

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: FAIR TRAIN (GROUP TRAINING ASSOCIATION) LIMITED	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Outside London	
Contact person: Mr Jim Simon	Position: Head of Business Development
Website: http://www.fairtrain.org	
Legal status of organisation: Charitable company	Charity, Charitable Incorporated Company or company number: 1148867
When was your organisation established? 06/09/2012	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Strengthening London's Voluntary Sector
Which of the programme outcome(s) does your application aim to achieve? More organisations with the skills to improve their volunteer management
Please describe the purpose of your funding request in one sentence. Support 210 voluntary, community and social enterprise organisations to develop, implement and embed processes which increase their managerial capacity, enhance volunteer recruitment and increase retention
When will the funding be required? 03/09/2018
How much funding are you requesting? Year 1: £85,282 Year 2: £86,759 Year 3: £88,268 Total: £260,307

Aims of your organisation:

Fair Train's purpose is to promote the availability and uptake of high quality work experience in all age and socio-demographic groups in all workforce sectors with a particular focus and prioritisation on the Voluntary and Community Sector.

Our mission is to ensure that VCS employers are able to access high quality workforce development that enhances their sustainability and strengthens civil society. We set out to meet these objectives by advocating, through the national Work Experience Quality Standard accreditation, high quality work experience programmes as a route to employment, and by acting as an independent voice for the VCS to:

Represent the employer voice at the national strategic level in all aspects of workforce development

Champion and improve workforce and career development

Encourage and promote fairness and equity within the employment and skills sector

Increase the quality and quantity of work experience placements, traineeships, internships, volunteering (when it is designed to improve employability) and apprenticeships within the sector

Support sustainable employment

Main activities of your organisation:

Fair Train promotes Work Based Learning in six key areas: work experience; study programme/T-Level placements; traineeships; internships; volunteering (when aimed at increasing employability); and apprenticeships.

Fair Train focuses on supporting organisations in the Voluntary and Community Sector in their workforce development so that this sector can go from strength to strength.

We created Work Experience Week in 2013 which, in 2017, became a highly successful Work Experience Month.

We create and run other events and workshops throughout the year.

To our accredited organisations we provide on-going advice and guidance as well as access to a suite of resources and templates which are invaluable to their delivering of high quality Work Based Learning in all its forms.

As the GTA (Group Training Association) for the Voluntary and Community Sector, Fair Train acts as the voice of the sector, maintaining strong links with a wide range of organisations across it and within local and national government.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
1	4	7	0

Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
Owned	NA - we do not have any proper

Summary of grant request

As it leads to significantly increased employability, volunteering is one of the principal activities in which Fair Train's Work Experience Quality Standard plays a major role. We have several accredited organisations who are dependent on volunteers; all those organisations have found invaluable the framework of our Standard. Using this Standard benefits the organisation, the volunteer and its beneficiaries; above all, it greatly improves the organisation's recruitment and retention of volunteers. The Standard ensures an increase in the volunteer's knowledge and skills, and introduces or enhances behaviours which are vitally important to the way s/he serves the organisation and the beneficiaries. It therefore enriches the experience for the volunteer and a volunteer who feels a sense of self-development, progression, increased knowledge and skills is going to be much easier to retain and develop.

Fair Train created, owns and operates the Work Experience Quality Standard, which encompasses both the frameworks for work-based learning and the kite mark that demonstrates the quality of the offering by accredited organisations. The Standard is widely recognised and respected for its thoroughness and independence, and its reputation is maintained through rigorous on-site audits. The Standard has now been adopted by more than 400 organisations throughout the country. For five years, it has played a key role in our accredited organisations achieving significant growth and increased impact in high quality work-based learning.

This project links to the Trust's Strengthening London's Voluntary Sector programme. We will support 210 voluntary, community and social enterprise organisations develop the skills to improve their recruitment and on-going management of volunteers. This will support the organisations and significant numbers of volunteers and, through them, even larger numbers of beneficiaries.

This project will be built on a tried and tested model, adapted where necessary to provide specific support for this project's participants to achieve our Work Experience Quality Standard.

We will appoint a dedicated co-ordinator with the central role of recruiting, and proposing for selection, eligible organisations and supporting them throughout the accreditation process and beyond.

Organisations will participate in 7 distinct activities:

Awareness sessions: to understand the benefits of our Standard.

Health Check: establishing the right starting point.

Aiming for Gold workshops: mandatory training sessions based on the Standard's criteria.

Support plan: identifying actions to embed our Standard at an appropriate level.

Support phase: access to a range of exemplar documents and on-going support of the project team and sector specialists.

Assessment: Self-Assessment of the organisation which forms the basis of our desk-based and on-site assessment procedures.

Accreditation: successful organisations awarded our Standard at an appropriate level.

We have established processes to track the cascade benefit of the support we provide. All accredited organisations submit a bi-annual data return which feeds into our annual impact report. The same process will operate in this project.

Always wanting to progress and enhance our work, we have recently engaged Alliance Manchester Business School to conduct research with our accredited members and other organisations in this sector to understand the social value that adoption of our accreditation brings and to identify an appropriate tool to measure its social impact. And our Incoming Bursary Scheme will enable the small and least affluent organisations in this sector to achieve accreditation with a substantial subsidy. These activities will build on this project and expand its outcomes.

