

The City Bridge Trust

Bridging Divides: Application for a grant



About your organisation

Organisation Details

Name of your organisation: Limes Community and Children's Centre	
If your organisation is part of a larger organisation, what is its name? N/A	
In which London Borough is your organisation based? Waltham Forest	
Contact person: Ms Elizabeth Fraser	Position: Director
Website: http://www.thelimes.org.uk	Social Media Accounts: @TheLimesE17 / https://www.facebook.com/thelimese17
What Quality Marks does your organisation currently hold? We hold the London Borough of Waltham Forest certificate of maintained standards. We are currently working towards PQASSO.	

Legal Status

Legal status of organisation: Registered Charity			
Charity Number: 1099064	Company Number:	CIC Number:	Bencom Number:
When was your organisation established? 07/02/2001			
Aims of your organisation: Our vision is that all disabled children and young people (CYP) will enjoy, achieve and participate fully in society. At our fully accessible centre disabled CYP can learn and play while their families/carers receive a short break. We help users reach their potential and have their say. We promote the independence of disabled CYP, help build life and employment/entrepreneurial skills and aid their preparation for adulthood. Our values are: Inclusive (ensuring disabled/non-disabled CYP can learn and grow together, and that families and other organisations feel welcome and respected at the Limes); Committed (working together for as long as is needed); Sustainable (consistently aiming to increase our organisational sustainability and minimise our impact on the environment); Enjoyable (fun activities that improve users happiness levels and encourage their continued attendance thus providing them with a strong community/support network);			

Main activities of your organisation:

Our main activities include:

Tanz Toddlers: stay and play sessions for under 5s;

Family playtime: stay and play sessions for under 5s and under 12s;

Splat: Creative art afterschool sessions;

Youth clubs for 10-15 year olds (Go for it!), 10-18 year olds (The Club) and 16-25 year olds (Top of the Limes);

Trips and activities for 12-25 year olds;

Creative journeys: Zest Kitchen, Edible Forest, Make & Create, all work-based skills and entrepreneurship training and experiences for 18-25 year olds;

Monthly market;

Holiday and weekend play schemes;

Makers and Shapers steering groups for under 12s and over 13s;

Parent/carer advisory group;

Individual journey planning for users;

Your Staff & Volunteers

Full-time:	Part-time:	Trustee/Board members:	Active volunteers:
5	24	7	9

Do you have a Safeguarding policy? **Yes**

Are the following people in your organisation subject to DBS checks?

Paid Staff
Yes

Volunteers
Yes

Trustees / Management Committee Members
Yes

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	10 years

Environmental Impact**What action have you taken in the past year to progress environmentally sustainability principles and practice?**

We take environmental sustainability seriously and regularly review our environmental policy and practice to determine what is working well and identify areas for improvement. We have recently undertaken a skills audit of our Trustee Board and identified the need to recruit a new environmental champion with relevant expertise (following the recent resignation of our previous Trustee with responsibility for environmental policy for personal reasons). We plan to start recruitment early in the new year. The new appointee will join our facilities subcommittee and support us to undertake an action review of our policy and practice in 2019. We continue to use recycled materials, avoid the use of environmentally damaging products, and minimise waste and pollution. Through our projects we continue to raise awareness of environmental responsibility. Users have gained knowledge and practical experience of a range of environmental sustainability principles (eg horticultural skills, crafting, waste separation, using public transport).

Finance Details

Organisation Finances

	Year of most recent audited / examined accounts	Current financial year forecast	Next financial year budget
End of financial year date	31/03/2018	31/03/2019	31/03/2020
Grants & donations:	£403,450	£383,792	£352,461
Earned income:	£133,373	£229,097	£235,970
Other income:	£1	£0	£0
Total income:	536,824	£612,889	£588,431
Charitable activity costs:	£521,980	£578,493	£568,486
Cost of raising funds:	£5,520	£9,600	£8,000
Other costs:	£0	£0	£0
Total expenditure:	£527,500	£588,093	£576,486
Free unrestricted reserves held at year end:	£29,199	£53,995	£65,940
<p>What is your organisation's reserves policy? The Limes aims to hold a minimum reserve of 2 months' and a maximum reserve of 4 months' running costs in unrestricted funds, to serve as a safeguard against any unexpected shortfall in income or increase in expenditure. Our unrestricted reserves in 2017/18 did not meet this target, however we are on track to increase the level of reserves we hold this financial year with further incremental increases projected for 2019/20.</p> <p>For your most recent financial year, what % of your income was from statutory sources? 31-40%</p>			

Organisational changes

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

N/A

Grant Request

Which of the Trust's programmes and priority areas will your application deliver?
Positive Transitions/Disabled people (choice and control)

Which of the programme outcome(s) does your application aim to achieve?

Please describe the purpose of your funding request in one sentence.
To continue and increase the sustainability of our successful Creative Journeys programme building disabled young people's entrepreneurial skills, independence and social inclusion.

When will the funding be required? **25/05/2019**

Is this request to continue work that is currently funded or has been funded in the last year by:

City Bridge Trust?
Yes

Another funder? (if so which)

How much funding are you requesting?

Year 1:	Year 2:	Year 3:	Year 4:	Year 5:
£41,161	£41,984	£0	£0	£0

Total Requested: £83,145

What 3 main differences or outcomes do you want to achieve through your funding proposal?

90 YP learn new entrepreneurial and life skills ? 100% try new things; at least 65% learn new skills including problem solving, information-gathering, decision-making, managing money, being an agent for change, feeling confident with others/in public, routine/structure, selling, marketing, design and planning.

90 YP see improved levels of independence and resilience - 100% participate in creative activities fostering self-expression; 90% develop greater awareness of routine/structure (eg, time-keeping); 80% greater awareness of personal hygiene and appropriate behaviours, including keeping safe; 75% experience of conveying and executing their ideas; 65% increased self-awareness.

90 YP learn and develop communications skills ? 95% users gain experience of team-working (eg, voicing opinions, listening, reasoning, respecting others' views); 50% users gain experience of negotiation; 35% users gain experience of leadership/managing others; 35% users gain experience of interacting and providing a service to the public.

What are the main activities or outputs you will deliver to achieve these differences?

48 x bi-monthly Creative Journeys group meetings: users establish interests, explore new entrepreneurial ideas, develop new approaches/strategies, gain leadership skills and voice.

24 x research meetings and trips to gather information, inspiration and guidance/advice about entrepreneurial ideas.

90 x journey (including exit) plans developed and regularly updated.

7x 6-hour Creative Journeys sessions per week (48 weeks x 2 years):

Zest Kitchen - users plan recipes, bake, cook and sell wares;

Edible Forest - users develop garden, weed, sow, plant, water and harvest for selling/cooking;

Make & Create - users design, make crafts to sell (eg, jewellery, gifts).

20 x market days (10 per year) reaching over 300 visitors. Users sell wares to public, run and support fun activities and engage with local people. Local businesses/creatives also rent stalls, extending the market's reach and contributing to more positive attitudes towards disabled people and increased social cohesion.

You and your grant request

What, specifically, are you applying for (your project)?

Salary costs for Zest Kitchen, Edible Forest and Make & Create Coordinators, crucial roles whose core purpose is to support YP with disabilities prepare for adulthood as socially active citizens using entrepreneurial and creative based methods of working. Each will support at least 20 (25 Zest Kitchen) disabled YP each year, working with them to research, promote and develop activities and placements tailored to their journey plans and needs (eg, arranging for learning visits to local creatives who share users' interests or passions, developing users' participation in project decision-making and running; making referrals to other agencies as appropriate); supervise and guide support workers and volunteers; promote the project to users, including developing accessible publicity materials about opportunities offered. All three Coordinators have been in post since the project's inception three years ago and are experienced and passionate about supporting the development and growth of YP with disabilities.

How will the project described achieve your stated outcomes?

