

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Waltham forest community hub ltd	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Waltham Forest	
Contact person: Mrs Monwara Ali	Position: Director
Website: http://www.wfchub.org	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1118523
When was your organisation established? 05/12/2006	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Strengthening London's Voluntary Sector
Which of the programme outcome(s) does your application aim to achieve? More organisations with the skills to improve their volunteer management More organisations with improved skills in financial management
Please describe the purpose of your funding request in one sentence. To share good practice with Waltham Forest's Voluntary Sector, strengthen smaller VCSE organisations and build our capacity to meet the growing demands of our service.
When will the funding be required? 01/10/2018
How much funding are you requesting? Year 1: £35,102 Year 2: £38,102 Year 3: £30,296 Total: £103,500

Aims of your organisation:

Our organisation's vision is: an active community organisation that engages and empowers local residents and brings people together in a common effort to make long lasting positive change.

Our mission is: to improve the quality of the lives of local people by engaging them, inspiring them and supporting their active participation in society.

Our strategic aims are:

- to provide affordable community resources such as room/hall hire, training and capacity building support.

- To engage and empower young people through the provision of youth services and one to one mentoring to give them a voice and support them to aspire to achieve their potential.

- To improve employability through the provision of education, training and life skills to build skills and self-confidence to achieve social independence.

- To promote community cohesion and wider participation in society to overcome social isolation.

- To develop and maintain a robust infrastructure and a sustainable organisation.

Main activities of your organisation:

To provide responsive services for the local community. We provide activities and services in four core areas:

1. Affordable community resources:

- weekly Tae kwondo sessions

- weekly Tai Chi sessions

- Bi-weekly Meditation classes

- Two different Church Services 3 times a week

- Forest Pathway College use our venue to operate a Year 11 School facility

- affordable training in governance, child protection & Safeguarding, Volunteer Management, youth work and mentoring for charity/voluntary sector.

- Weekly Farmers' Market - a Saturday Market supporting local stallholders

2. Empowering young people:

- Youth activities and mentoring - engaging local young people aged 13-19 through stimulating weekly activities. Members have access to one to one mentoring from trained Youth Workers.

- Regular Youth Club.

3. Improving employability:

- Supporting volunteer development through training

- and work experience opportunities.

4. Enabling community cohesion:

- Delivering activities that engage older people, including inter-generational projects. Our events aim to bring the community together.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
1	9	7	16

Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
Leased	Waiting for a 99 year lease

Summary of grant request

NEED FOR THE WORK

We want to strengthen our Infrastructure by developing another Income stream to achieve sustainability and share our good practice with the rest of the Voluntary, Community and Social Enterprise sector. We are involved in the Children and Young People's Network (speaking about Safeguarding practices) and our Managing Director Chairs the Community Venues Network and this has given us greater insight to need. A report following research by Rocket Science in 2016 highlighted the need of the VCSE sector in Waltham Forest.

HOW WORK WILL BE DELIVERED

We will recruit a Training Co-ordinator and launch our service by signing up VCSE organisations for consultancy and training, some of whom we are already aware of through Forums and Networks. We will complement the existing training being provided by the local CVS when designing our Training Programme, to strengthen the sector in the long run. We will deliver monthly training sessions and workshops in Safeguarding, People Management and Financial Management. The training will focus on providing better infrastructure support (Implementation of financial reporting systems and quality mark in volunteering) for VCSE organisations, leading to an increase in their capacity. The Investing in Volunteers Workshops will specifically be for four organisations.

WHAT OUR PROJECT WILL AIM TO ACHIEVE

The project will aim to improve volunteer management and financial management systems within the VCSE sector. It will aim to develop better safeguarding systems within organisations that work with children and young people and enable four organisations to achieve Investing in Volunteers quality mark. We aim to empower at least 20 organisations per year by providing Quick books training. Our Finance Officer, who is an expert on Quick books, can provide assistance to anyone who wants to introduce Quick books to improve their financial management and build capacity within their organisation.

WHY WE ARE THE RIGHT ORGANISATION TO DELIVER

Our experience over the last five years has developed our reputation as a progressive small charity that has a strong Infrastructure. We have developed a good reputation as an excellent youth provider working with disadvantaged communities, particularly in bridging the gap between the older and younger generations through Inter-generational working and setting very high standards in safeguarding. By being the first organisation in Waltham Forest to acquire the Investing in Volunteers quality assurance, by improving our own financial management systems and developing strong safeguarding practices, we have demonstrated our leadership in these areas. We are best placed to engage, inspire and empower other VCSE organisations by offering our expertise in these areas.

HOW OUR PROJECT WILL MEET THE TRUST'S PROGRAMME OUTCOME

Increase capacity in volunteer management - training on Safeguarding and practical steps to improve the VCSE sector's capability to engage volunteers more effectively and lead to an increase in confidence and overall capacity. We will empower 4 organisations to achieve Investing in Volunteers quality mark by providing them with one to one tailored support. Increase capacity in Financial Management - our project will demonstrate the importance of developing stronger financial management systems through the introduction of Quick books.

