

**MEETING: 06/06/2013**

**ANNEX NUMBER: 4**

**ASSESSMENT CATEGORY - Bridging Communities**

**Urban Partnership Group**

**Ref: 11672**

**Amount requested: £51,663**

**Adv: Karisia Gichuke  
Base: Hammersmith &  
Fulham**

**Amount recommended: £51,650**

**Benefit: Hammersmith &  
Fulham**

**Purpose of grant request:** This proposal will provide ESOL Pre-entry and Level 1 training for 140 individuals from mostly disadvantaged backgrounds for whom no other training is available.

**Background**

The Urban Partnership Group (UPG) aims to reduce inequality and enhance the health, leisure, and social welfare of communities in Hammersmith and Fulham. The organisation delivers services primarily from the Masbro Centre, a unique community resource with an indoor sports pitch, gym, dance studio, pottery and art workshops, training rooms, exhibition space, crèche, children's centre, and youth facilities.

With a footfall of over 2000 people a week, this is a 'one stop shop' for services to the local community. The Centre offers a holistic programme of leisure and learning activities for people of all ages and abilities, complementing the Children's Centre and parenting programmes. These range from careers advice, services for older people, and health and fitness. In addition, the Masbro outreach programme brings information and services to communities in Fulham and Hammersmith. Volunteering is a key element in service delivery and the organisation also draws on the support of local businesses to deliver events.

**Funding History**

You have supported the organisation twice before, firstly in March 2007 with a grant of £46,000 for two years' work with older people; and then in June 2009 £25,000 was granted for a third year's support. Both grants were satisfactorily monitored.

**Current Application**

UPG has provided adult learning classes since 2000, mostly covering basic skills in maths, literacy and employment readiness. Increasingly, the organisation has had to turn away applicants to these classes due to a lack of language proficiency. This proposal will enable individuals who would not ordinarily have access to such classes to have confidence and support to sign up. The proposed project will provide ESOL training for 140 individuals over two years for whom no other training is available due to multiple barriers of entry including cost, culture and very low/no language starting skills.

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Training will be offered at the Masbro Centre in an informal learning environment, targeting participants from areas of the highest deprivation in the borough. Classes will be taught by a qualified ESOL tutor assisted by volunteer assistant tutors. The proposal will offer progression routes into higher level training at Masbro and elsewhere. The organisation will offer crèche facilities for the one-third of applicants for whom this will enable attendance. UPG is going to match-fund this request by providing the classroom; funding 75% of the crèche costs; and fully covering expenses for the volunteer tutors.

### **Financial Observations**

Audited accounts for the year ended 31 March 2012 show an overall deficit of £12,065 (1.4% of turnover), comprising a deficit of £18,203 on restricted funds partially offset by a surplus of £6,138 on unrestricted activity.

The board aspires to have at least six months' operating costs readily available as reserves, which based on current year expenditure equates to £575,000. At 31 March 2012 free unrestricted reserves stood at £236,100 equating to 2.5 months' worth of current year expenditure.

Draft accounts for the year ended 31 March 2013 show an overall surplus of £33,334, of which £12,406 is on unrestricted funds.

The budget for the current year 2013/14 shows an overall deficit of £25,341, comprising a deficit on restricted activity of £48,000, partially offset by a surplus on unrestricted funds of £22,659. Total income is anticipated to be £1.1m, of which 83% has been confirmed to date. The estimated unrestricted fund surpluses in 2012/13 and 2013/14 should see free reserves increase to £271k, which compares to the 6 months' target of £575k.

### **Officer's Appraisal**

UPG has a solid track record of achieving quality results in adult education targeting low-skilled families and adults living in high density social housing, especially with respect to newcomers to the country. The Masbro Centre offers adult learners a friendly and non-formal learning environment and these supportive ESOL classes will enable adults with little or no English to feel more confident entering formal literacy or numeracy training. The project will achieve the Trust's desired outcome of increasing numbers of adults acquiring English and using it to access services and increase their participation in the wider community.

### **Recommendation**

**£51,650 over two years (£25,500; £26,150) towards ESOL pre-entry and Level 1 training for 140 individuals from disadvantaged backgrounds for whom no other training is available.**

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# 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)

11672

Date Received:

27/02/2013

Programme  
Area:

02

### 1. About your organisation

Name of organisation applying for grant: <b>Urban Partnership Group</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: <b>Masbro Centre 87 Masbro Road London</b>	
Postcode: <b>W14 0LR</b> Is this your home address? <b>No</b>	
Contact person: <b>Mr Andy Sharpe</b>	Position: <b>CEO</b>
Phone: <b>02076050800</b>	Fax:
E-mail: <b>andy@upg.org.uk</b>	
Website: <b>http://www.upg.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1092258</b>	
Date organisation established: <b>08/10/1997</b>	

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### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Bridging Communities</b>
Purpose for which funds are requested: (25 words maximum) <b>This proposal will provide ESOL Pre-entry and Level 1 training for 140 individuals from mostly disadvantaged backgrounds to whom no other training is available</b>
How much funding is requested? <b>Year 1: £25,525 Year 2: £26,138 Year 3: £0 Total: £51,663</b>

### 3. Aims of your organisation

UPG aims to:

- Enhance and promote the health, leisure, social welfare and community environment of people in the Borough of Hammersmith and Fulham and surrounding areas.
- Reduce inequalities and remove discrimination and other causes of social exclusion in disadvantaged groups and communities in order to ensure that Hammersmith & Fulham is a place where everyone has the opportunity to live healthy and prosperously in tolerant, caring communities.
- Rebuild communities and improve opportunities for disadvantaged people to participate in work and other aspects of community life.
- Continually improve the delivery of services and implement innovative solutions to meet changing local needs and community aspirations.

### 4. Main activities of your organisation

UPG delivers services primarily from the Masbro Centre. The Centre is a 'microcosm of the world under one roof' [OFSTED Report 2009] hosting nearly 2000 visitors of all ages per week in sport, leisure and learning activities. The Centre's ethos is to provide space, facilities and services to improve the health, wealth and well-being of residents in Hammersmith & Fulham. The site hosts a Children's Centre, indoor sports pitch, gym, youth club [three times weekly], hot-desking office space for outreach workers and service management, borough-wide parenting and crèche services in community and children's centre settings, a volunteering service supporting older people, a careers advice service, art and pottery workshops, a display gallery and information foyer, and training rooms for adult education and associated training facilities.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>12</b>	<b>13</b>	<b>14</b>	<b>60</b>

### 6. How do you support your volunteers?

Each business unit holds regular volunteer briefings / debriefings. The roles of volunteers and their contributions are acknowledged by business unit and in the UPG annual report. UPG offers training and travel assistance where appropriate. All volunteers are CRB checked.

### 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?
<b>Leased</b>	<b>19 years</b>

## 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	144,900
Activities for generating funds	41,948
Investment income	412
Income from charitable activities	697,908 504,631
Other sources	193,277
<b>Total Income</b>	<b>885,168</b>

Expenditure:	£
Charitable activities	616,898
Governance costs	25,000
Cost of generating funds	255,335 44,939
Other	210,396
<b>Total Expenditure:</b>	<b>897,233</b>
<b>(Deficit)/surplus for the year:</b>	<b>(12,065)</b>

Asset position at year end:	£
Fixed assets	8,575
Investments	0
Net current assets (liabilities)	363,172
Long-term liabilities	0
<b>*Total A:</b>	<b>371,747</b>

Reserves at year end:	£
Endowment funds	0
Restricted funds	47,072 127,072
Unrestricted funds	324,675 244,675
<b>*Total B:</b>	<b>371,747</b>

\* 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?  
**70%**

## 10. Material changes

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

**No material changes**

## 11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:

Month/Year:	12/06	Ref:	7817	Grant received:	£46,000	OR application rejected?	No
Month/Year:	05/09	Ref:	9472	Grant received:	£25,000	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 Hammersmith & Fulham	528,921	583,435	597,891
(iii)			
(iv)			
(v) Future Jobs Fund	63,356	33,299	72,031
White City Area Programme	94,348	0	0
Generations Together	0	12,500	32,327
(vi) EHWLC	62,774	66,717	0
Next STEP	30,209	56,113	55,242

## 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
John Lyons Charity	30,000	30,000
Big Lottery Fund	44,365	9,349
Other	3,808	5,526

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

UPG has measures in place to reduce energy costs and office associated costs [printing, paper quality, waste, lighting]. Plans are in place to replace all water outlets with press taps to reduce water consumption. Energy consumption of the centre is the responsibility of the Facilities Manager who has cost reduction targets on which he reports on a quarterly basis to the CEO.

In addition UPG plans to introduce large scale energy saving measures at the Masbro centre through a new energy efficient roof over the sports pitch [currently fundraising for such]. This will not only reduce carbon emissions but also save on heating and lighting bills.

The introduction of press down taps in shower rooms and lavatories will save on water bills.

## 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.**

**Need:** Since 2007 government funded ESOL national training starts have declined by 17% [June 2012 Post 16 Report]; In Hammersmith & Fulham most ESOL training supports academic or vocational courses, offered in formal learning environments in age groups 16-24; The borough's population of 182,500 [2011] has the largest yearly volume of population movement, 270 per 1000 population, in the country other than major university towns; UPG has a waiting list of 30 learners. This year UPG we turned away another 20 learners who applied, but were not ready for, Literacy E1. **Delivery:** Location Masbro Centre classrooms. Format -- over 21 months, 7 classes each of target 10 enrolments per class, each class being 2 hours per week over 35 weeks duration, staggered intake over project period Q2 2013 to end Q4 2014 [calendar quarters]. Classes taught by qualified ESOL tutor assisted by volunteer assistant tutors. Classes offered in non-formal learning environment, 30% of learners with crèche facility for one child, access to other Masbro sports, leisure, and progression to other higher learning facilities. Volunteer assistant trainers benefit from mentoring and guidance from ESOL tutor and adult learning manager.

### Aims

1. Adults with little or no English will feel more confident to enter higher Literacy and Numeracy training having successfully completed entry level ESOL at the Masbro Centre [140 enrolments / 98 completers]
2. 80 Adults completing ESOL courses will report an increased optimism that they can achieve a brighter, more fulfilled future
3. 80 Families and friends of participating adults will demonstrate an improved understanding of, and access to, learning, leisure and support services available to them
4. 8 Volunteer assistant ESOL trainers will demonstrate improved awareness of problems faced by families and how these may be alleviated

**Why UPG is best placed to deliver:** Since 2002 UPG has run language courses on Entry 1-3, L1-3 Literacy. To enter the Entry level classes ESOL is a prerequisite for those with the least language skills. UPG has a solid and successful record of achieving results training low skilled adults living in high density social housing, especially new incomers to the country.

**Priorities:** This project addresses Bridging Communities, 'Work delivered by third sector organisations providing English Language skills to adults who are not accessing mainstream courses' and the Trust's outcome: 'Increased numbers of adults acquiring English and using it to access services and to increase their participation in the wider community' by providing:

- ESOL classes for 140 individuals
- A non-formal, non-competitive learning environment
- Progression into higher level training
- Access to other leisure, fitness, sports and learning activities

### Good practice:

**Involving service-users** - The Masbro receives guidance on its services, and their delivery, from users and local residents, the Elders Forum, Youth Forum, Children's Centre Parents Forum, volunteers [all three times yearly], and a user-wide yearly survey providing feedback on existing services and proposing new services. For adult learning, classes shape their learning experience through regular feedback with tutors, and through mid and end of term surveys.

**Welcoming people of all backgrounds** - The Masbro receives 2,300 visitors per week of all ethnic and social backgrounds. The centre is described by OFSTED as a 'microcosm of the world under one roof'. The centre welcomes people of all backgrounds. Users, staff, volunteers and Trustees represent the diversity of the locality.

'Valuing and supporting volunteers' and 'reducing carbon footprint' are dealt in Section 1

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

- Learners undergoes a pre-entry assessment test identifying individual learning needs, including requirement for childcare
- Attendance registers are summarised on a monthly basis. Shortfalls in attendance are addressed with learners.
- Learner progress is monitored by the ESOL tutors and recorded in an individual learning progress plan on a monthly basis
- The adult learning manager undertakes a monthly review of all attendance and progress records agreeing actions with teaching staff to address shortfalls
- Learners undergo a mid-term and end-term individual or group survey to assess the the course and identify improvements
- A full end of course review is undertaken by teaching staff and the adult learning manager.
- The adult learning manager reports to the UPG CEO monthly indicating progress towards milestones and deliverables which is reviewed by the senior management group [all business unit managers]. Actions and issues arising are agreed and minuted.

**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?  
**70**

What age group will benefit? Adult

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?  
**Masbro Centre, 87 Masbro Road  
London W14 0LR**

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

	%		%
White - British		Black - Caribbean	
White - Irish		Black - African	<b>40</b>
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	
Asian - Pakistani		Chinese	
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Arabic and near Asian	<b>40</b>	Very Eastern European and Kurdish	<b>20</b>
		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 £
ESOL Tutor	12,250	12,544		24,794
Assistant Tutor Volunteer	2,450	2,509		4,959
Project Management	6,125	6,272		12,397
Learning materials	1,750	1,792		3,542
Creche costs	11,760	12,042		23,802
Exam fees	1,960	2,007		3,967
Marketing, leaflets, door drops	320	328		648
Teaching consumables	120	123		243
Cost of training room	17,150	17,562		34,712
<b>TOTAL</b>	<b>53,885</b>	<b>55,179</b>		<b>109,064</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
UPG cash and in kind match funding [see full proposal]	19,600	20,071		39,671
Part of creche costs through UPG's Childrens Centre	8,760	8,970		17,730
<b>TOTAL</b>	<b>28,360</b>	<b>29,041</b>		<b>57,401</b>

What other funders are currently considering the proposal?

Funder	£
None	
<b>TOTAL</b>	

## 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 Tutor	12,250	12,544		24,794
Assistant Tutor Volunteer	0	0		0
Project Management	6,125	6,272		12,397
Learning materials	1,750	1,792		3,542
Creche costs	3,000	3,072		6,072
Exam fees	1,960	2,007		3,967
Marketing, leaflets, door drops	320	328		648
Teaching consumables	120	123		243
Cost of training room	0	0		0
<b>TOTAL</b>	<b>25,525</b>	<b>26,138</b>		<b>51,663</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required?

02/09/2013

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

If so, how will it be resourced?

**UPG's offer of adult education is largely dependent on funding streams available. As these streams change UPG is used to modifying its offer to maximise the benefit to those local people who would not otherwise be able to participate in learning activities. Our core focus is ESOL, literacy and numeracy.**

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

**None required**

### Declaration on behalf of applicant organisation

I, Andy Sharpe (your name)

am an authorised representative of

Urban Partnership Group (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. 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<sup>th</sup> 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](mailto:raiseyourconcern@cityoflondon.gov.uk)

Return the completed form to: **The City Bridge Trust**

City of London  
PO Box 270  
Guildhall  
London EC2P 2EJ