All users will try new things in a supportive, real life environment with tailored support (journey plans). Through regular participation in self-selected activities, research visits and market days, users will learn new entrepreneurial and life skills (eg, problem-solving, communication) - deciding what to produce/make, how and where to market and sell this, gaining experience of stock-taking, money management and serving the public - at their own pace. They will gain awareness of time-keeping and following a routine. Users' chosen tasks will be analysed and broken down using training in systemic instruction (focussing on gesture and touch rather than verbal instruction) to help develop users' autonomy and independence. Working with peers and staff towards shared goals will develop users' communication skills and appropriate behaviours - further honed through supporting/leading peers and interacting with the public. Leading project direction and development through bi-monthly group meetings will empower users, further increasing impact.

How do you know there's a need for this work?

Disabled YP lack the life skills and real-world experience to successfully transition to adulthood and independence and are highly vulnerable to abuse (eg, mate crime). All our users report isolation, many won't go out in public for fear of verbal or physical abuse (50% of our users experienced hate crime last year). Medium-to-high support needs (requiring help with eating, moving, communicating) reduce users' independence and ability to develop/sustain relationships. Social stigmatisation and isolation increase vulnerability to mental health issues (eg, depression, self-harm).

Austerity has decimated support services for disabled YP in Waltham Forest (in 5% most deprived of UK boroughs, IMD 2015). We are the only full-time provider left. There are scant age-appropriate services/activities helping disabled YP transition to adulthood locally. Other support services are purely education/institution based, don't meet users' needs for additional support or offer a real workplace setting. None take our effective, user-led, real life inclusive approach.

How will the work be delivered - specifically, what will you do?

90 disabled YP will participate in self-selected Zest Kitchen, Edible Forest Garden or Make & Create sessions at least weekly for 6-18 months, supported by three coordinators and sessional support staff (1:1, 1:2, 1:4 staff ratio as needed): trying new things, developing skills, designing and creating products (eg, cakes, plants, prints). Individual journey plans will ensure users are fully supported to achieve self-set goals and gain experience (eg, meeting creators, visiting businesses). Users will help plan and deliver 20 market events (normally on Sundays), informed by 24 research meetings/trips to gather information, inspiration and guidance. A bi-monthly steering group (48 meetings) will enable young people to lead the project, explore and develop ideas, and organise research meetings/trips and events (eg, guest speakers, visits to other markets/businesses, team-building activities). Users and their parents/carers will be supported to develop viable exit strategies, including setting up micro-businesses, volunteering or employment opportunities where possible.

Why are you the right organisation to do this work?

The Limes offers an inclusive, purpose-built space for families of YP with disabilities from birth to 25: Waltham Forest's only accessible community centre. We support whole families as their children grow up and they navigate the care system, generating and sustaining positive outcomes for disabled CYP with our user-led approach ? giving CYP real choice and control over their lives. We have delivered support for disabled CYP for more than a decade and are highly respected within Waltham Forest. Limes sits on the Local Children and Young People Commissioning Panel and the Learning Disability Partnership Board; our director is a local disability champion. We have become the 'go-to' organisation for council officers and councillors seeking inclusion guidance; strategic initiatives we are involved with include supporting the council to anticipate the future needs of transition services. At least 4,000 children, young people and adults (50% BME) use the Limes each year.

How does your work complement and not duplicate other services within your area?

No other organisation in Waltham Forest runs a comparable project; we have increased session length and frequency in response to high demand from disabled YP. We are respected and well-known locally (eg, we sit on the Local CYP Commissioning Panel and the CYP Provider Services Forum Board) and keep up-to-date with relevant service developments through our close relationships with partners and our user-led mystery shopping activities. Creative Journeys complements other local services run by statutory providers, charities, schools, local businesses and creatives through regular communication (including publicising the project), referrals (both ways) and partnership working.

We are committed to collaboration and work closely with a wide range of partners to avoid duplication, pool information / resources and develop quality signposting. We are active members of various local coalitions (eg, Waltham Forest United, a youth collective) and practitioner forums (eg, SEND Employment Operational Steering Group, the Learning Disability Partnership Board).