We already share our knowledge through hosting professional events for both accredited and non-accredited organisations. As an additional benefit emanating from this project, feedback from participants in it will inform the creation and publication of a best practice handbook; available to all voluntary, community and social enterprise organisations throughout the UK free of charge.

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? **No**

What Quality Marks does your organisation currently hold?

None

Outputs and outcomes

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

To deliver 30 (10 per year) half-day 'Work Experience Quality Standard awareness' workshops to 300 voluntary, community and social enterprise organisations from all London boroughs.

To identify 210 (70 per year) London based voluntary, community and social enterprise organisations to undertake an initial health check of their volunteer management procedures and policies against Fair Train's Work Experience Quality Standard framework.

To deliver 30 (10 per year) half-day 'Aiming for Gold' workshops to discuss and support organisations to address the actions identified within their individual support plan.

To provide 210 (70 per year) organisations with a framework to embed Fair Train's Work Experience Quality Standard at an appropriate level, access to a range of exemplar documents and access to on-going support from the project co-ordinator, Fair Train's senior staff and our sector specialists.

To undertake 210 (70 per year) desk-based and on-site assessment visits leading to 210 London based voluntary, community and social enterprise organisations (70 per year) being accredited with Fair Train's Work Experience Quality Standard at a level appropriate to their organisation.

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.

210 voluntary, community and social enterprise organisations supported to increase their internal capacity to recruit and manage volunteers.

At least 210 voluntary, community and social enterprise organisations managers, senior leaders and trustees have an improved understanding of effectively managing a volunteer workforce.

210 voluntary, community and social enterprise organisations have implemented policies, procedures and practice which increase volunteers' knowledge and skills, and introduces or enhances behaviours which are vitally important to the way they serve the organisation and the beneficiaries.

There is no reason why every volunteer in every organisation should not feel more supported and valued.

210 voluntary, community and social enterprise organisations receive a national quality standard which recognises their commitment to delivering high quality volunteer opportunities. This will be extremely beneficial to internal morale and external perception.

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?

Fair Train has a strategy in place to improve access to our services by smaller, less well-resourced organisations. Our pricing structure takes into consideration the size and annual income, allowing smaller organisations to benefit from a lower assessment cost. We are developing a bursary scheme which will enable smaller organisations to apply for subsidised accreditation.

Who will benefit?

About your beneficiaries

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

3,500

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

London-wide (100%)

What age group(s) will benefit?

All ages

What gender will beneficiaries be?

All

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

A range of ethnic groups

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

11-20%

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Project co-ordinator (1 FTE)	34,500	35,190	35,895	105,585
Project administration support (0.2 FTE)	5,200	5,304	5,410	15,914
Independent Assessor costs	11,250	11,475	11,704	34,429
Senior staff / Sector specialist costs	29,900	30,498	31,107	91,505
resource design, printing and project administration	750	750	750	2,250
Accreditation fee(70 per year)	17,500	17,500	17,500	52,500
Venue hire (10 days per year)	4,000	4,000	4,000	12,000
Project travel expenses & sustenance	7,800	7,956	8,115	23,871
	0	0	0	0
TOTAL:	110,900	112,673	114,481	338,054

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Project participant assessment contribution	4,375	4,375	4,375	13,125
TOTAL:	4,375	4,375	4,375	13,125

What other funders are currently considering the proposal?

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

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Project co-ordinator (1 FTE)	34,500	35,190	35,895	105,585
Project administration support (0.2 FTE)	3,465	3,534	3,604	10,603
Independent Assessor costs	7,500	7,650	7,803	22,953
Senior staff / Sector specialist costs	20,700	21,114	21,536	63,350
resource design, printing and project administration	750	750	750	2,250
Accreditation cost (70 per year)	6,565	6,565	6,565	19,695
Venue hire (10 days per year)	4,000	4,000	4,000	12,000
Project travel expenses	7,800	7,956	8,115	23,871
TOTAL:	85,280	86,759	88,268	260,307

Finance details

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

Financial year ended:	Month: July	Year: 2017
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Income received from:	£
Voluntary Income	0
Activities for generating funds	0
Investment income	0
Income from charitable activities	2,000
Other sources	148,265
Total Income:	150,265

Expenditure:	£
Charitable activities	118,358
Governance costs	4,256
Cost of generating funds	0
Other	29,071
Total Expenditure:	151,685
Net (deficit)/surplus:	-1,420
Other Recognised Gains/(Losses):	0
Net Movement In Funds:	-1,420

Asset position at year end	£
Fixed assets	3,073
Investments	0
Net current assets	143,045
Long-term liabilities	0
*Total Assets (A):	146,118

Reserves at year end	£
Restricted funds	0
Endowment Funds	0
Unrestricted funds	146,118
*Total Reserves (B):	146,118

*** 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?
0%

Organisational changes

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

NA

Previous funding received

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

	Year 3 £	Year 2 £	Most recent £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	0	0	0
London Councils	0	0	0
Health Authorities	0	0	50,000
Central Government departments	220,335	219,201	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 £
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

Declaration

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

Please confirm: Yes Full Name: **Jim Simon**

Role within **Head of Business Development**
Organisation: