

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>First Step</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Havering</b>	
Contact person: <b>Mrs Michelle Mitchell</b>	Position: <b>Community, Corporate &amp; Special Events Fundraising Manager</b>
Website: <a href="http://www.firststep.org.uk">http://www.firststep.org.uk</a>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1106002</b>
When was your organisation established? <b>10/10/1988</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Making London More Inclusive</b>
Which of the programme outcome(s) does your application aim to achieve? <b>Services helping people with a newly acquired or diagnosed disability to maintain choice and control in their lives</b>
Please describe the purpose of your funding request in one sentence. <b>Funding for First Step's Chief Executive Officer (Salary).</b>
When will the funding be required? <b>01/08/2018</b>
How much funding are you requesting? Year 1: <b>£51,182</b> Year 2: <b>£52,609</b> Year 3: <b>£53,664</b>  <b>Total: £157,455</b>

**Aims of your organisation:**

First Step aims to provide babies and pre-school children with special needs and/or disabilities, residing in the London Borough of Havering, an opportunity for therapeutic development in a caring environment through a wide range of play activities and experiences. First Step also offers the families of such children support, information and advice, in a friendly atmosphere of trust and confidentiality. Thereby empowering them to sustain a good quality of life in the long term, while ensuring services are developed and managed to take account of the changing needs and aspirations of all the individuals concerned.

Similarly, First Step aims to continuously improve good practice for the delivery of such services both within our organisation and with other service providers in order to ensure an excellent quality of service through the highest standards of leadership and governance.

Additionally, First Step strives to maintain a high quality team of staff and volunteers who feel valued and who are motivated, skilled and adaptable.

**Main activities of your organisation:**

First Step offers a wide range of holistic and tailored services for young children with special needs and/or disabilities, and their families; ensuring the children's needs and parent's wishes are paramount. These services include: Family support in the form of Family Groups, Peer Groups, Welfare Benefits Advice, Information and Guidance, General Support, Pre-School and PACC (Promoting Attention, Communication and Co-operation) sessions and School Holiday activities. In particular, information and support involves daily telephone calls, emails, meetings, and conversations between staff and parents/carers and other professionals.

Indeed, First Step works in partnership with professionals from many teams within the London Borough of Havering and NELFT including health visitors, specialist health professionals, physiotherapists, speech, language and nutrition therapists, occupational health, dentistry and a wide range of other professionals from Education, Social Services, the Welfare Rights Unit and local voluntary organisations.

First Step also offers opportunities to a number of students from local colleges to work alongside the Family Support and Playroom Team.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>3</b>	<b>13</b>	<b>10</b>	<b>31</b>

**Property occupied by your organisation**

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
<b>Leased</b>	<b>13</b>

## **Summary of grant request**

First Step's is seeking support to fund the CEO for three years. This is an extremely demanding permanent, full-time position.

### **What First Step's CEO Aims to Achieve**

The CEO's will ensure the provision of a strategic direction and services which take account of the changing needs and aspirations of the children and families. The development of Strategic and Business Plans aimed at providing the framework for delivering services in a sustainable manner and to ensure continuous improvement.

### **Why First Step is the Right Organisation to Deliver the Work**

Established In 2018, First Step has received five consecutive Ofsted Outstanding awards & 4 of the 9 QuILT (Quality Improvement In Learning and Teaching) modules.

First Step marks its 30th anniversary in 2018. The organisation provides essential and unique support for families of babies and pre-school children with special needs and/or disabilities during the early days, weeks, months and years of their child's life. First Step is a centre of excellence which works with multiple agencies to provide cohesive support for children and their families.

### **Meeting the Trust's Programme Outcome**

First Step is applying under 'Making London More Inclusive' to 'Provide Services that Help People with a Newly Acquired or Diagnosed Disability to Maintain Choice and Control of their Lives'. First Step will provide services and support which strives to meet the needs of parents/carers awaiting, or having recently received, a diagnosis for their baby or pre-school child. First Step supports families as early as possible, from birth and in some circumstances during pregnancy. Families often self-refer, or are referred in crisis, seeking help when they feel they have nowhere to turn. First Step provides advice, information and guidance to help parents/carers during these early months and years, helping them make informed choices to achieve the best outcomes for their family, empowering them for the future.

