

MEETING: 04/07/2013

Ref: 11800

ASSESSMENT CATEGORY - Bridging Communities

Mentor Foundation UK

Adv: Ciaran Rafferty

Amount requested: £98,659

Base: Islington

Amount recommended: £98,600

Benefit: London-wide

Purpose of grant request: To ensure that youth voice becomes central to the existing, new and emerging organisations making strategic decisions around harm prevention for London's young people.

Background

Mentor Foundation UK was established in 1998 and aims to promote the health and wellbeing of young people, particularly with regard to alcohol and drug misuse, and with the underpinning philosophy that prevention is better than cure. It describes its work as being in four areas: with young people; with families; in communities; and with influencers and legislators. It has links with many other relevant agencies, not least the London Drug and Alcohol Policy Forum.

Funding History

An application from Mentor was declined in January 2003 as it provided poor value for money (being a request for £100,000 for educational resources). In July 2008 you awarded £114,000 over three years for the salary costs of the London Youth Involvement Project. This grant did not commence until late 2009 and its progress in the first year was very slow at times. However, a change in personnel throughout the organisation and a review of the core structure and approach of the project saw significant and tangible progress made over the recent 18 months.

Current Application

This application is for a further (and final) two years' support of the London Youth Involvement Project (LYIP). It is your policy to consider an additional two years' funding following a three-year grant if the work is deemed to be of strategic value. The latter success of the LYIP coupled with the opportunity for ensuring young people's voice is heard on a range of subjects and issues across London warrants your consideration.

One of the most striking and successful components of this project was how it engaged, trained and supported young people themselves (mostly teenagers) to advocate for and mentor their peers. The skills developed by the young participants were extremely impressive and, at an event hosted by the Diana Fund in 2012, your officer saw a group of these

young mentors expertly lead a seminar to an audience of funders on the values of peer-led preventative work.

This proposal is to use, over two further years, the same model of engagement as before but towards the strategic aim of ensuring that the voice of young people is heard by (and can influence) those major bodies and policy-makers currently developing harm-prevention services for this audience. In particular the project (to be renamed Youth in Sight) will target the London Health Improvement Board; the Mayor's office for Police and Crime (MOPAC); Metropolitan Police; London Councils; and the Directors of Public Health London. Mentor's role will be to assist these organisations become more relevant to, and guided by, the needs of young Londoners. By improving their engagement with young people the resultant services these bodies steer will become more appropriate, better targeted and more readily accessed. The young mentors themselves will develop high-level skills and competencies in representation, public speaking, networking and influencing – all valuable in helping them along the pathway to adulthood and employment.

Financial Observations

Accounts for the year ended 31st March 2012 show a surplus of £69,027 (5.4% of turnover). Turnover of £1.34m in that year (£0.6m: 2010/11) was untypical as the organisation received a restricted grant of £500,000 from the Home Office which was distributed directly to 20 local organisations in the year. At the year end, unrestricted free reserves were in a negative position of £14,158 against a policy to hold between 3 and 6 months' core costs which, based on current year projected expenditure equates to between £188,800 - £375,600.

Draft accounts for 2012/13 indicate income of £444,420 and expenditure of £571,219 resulting in an overall deficit of £126,799 (28.5% of turnover). This sum comprised a deficit of £157,804 on restricted reserves, which was charged to carried forward funds from 2011/12, partially offset by a surplus on unrestricted activity of £31,005. Indicative unrestricted free reserves at 31st March 2013 are £31,369 - equivalent to 3 weeks' worth of current expenditure.

The forecast for the current year 2013/14 predicts a small unrestricted fund surplus of £3,320 (0.4% of projected turnover). Income is expected to total £754,486, of which £519,682 (72%) has been confirmed to date. The organisation states that it is committed to building its level of unrestricted free reserves to meet its minimum policy level and is confident that new funding streams plus new Board members with relevant skills and contacts will support this aim.

Officer's Appraisal

Mentor's recent work with your current funding has shown that it can very successfully engage and support young people to become effective

29
advocates for their peers on issues which directly affect young people. The delivery of public services, particularly in the field of health prevention, is undergoing significant structural change. It is crucial that the voice of young Londoners is heard so that future services are effective and relevant to them. This project will significantly help those agencies and policy-makers to become more in tune with this audience.

Recommendation

£98,600 over two years (2 x £49,300) for the salary of a Project Officer and running costs of the Youth in Sight 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)

11800

Date Received:

02/05/2013

Programme
Area:

02

1. About your organisation

Name of organisation applying for grant: Mentor Foundation UK	
If the organisation is part of a larger organisation, what is its name? Mentor	
Address for correspondence: 1st Floor 67-69 Cowcross Street London	
Postcode: EC1M 6PU Is this your home address? No	
Contact person: Ms Hillary Box	Position: Fundraising & Communications Manager
Phone: 02075539920	Fax: 020 7739 5616
E-mail: hillary.box@mentoruk.org	
Website: http://www.mentoruk.org.uk	
Legal status of organisation: Registered Charity If registered, please give charity number: 1112339 Date organisation established: 26/11/1998	

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 ensure that youth voice becomes central to the existing, new and emerging organisations making strategic decisions around harm prevention for London's young people.
How much funding is requested? Year 1: £49,207 Year 2: £49,452 Year 3: £0 Total: £0 £98,659

Hillary Box
June 13

3. Aims of your organisation

Mentor's vision is a world providing opportunities for the healthy development of children and young people to achieve their maximum potential, free from the harms of alcohol and drug misuse.

Mentor is committed to effective, evidence-based drug and alcohol misuse prevention. The charity seeks to influence drug misuse prevention policy, support good practice in drug misuse prevention, support drug misuse prevention research, and increase the profile of drug misuse prevention. Youth involvement, evaluation and sustainability are fundamental to Mentor's way of working. We help schools, youth workers and commissioners to shape and deliver better services; policy makers to promote more effective education on drugs and alcohol and better use of resources; and businesses to champion the cause of prevention.

Mentor is a respected member of the international prevention community with strong links to researchers and practitioners around the world, enabling us to take the best, most recent evidence and embed it within policy and programmes in UK communities.

4. Main activities of your organisation

Mentor's projects in England and Scotland evaluate the effectiveness of different prevention models, and promote scalable delivery. We work in youth settings, schools and other institutions, and within families.

Current and recent projects include the London Youth Involvement Project sponsored by City Bridge; Breaking Out, peer education at HMP Polmont to help young offenders improve life skills and reduce reoffending; Families Together, supporting vulnerable kinship care families around Edinburgh; Alcohol Offending & Deprivation, to improve outcomes for socially deprived young Londoners at risk of both alcohol misuse and offending; ADEPIS (Alcohol & Drug Education & Prevention Information Service) a free central resource for schools in England; and Street Talk, building capacity with grassroots youth organisations nationwide to embed prevention work into pre-existing programmes.

Mentor also campaigns around environmental protection factors; mandatory, quality-controlled drug education in schools, minimum unit pricing, better support for kinship carers.

As acknowledged experts, we work with government (Home Office, DH, DfE), civil servants, national and regional policy makers (Public Health England, GLA, Mayor's Office, MOPAC, London Councils etc).

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
8	5	8	32

6. How do you support your volunteers?

Volunteers are recruited following interview which clearly sets out the role and support to be given by an assigned member of staff. Induction training, including a written pack, is supplemented by regular team meetings and needs-specific training as agreed by volunteer and staff supporter.

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	4 years

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	324,109
Activities for generating funds	0
Investment income	44
Income from charitable activities	1,012,557
Other sources	3,505
Total Income	1,340,215

Expenditure:	£
Charitable activities	1,218,859
Governance costs	19,218
Cost of generating funds	33,111
Other	0
Total Expenditure:	1,271,188
(Deficit)/surplus for the year:	69,027

Asset position at year end:	£
Fixed assets	5,604
Investments	0
Net current assets (liabilities)	180,260
Long-term liabilities	20,000
*Total A:	165,864

Reserves at year end:	£
Endowment funds	0
Restricted funds	180,022
Unrestricted funds	-14,158
*Total B:	165,864

* 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?

30%

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 2011-12 we received £893,558 from the Home Office for our Street Talk project of which 90% was channelled by Mentor to other NGO service providers: Addaction and 20 local community groups

11. Previous applications to the Trust

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

Month/Year:	09/07	Ref:	8420	Grant received:	£114,000	OR application rejected?	No
Month/Year:	07/02	Ref:	3141	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:

	Yr: 2010/11	Yr: 2011/12	Yr: 2012/13
(i)	0	0	0
(ii)	0	0	0
(iii)	0	0	0
(iv)			
(v) Home Office	0	893,558	0
(v) Dep for Children, Schools & Families / DfE	160,755	69,000	53,908
(v) Scotland	0	45,703	0
(vi) EU Rebound	0	7,615	4,356
(vi) EU Kinship Care	0	133,704	0
(vi) Big Lottery	0	0	96,417

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: 2011/12	Year: 2012/13
Esmee Fairbairn Fdn	25,000	25,000
Comic Relief	16,428	38,443
Peter Cruddas Foundation	25,000	0
Dorset Foundation	25,000	25,000
Robertson Trust	0	50,000
4 other grants from trusts & foundations	40,000	33,561

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

Operations are carried out in ways designed to minimise consumption of natural resources and maximise reuse and recycling. Where possible, we use recycled or environmentally friendly paper. Waste paper and printer cartridges are recycled. Cycling is encouraged and we have a London office bike. We use public transport in preference to personal cars, and minimise air travel by using conferencing technology. Staff and other stakeholders are required to reduce inessential paper usage and power consumption.

We have a sustainable procurement policy to conserve resources through efficient use and careful planning. Key suppliers provide copies of their environmental policies.

We adopt an inclusive approach to our environmental practice, inviting beneficiary, volunteer and staff suggestions. Environmental responsibilities are incorporated into job descriptions, staff training and appraisals. Our environmental policy is reviewed regularly and sets out our commitment to continuous improvements in environmental performance.

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.

Our research amongst young Londoners over the past three years shows that they feel ignored by authorities, demonised by media and intimidated by adults. Youth In Sight will ensure that this key community, young people, is no longer overlooked or, worse, stigmatised but included in partnership around service development for young people.

This project aims to address the gap in partnership working between organisations developing policies around harm prevention for London and young people themselves. Disseminating findings and recommendations from The London Youth Involvement Project, we were confronted with the scale of the recent changes in London's policy landscape. Many organisations are quite new. When consulted, they told us they lacked access to articulated views of confident and representative young people and are eager to address this. London Health Improvement Board said, "We have no real representation from young people in the Alcohol Identification and Brief Advice Strategic Leadership Group and [I] think this is a gap we should aim to address". Youth In Sight will embed youth participation in such organisations, with the aim of improving services by making them more relevant and more efficient.

Over two years, the project will work with up to three London-wide policy bodies; eg LHIB, MOPAC, Metropolitan Police, London Drug and Alcohol Policy Forum, London Councils, Directors of Public Health London, Child and Maternal Health London Observatory. We will work at a strategic level, training, supporting and embedding meaningful youth participation. With our partners, we will also create and disseminate a toolkit so learning may be replicated in metropolitan and community organisations. We will recruit a diversity of young people throughout London, putting service users at the heart of this project.

Stage 1: Planning & preparation

Q1: Recruit project officer, detailed project planning, risk assessment, recruit core group of young people, timetable youth training and support sessions; secure partnership with first policy body; develop evaluation in consultation with potential partners, using Project Oracle and other resources (more details below).

Stage 2: Embedding youth participation

Q2 - 4: training sessions to partner delivered with youth volunteers; support establishment of ongoing youth insights at different levels of the organisation; refresh, augment volunteer youth group as necessary; ongoing evaluation and interim report month 12 at workshop; produce draft toolkit

Q5-7: Ongoing evaluation to monitor embeddedness; maintain/refine support; commence further partner training programmes as appropriate; refine toolkit; final report and evaluation

Stage 3: Dissemination, towards improving practice and outcomes

Q7 - 8: Disseminate final evaluation, report and toolkit at workshops, through Mentor and City Bridge networks and online.

Anticipated Project Outcomes & Outputs

1. The strategic and practical importance of youth people advising on policies which influence drug and alcohol harm prevention -- at individual, communal and societal levels - is understood, respected and supported by London's strategic bodies.

Evidenced by: youth voice is embedded amongst partner organisation

2. Relations between London-wide authorities and young people are improved, benefitting all Londoners.

Evidenced by: questionnaires, focus groups of young people, London authorities and Londoners

3. More young people participate in London's policy making for youth, with a potential positive impact on youth services.

Evidenced by: numbers participating, questionnaires and focus groups of young people and service deliverers

Youth involvement is fundamental to our work and embedded in our own policies and practices. Young people have a powerful influence over our own strategic development which has led, for example, to a new direction addressing specifically the pre-NEET population. In terms of strategic partnerships, Mentor has a high profile on the national and metropolitan stage, excellent relationships with legislators and government bodies, other NGOs and London bodies mentioned above.

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

One of the first tasks is to develop an evaluation framework to cover:
 Mentor's outcomes : voice, influence of young Londoners embedded in new policy structures

1. baseline questionnaire discussion, interviews with stakeholders and beneficiaries, then after 12 and 22 months; is the voice of young people proactively sought? Do they feel listened to? Are their views seen to be useful / essential to better service development?
2. Actual involvement of young people in policy meetings; attendance quantity and frequency, active participation, influence
3. Questionnaire, focus groups with a range of young people's policy organisations on the toolkit & its usefulness

Bridging Communities outcomes: mainstream and minorities work together to deliver improved services

1. Evaluation of young people's (minority community) influence and its perceived usefulness
2. Evaluation of toolkit as above

The tools we consider will include Project Oracle, Young Foundation's Evaluation Framework, NPC young people's wellbeing measure

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?			
3,530			
What age group will benefit? Over 11 years			
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)			
London-wide			
At what address will the activity be located?			
Mentor's office in Farringdon for training, GLA for meetings with policy makers; London-wide for research and activities			
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 £
Project Staff Salaries	31,336	32,276		63,612
Line management and supervision	4,698	4,839		9,537
Travel	250	250		500
Mobile phone	288	297		585
YP support; materials, refreshments; activities	4,500	4,500		9,000
Toolkit	1,500	500		2,000
Training	2,500	2,500		5,000
Evaluation (0.5)	2,500	2,500		5,000
Dissemination	1,000	2,500		3,500
Accommodation & Office costs @12%	7,703	7,703		15,406
TOTAL	56,275	57,865		114,140

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
TOTAL				

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 £
Project Staff Salaries	31,336	32,276		63,612
Line management and supervision	4,698	4,839		9,537
Travel	250	250		500
Mobile	288	297		585
YO support; materials, refreshments; activities	3,500	3,500		7,000
Toolkit	1,500	500		2,000
Evaluation (0.5)	2,500	2,500		5,000
Accommodation & Office costs @ 8%	5,135	5,290		10,425
TOTAL	49,207	49,452		98,659

20. Funding requested from the Trust (continued)

When will the funding be required?

01/07/2013

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

If so, how will it be resourced?

No, the activity is designed so that after 24 months, youth (ie beneficiary) voice and influence are fully embedded, enthusiastically sought and endorsed, in the London-wide policy organisations we will work with. A free road-tested toolkit will allow other organisations, including local and community, to share this learning. Dissemination is built in to the project.

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, PAUL TUOHY (your name)

am an authorised representative of

Mentor UK (your organisation)

within which I am C.E.O (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 P. Tuohy Date 10 May '13

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