

MEETING: 06/06/2013

ANNEX NUMBER: 2

**ASSESSMENT CATEGORY - Accessible London – Accessible Arts
and Sports**

Community Focus

Ref: 11694

Amount requested: £90,028

Adv: J Grieve Combes

Base: Barnet

Benefit: Barnet

Amount recommended: £90,000

Purpose of grant request: "ARTiculate" a 3-year inspirational, creative outreach project to improve the positive well-being of disadvantaged young people aged 16-25 with mental health problems.

Background

Community Focus (CF) is an inclusive arts organisation that aims to ensure that all people, particularly those who are less advantaged or vulnerable, can take part in the arts, to gain confidence and to challenge barriers through integration and innovation. From its fully accessible base in Barnet, CF runs multi-arts workshops with a wide range of courses including ceramics, computers, photography, singing and performing arts. Participants include adults with learning disabilities, older people and people with mental health problems. CF also delivers specific projects such as a recent music-making course for young people including those not in education, training or employment. To increase its reach CF works in schools, care homes, residential homes, and key local estates. Over the last year the organisation has been working with Pilotlight to develop a strategic plan. In 2010 it launched GoldDust Arts, a social enterprise to deliver art-based learning through schools and other organisations which will allow generation of future unrestricted income.

Funding History

You awarded £40,000 in 2004 towards the fit-out of CF's space with accessible equipment; and £75,000 in 2007 towards a marketing and development specialist. Both grants were satisfactorily signed off.

Current Application

This proposal is for a new project for young people with mental health issues to be engaged in the arts to increase self-esteem, confidence and resilience and reduce anxiety and worry. CF already works with this cohort of people, using a creative approach to reach those who might otherwise fall through service gaps: 'I came along because I liked the creative stuff and ended up being really supported with things I didn't realise I needed and now I attend my other (mental health) appointments as well' (CF participant). CF wants to build on this success to deliver ARTiculate: a focused and clinically grounded programme of work for young people with mental health issues, some of whom will be in contact or risk of contact with the Criminal Justice System.

ARTiculate will include a programme of twenty 8-week courses delivered by professionals in the visual arts, performing arts, creative writing and multi-media. Progress of individual participants will be carefully tracked and workshops will link to other key considerations in the treatment of mental health issues and will signpost to further support where needed. The achievements of participants will be recognised through accreditation, exhibitions of their work and celebration events. For those who want to further their involvement there will be a chance to take part in a mentoring programme to support other young people with mental health needs. CF will work closely with local mental health partners such as Barnet Mind and Barnet Voice for Mental Health to deliver and shape the programme. In turn it will train partners to use arts in their work.

Financial Observations

The latest audited accounts for the year ended 31 March 2012 show an overall surplus of £27,698 (5.6% of turnover), comprising a surplus on restricted funds of £31,557 partially offset by a deficit of £3,859 on unrestricted activity. The reserves policy states that the organisation aims to hold free unrestricted reserves equivalent to 3 months of expenditure which based on the current year budget equates to £127,000. At 31st March 2012 free unrestricted reserves stood at £64,768 which equates to 1.5 months' worth of total expenditure.

Draft accounts for the year ended 31 March 2013 anticipate an overall deficit of £67,334, of which £64,040 relates to unrestricted funds. The draft accounts also show free unrestricted reserves falling to a negative position of £13,114, which compares to the policy target to hold 3 months' worth of expenditure at £127,000. The organisation is aware that the reserves are now at an unsustainable level and says that it will be carefully managing its finances in 2013/14 to ensure they do not fall any lower. The charity is forecasting a breakeven budget for 2013/14 on a total income of £508k, £197k (39%) of which is confirmed to date.

Officer's Appraisal

CF inspires people to get involved in the arts, through an inclusive approach that changes lives. ARTiculate will allow CF to focus its work with young people with mental health problems and to train specialist mental health organisations to use the arts. CF has not requested the full balance of funding required for the project from the Trust and is currently seeking match funding of £99,959 over three years. This, when secured, would also serve to improve the organisation's overall financial position.

Recommendation

£90,000 over 3 years (£30,670; £29,670; 29,660) for the salary costs of a f/t Mental Health Project Manager, subject to the necessary balance of project funding being secured and to receipt of satisfactory quarterly management accounts in year 1.



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)

11694

Date Received:

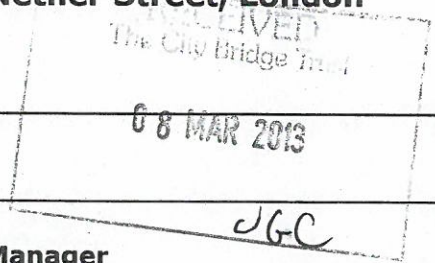
8 Mar 13

Programme
Area:

1C

1. About your organisation

Name of organisation applying for grant: COMMUNITY FOCUS	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence 2nd Floor Arts Depot Building, Tally Ho Corner, 5 Nether Street, London	
Postcode: N12 0GA Is this your home address? No	
Contact person: Mrs Linnea Ranger	Position: Development Manager
Phone: 020 8369 5482	Fax: 020 8445 5623
E-mail: linnea.ranger@communityfocus.co.uk	
Website: www.communityfocus.co.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1139259	
Year and month organisation established: 01/09/1978	



2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Accessible London - arts
Purpose for which funds are requested: (25 words maximum) "ARTiculate" a 3-year inspirational, creative outreach project to improve the positive well-being of disadvantaged young people aged 16-25 with mental health problems.
How much funding is requested? Year 1: £30,676 Year 2: £29,676 Year 3: £29,676 Total: £90,028

3. Aims of your organisation

Community Focus (CF) is an all-inclusive arts centre that delivers high quality in-house courses and outreach projects to people with specific needs with the aim of creating lasting value for both the individual and the wider community. CF's steady evolution since 1978 has depended on consistent positive outcomes of increased social inclusion, employability, self-confidence, creativity and improved mental health.

CF creates opportunities for people to widen their horizons through creativity and equality, enabling people to be self-reliant and independent. Our sessions contribute to participants' vocational, artistic, recreational and personal development, as well as to their physical and emotional well being. CF gives people a voice in their communities so that they can contribute to society. We provide a platform for amateur and professional artists with disabilities and other disadvantaged groups to express themselves and to show, perform and share their work alongside non-disabled people to as wide an audience as possible.

4. Main activities of your organisation

CF delivers weekly courses/projects in a wide range of subjects at its fully accessible premises and in various community outreach venues. Participants can enjoy traditional and modern disciplines, gaining invaluable life/work skills in a safe and supportive environment.

CF offers regular programme of weekly courses, creative outreach short courses and long/short term specific community arts projects. Activities include (but not exclusively limited to): drawing and painting; photography; mixed media; creative IT, digital music; creative writing; needlecraft; radio drama; reminiscence sessions; drama and movement/dance. In order to reach as many people and communities as possible CF has a strong track record of collaborative working with a wide range of organisations, such as: Barnet Social Services-Prevention and Intervention Team, Youth Offending Service, Richmond Fellowship, MIND Barnet, Barnet Voice for Mental Health and Barnet Centre for Independent Living.

Lead by highly qualified/experienced tutors, participants produce exhibitions/performances that further support social inclusion and positive community engagement.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	6	6	24

6. How do you support your volunteers?

CF recognises that support is a continuous process and volunteers needs vary. CF's Volunteering Policy ensures adequate time and resources, including one-to-one volunteer supervision, peer and group support, training and flexibility.

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	Ongoing

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	<i>OGC</i> 3411
Activities for generating funds	£7571 3515
Investment income	221
Income from charitable activities	486,757
Other sources	645
Total Income	494,549

Expenditure:	£
Charitable activities	<i>OGC</i> £378,683 227,861
Governance costs	3,511
Cost of generating funds	84,657
Other	150,822
Total Expenditure	466,851
(Deficit)/surplus for the year:	27,698

Asset position at year end	£
Fixed assets	13,895
Investments	0
Net current assets	105,435
Long-term liabilities	0
*Total A	119,330

Reserves at year end	£
Endowment funds	0
Restricted funds	46,557
Unrestricted funds	72,773
*Total B	119,330

* 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?
32%

10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts:

N/A

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details: <i>dgc</i>				<input checked="" type="checkbox"/>
Month/Year: May	/ 2007	Ref: 8202	Grant received: £75,000	OR application rejected <input checked="" type="checkbox"/>
Month/Year: Jul	/ 2004	Ref: 4836	Grant received: £40000	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: 2010	Year: 2011	Year: 2012
(i) City of London (other than CBT)	0	0	0
(ii) London Borough of Barnet	115,319	128,680	156,129
(iii) London Councils	11,250	0	0
(iv) Health Authorities	0	0	0
(v) Central Government	0	0	0
(vi) Statutory Bodies	28,025	1,475	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: 2011	Year: 2012
Lottery BIG / HLF & Awards for All	56,680	69,047
Paul Hamlyn Foundation	36,000	37,453
First Light	24,349	0
Transition Fund & Social Enterprise	120,000	0
Youth Music	0	17,945
Other (misc Charitable Trusts)	16,158	18,721

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

CF has an organisation-wide commitment to improving green activities and reducing carbon emissions embedded as part of our culture. Our ethos is everyone affects energy use and carbon emissions, and so all can contribute to reductions. We have a number of strategies in place as part of our drive to become more green as an organisation. E.g.

- Printers/photocopiers; set to double-sided print as the default
- Use paper recycling bins
- Using Power Point in preference to hardcopy handouts for presentations
- Unplug laptops and other portable devices to stop batteries discharging
- Work with suppliers to better match our needs
- Discourage unnecessary travel through teleconferencing/home-working
- Use an urn rather than individual kettles
- Run a 'switch it off' campaign

We have recently appointed a green champion volunteer who will lead on energy and emissions reductions and remain up-to-date on evolving low-carbon resource efficiencies.

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.

Our mapping of statutory services found that 16-18 year-olds were most at risk of disengagement and contact with the CJS, while local voluntary sector mental health provision for adults had less contact with 18-25 year-olds. Studies show that 16-25 is a critical period and that mental health problems not dealt with at that time make for greater difficulties later on in life. "ARTiculate" is supported locally by 'The Network' Mental Health Service, Barnet Youth Offending Service, MIND in Barnet, Richmond Fellowship, Barnet Voice for Mental Health and Barnet Centre for Independent Living. These partners have acknowledged that CF's creative art therapy approach adds enormous value to local provision for this age-group.

"ARTiculate" will provide engage 240 vulnerable young people, with mental health problems, into positive learning and inclusion; using creative arts to channel energy, ideas and involvement. We will recruit participants (12 participants per project over the 3 years) through our own outreach capacity alongside community engagement by our mental health partners. The 20 projects will be delivered at CF studios, partner venues and youth/community centres as appropriate. The young people will take part in workshops, including visual arts, performing arts, creative writing and digital media, with support from CF's professional artists. Working in partnership with local specialist mental health and youth offending agencies, the sessions will link with other considerations key to the treatment of mental health, including regular exercise, healthy eating and social bonding. We will be actively connecting participants with other local services such as cognitive behavioural therapies, via our mentoring and support sessions. An essential part of the programme will be to celebrate the experiences and contributions of the participants with family, friends and the local community. We will support peer/participant representatives to play a part in managing and shaping the project, in order to validate our delivery, encourage leadership and ensure the project continues to attract young people and most of all meet their needs. We expect around 25% of participants to complete some level of accreditation or qualification appropriate to their learning journey. A project management group will be set-up in order to share and improve information, learning, future initiatives and service signposting; as well as shaping the Staff Training Programme. The comprehensive staff training will include assessment, intervention and youth arts engagement.

Objective 1: Establish a Project Management Group & Staff Training Programme -

Outputs: 18 project group meetings; 15 days staff training; 18 staff/workshop leaders trained; 60 clinical support/supervision sessions. **Outcomes:** Improve specialist knowledge and good practice sharing; improve service mapping and progression pathways offering coherent signposting.

Objective 2: Deliver a Creative Arts Programme -

Outputs: Twenty 8-week creative art courses over 3 years; 12 participants per course – 240 young people in total; 54% BAME; 45% female. **Outcomes:** More young people receive specialist help; improved self-confidence and self-esteem; increased knowledge of voluntary services; improved life-choices; reduced re/offending and dependence on statutory/clinical services.

Objective 3: Participant Progression -

Outputs: 18 "check in" events will track participant progression. **Outcomes:** increased participation and access to advice and support; promote social inclusion and support networks; reduced number of young people requiring referrals to statutory services.

Objective 4: Progression & Sustainability: Young Ambassadors & Mentors -

Outputs: 2 x 16 mentoring courses; 20 Young Ambassadors; 25% of participants completing qualification or accreditation; new resources on CF and partner websites. **Outcomes:** pool of trained pro-active ambassadors; increased volunteering and work experience opportunities/employability skills; greater support for self-help groups.

Community Focus (CF) has 35 years experience in delivering all-inclusive arts courses and outreach services in the local community. In 2011/12, we reached 1,500 disadvantaged people directly and 5,000 indirectly – creating lasting value for both the individual and the wider community. Our work increases disabled people's participation and skills in the arts, and is founded on values of humanity, dignity and respect and most of all high levels of enjoyment!

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

CF has a well established system for monitoring and collating information via our CRM (Client Relationship Management) database. We will monitor and produce regular reports providing statistics on:

- Personal information
- Numbers starting/completing programmes
- Frequency/numbers attending "check in" events
- Progression tracking and community volunteering
- Numbers of staff attending training sessions/achieving accreditation
- Numbers of new self-help groups established and numbers attending
- Numbers supported into CAMHS/AMHS referrals
- Numbers engaging with YOS and mental health workers

Participants will complete regular feedback questionnaires and workshop leaders will complete session reports. The partners steering group will meet regularly to share project information, individual successes/learning, local priorities and influence future work and approaches.

A yearly reviews of all data and an away day with stakeholders, will facilitate the project manager to lead on improvements and consolidate good practice. A final evaluation report will be produced.

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? **80**

What age group will benefit? **16-25 years**

In which local authority is your organisation based?

London Borough of Barnet

Which borough(s) of Greater London will benefit from this grant?

(if more than one, please give % for each)

London Borough of Barnet

At what address will the activity be located? **N12 OGA in addition to key partner venues/centres within LB of Barnet.**

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

	%		%
White - British	46	Black - Caribbean	13
White - Irish	3	Black - African	8
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian	4	Black - British	15
Asian - Pakistani	3	Chinese	4
Asian - Bangladeshi	4		
Asian - Other (please describe)		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 £
Staff	30,676	42,584	46,585	119,845
Creative Programme Delivery	5,700	7,920	7,920	21,540
Mentoring Training Programme	0	4,892	5,740	10,632
Professional Training	10,000	7,000	9,000	26,000
Project Management Group	320	320	320	960
Overheads @ 12.5%	5,778	7,864	8,720	22,362
TOTAL	52,474	70,580	78,285	201,339

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Community Focus	4,000	3,752	3,600	11,352
TOTAL	4,000	3,752	3,600	11,352

What other funders are currently considering the proposal?

Funders	£
Henry Smith Charity	99,959
TOTAL	99,959

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 £
Staff salary	27,000	27,000	27,000	81,000
Employers Contribution	2,676	2,676	2,676	8,028
Recruitment cost	1,000	0	0	1,000
TOTAL	30,676	29,676	29,676	90,028

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20. Funding requested from the Trust (continued)

When will the funding be required? **July/August 2013**

Is the activity to continue beyond the period for which funding is requested?

If so, how will it be resourced? **The project creates a legacy of young mentors/volunteers which links with wider borough initiatives as well as local mental health organisations. A key element of this initiative is the project management group including service-users, which will ensure sustainability, guiding future activities and associated resources.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **N/A**

21. Referee

Please provide us with the contact details of a current or recent funder of your organisation who is willing to act as a referee.

Referee

Name: Ken Argent, Grants Manager

Organisation: London Borough of Barnet, Chief Executive's Office

Address:

North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 2020

E-mail: ken.argent@barnet.gov.uk

Declaration on behalf of applicant organisation

I, **LINNEA RANGER** (your name)

am an authorised representative of

COMMUNITY FOCUS (your organisation)

within which I am **DEVELOPMENT MANAGER** (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 

Date **28 FEBRUARY 2013**

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

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