### **Good Practice Principles**

First Step is committed to involving disabled people in the planning, management and running of their organisation. First Step has open channels of communication with parents/carers, resulting in dynamic feedback. The construction of the building is fully accessible with excellent facilities for the disabled, whilst ensuring the safety of the children is paramount. First Step is committed to providing equality of opportunity through employment and service delivery. First Step's approach to Equality and Diversity is based on inclusion (increasing the diversity of people actively involved in and contributing to the development of sustainable communities). At its heart is a commitment to the value all staff bring to the organisation because of their diverse characteristics. These cover race, gender, disability, age, marital status, sexuality, religion, background, personality and work style. As part of the community, First Step aims to influence, promote and maintain the equal treatment of all members within the community. First Step also has a Valuing Diversity Policy Statement which can be found at: <http://www.firststep.org.uk/recruitment-docs/first-step-valuing-diversity-policy-statement-v2.pdf>.

First Step is acutely aware of the invaluable impact volunteers make within every sphere of the organisation. All staff are treated equally and volunteers are constantly reminded of the significance of their contribution to the effective delivery of services. First Step has an identical, rigorous recruitment process for both paid staff and volunteers. First Step has a Volunteers Policy and volunteers are given regular supervision. The importance of their work is celebrated at an annual recognition event.

First Step has an environmental policy. The organisation operates a full black-out when the building is unoccupied and is in an unserviced building, therefore heating is utilised as necessary. First Step encourages the recycling of items such as glass bottles, ink cartridges, cardboard, clothing, stamps, mobile phone and paper.

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

Do you have a Vulnerable Adults policy? **Yes**

What Quality Marks does your organisation currently hold?

**Five consecutive Ofsted 'Outstanding' accreditations. Last awarded in May 2016.**

**QuILT (Quality Improvement in Learning and Teaching) - Comprising of 9 modules over 3 years. First Step has currently completed 4 modules.**

## **Outputs and outcomes**

What are the main activities or outputs you want to deliver? Please include no more than 5. By activities or outputs we mean the services, products or facilities you plan to deliver. If you plan to deliver work over more than one year you should include activities over the full grant period requested. Try to be specific.

**First Step's Pre-school sessions allow young children with special needs the opportunity to attend play sessions independently of their parents/carers. Following the principles of the Early Years Foundation Stage (EYFS), through play and therapeutic experiences children are encouraged to maximize their individual potential.**

**PACC (Promoting Attention, Communication and Co-operation) sessions are highly structured groups for pre-school children with Social Communication Difficulties or Autism Spectrum Disorders. Utilizing TEACCH, sessions aim to increase learning opportunities and methods of communication for each child. All sessions follow the principles outlined by the Early Years Foundation Stage (EYFS).**

**Family PACC supports children with social communication delays and their parents/carers. The sessions incorporate learning techniques which can be used at home to help children's development. Parents/carers are encouraged to provide peer support in an environment which promotes empowerment, increases confidence, builds self-esteem and combats isolation.**

**Family Sessions are for parents/carers and their children (from birth) where there is evidence of a special need or disability, with or without a formal diagnosis. Parents/carers share their experiences and receive advice, information and guidance from the Early Years Team. Pre-school siblings also attend, strengthening family bonds.**

**Family Support - First Step is a support hub where medical, social and educational professionals meet attending families. First Step provides pathways to diagnosis via established links with medical professionals. Benefits advice, assistance with form filling for existing families. Past families have access to telephone support during transitional periods.**

What main differences or outcomes do you hope the activities you have described above will achieve? Please include no more than 5. By differences or outcomes we mean the changes, benefits, learning or other effects that result from the work your project would deliver. These might be for individuals, families, communities or the environment.

**Pre-school sessions enhance peer interaction. The children are encouraged to achieve their own individual potential and their developments are recorded and disseminated with other professionals to ensure a cohesive approach to support. Non-verbal children will learn Makaton sign language to increase self-expression, communication and confidence.**

**Through developmental play, visual, sensory and musical aids children attending PACC will learn to engage in social situations and develop coping strategies to help self regulate their emotions. The children will develop increased attention, communication and co-operation skills increasing self expression to combat anxiety and increase self-esteem.**

**Family PACC sessions will promote empowerment, increase confidence, build self-esteem and combat isolation in both children and parents/carers. The children will develop peer interaction and improved communication skills. Parents will learn play techniques to utilize at home and develop supportive friendships within the peer group.**

**Early intervention is proven to achieve the greatest outcomes for children with special needs and/or disabilities. Family sessions will reduce isolation and promote friendships within the peer group. Parents will grow in confidence and pre-school siblings will learn to play and bond with their brother/sister with special needs and/or disability.**

**Families will meet with professional agencies in a trusted, familiar environment, thereby reducing anxiety. Parents will receive assistance with DLA and Education and Health Care Plan applications, benefits advice and support during the early stages of pre and post diagnosis.**

Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how do you intend to sustain it? If not, what is your exit strategy?

**Yes. First Step will seek alternative grant funding in addition to meeting this essential cost with unrestricted fundraising and donations.**

## Who will benefit?

### About your beneficiaries

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

**250**

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

**Havering (100%)**

What age group(s) will benefit?

**0-15**

**16-24**

**25-44**

What gender will beneficiaries be?

**All**

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

**A range of ethnic groups**

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

**51-60%**

## Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Chief Executive Officer salary	51,182	52,609	53,664	157,455
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>51,182</b>	<b>52,609</b>	<b>53,664</b>	<b>157,455</b>
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### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Chief Executive Officer	51,182	52,609	53,664	157,455
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>51,182</b>	<b>52,609</b>	<b>53,664</b>	<b>157,455</b>
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## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2017</b>
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Income received from:	£
Voluntary Income	163,998
Activities for generating funds	36,289
Investment income	2,457
Income from charitable activities	161,604
Other sources	0
<b>Total Income:</b>	<b>364,348</b>

Expenditure:	£
Charitable activities	347,881
Governance costs	4,097
Cost of generating funds	69,022
Other	0
<b>Total Expenditure:</b>	<b>421,000</b>
<b>Net (deficit)/surplus:</b>	<b>-56,652</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>56,652</b>

Asset position at year end	£
Fixed assets	703,529
Investments	0
Net current assets	439,012
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>1,142,541</b>

Reserves at year end	£
Restricted funds	715,578
Endowment Funds	0
Unrestricted funds	426,963
<b>*Total Reserves (B):</b>	<b>1,142,541</b>

**\* Please note that total Assets (A) and Total Reserves (B) should be the same.**

### Statutory funding

For your most recent financial year, what % of your income was from statutory sources?  
41-50%

### Organisational changes

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

A withdrawal of statutory grant funding (£120,000 - year ending 31 March 2017). Focus remains on the delivery of support services whilst delivering strategies to replace the £120,000.



## Previous funding received

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

	Year 3 £	Year 2 £	Most recent £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	165,038	169,444	151,874
London Councils	0	0	0
Health Authorities	51,555	25,778	0
Central Government departments	0	0	0
Other statutory bodies	0	0	0

## Previous grants received

Please list the grants received by your organisation from charitable trusts and foundations (other than City Bridge Trust) during the last THREE years. List source, years and annual amounts. Please include the 5 largest only.

Name of Funder	Year 3 £	Year 2 £	Most recent £
Children in Need	19,936	20,553	29,854
HSBC	0	14,769	15,509
Mercers	12,713	0	0
Fowler, Smith & Jones	2,000	0	3,000
Echo	0	0	5,000

## Declaration

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

Please confirm: Yes      Full Name: **Michelle Mitchell**

Role within Organisation:      **Corporate, Community & Special Events Fundraising Manager**

# THE CITY BRIDGE TRUST

## Logging on Sheet

### First Step

#### Proposal ID: 14715

<b>Date Received:</b>	04/05/2018	<b>Staff:</b>	Marek Habrda
<b>Borough Base:</b>	Haverling	<b>Borough Benefit:</b>	Haverling
<b>Contact Details:</b>	Mrs Michelle Mitchell Tangmere Crescent Hornchurch, Essex RM12 5PP Tel: 01708 556355 Fax: 01708 557029		

<b>Requested Amounts:</b>	<b>Total:</b>	£157,455
<b>Yr 1:</b> 51,182	<b>Yr 2:</b> 52,609	<b>Yr 3:</b> 53,664

<b>Proposal Summary:</b>
Funding for First Step's Chief Executive Officer (Salary).
<b>Main Category:</b> Making London More Inclusive

#### Previous Funding History:

Status	Recommendation	Amount	Scheme	Meeting	Staff
Not Allocated		£0	Investing In Londoners		MXH
Archived	£4,950 towards the provision of specialist courses for carers and people working with disabled children in Haverling.	£4,950	zzMain Grants	29/01/1998	BB
Archived	£100,000 towards the refurbishment of new premises, subject to sufficient funds being raised to make the project viable.	£100,000	zzMain Grants	22/04/2005	SG
Archived - Not Scanned	£111,400 over three years (£36,400; £37,000; £38,000)	£111,400	Working with Londoners	02/12/2010	JNM

	towards the costs of a service coordinator.				
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**NOTES:**