

MEETING: 09/05/2013

ANNEX NUMBER: 6

ASSESSMENT CATEGORY - London's Environment

London Wildlife Trust (on behalf of LEEF)

Ref: 11666

Amount requested: £50,669

Adv: J Grieve Combes

Base: Southwark

Amount recommended: £50,670

Benefit: London-Wide

Purpose of grant request: On behalf of London Environmental Education Forum; to increase the value and effectiveness of Environmental Education so Londoners can act on environmental issues such as climate change and biodiversity conservation.

Background

London Environmental Education Forum (LEEF) was set up in 1989 as a membership organisation to promote and champion delivery of environmental education across Greater London. With 200 active members including city farm staff, parks education officers, environmental organisations and freelancers, LEEF supports environmental educators to improve and promote their work through training, workshops, seminars and resources. Members contribute by delivering training and sharing their knowledge and larger members such as Hampstead Heath and London Zoo give support in-kind by hosting events. LEEF's work is overseen by a management committee of 12 representatives of organisations working in environmental education including Hampstead Heath, Chelsea Physic Gardens, Lambeth Parks and Waste Watch.

The application before you has been made in the name of London Wildlife Trust (LWT), which is currently the host body for LEEF. LEEF's independent management committee periodically reviews the hosting arrangements for the organisation and considers that LWT is a suitable host for the grant and postholder given its capacity and track record of hosting other partnerships. LWT is currently in receipt of grants under your Working with Londoners and Growing Localities programmes but this application is solely connected with LEEF and, as such, is therefore eligible to be considered by your Committee.

Funding History

You awarded £66,000 to London Wildlife Trust on behalf of LEEF in 2006 towards the salary and associated costs of a part-time Coordinator. You also approved a grant of £63,630 over 3 years in 2001 towards LEEF's first Co-ordinator, hosted at the time by the Federation of City Farms and Gardens. Both grants were produced satisfactory monitoring.

Current Application

The application before you seeks funding for LEEF's Project Coordinator, an existing post currently funded for 2 days a week by Farming and Countryside Education. Your funding would support the Project Coordinator for an additional 2 days a week to deliver three main goals. The first is to raise the quality of Environmental Education in the Capital through LEEF's core work of training and networking. Previous training topics have ranged from child protection to hands-on hedge-laying. These face-to-face events not only help build skills but ensure that LEEF is a vibrant network. LEEF currently has limited capacity to run these events and as a result membership has plateaued. With your funding LEEF will scale up training events with the aim of doubling its active membership.

The second goal is to extend the reach of environmental education, for example through 'Empty Classroom Day', an annual event for schools to experience outdoor education and find out more about the services LEEF's members offer - last year 108 schools signed up. LEEF will also take on interns for short-term projects. This has the dual benefit of developing the skills of budding environmental educators and of increasing LEEF's capacity, particularly to visit its growing membership. The final goal is to recognise excellence in Environmental Education through a 'professional status' scheme. This will recognise the achievements of members who have completed activities such as delivering training, producing a resource and shadowing another member. This is driven by demand from LEEF's membership to better value the work of environmental educators through certification and professionalisation.

Financial Observations

Audited accounts for the London Wildlife Trust, the host body for LEEF, for the year ended 31st March 2012 show income of £2,967,633 against expenditure of £3,042,843 leading to an overall deficit of £75,210 (2.5% of turnover), which was mainly due to the spending of restricted funds received in prior years. LWT's reserves policy states the aim to hold in unrestricted free reserves three months' worth of unrestricted operating costs, equating to £347k based on current year forecast expenditure. At 31st March 2012 unrestricted free reserves stood at £277,409, which equates to 2.4 months' worth of unrestricted operating costs. LWT is aware of the need to maintain free reserves and says it is currently implementing several initiatives to increase free reserves to the target level.

Whilst LWT receives funding for LEEF and passes it on to LEEF in the year it is received, unused funding is held by LEEF in its own bank account. Such balances appear small however, and remaining available funds of £3,568 were held by LEEF as at 31 March 2013 (£4,222 31 March 2012).

Latest management accounts to 31st March 2013 forecast a surplus of £41,808, on a similar level of income to 2011/12, which relates wholly to

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restricted funds. The 2013/14 budget forecasts an overall surplus of £38,950, again entirely on restricted activity.

Officer's Appraisal

LEEF fills an important gap in the market to provide training and networking support to environmental educators who can often feel isolated and find it hard to access development opportunities. A grant to LEEF as recommended would support environmental education in London at a strategic level and ensure that the value of environmental educators, as well as the work they deliver, is recognised.

Recommendation

£50,670 over three years (£16,300; £16,880; £17,490) towards the salary of a part-time Coordinator (2 days/week) and related costs of the LEEF project to increase the value and effectiveness of environmental education in London.



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)

11666

Date Received:

21/02/2013

Programme
Area:

04

1. About your organisation

Name of organisation applying for grant: LWT applying on behalf of LEEF	
If the organisation is part of a larger organisation, what is its name? Hosted by London Wildlife Trust	
Address for correspondence: c/o London Wildlife Trust Skyline House, 200 Union Street London	
Postcode: SE10LX Is this your home address? No	
Contact person: Ms Anna Portch	Position: LEEF co-ordinator
Phone: 07800895947	Fax:
E-mail: aportch@wildlondon.org.uk	
Website: http://www.wildlondon.org.uk/	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 283895	
Date organisation established: 01/05/1981	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? London's Environment
Purpose for which funds are requested: (25 words maximum) Increase the value and effectiveness of Environmental Education so Londoners can act on environmental issues such as climate change and biodiversity conservation.
How much funding is requested? Year 1: £16,296 Year 2: £16,880 Year 3: £17,493 Total: £50,669

3. Aims of your organisation

LEEF's stated objectives are:

1. To advance the education of the public of Greater London in the appreciation and improvement of their environment, both built and natural.
2. To improve the quality of Environmental Education available for London's children and community groups and share best practice.
3. To promote London's Environmental Education expertise, especially the leading role the capital plays in developing urban Environmental Education.
4. To support Environmental Educators in London by giving them access to training, networking and employment opportunities.

4. Main activities of your organisation

LEEF delivers:

1. Training sessions and professional development to improve the delivery of Environmental Education in London, based on members' feedback about their users' needs.
2. Free networking events including practitioner reading groups and talks from guest speakers.
3. Consultancy projects for organisations with contiguous aims, including delivering informal education training at the University of East London and representing Farming and Countryside Education (FACE) in London.
4. Web-based information and support, including promoting: jobs, opportunities, resources and training sessions related to Environmental Education on the LEEF website, Yahoo group, Facebook and Project Dirt pages.
5. Representation of Environmental Educators in a London-wide context through London Sustainable Schools Forum and the UN Regional Centre of Excellence in Education for Sustainable Development.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
0	1	12	30

6. How do you support your volunteers?

LEEF has reduced rates for people volunteering in Environmental Education and runs job hunting workshops. Interns are supported with their projects, receive free places on training and have travel costs covered. Members who volunteer to deliver training benefit from peer feedback and professional development.

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	LWT head office until Dec 2013

8. Finance

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

Financial year ended - **Month: March**

Year: 2012

Income received from:	£
Voluntary income	784,511
Activities for generating funds	0
Investment income	3,347
Income from charitable activities	2,179,775
Other sources	0
Total Income	2,967,633

Expenditure:	£
Charitable activities	2,743,603
Governance costs	33,497
Cost of generating funds	265,743
Other	0
Total Expenditure:	3,042,843
(Deficit)/surplus for the year:	(75,210)

Asset position at year end:	£
Fixed assets	341,097
Investments	0 100
Net current assets (liabilities)	836,165 826,214
Long-term liabilities	0
*Total A:	1,177,262 1,167,411

Reserves at year end:	£
Endowment funds	0
Restricted funds	686,972
Unrestricted funds	490,290 480,439
*Total B:	1,177,262 1,167,411

* 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?
20%

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: £66,000

Month/Year:	06/06 (LEEF)	Ref:	7514	Grant received:	£6,600	OR application rejected?	No
Month/Year:	01/02 (LWT)	Ref:	931	Grant received:	£150,000	OR application rejected?	No
Month/Year:		Ref:		Grant received:		OR application rejected?	