OUR PROJECT MEETS THE TRUST'S 'PRINCIPLES OF GOOD PRACTICE'

As an organisation that embraces diversity our workforce reflects the diversity of the communities we work with and ensures our practices/services are inclusive. We are committed to continual improvement of our environmental impact. It is our practice to gauge feedback from service users to ensure our services are effective. We are a charity

that has evolved through the involvement of people at all levels, from service users, volunteers, staff to trustees. We will seek feedback from all trainees and recipients of this project.

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?

Investing in Volunteers and currently undergoing assessment to acquire the Bronze Quality Assurance in Youth Work as a member of London Youth.

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.

Undertake a Needs analysis by meeting with the CVS for recommendation of VCSE organisations who would benefit from Investing in Volunteers. The CVS would be best placed to circulate information and we would audit organisations.

In year 2 we would support 4 organisations through assessment to help them acquire IiV.

Design and deliver a Training Programme with monthly training courses and workshop in Financial Management, Volunteer Development, Safeguarding and People Management for VCSE sector organisations.

Develop a marketing strategy to advertise and publicise the Training Programme. In year two market the training to a wider audience such as the Local Authority, Schools and the private sector. Start building a track record in high quality training delivery.

Gain accreditation with recognised bodies such as Continued Professional Development, London Youth and Asdan.

In year one establish Mentoring and Coaching relationships with 4 organisations - to support them through the assessment process of acquiring the Investing in Volunteers Quality Mark by holding one to one sessions and IiV Workshops. In year two support organisations more practically by helping them through the assessment process.

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.

The VCSE sector in Waltham Forest working much more collaboratively with other organisations to benefit the wider community.

20 VCSE sector organisations have increased knowledge of financial management and improved financial management systems.

A VCSE sector organisation has become sustainable through capacity building and diversification of income generation.

Stronger VCSE sector organisations who have developed excellence and demonstrate a high standard, building a stronger voluntary sector.

Four VCSE sector organisations are stronger, with increased capacity and improved capability in volunteer management.

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

We will develop a marketing and advertising campaign as a way of building a reputation for training delivery. Our sustainability strategy will be based on the networks and connections we develop while we grow a strong track record. We will aim to generate enough income through delivery to the corporate/private sector to enable us to continue beyond the funding.

Who will benefit?

About your beneficiaries

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

300

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

Waltham Forest (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?

1-10%

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Training Co-ordinator - 21 hrs @ £15 for 52 weeks	16,380	16,707	17,041	50,128
Managing Director - 7 hrs @ £20 for 52 weeks	7,280	7,426	7,575	22,281
CPD and Asdan Accreditation Costs	1,500	1,500	1,500	4,500
Finance Officer (Training & monitoring) - 7 hrs @ £15 for 52 weeks	5,460	5,569	5,680	16,709
Staff Training	6,300	0	0	6,300
Quality Assurance Costs for 4 organisations via NCVO	0	8,400	0	8,400
Launch, Publicity and marketing	900	0	0	900
Administration and Stationery	250	250	250	750
TOTAL:	38,070	39,852	32,046	109,968

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Our contribution towards recognised accreditation costs	1,000	0	500	1,500
Money raised from £10 registration fee from participants	1,440	1,440	1,440	4,320
Admin and Stationery Costs	250	250	250	750
TOTAL:	2,690	1,690	2,190	6,570

What other funders are currently considering the proposal?

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

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Training Co-ordinator - 21 hrs @ £15	16,380	16,707	17,041	50,128
Managing Director - 7 hrs @ £20	7,280	7,426	7,575	22,281
CPD and Asdan Accreditation Costs	0	0	0	0
Finance Manager (Monitoring) - 7 hrs @ £15 for 52 weeks	5,460	5,569	5,680	16,709
Staff Training	5,500	0	0	5,500
Quality Assurance Costs for 4 organisations via NCVO	0	8,400	0	8,400
Launch, Publicity and marketing	482	0	0	482
Admin and Stationery	0	0	0	0
TOTAL:	35,102	38,102	30,296	103,500

Finance details

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

Financial year ended:	Month: March	Year: 2017
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Income received from:	£
Voluntary income	1,087
Activities for generating funds	114,165
Investment income	27
Income from charitable activities	76,484
Other sources	0
Total Income:	191,763

Expenditure:	£
Charitable activities	181,411
Governance costs	1,610
Cost of generating funds	0
Other	0
Total Expenditure:	183,021
Net (deficit)/surplus:	8,742
Other Recognised Gains/(Losses):	0
Net Movement In Funds:	8,742

Asset position at year end	£
Fixed assets	21,327
Investments	0
Net current assets	63,883
Long-term liabilities	0
*Total Assets (A):	85,210

Reserves at year end	£
Restricted funds	12,991
Endowment Funds	0
Unrestricted funds	72,219
*Total Reserves (B):	85,210

*** 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:

The most Senior Officer's title changed to Managing Director and a new Trustee was appointed.

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	86,623	63,850	32,300
London Councils	0	0	0
Health Authorities	0	0	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 £
BBC Children in Need	0	0	26,789
Sports Relief	0	0	13,096
Awards For All	9,442	9,992	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: **Monwara Ali**

Role within **Managing Director**
Organisation: