposals for establishing the criteria and governance in respect of the City Corporation's activities in the field of social investment. If the Committee approves these proposals and subject to the concurrence of the Court of Common Council, the Post-Implementation Review Working Party will be advised of the proposed governance arrangements to inform its work.

#### **Background Papers:**

20<sup>th</sup> July 2012 – Investment Committee – “City of London Corporation Social Investment Fund – Proposed Management and Governance Arrangements”.

24<sup>th</sup> May 2012 – Court of Common Council – “Report – Policy & Resources Committee: Social Investment Fund”

3<sup>rd</sup> May 2012 – Policy & Resources Committee – “Proposal for a City of London Social Investment Fund”.

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<b>Committee:</b>	<b>Date:</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> City of London Corporation Strategy for City Philanthropy	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Information</b>
<p><b><u>Summary</u></b></p> <p>This report introduces a paper, <i>City of London Corporation Strategy for City Philanthropy</i>, that was written by the Chief Grants Officer for the Resource Allocation Sub-Committee Awayday on 6<sup>th</sup> July 2012. It explains why the time is ripe to promote philanthropy in the City and the context in which the City of London Corporation is operating. It sets out the mission and vision that underpins your <i>City Philanthropy – a Wealth of Opportunity</i> initiative and the activities that are currently being undertaken in order to deliver this project. It also sets out proposals for future activities to promote philanthropy in the City</p> <p>You may recall that you are funding a number of activities as part of this strategic initiative, including the new City Philanthropy website, launched at Mansion House on 2<sup>nd</sup> July 2012; the City Funding Network, a giving circle targeting younger would-be philanthropists which launched on 23<sup>rd</sup> July 2012; and the new category of <i>Beacon Award for City Philanthropy</i> amongst the prestigious Beacon Awards for Philanthropy which launched on 10<sup>th</sup> September 2012. The Beacon Award Ceremony will be held at Mansion House in February 2013.</p> <p>The paper, <i>City of London Corporation Strategy for City Philanthropy</i>, is appended at Appendix A.</p> <p><b>Recommendation</b></p> <p>That you receive this report and note its contents.</p>	

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 Report written: 11/09/12

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### CITY OF LONDON CORPORATION STRATEGY FOR CITY PHILANTHROPY

For several reasons, the time is ripe to promote philanthropy in the City and to communicate widely the extent and breadth of giving in the Square Mile and Canary Wharf.

#### Context

- The City has a proud tradition of philanthropy dating back to the Middle Ages, led by the Livery Companies and the Mayoralty. (In 2010 the Livery Companies gave £42 million to good causes).
- The City of London Corporation is trustee of the City Bridge Trust, London's leading grant-making foundation (2011-12 £18.9 million).
- In 2007, the City of London Corporation funded the Policy Exchange's influential report 'Give and Let Give', which recommended building a culture of philanthropy within the financial services industry, partly through the setting up and development of a website for financially literate, high net worth individuals.
- Bad PR surrounding the banking crisis, bankers' bonuses and the Occupy campers highlighted the need to shine a light on the 'good' side of the City.
- In 2011 the Government published a white paper on Giving 2011; and in 2012 it convened a Summit on Giving. Alderman Roger Gifford chaired the well-attended Action Group on Philanthropy, which included the Rt Hon Nick Hurd MP, Minister for Civil Society.
- The Philanthropy Review of 2011 aimed to build a stronger culture of philanthropy, making it easier to give. It highlighted the role that leaders in business could play.
- Alderman Gifford has a strong desire to promote London as a global centre for philanthropy and the City has the necessary infrastructure, track record, financial skills and a favourable tax and regulatory environment. World class expertise makes the City a welcome home for international philanthropists.
- The Quiller Report (December 2011) emphasised the importance of communicating the charitable activities of the City.



- Next Generation Vision (NGV), part of the CityUK, aims to create a fundamental improvement in the relationship between the financial services industry and the public, including values and behaviours.
- It is time to capitalise on the growing interest in philanthropy from government and high net worth individuals and in so doing help repair the dented reputation of the financial City, whilst increasing never more needed charitable resources.
- Much more could be done to profile the 'charitable' City through the campaign "City Philanthropy – A Wealth of Opportunity", comprising a series of well publicised philanthropic initiatives. City Philanthropy would act as a 'giving' hub. A list of activities follows:

## **CITY PHILANTHROPY – A WEALTH OF OPPORTUNITY**

### **Vision**

London as a global centre for philanthropy, with philanthropy embedded in the culture of the City.