12. Previous funding received (LWT)

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) Camden	80,000	80,000	80,000
(ii) Southwark	75,000	75,000	75,000
(ii) Richmond	40,000	40,000	40,000
(iii) Transport for London (60% to partners)	200,000	200,000	200,000
(iv)			
(v) Home Office		10,000	10,000
(vi) Natural England	60,000	20,000	40,000
(vi) Environment Agency	20,000	20,000	10,000
(vi) English Heritage			20,000

13. Previous grants received (LWT)

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
Esmee Fairbairn Foundation	56,000	
United St Saviours Charity		34,000
Cadbury Foundation		25,000
Mercers Foundation	3,000	8,000
UPS Foundation	25,000	25,000
Peter De Haan Charitable Trust	180,000	

14. What steps is your organisation taking to reduce its carbon footprint?

LEEF has a very small carbon footprint, and is continually working to reduce this further and be leaders in sustainability:

All events are advertised with details of local public transport.

No parking spaces are provided and cycle storage is available.

LEEF is hosted by London Wildlife Trust, and adheres to its sustainability policy.

LEEF has its own cups and plates for events which we re-use.

LEEF, where possible, buys local, free-range, organic or Fair trade refreshments.

Paper use is kept to a minimum, 'LEEFlets' and information are only sent out by email. Paper we use is printed double sided and recycled (sometimes at "how to teach recycling" courses).

Members support each other to become more sustainable, for example at the recent 'LEEF-net' our discussion topic was low carbon holidays.

We are continually looking for ways to improve our practice, reduce our carbon footprint and become more environmentally sustainable.

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.

Through its network of educators, LEEF will increase the value and effectiveness of Environmental Education so Londoners can act on environmental issues such as climate change and biodiversity conservation.

Consultation by email with over 200 members showed a need for increased professionalisation and more structured support for the sector: more training, networking opportunities and accessible professional certification will consolidate and raise the profile of Environmental Education in the capital, thereby raising the environmental awareness of Londoners.

This project will be delivered over 3 years by the LEEF Coordinator dedicating two days a week to it supported by the Management Committee elected from the membership, and with the participation of LEEF members.

Over 3 years this project will:

1. Raise the quality of Environmental Education delivered by and to Londoners through:

- providing 24 training sessions to LEEF members in response to members' requests

- hosting 18 networking events (e.g. reading group and talks from guest speakers)

Impact will be seen through 360 member participants' reporting on the impact of their work

2. Develop new audiences for and expand Londoners' access to Environmental Education by:

- supporting 6 internships of 4 to 6 months duration, with a focus on promoting Environmental Education in areas of high deprivation

- produce a quarterly LEEFlet for a wider "Friends of LEEF" email list.

- delivering 3 annual London-wide events, such as this year's 'Empty Classroom Day 2012', when 108 schools signed up to a day of outdoor learning therefore accessed LEEF's members' services

Impact will be shown through a 50% rise in LEEF's membership, 1000 "friends" on email list and participation of over 10,000 people in new Environmental Education activities

3. Recognise excellence, build professional identity and initiate debate on the perception and professional profile of those who deliver Environmental Education, by:

- supporting 36 members to achieve certified professional status, according to pre-defined criteria

- hosting 6 inaugural lecture evenings, in which those newly certified deliver talks to their peers

- adding 90 freelancers to LEEF's Environmental Educators online bank

- Conducting and publishing a piece of research into London's Environmental Educators and their impact on those they work with.

Impact will be seen through 1,200 visitors to the online Environmental Educators bank (where employers search online for professionals). Success will be evaluated with 10 freelancer case studies.

