

**MEETING: 04/09/2013**

**Ref: 11838**

**ASSESSMENT CATEGORY - Bridging Communities**

**Migrants Resource Centre**

**Adv: J Grieve Combes**

**Base: Westminster**

**Amount requested: £31,040**

**Benefit: Several London boroughs**

**Amount recommended: £31,100**

**Purpose of grant request:** Additional year to build on the success of the 2 year funded project to create bridges between newer communities in London and the host community.

**Background**

The Migrants Resource Centre (MRC) is a key resource for refugees and migrants of all cultures and nationalities who are living in London. Your Officer visited their busy offices in Pimlico where a number of free services are run including ESOL classes, an 'on-line' computer centre, health access advice, employment and training information such as CV writing and interview techniques, and an early year's nursery. MRC also provides free legal advice at two different venues in Westminster. MRC is supported by 40 volunteers including paralegals, mentors, retired ESOL tutors and online tutors. MRC's Director stressed how keen service users are to contribute to society and many become volunteers themselves. Alongside practical support, MRC also carries out media and policy work to take up issues on behalf of migrants and refugees - work which is the subject of today's application.

**Funding History**

In February 2011 you awarded MRC £61,000 over two years towards a cross-community media project. This grant has been well reported on and this application is to continue that for a third and final year. Previously, you awarded a capital grant of £84,000 to make the premises more accessible for disabled people.

**Current Application**

Over the past two years of Trust-funded work 632 people benefited from workshops and training; 7 editions of the digital magazine 'the New Londoners' were produced; and 42 people attended parliamentary activities including the All Party Parliamentary Group on Migrants. Individual success stories include users who have created their own blogs; given talks at Universities; and one who received a job promotion as a result of the training received. MRC has also built up good relationships with mainstream media outlets including the Discovery Channel, Resonance Radio and Latest.com. This grant ended in March 2013 and since then MRC has kept a minimal level of activity running by funding a staff member from reserves for 1 day a week. MRC is keen not to lose the momentum of the work it has developed and has now requested



funding for a final year to empower more migrants to get their stories told and to build stronger links with the host communities.

If successful, MRC would run 9 training events (including on photography, art, film, radio and drama); produce 3 copies of the New Londoners digital magazine plus a refugee week supplement; maintain the new Londoners website; and finish with an end of project celebration event. In addition MRC will work with the mainstream media contacts they have built up to develop a 'storytelling brand'. They hope this will enable maximum dissemination of participants' work and will to help to challenge negative perceptions of migrants in the mainstream media.

### **Financial Observations**

The audited accounts for the year ended 31st March 2012 show an overall surplus of £57,827 (8.8% of turnover), comprising surpluses on both unrestricted and restricted funds of £32,710 and £25,117 respectively. The reserves policy states that the organisation aims to hold free unrestricted reserves to cover three months' worth of operating costs which, based on current year expenditure, equates to £159,872. At 31st March 2012 free unrestricted reserves stood at £94,268 which is equivalent to 1.8 months' worth of current year expenditure.

Draft accounts for the year ended 31st March 2013 show an overall deficit of £56,564 (9.5% of turnover), comprising deficits on both unrestricted and restricted funds of £35,952 and £20,612 respectively.

The forecast for the current year 2013/14 anticipates a small overall deficit of £507, comprising a deficit of £38,439 on restricted funds and a surplus of £37,932 on unrestricted funds. Total budgeted income is £638,980, of which £513,318 (80.3%) is confirmed. At the end of the current year, unrestricted free reserves are forecast to total £136,632 which equates to 2.6 months' worth of expenditure, compared to a target to hold 3 months at 159,872.

### **Officer's Appraisal**

This is an interesting proposal that takes a creative and so far successful approach to deliver the outcomes of your Bridging Communities programme. It brings together communities both as participants and through those who read, see and listen to their work. The original grant delivered beyond its expectations and has shown on-going impact through participants' personal successes. By further building on partnerships forged with the mainstream media this project has the potential to challenge negative perceptions of migrants in the media; share positive stories; and support community cohesion.

### **Recommendation**

**£31,100 for a third and final year towards a part time (21 hrs) Empowerment Worker and related costs of a cross-community media 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)

11838

Date Received:

21/05/13

Programme  
Area:

2

### 1. About your organisation

Name of organisation applying for grant: <b>MIGRANTS RESOURCE CENTRE</b>	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence <b>24 Churton Street London</b>	
Postcode: <b>SW1V 2LP</b> Is this your home address? <b>No</b>	
Contact person: <b>Ms Ros Lucas</b>	Position: <b>Executive Director</b>
Phone: <b>020 78342505</b>	Fax: <b>020 79318187</b>
E-mail: <b>ros@migrants.org.uk</b>	
Website: <b>www.migrantsresourcecentre.org.uk</b>	
Legal status of organisation: <b>Registered Charity &amp; Company Ltd. by guarantee</b>	
If registered, please give charity number: <b>291789</b>	
Year and month organisation established: <b>May 1985</b>	

### 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>Additional year to build on the success of the 2 year funded project to create bridges between newer communities in London and the host community previously funded by City Bridge Trust.</b>
How much funding is requested? <b>Year 1: £                      Year 2: £                      Year 3: £31,040</b> <b>Total: £31,040</b>



### 3. Aims of your organisation

The Migrants Resource Centre (MRC) works with migrants and refugees and in partnership with other agencies to effect social justice and change, enabling migrants and refugees to fully participate in this society.

It achieves these aims by delivering a wide range of services in London by the following teams: Legal Advice, Media & Policy, Health Inclusion, Community Education and Employment.

### 4. Main activities of your organisation

MRC's activities are available to migrants, refugees and asylum seekers from all over London and to all nationalities. We offer (i) specialist immigration advice and general advice (housing, welfare, consumer, employment) (ii) information, advice and support on rights to, and accessing, health services and we offer counselling services run by volunteer counsellors in appropriate languages (iii) ESOL classes at basic beginners, beginners and intermediate both through the local adult education college and by volunteer tutors (iv) cultural activities/informal courses in response to user feedback such as art, drama, jewellery making, yoga (v) employment and training information, advice and guidance, including job search support (vi) online centre and Microsoft academy offering drop-in sessions, basic computer skills, and Word and Excel courses (vii) creche support for these activities (viii) media and policy work to take up issues on behalf of migrants and refugees.

MRC is involved in a number of networks: EAPN, Still Human Still Here Campaign, London Strategic Migration Partnership (GLA), London Advice Forum, London Churches Refugee Network, South Westminster Network.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
8	8	8	40

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

Support is provided by each team leader as MRC has no funded post. Volunteers are encouraged to take part in training opportunities, focus groups, and where possible we meet out of pocket expenses. The project provides more structured support.

### 7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Owned	

## 8. Finance

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

Financial year ended -

Month: **March**

Year: **2012**

Income received from:	£
Voluntary income	8146
Activities for generating funds	4193
Investment income	37
Income from charitable activities	646690
Other sources	
<b>Total Income</b>	<b>659066</b>

Expenditure:	£
Charitable activities	597099
Governance costs	3828
Cost of generating funds	312
Other	0
<b>Total Expenditure</b>	<b>601239</b>
<b>(Deficit)/surplus for the year:</b>	<b>57827</b>

Asset position at year end	£
Fixed assets	1587581
Investments	
Net current assets	177201
Long-term liabilities	
<b>*Total A</b>	<b>1764782</b>

Other recognised Gains/(Losses) 0  
 Net movement in funds 57827

Reserves at year end	£
Endowment funds	
Restricted funds	40561
Unrestricted funds	1724221
<b>*Total B</b>	<b>1764782</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?  
 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:

There has been little change except for a London Councils advice project coming to an end in March 2013 with a value of approx £100k per year. This was offset to some degree by funding from the BLF Advice Services Transition Fund of £45k.