How will you ensure that your project will hear and represent the views and needs of disadvantaged people and/or diverse communities?

All our services are user-led. Our principles for working with YP are: self-determination (proactively making choices), journey planning (focussing on individual aspirations and skills not service provision constraints), social inclusion, choice and independence (support, advice and Information enabling real choices) and practical learning (in real-world situations). Our steering group, Makers & Shapers, ensures YP provide feedback, shape the way the Limes is run and are represented at board level in a non-tokenistic way.

Disabled users plan, manage and help run the project via our bi-monthly Creative Journeys group, ensuring all activities and the project's strategic direction are shaped by users' views and needs. Users are encouraged to record their and other users' experiences, self-evaluate the project and shape its future development via film making, creating a short documentary about their project experiences. On the micro-level, individual journey plans ensure each user is in control of their own personal development plan.

How does your project engage and empower individuals and/or communities to come together on this issue? Will you be working with people who are particularly excluded?

Empowering individuals and communities to come together is key to Creative Journeys. Individual users are empowered to work together with other users, staff, volunteers, family members, to learn new skills and develop ideas. They will have positive interactions with local entrepreneurs, businesses and experts (eg, through research and development activities) and with the public (at market days and our café). A core aim of this work, as with all our services, is to promote inclusion and transform attitudes towards disability, reversing the negative perceptions and low expectations our disabled users are too often tarred by and increasing community cohesion.

Our disabled users are particularly excluded. They are isolated, may have no friends or suffer bullying, and completely lack opportunities to socialise when they grow out of children's activities. They are far more likely to encounter prejudice than non-disabled people: shockingly, half our users experienced hate crime over the past year.

Is the focus of your project meeting an already identifiable need (acute or otherwise) or are there elements which are preventative and/or incorporate early action?

Creative Journeys both meets an already identifiable, acute and unmet need and has preventative elements. There is a clear need to support disabled young people in their transition to adulthood: there are very few opportunities for users to develop life skills, confidence and independence in a practical, real-life setting. This vital skills development is preventative, too. We believe the tools, resilience and confidence participants gain will make them better able to express themselves/self-advocate, be more connected to their local communities (eg, friendships and links developed), more likely to volunteer, develop their own business or secure employment. This vastly increases their chances of leading fulfilled lives as adults, helping to prevent/reduce isolation and poor mental health. Users will gain a wealth of skills and experience which will serve them well for many years to come, with several successful microenterprises developed each year.

Who might you need to work closely with in delivering this project - whether before, during or afterwards?

We will work closely with various partners to deliver the project including:

Local charities and voluntary organisations (Stay Safe East, the Waltham Forest Parent Forum, Waltham Forest Carers Association) ? referrals, signposting, development of user-determined workshops/activities;

Local creators and businesses (Cheri Smith Ceramics, Christina Marshall, Crafty Lady Knitted Goods, Farah Ishaq, Handbags and Accessories/Jacqueline Foxley, Julz and Joel, London Cushions/Naila, OrganicLea, Perky Blenders, Wacky Colours, Wainwright Bookbinding) ? work experience/volunteering opportunities, mentoring, research/inspiration visits, developing/supporting workshops/activities, market trading, microenterprise development/exit planning support, sponsorship, sustainability planning; Education/training providers (local adult education colleges, SENCos, the SEND Employment Operational Support Network) ? referrals, signposting, exit planning, sharing best practice;

Statutory services (LB Waltham Forest Leisure Partnership, Community Learning Disability Team, Transition team, Youth Engagement and Participation Worker, Early Help Team) ? referrals, signposting, exit planning, sustainability planning;

Local health services (Bart's Health NHS Trust, CAMHS, Wood Street Clinic) ? referrals, sign posting.

Our aim as a funder is to help people move positively between any of the four stages of Surviving, Coping, Adapting and Thriving. For your project at which of these stages will most people begin their journey?