### **Mission**

To promote and communicate the range of philanthropy activity in the City to a wide domestic and international audience.

### **Activities**

- The Mayoralty to lead on promoting London as a global centre for philanthropy.
- The Lord Mayor's Appeal, a new charity, is being created by the five-person Continuum (being the 5 next-in-line potential Lord Mayors) to ensure greater efficiency, continuity and impact.
- City Philanthropy (an Association of Charitable Foundation's project) will serve as the hub for promoting philanthropy in the City (funded by City Bridge Trust).
- City Philanthropy will map and bring together the various philanthropic City networks when appropriate and will work collaboratively with Heart of the City and EDO adding value to, but not duplicating the CSR agenda.
- City Philanthropy's website [www.cityphilanthropy.org.uk](http://www.cityphilanthropy.org.uk), was launched at Mansion House on 2 July and is the starting point

- for those who want to get involved in giving their time, talent or money strategically.
- The City Funding Network was launched on 23 July 2012 as a 'giving circle', comprising younger would-be philanthropists (City Bridge Trust funded). Sixty young City professionals in one evening raised £27,000. Young philanthropists will be supported in recruiting and employing other philanthropists and in so doing will grow a more enlightened City community which sees a value in supporting other communities.
- City Philanthropy will, in partnership with others, work on making payroll giving easier.
- The prestigious Beacon Awards for Philanthropy includes a new category, The Beacon Award for City Philanthropy, and the Award Ceremony will be held at Mansion House in February 2013. (City Bridge Trust funded).
- It is proposed to hold a high profile annual lecture on philanthropy at Mansion House.
- City Bridge Trust will help organise a conference on philanthropy, including leading business and third sector leaders. This was an action point from the Giving Summit.
- City Bridge Trust will explore options on a philanthropy exhibition in collaboration with the Museum of London and Charterhouse.
- City Bridge Trust will consider commissioning a publication on City Philanthropy past and present, which will be widely promoted.
- In November, a City Bridge Trust representative will speak at Gresham College's Philanthropy Conference, "Past, Present and Future".

All these activities will be supported by a communications strategy which will ensure due recognition of the role of the City of London Corporation. It fully meets the communications priority, *supporting London's communities*.

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<b>Committee(s):</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> Reports on Monitoring Visits	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Information</b>
<p><b><u>Summary</u></b></p> <p>At each of your meetings, you receive two sample monitoring visit reports. These are in addition to 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 2012 meeting, and a statistical monitoring report looking at trends in your grant-making was presented to your September 2011 meeting.</p> <p>Reports for this Committee are from visits to organisations funded under your programme for Bridging Communities. They describe work delivered by quite different charities, the Royal Fusiliers Regimental Museum Trust and the Somali Youth Development Resource Centre. Two Members of your Committee, Messrs Bird and Henderson-Begg attended the Fusiliers monitoring visit.</p> <p style="text-align: center;"><b><u>Recommendation</u></b></p> <p style="text-align: center;">That Members receive this report and note its contents.</p>	

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Date report written: 10/09/2012

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## City Bridge Trust – Monitoring Visit Report

<b>Organisation:</b> Royal Fusiliers Regimental Museum Trust	<b>Grant ref:</b> 9714 (John Merivale)	<b>Programme area:</b> 02. Bridging Communities\b) Joint work
<b>Amount, date and purpose of grant:</b> 21/01/2010: £25,000 over two years (2 x £12,500) towards a project to promote active citizenship and inter-racial understanding in Tower Hamlets, subject to a satisfactory updated budget for 2010.		
<b>Visiting Grants Officer:</b> Tim Wilson together with Mr Bird and Mr Henderson-Begg	<b>Date of meeting:</b> 19 March 2012	
<b>Met with:</b> Colonel Nigel Easton (City of London Regiment) and Dale Copley (Museum Officer)		
<b>1. Introduction to the organisation:</b> The Royal Fusiliers Regimental Museum (RFGM) exists to preserve the heritage of the Royal Fusiliers, and to present it for the education and entertainment of the public. It is based in its historic headquarters, formerly the Officers' Mess of the City of London Regiment, in the Tower of London – but it is not a part of the Historic Royal Palaces. The museum conserves and explains the regiment's history, from its inception in 1685 up to the present day.		
<b>2. The project funded:</b> City Bridge Trust funding contributes towards Fusiliers Engage! a project promoting active citizenship and inter-racial understanding in Tower Hamlets.  Three specific activities take place each year: <ol style="list-style-type: none"> <li>1. Out of the Darkness – drama based on the Indian Mutiny, engaging 10 – 15 young people</li> <li>2. Completing the Picture – a history research project among 7-12 local people, resulting in contributions to the museum and its website</li> <li>3. Speak to Me – a project with 8 – 10 local young people engaging with current and former Fusiliers who have served overseas, documenting oral histories and filming them for the museum's records</li> </ol> <p>The most recent monitoring report was received in February 2012 and was rated 'good'. The charity's financial year corresponds to the calendar year, and accounts showing the first year of Trust funding are not yet available so it is not possible to comment on how City Bridge support has been acknowledged.</p>		
<b>3. Work delivered to date:</b> Entirely scripted and staged by the participants, Out of the Darkness has been delivered twice, with 40 young people (aged 13 – 24) taking part. The first group, who were slightly older than the second, enjoyed researching and writing the drama. Over 60 parents attended performances at the Tower. Young people were recruited from drama groups in Tower Hamlets, Southwark and Greenwich. Only one participant had previously visited the Tower, and 38 of the 40 were from black and minority ethnic communities.		



Completing the Picture has been delivered in partnership with Bethnal Green library. Eight local people participated and focused their attention on the Royal Fusiliers Jewish Battalions of the Second World War, an aspect of Regimental history which had not previously been researched. At the end of the project the group exhibited at the library, a venue which receives around 10,000 visitors a month.

Speak to Me is an oral history project and has involved young people who approached the Fusiliers Museum seeking work experience. Eight young people took part, and they interviewed serving as well as retired Fusiliers who spoke about their experiences at the Tower and whilst on active service. The Museum reported that this activity has been particularly helpful in recording the personal histories of private soldiers which are otherwise rarely captured.

#### **4. Difference made:**

Young people reported that they enjoyed their involvement in Out of the Darkness and Speak to Me. The Museum receives over 800,000 visitors each year, but most are foreign tourists, so Trust funding has enabled the Museum to embrace community outreach work for the first time. With the older volunteers involved in Completing the Picture, work has helped to build up the Regimental 'memory'.

The charity reports that as a result of these activities there is now greater interest from volunteers coming to the Museum to help with document care and collection management. As a result of the economic crisis, many of these volunteers are highly skilled.

#### **5. Concluding comments:**

Having exceeded its output targets for the first year of activities, in 2012 the Museum intends to run the programme of activities again. Drama productions will a focus on the Regiment's Jewish Legions, and Completing the Picture will examine the Fusiliers and sport.

The Museum is developing a fundraising and development plan for the next ten years and is looking to organise its archive, including its oral history records. To this end, the Fusiliers are particularly keen to gather histories from soldiers involved in Korea.

It is clear that the charity has used City Bridge Trust funds to do something which it would not otherwise have been able to deliver, and to engage a greater number of local people in its work. The Fusiliers have shared lessons learned through these activities with other Regimental Museums, so Trust support can be seen to have had a 'multiplier' effect.

## City Bridge Trust – Monitoring Visit Report

<b>Organisation:</b> Somali Youth Development Resource Centre (SYDRC)	<b>Grant ref:</b> 9933 (Tim Wilson)	<b>Programme area:</b> 02. Bridging Communities\ a Leadership initiatives
<b>Amount, date and purpose of grant:</b> 08/07/2010: £73,500 over three years (£24,000; £24,500; £25,000) towards the salary and associated running costs of a programme to develop the leadership skills of young Somali people and other young people in the LB Camden.		
<b>Visiting Grants Officer:</b> John Merivale	<b>Date of meeting:</b> 21 <sup>st</sup> February 2012	
<b>Met with:</b> Ibrahim Isse, Director; Abdiwahab Ali, Youth Development Worker		
<b>1. Introduction to the organisation:</b> <p>The Somali Youth Development Resource Centre (SYDRC) was established in 2000 to support Somali young people through the provision of advice and information, and to encourage their personal development and realise their potential.</p> <p>Its main activities include an on-going advice service which is enhanced by: occasional specialist sessions and workshops on relevant issues; a programme of social and leisure activities targeting both young men and young women; outreach work with young people at risk of offending or involved in the criminal justice system; work with schools to raise educational attainment, coupled with an annual educational achievement awards event; and awareness raising and partnership working through agencies such as the Metropolitan Police, the Home office and the Greater London Assembly.</p>		
<b>2. The project funded:</b> <p>This is a three year project to build on and extend SYDRC’s existing work with a leadership programme bringing together young Somalis with other young people in Camden, to provide them with the skills to become future leaders and ambassadors.</p> <p>The project was sparked particularly by a high-level conference organised by SYDRC in 2008. Attendees included the then Minister of State for Security, Counter-Terrorism, Crime and Policing; the Assistant Commissioner of the Metropolitan Police and the Deputy Mayor of London. It was also attended by over 150 young Somali people and was an opportunity to identify their needs. The conference confirmed that the young Somali community feels isolated from mainstream society, many have experienced racial discrimination, and many disaffected youth are vulnerable to gang culture, drugs and radicalism. At the same time, however, most of them want to be active citizens and help to make their neighbourhoods safer.</p> <p>To enable this to happen, the young people felt it was important to build dialogue between themselves and statutory authorities to represent their views. It was also felt they needed role models, and a structure of alternative options to gang culture.</p> <p>The project works with a cohort of 20 young people each year - approximately two-third of these being Somali, and the remainder from the wider community. SYDRC already had close links with youth projects based at Kentish town Community Centre,</p>		

for example, as well as a local Bangladeshi youth group. The cohort takes part in a comprehensive programme that aims to develop leadership skills and increase understanding of each other's communities. It encourages them to get involved in youth-led, local community action initiatives and to take up volunteering opportunities. As an extra incentive, there is also an award at the end of the year.

The project is being clearly accounted for, and pay details for the Youth Development Worker were seen. Payroll is operated by Voluntary Action Camden.

### **3. Work delivered to date:**

From an overall target of 60 over the three years, 19 young people have been recruited in Year 1 onto the leadership programme – 12 males and 7 females. To date, they have had:

- Six sessions of peer to peer support
- One leadership workshop
- One career jobs fair
- One CV and interview techniques workshop

Further, awareness workshops have been held for parents, teachers and siblings on: Crime – signs and symptoms of gang or criminal behaviour; Exclusion – how criminal behaviour may be linked to low level educational attainment; and Self-esteem and Empowerment – dealing with role models, higher education and career advice.

The organisation is also particularly proud of having held an event to discuss the health implications of fasting for Ramadan, and an educational achievement awards event; and of having attended a Youth Meeting at 10 Downing Street.

### **4. Difference made:**

The first year's report noted positive changes, but would have benefitted from more explanation of how the particular activities may have helped to generate these. On the other hand, the feedback from participants is more revealing: some participants have clearly articulated the changes in their views of horizons, personal possibilities and self-belief: *"I am an ex-offender, and ..... I now feel brave enough to seek employment....."* *Without this project I would have been prepared to stay in my comfort zone, but.."* Critical to these responses have been the process of learning from peers, and meeting people from other cultures. Football too has proven to be a vital way to draw in the harder-to-reach males.

SYDRC has now been working with Nick Price from City University, specifically on marketing the organisation and on how to report better – together they have designed a new monitoring and evaluation system.

### **5. Concluding comments:**

SYDRC is a well-run project which prides itself in involving young people in its management and development. Three participants have become trustees – the oldest Board member is currently 26, and the policy is to step down at age 30. Indeed, it claims to be the only fully youth-led organisation in Camden.

The organisation has continuing support from Camden Council, BBC Children in Need, and Metropolitan Police.

It will be interesting to watch whether the support from City University will result in clearer demonstration of results, and thus further success with funding.

<b>Committee(s):</b>	<b>Date(s):</b>
The City Bridge Trust	27 <sup>th</sup> September 2012
<b>Subject:</b> City Bridge Trust Business Plan update – quarter 1, 2012-13	<b>Public</b>
<b>Report of:</b> Chief Grants Officer	<b>For Information</b>
<p><b><u>Summary</u></b></p> <p>This report provides members with an update of progress made towards achieving the objectives set out in the City Bridge Trust business plan for 2012-13</p> <p><b><u>Recommendation</u></b></p> <p>That Members receive this report and note its contents.</p>	

## **Main Report**

### **Background**

In March 2012, you agreed the City Bridge Trust Business Plan for 2012-13. This contained eight Key Performance Indicators (KPIs) across seven departmental objectives. This report provides an update on progress towards achieving these during the first quarter of 2012-13. The format of the report has been updated from those provided in previous years to tailor information more closely to the key performance measurements.

### Objective 1 –Grant Making

**KPI** – *Commit the annual grants budget in full against stated priorities*

**Target** – 100% spend by year end

In the period April – June 2012, 53 grants were awarded, totalling £3.53m. This is slightly below your usual pattern of grant-making but is no cause for alarm. During the same period 70 applications were rejected, withdrawn or lapsed. Of these 123 applications, 14 were brought to your committee outside of the advertised fourth month turnaround. This was either due to the Grants Unit awaiting further information or the difficulty of arranging meetings with applicants, especially over the Easter period.

**KPI** – *Undertake the Quinquennial Review within agreed timetable*

**Target** – Review completed to time for new programmes launch in Summer 2013.

Research papers have been commissioned and staff are undertaking a data review of existing programmes. The staff team awayday was in planning for early September. The overall timetable remains on course.

#### Objective 2 – Monitoring and evaluation

**KPI** – Maintain a high level of satisfaction from grant recipients

**Target** - 95% satisfaction rating (ie good/very good)

On a random sample of recently received monitoring and evaluation reports, 83% rated their dealings with the Trust as 'very good' and 17% as 'good' – giving an overall rating of 100%.

The annual programme of monitoring visits is underway. Visits will be spread across the year, so as to meet with organisations at the best time within their grant and work cycle.

#### Objective 3 – Strategic Initiatives

**KPI** – to launch Growing Localities and the Wembley National Stadium Trust to the agreed timetables

**Target** – Growing Localities to launch in May 12, WNST in autumn 12

The Growing Localities programme was officially launch at an event at Guildhall on 17 May, attended by Joanna Lumley and Raymond Blanc, both of whom received the Freedom of the City as part of the day's events. A 'pop-up garden' in Guildhall Yard attracted great attention. Officers have worked to promote the scheme with relevant groups.

Work also continues to develop programmes and procedures for the new Wembley National Stadium Trust. The work remains on course for an autumn launch.

#### Objective 4 – Learning and Sharing

**KPI** - Hosting the 2012 Annual Conference with a high level of positive feedback.

**Target** – 3.5/4 satisfaction rating

It has been agreed that in view of the work on the Quinquennial Review and the consultation meeting taking place to inform that process – these will replace the annual conference this year.

Other learning and sharing work continues apace. For example, the Media Trust has been commissioned to make short films for ten of your grant recipient organisations and work has begun on the 2011/12 CBT Annual Review.

#### Objective 5 – Social Investment and Corporate Philanthropy

**KPI** – Host a successful series of round table discussions on social investment

**Target** – to hold three events

Two events were held during this quarter. These were well-received and provided an environment to learn and share from professionals in the field on this area of work. The third event was planned for July.

#### Objective 6 – Communications and Media

**KPI** – Publish articles on issues of strategic importance to the Trust in relevant media outlets

**Target** - four pieces published in the year

The Evening Standard published a major piece at the time of the launch of your Growing Localities programme. That occasion received widespread media coverage.

Many of your grant awards have also featured in local press outlets

#### Objective 7 – Performance and corporate management

**KPI** – Ensure all staff appraisals completed to time

**Target** – 100%

All CBT staff have had their start-of-year appraisals and learning objectives set for the year.

Staff teams continue to meet regularly to review activities and to share learning and training experiences.

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Date report written: 30/08/2012



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# Agenda Item 19

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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