### 11. Previous applications to the Trust

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

Month/Year: Sep	/ 1995	Ref: 93-354	Grant received: £5000	OR application rejected	<input type="checkbox"/>
Month/Year: Sep	/ 2002	Ref: 2408/A	Grant received: £4447	OR application rejected	<input type="checkbox"/>
Month/Year: Dec	/ 2003	Ref: 1585	Grant received: <del>£84122</del>	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) Westminster Council	79368	81823	118199
(ii) NHS Westminster	45000	87472	82566
(iii) London Councils	99875	99875	106458
(iv) HMRC	45000	45000	0
(v) Legal Services Commission	48100	37620	62437
(vi)			

### 13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2011	Year: 2012
Trust for London	0	30000
Big Lottery Fund	95625	9578
AB Charitable Trust	0	7500
Tudor Trust	2000	0
Lloyds TSB Trust	20549	

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

MRC has an environmental policy as follows:

- Waste – we adhere to the principles of the Waste Hierarchy (reduce, reuse, recycle, recover) and implement waste management practices on site. Waste minimisation initiatives such as double sided printing are followed by all staff. We purchase recycled paper and recycle our waste locally.
- Energy – we aim for energy efficiency (for example, “water hippos” are fitted to toilet cisterns to reduce water consumption) and we monitor energy usage. Additionally we purchase as much energy as possible coming from renewable and green sources (Churton Street site is 100% Scottish hydro electricity)
- Transport – by encouraging staff to use public transport when travelling on MRC business
- Purchasing - wherever possible, ethical and environmentally sound suppliers are sourced, for all items including ITC equipment, we also opt for paperless billing wherever possible



## 15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

**In order to provide the right information, please refer to guidance note 15 before completing this section.**

### Aim of the Project:

The aim of the overall project is to create bridges between newer communities in London and the host community by working together, changing perceptions and empowering users to become more active citizens. In this application for a further year's funding, our aim is to build on the success of the previous two years and to utilise the partnerships that we have developed to maximise the opportunities to empower more migrants and to get their stories told to build bridges with the host community. We aim to develop an overall brand for migrant Storytelling (My Journey) and consolidate the learning and activities from the previous two years in the third year.

### What we want to do:

By using the contacts and partnerships developed through years 1 and 2, we will have improved access to the mainstream media to disseminate migrant stories to challenge negative stereotypes and perceptions of migrants. We will involve these partner organisations from the start through Media Action Group meetings with users and will use their expertise to create a brand that will convey a message, as well as involve them in the Storytelling productions and dissemination. We will continue to upskill migrants in all types of media production to enable them to have a voice through a wide range of media. We will do this by:

- building on the successes of the previous two years which have led to improved partnership working with organisations such as Media Trust, Discovery Channel, National Theatre, Resonance Radio, The Latest.com, Tate Gallery, Serpentine Gallery, Globalnet21, Middlesex University, London Metropolitan University, Photo Voice, Young Voices Project
- training users on the production of storytelling by photography, art, film, radio and drama
- delivering a Storytelling product in photo, film, art, drama and radio for publication/dissemination
- disseminating/showcasing the "Stories" through our media networks, a Storytelling blog and through a London-wide event.

During the past two years we have provided opportunities for people from different communities to work and learn together so that they have a better understanding of each others' cultures and backgrounds. Through the training they have developed skills in digital magazine production, speaking on the radio, journalism, creative writing, video editing, photography. We have shown users how their voices can be heard through democratic processes in UK Society and by how we work and involve users to have a voice. We have also assisted many on how to use social media to reach different audiences. Some of our users have set up their own blogs and many assist with the design and production of The New Londoners magazine and its website. They have helped to increase readership and there is an upturn in social media activity at MRC due to their involvement. Now we wish to take this a step further in order to develop products and a brand for migrant storytelling and to get maximum dissemination to challenge the negative rhetoric and perceptions of migrants in the mainstream media.

The outputs for the project will include introductory workshops and skills training programmes over 3 terms plus a London wide dissemination event which we will aim to tie into a mainstream event in London. More detailed information is contained in the detailed proposal attached.

**Outcomes:** Participants from different cultures and backgrounds will work together and will get their voices and stories heard. By utilising our improved network of media contacts, both the new and host community in London will be exposed to real-life stories of migrants that are challenging and engaging. Our participants will learn new skills, have tools for getting their voices heard, be empowered, have increased confidence and be able to express themselves in a range of media. The cost of this third year of the project is £31,000 to cover staffing, direct and indirect project costs.



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

All users of MRC are entered on to the organisation's database where we collect information relating to their gender, ethnicity, disability, age, language spoken. The services accessed by users are tracked on the database and the names of participants on all courses/classes are held on an attendance register enabling us to identify take-up and monitor that we are reaching all communities and any funder targets.

MRC holds regular focus group meetings with users and volunteers to get feedback on its services and it adapts service provision as required.

For this project we will keep number and profile data on all users recruited to the project and their attendance at workshops, courses, meetings and visits. Hard outcomes will be monitored via the data collected and soft outcomes will be evaluated through user feedback.

Management data is monitored by the Executive Director and the Board of Trustees to ensure that the organisation is meeting the needs of its users and its commitment to funders.

**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 directly, potentially, 500 indirectly in different communities and host community**

What age group will benefit? **20 - 55 for participants**

In which local authority is your organisation based?  
**Westminster**

Which borough(s) of Greater London will benefit from this grant?  
(if more than one, please give % for each)  
**Westminster 28%, Southwark 9%, Lambeth 8%, Kensington & Chelsea 9%, Camden 8%, Islington 7%, Hammersmith & Fulham 8%, Lewisham 6%, Tower Hamlets 7%, Wandsworth 5%. Other 5%**

At what address will the activity be located? **24 Churton Street, London SW1V 2LP**

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

	%		%
White - British		Black - Caribbean	<b>5</b>
White - Irish		Black - African	<b>20</b>
White - Other (please describe) <b>Europeans</b>	<b>20</b>	Black - Other (please describe) <b>Arab/middle eastern</b>	<b>15</b>
Asian - Indian	<b>2</b>	Black - British	
Asian - Pakistani	<b>2</b>	Chinese	
Asian - Bangladeshi	<b>8</b>		
Asian - Other (please describe) <b>Philippines and other</b>	<b>8</b>	Other (please describe) <b>Latin Americans</b>	<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 £
0.6 FTE empowerment worker @£25k + oncos			17820	
Meetings - refreshments and travel			500	
Workshops/course tutors/facilitators			1000	
User travel to workshops/courses			700	
Venue hire			600	
Promotion/publicity			600	
Launch/Dissemination Event			1900	
Running costs @ £6.4k per fte			3840	
Management/corp o'heads @ £6.8k per fte			4080	
<b>TOTAL</b>			<b>31040</b>	

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funders	£
<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 £
0.6fte empowerment worker @ £25k+oncosts			17820	
Meetings - refreshment & travel			500	
Workshop/course tutors/facilitator			1000	
User travel to workshops/courses			700	
Venue hire			600	
Promotion/publicity			600	
Launch/Dissemination event			1900	
Running costs@ £6.4k per fte			3840	
Management/corp o'heads @ £6.8k per fte.			4080	
<b>TOTAL</b>			<b>31040</b>	



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

When will the funding be required? **As soon as possible**

Is the activity to continue beyond the period for which funding is requested?  
If so, how will it be resourced? **Users will be able to tell their stories through social media and writing articles and speaking at events. The contacts established with mainstream media will continue after the life of the project.**

If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? **not applicable**

## 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:** Hilary Nightingale

**Organisation:** Cardinal Hume Centre

**Address:**

**3-7 Arneway Street  
London SW1P 2BG**

**Tel:** 02072221620

**E-mail:** hilarynightingale@cardinalhumecentre.org.uk

## Declaration on behalf of applicant organisation

I, **Rosalind Lucas** (your name)

am an authorised representative of

**Migrants Resource Centre** (your organisation)

within which I am **Executive Director** (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

20/5/13

### 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](mailto: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