Most users will begin at surviving or coping and move to adapting and thriving. Most are used to being looked after, having things done for them, being taken to places, often (unintentionally) limited by over-protective parents/carers. Low expectations (eg from family, teachers) about their capabilities or potential may have led to low self-confidence and little motivation to try new things. Many find social interaction challenging and are isolated. At Creative Journeys users will try new things, make friends and develop new skills moving to adapting or thriving by the end of their journey. While still needing support, all will be clearer about what they enjoy doing/are good at and have developed new skills (eg, communication, gardening). While a few will have been supported to develop microenterprises (by themselves or with peers), many will have made leaps and bounds personally with greater awareness of routine/structure and appropriate behaviours, including keeping safe.

Will there be any elements of this project that will help you or your beneficiaries to reduce your environmental footprint?

Our Creative Journeys Project is highly environmentally friendly. Many activities help users implement sustainable actions ? from learning about horticulture to being supported to increase independence by using public transport, sometimes for the first time. Users grow food in our edible garden, learning how to grow their own crops and maintain the natural eco system (eg companion planting, leaf harvest compost making). Their home-grown food is used in our café and sold at market days (with a tiny environmental footprint as no transport is involved). As well as using home-grown food we encourage use of locally sourced produce in our Zest kitchen and compost food waste. Many of our arts and crafts activities reuse waste collected in the neighbourhood with our young users. All users and staff members proactively take part in waste separation. We encourage users and staff to reduce energy consumption (eg, signs prompting to turn off lights).

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
staff costs (3x coordinators, Enterprise Manager, sessional staff + small contributions to CEO, Head of Finance and Head of Services)	115,568	117,879	0	0	0	233,447
Resources and equipment	15,008	15,308	0	0	0	30,316
Publicity	3,000	3,060	0	0	0	6,060
Monitoring and evaluation (Includes user-led film project)	7,080	7,222	0	0	0	14,302
Training and volunteer expenses	2,200	2,244	0	0	0	4,444
Office equipment	1,000	1,020	0	0	0	2,020
Rent and utilities	7,000	7,140	0	0	0	14,140
TOTAL:	150,856	153,873	0	0	0	304,729

What income has already been raised?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Paul Hamlyn Foundation	18,800	19,176	0	0	0	37,976
Lloyds Bank Foundation	30,564	0	0	0	0	30,564
BBC Children in Need, REACH, Field Family Trust	28,928	0	0	0	0	28,928
Direct payments (expected Yrs 1&2) and additional generated income (eg, stall hire, sponsorship expected Yr 2)	31,403	53,504	0	0	0	84,907
TOTAL:	109,695	72,680	0	0	0	182,375

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Year 4	Year 5	Total
REACH (stage two completed, decision expected Feb 2019)	0	16,247	0	0	0	16,247
BBC Children In Need - continuation grant application scheduled for Sept 2019	0	10,000	0	0	0	10,000
Additional funder/s to be identified 2019	0	12,962	0	0	0	12,962
TOTAL:	0	39,209	0	0	0	39,209

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Staff costs (3x coordinators)	41,161	41,984	0	0	0	83,145
TOTAL:	41,161	41,984	0	0	0	83,145

Who will benefit?

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

65

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

Waltham Forest

Does this project specifically target any groups or communities?

Yes - please enter details below

This project will specifically work with the following age groups:

16-24

This project will specifically work with the following gender groups:

This project will specifically work with the following ethnic groups:

If Other ethnic group, please give details:

This project will specifically work with Deaf and disabled people:

Yes

This project will specifically work with LGBTQI groups:

No

This project will specifically work with other groups or communities:

How will you target the groups/communities you have identified? What is your expertise in providing services for these groups?

The Limes main beneficiaries are disabled CYP aged 25 and under and we have significant expertise in providing support to these users. Approx. 50% users are BAME.

Are there any groups or communities you think your organisation will find hard to include through this project?

No

If yes, please specify which groups or communities? Where possible using the categories listed above.

N/A

If yes, what steps will you take to make your services accessible to and meet the needs of the groups/communities you have identified?

N/A

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: **Elizabeth Fraser**

Role within **CEO**
Organisation: