

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

2. Request for funds

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

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**

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

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

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

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

* 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? 200 - 50 in 2012, 70 in 2013, 80 in 2014			
In which local authority is your organisation based? Portsmouth			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Tower Hamlets - 35% Other Greater London Boroughs - 65%			
At what address will the activity be located? On vessels around the UK coast			
What age group will benefit? 12-25			
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			Yes
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 £
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
TOTAL	51,250	68,110	78,940	198,300

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
TOTAL	16,250	37,110	52,940	106,300

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
TOTAL	25,000	23,000	20,000	68,000

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

Amount requested: £130,000

Ref: 11127

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 10th 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 31st 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: All Saints Appeal	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: Third Floor, 2-6 High Street Kingston, Surrey	
Postcode: KT1 1EY Is this your home address? No	
Contact person: Rev Jonathan Willkes	Position: Trustee
Phone: 020 3132 8717	Fax:
E-mail: ask902@googlemail.com	
Website: http://www.WhereEnglandBegan.co.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1080671	
Date organisation established: 02/09/1999	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - Accessible Buildings
Purpose for which funds are requested: (25 words maximum) 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
How much funding is requested? Year 1: £65,000 Year 2: £65,000 Year 3: £0 Total: £130,000

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**

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

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

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

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

* 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? 70,000			
In which local authority is your organisation based? Kingston			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Kingston, Richmond, Croydon, Wandsworth, Sutton			
At what address will the activity be located? All Saints Church, Kingston, KT1 1JP			
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			100
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 £
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
TOTAL	198,700	225,200		423,900

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
TOTAL	133,700	160,200		293,900

What other funders are currently considering the proposal?

Funder	£
TOTAL	

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
TOTAL	65,000	65,000		130,000

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 31st 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: Battersea Arts Centre	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: Battersea Arts Centre Lavender Hill London	<div style="border: 1px solid black; padding: 5px; text-align: center;">RECEIVED The City Bridge Trust 29 MAY 2012 MH</div>
Postcode: SW11 5TN Is this your home address? No	
Contact person: Mr. Kane Moore	Position: Capital Project Fundraiser
Phone: 020 7326 8235	Fax:
E-mail: kanem@bac.org.uk	
Website: http://www.bac.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 282857	
Date organisation established: 19/06/1982	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - Accessible Buildings
Purpose for which funds are requested: (25 words maximum) 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
How much funding is requested? Year 1: £32,000 Year 2: £32,400 Year 3: £0 Total: £64,400

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
59	12	11	400

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?
Leased	121 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	1,779,506
Activities for generating funds	618,992
Investment income	1,675
Income from charitable activities	435,358
Other sources	0
Total Income	2,835,531

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

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

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

* 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 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) 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 TWO years. List source, years and annual amounts:		
	Year: 2010	Year: 2011
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			100

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
TOTAL	317,000			317,000

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
TOTAL	252,600			252,600

What other funders are currently considering the proposal?

Funder	£
TOTAL	

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
TOTAL	64,400			64,400

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? No
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? For major structural changes, we will need planning permission and listed building consent; these will be sought in September 2012

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)
To the best of my knowledge, all the information that I have provided in this application form is correct
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: Essex Wildlife Trust	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: Abbotts Hall Farm Great Wigborough Essex	
Postcode: CO5 7RZ Is this your home address? No	
Contact person: Mr Alan Shearring	Position: Fundraising Officer
Phone: 01621 862989	Fax: 01621 862990
E-mail: alans@essexwt.org.uk	
Website: http://www.essexwt.org.uk	
Legal status of organisation: Registered Charity If registered, please give charity number: 210065 Date organisation established: 02/10/1959	

2. Request for funds

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

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
62	47	11	2,000

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?
Owned	

8. Finance

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

Financial year ended -

Month: **December**

Year: **2011**

Income received from:	£
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
Total Income	6,644,720

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

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

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

* 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?

140,000

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)

London Borough of Havering

At what address will the activity be located?

**Hornchurch Country Park, Albyns Farm, Southend Road
South Hornchurch Rainham Essex RM13 7YH**

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			100

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 £
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
TOTAL	56,178			56,178

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
None				
TOTAL				

What other funders are currently considering the proposal?

Funder	£
None	
TOTAL	

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
TOTAL	56,178			56,178

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 Kench (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. J. Kench 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 31st 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: Step by Step	
If the organisation is part of a larger organisation, what is its name? not applicable	
Address for correspondence 4th floor offices, 97 Stamford Hill London	
Postcode: N16 5DN	
Is this your home address? No	
Contact person: Mrs Judith Schaechter	Position: Director
Phone: 020 8802 2362	Fax: 020 7183 9399
E-mail: jschaechter@stepbystepkids.org.uk	
Website: www.stepbystepkids.org.uk	
Legal status of organisation: Registered Charity and Ltd Company	
If registered, please give charity number: 1143986 (old number 1062086)	
Year and month organisation established: March 1996	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible arts and sports
Purpose for which funds are requested: (25 words maximum) To employ a Sports & 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
How much funding is requested? Year 1: £40,000 Year 2: £40,000 Year 3: £40,000
Total: £120,000

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
Total Income	532692

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

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

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

* 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? 100 children with moderate to severe disabilities and their families	
In which local authority is your organisation based? Hackney	
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) 70% Hackney and 30% Haringey	
At what address will the activity be located? Various sites in Hackney and Haringey	
What age group will benefit? 3-19 year olds	
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? 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 £
Sports Co-ordinator 18 hrs p/week x £15	14,040	14,040	14,040	42,120
NI costs	819	819	819	2,457
Sport coaches and instructors	17,525	17,525	17,525	52,575
Volunteer Expenses and training	9492	9492	9492	28,476
Transport costs	20,206	20,206	20,206	60,618
Venue hire including pools, rink, hall	21,531	21,531	21,531	64,593
On-site managers	11,700	11,700	11,700	35,100
Administrative support	4,050	4,050	4050	12,150
Insurance	2,000	2,000	2000	6000
Staff Training	900	900	900	2700
Post and Stationery	350	350	350	1050
Advertising and recruitment	350	350	350	1050
Physiotherapist	2000	2000	2000	6000
TOTAL	104,963	104,963	104,963	314,889

What income has already been raised?

(List amounts and main sources)

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

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	42,120
Towards Transport costs	15,000	15,000	15,000	45,000
Towards venue hire	10,960	10,960	10,960	32,880
TOTAL	40,000	40,000	40,000	120,000

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

2. Request for funds

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

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**

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

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

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

Reserves at year end	£
Endowment funds	
Restricted funds	64733
Unrestricted funds	16318
*Total B	81051

* 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 compilation 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? 800+			
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? BYM, Unit 3 The Whitchapel Centre, Myrdle Street, London E1 1HL			
What age group will benefit? 18+			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	x
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi	x		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			
What proportion of the beneficiaries will be disabled people? 5%			

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
TOTAL	61,120	61,120	61,120	183,360

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				
TOTAL	16,000	16,000	16,000	48,000

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
TOTAL	45,120	45,120	45,120	135,360

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)

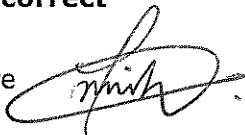
am an authorised representative of _____

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

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- **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 31st 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: Envision	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence 63 Gee Street, London	
Postcode: EC1V 3RS	
Is this your home address? Please select	
Contact person: Miss Zoe Fishel	Position: Development Officer
Phone: 0207 253 1677	Fax: 0207 253 7752
E-mail: zoe@envision.org.uk	
Website: www.envision.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1095328	
Year and month organisation established: registered in January 2003	

2. Request for funds

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

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
Total Income	780,036

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

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

C. R. R. Aug 12.

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

* 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 vilification 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? **384**

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)

Hackney (50%), Camden (50%)

At what address will the activity be located? **Multiple locations across Camden and Hackney**

What age group will benefit? **Teenagers aged 16-19 and community groups of all ages**

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

	%		%
White - British	35	Black - Caribbean	9
White - Irish	1	Black - African	7
White - Other (please describe)	4	Black - Other (please describe)	4
Asian - Indian	10	Black - British	4
Asian - Pakistani	10	Chinese	2
Asian - Bangladeshi	1		
Asian - Other (please describe)	6	Other (please describe)	7
All other Asian		All dual heritage	
Open to everyone			

What proportion of the beneficiaries will be disabled people?

2%

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
TOTAL	119,192	121,739	125,389	366,320

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			
TOTAL	67,183			

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
TOTAL	34,172	34,453	35,361	103,986

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)

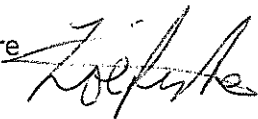
am an authorised representative of

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:

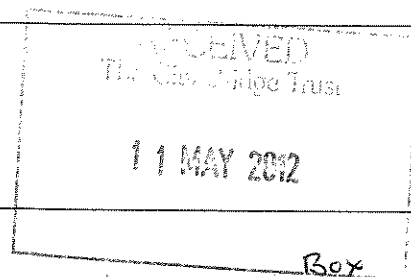
04/04/2012

Programme
Area:

02

1. About your organisation

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



2. Request for funds

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

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
2	8	7	31

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?
Leased	Due for renewal in August 2012

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	7,196
Activities for generating funds	0
Investment income	134
Income from charitable activities	218,796
Other sources	0
Total Income	226,126

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

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

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

* 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	13	Black - Caribbean	5
White - Irish	1	Black - African	5
White - Other (please describe)	11	Black - Other (please describe)	5
Asian - Indian	2	Black - British	8
Asian - Pakistani	2	Chinese	1
Asian - Bangladeshi	37		
Asian - Other (please describe)		Other (please describe)	
Asian - British	8		2

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
TOTAL	52,225	52,225	52,225	156,675

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
TOTAL	7,500	7,500		15,000

What other funders are currently considering the proposal?

Funder	£
John Lyon's Charity	60,000
TOTAL	60,000

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
TOTAL	24,725	24,725	24,725	74,175

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 19th 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: Leaders in Community (LiC)	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence 25a Limborough House, Thomas Road, London	RECEIVED The City Bridge Trust 07 JUN 2012 Box
Postcode: E14 7AW Is this your home address? No	
Contact person: Ms Montaz	Position: Ajid
Phone: 0207 987 8796	Fax:
E-mail: montaz-lic@live.com	
Website: www.licprojects.co.uk <i>www.licprojects.org. M.B.</i>	
Legal status of organisation: Charity	
If registered, please give charity number: 1137183	
Year and month organisation established: Oct 2007	

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;">Bridging communities</p>
Purpose for which funds are requested: (25 words maximum) 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.
How much funding is requested? Year 1: £29,900 Year 2: £29,900 Year 3: £29,900 Total: £89,700

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**

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

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

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

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

* 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? **200 young people (at least 50 of which will be long term beneficiaries of the service)**

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 100%

At what address will the activity be located? **25a Limborough House, Thomas Road, London , E14 7AW**

What age group will benefit? **12-25**

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

	%		%
White - British	8%	Black - Caribbean	17%
White - Irish		Black - African	8%
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi	61%		
Asian - Other (please describe)	6%	Other (please describe)	

Open to everyone **Yes**

What proportion of the beneficiaries will be disabled people?
These activities are not specifically designed for people with disabilities but anyone is welcome to attend.

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
TOTAL	29,900	29,900	29,900	89,700

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
TOTAL	0	0	0	0

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
TOTAL	29,900	29,900	29,900	89,700

20. Funding requested from the Trust (continued)

When will the funding be required? As soon as possible. The funding for these posts runs out in June/August this year.
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? 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.
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, Momtaz Ajid (your name)
am an authorised representative of
Leaders in Community (your organisation)
within which I am Project Manager (your position)
To the best of my knowledge, all the information that I have provided in this application form is correct
Signature  Date 31.5.2012

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 - 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 31st 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: The Showroom Gallery Ltd	
If the organisation is part of a larger organisation, what is its name? n/a	
Address for correspondence: 63 Penfold Street London	
Postcode: NW8 8PQ	
Is this your home address? No	
Contact person: Miss Emily Pethick	Position: Director
Phone: 020 77243400	Fax:
E-mail: emily@theshowroom.org	
Website: http://www.theshowroom.org	
Legal status of organisation: Company Limited by Guarantee	
If registered, please give charity number: 1055262	
Date organisation established: 05/01/1996	

2. Request for funds

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

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
0	5	9	3

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?
Rented	11 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	144,683
Activities for generating funds	0
Investment income	83
Income from charitable activities	110,191
Other sources	0
Total Income	254,957

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

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

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

* 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 prescient 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? 4,000 (of total visitor figures 10,000)			
In which local authority is your organisation based? Westminster			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Westminster			
At what address will the activity be located? 63 Penfold Street, London, NW8 8PQ			
What age group will benefit? Over 11 years, all children & young people, all			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	26	Black - Caribbean	1
White - Irish	2	Black - African	3
White - Other (please describe)	32	Black - Other (please describe)	1
Asian - Indian	0	Black - British	1
Asian - Pakistani	1	Chinese	4
Asian - Bangladeshi	1		
Asian - Other (please describe)	3	Other Mixed/Arabic/Kurdish	25
Open to everyone			100
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 £
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
TOTAL	50,928	51,250	51,579	153,757

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
TOTAL	28,000	4,000	4,000	36,000

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.	
TOTAL	

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
TOTAL	16,128	16,450	16,779	49,357

20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;">01/10/2012</p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? 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.
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, <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)
To the best of my knowledge, all the information that I have provided in this application form is correct
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 31st 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)

11114

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 £2,981
Total Income	£264,471

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

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

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

Handwritten: £5958 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 1st to Sept 30th 2011/12 = £128,705. 2012/13 = 101,705. The PCT grants from April 1st to March 31st 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)^{*} 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? 200			
In which local authority is your organisation based? Hammersmith & Fulham			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Hammersmith & Fulham			
At what address will the activity be located? 69 Talgarth Road			
What age group will benefit? Adults 18+			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	50	Black - Caribbean	7
White - Irish	7	Black - African	6
White - Other (please describe) European	7	Black - Other (please describe) mixed ethnicity	4
Asian - Indian	4	Black - British	9
Asian - Pakistani	2	Chinese	0
Asian - Bangladeshi	2		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			
What proportion of the beneficiaries will be disabled people? 90% 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 £
Project Worker-costs	27,169	28,018		
TOTAL	27,169	28,018		

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
None				
TOTAL				

What other funders are currently considering the proposal?

none

19. Funding requested from the Trust

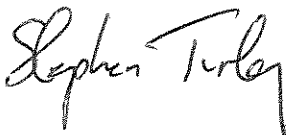
How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Project Worker-costs	27,169	28,018		
TOTAL	27,169	28,018		

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? Ideally 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.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? There are no statutory consents required

Declaration on behalf of applicant organisation

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

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