As a membership-led organisation LEEF has championed and supported Environmental Education by and for Londoners for over 20 years. LEEF prioritises regional, hands-on and face-to-face training and networking. Hosted by London Wildlife Trust, LEEF delivers professional development to enhance members' skills and promote best practice. This project will focus on increasing the quality of Environmental Education and raising professional standards of educators by providing a framework for recognition. The drive for increased quality and recognition can only come from within the Environmental Education profession itself so LEEF is ideally placed to deliver this project. LEEF is also able to act as a conduit to channel the support of large environmental organisations, towards smaller community organisations working in the disadvantaged communities in London.

This project will support London's environment by improving the quality of Environmental Education available to children and communities in London. Membership of LEEF is open to Londoners actively involved in Environmental Education, and includes a wide range of skilled and committed practitioners and volunteers. LEEF members work with a wide spectrum of the city's population across all abilities, special needs and ages, including over 10% of London's school children. Low cost membership is available to volunteers who can then access training and networking with potential employers as well as specialist job hunting workshops.

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16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

Feedback forms will be collected at all training events focusing on skills and knowledge acquired and needed.
 Assessment of participants at sessions will be undertaken and feedback to them. Results will be used to inform the development of further services and training.
 To achieve professional status members will be required to report on the work that they do and its impact on Londoners.
 The LEEF website records the number of visits it receives and case studies will be compiled of Environmental Educators who receive work through the Environmental Educators bank. Records of participation in the events targeting new audiences will be kept and a report produced.
 Research will be conducted on the perception, motivation and impact of Environmental Educators and a report will be produced and presented to members for their evaluation then widely distributed.

17. Beneficiaries

In line with our anti-fraud policies, we may, in exceptional circumstances, require you to provide contact details of your beneficiaries (see Guidance Notes).

How many people will benefit from the grant per year?
200,000

What age group will benefit? All children & young people

In which local authority is your organisation based?
Southwark

Which borough(s) of Greater London will benefit from this grant?
 (if more than one, please give % for each)
All

At what address will the activity be located?
Training and events are held at environmental centres across London

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 £
Coordinator Salary and On-Costs	11,676	12,260	12,873	36,809
Mobile Phone Bill	240	240	240	720
Desk Fee	6,000	6,000	6,000	18,000
Management Fee	4,500	4,500	4,500	13,500
Volunteer Costs	1,500	1,500	1,500	4,500
Website Costs	750	1,750	750	3,250
Event Costs	750	750	750	2,250
TOTAL	25,416	27,000	26,613	79,029

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Farming and Countryside Education Contract (core costs)	3,620	3,620	3,620	10,860
Membership Income (predicted)	5,500	6,500	5,500	17,500
TOTAL	9,120	10,120	9,120	28,360

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 £
Coordinator Salary and On-Costs	11,676	12,260	12,873	36,809
Mobile Phone Bill	120	120	120	360
Desk Fee	2,000	2,000	2,000	6,000
Management Fee	1,500	1,500	1,500	4,500
Volunteer Costs	750	750	750	2,250
Website Costs	250	250	250	750
Event Costs	0	0	0	0
TOTAL	16,296	16,880	17,493	50,669

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20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;">01/02/2013</p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? By the end of 2015, LEEF will have achieved the specific outcomes of the project detailed above. Following the completion of this project LEEF will continue to respond to the needs of members as it has done for the previous 23 years, supported by a combination of consultancy, membership fees and fundraising.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? None

Declaration on behalf of applicant organisation

I, <u>Anna Portch</u> (your name)
am an authorised representative of <u>LEEF (London, Environmental Education Forum)</u> (your organisation)
within which I am <u>Coordinator</u> (your position)
To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.
Signature <u>Anna C. Portch</u> Date <u>25/04/2013</u>

How your information will be used by the Trust
City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:
The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption
Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust
City of London
PO Box 270
Guildhall
London EC2P 2EJ