

**MEETING: 04/09/2013**

**Ref: 11737**

**ASSESSMENT CATEGORY - Improving Londoners' Mental Health**

**Grief Encounter**

**Amount requested: £103,854**

**Amount recommended: £103,850**

**Adv: Karisia Gichuke**

**Base: Barnet**

**Benefit: Several London boroughs**

**Purpose of grant request:** To fund the full-time equivalent of two part-time Senior Clinical Practitioners.

**Background**

Grief Encounter (GE) was founded by current CEO Shelley Gilbert, inspired by her personal experience as a child of the inadequacy of bereavement support following the loss of both her parents by age 10. Even today, few bereaved children in the UK receive access to quality support to help alleviate the pain caused by the death of someone close, and a third of bereaved children will experience social, emotional and behavioural problems.

In 2003, Ms Gilbert, a psychotherapist, wrote a book called Grief Encounter to help bereaved children and their carers. It was a bestseller and led to her being inundated with requests for guidance and support, and the charity was formed in 2004. GE offers a flexible and accessible bereavement service which aims to respond professionally and tailor its approach to each individual child and family. It now employs 30 counsellors, offers one to one support to about 120 families each year, runs workshops, drop in sessions and fun days to bring bereaved children together, and works with schools to support bereaved children. Ms Gilbert received the accolade of Daily Mail's 'Inspirational Woman of the Year' award in 2012 in recognition of her work, having been nominated by Kevin Wells, the father of murdered schoolgirl Holly, for the support given to his family after his daughter's disappearance.

**Funding History**

None.

**Current Application**

One in 29 children aged five to 16 has experienced the death of a parent or sibling, and there are children suffering bereavement in every school in the UK. Tailored grief services that are long term are vital for their wellbeing, however, London has been described as a 'black hole' in terms of bereavement service provision, and there is a lack of free support for bereavement in East London especially, where GE has received requests for assistance and has found there is no partner to refer families to.



The current application is for a grant to be divided between two part-time Senior Clinical Practitioners based in East (Waltham Forest) and North London (Barnet), whose role will be to support the design, management and delivery of all the elements of the charity's family programme, including assessing families, one to one bereavement counselling sessions, running the drop-in centre service, and other services. This will expand the charity's direct service provision in the London area and is part of a broader plan of growth which includes a move into rented offices for the first time.

### **Financial Observations**

Independently examined accounts for the year ended 31st July 2012 show, an overall surplus of £74,085 (18.7% of turnover). This comprised surpluses of £52,577 on unrestricted activity and £21,508 on restricted funds. The charity aims to hold free reserves equal to at least one year's budgeted future committed costs to meet its commitment to help bereaved families for a period of two years. Based on projected current year expenditure, this equates to a target holding of £523,000. At 31st July 2012, free unrestricted reserves held stood at £321,496, equating to 7.4 months' worth of current year expenditure.

The forecast for the year ended 31st July 2013 shows a surplus of £112,310 (24.1% of turnover), £70,000 of which was on restricted activity and £42,310 on unrestricted funds. The budget for the current year 2013/14 shows expenditure increasing to £523,000 (£353,600 in 2012/13) and a deficit of £46,000 (9.6% of turnover), all on unrestricted funds. Total income is anticipated to be £477,000 (£465,910 in 2012/13), of which £55,000 (11.5% of total income) has been confirmed to date. The charity explains that it raises a significant proportion (78%) of its income through donations and fundraising events held throughout the year and aims to continue this approach through a period of planned growth (reflected in the increase in projected expenditure).

### **Officer's Appraisal**

Bereavement can have potentially devastating effects on the emotional development of children and young people; they are more likely to suffer from mental illness, be excluded, to offend and to commit suicide. This charity has built substantial experience of working with children at their most vulnerable, ensuring each child receives quality support to alleviate their emotional pain and ensure their long-term well-being and mental health. The organisation's expansion will ensure that more children across London can receive this support.

### **Recommendation**

**£103,850 over three years (£33,600; £34,600; £35,650) towards two part-time Senior Clinical Practitioners (1 FTE) providing services for children and their families in North and East London.**



# The City Bridge Trust

Charity Registration Number: 1035628

## Working with Londoners: Application for a grant

Please read the guidance notes before completing this form

Reference:  
(office use only)

11737

Date Received:

25/03/2013

Programme

Area:

03

### 1. About your organisation

Name of organisation applying for grant:

**Grief Encounter (also known as 'Grief Encounter Project')**

If the organisation is part of a larger organisation, what is its name?

Address for correspondence:

**The Lodge, Avenue House,  
17 East End Road  
London**

Postcode: **N3 3QE**

Is this your home address? **No**

Contact person:

**Ms Nicki Secker**

Position:

**Trust Fundraiser**

Phone: **020 8371 8455**

Fax:

E-mail: **nicki@griefencounter.org.uk**

Website: **http://www.griefencounter.org.uk**

Legal status of organisation: **Registered Charity**

If registered, please give charity number: **1101277**

Date organisation established: **10/12/2003**

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)?

**Improving Londoners' Mental Health**

Purpose for which funds are requested: (25 words maximum)

**To fund the full-time salary of a Senior Clinical Practitioner (or full-time equivalent of two part-time posts).**

How much funding is requested?

**Year 1: £33,600 Year 2: £34,608 Year 3: £35,646 Total: £103,854**



### 3. Aims of your organisation

Our aim is that every bereaved child in the UK receives the best access to quality support, recognition and understanding to alleviate the emotional pain caused by the death of their parent or significant love-one, and to ensure their long-term well-being and mental health. Grief Encounter (GE) provides early intervention to help children, young people and their families to address their grief and to prevent future problems that can occur as a result of bereavement.

Our mission is to be one of the leading providers of support services for bereaved children and their families throughout the UK.

Our core goals:

1. Advice, Advocacy and Support - to deliver high quality, integrated services to bereaved children, young people and their families
2. Influence - to contribute our knowledge and expertise to assist the development of local, national and international strategies and promote the value of bereavement support.
3. Healthy organisation - operate a well managed, well governed and financially sustainable organisation.

### 4. Main activities of your organisation

Grief Encounter (GE) is one of the UK's leading child bereavement charities providing specialist information, support and guidance to bereaved children, young people and their families following the death of their parent, sibling or significant loved-one. Grief Encounter's Family Programme provides intensive bereavement counselling services for up to two years for individual children, young people and their family. The Family Programme includes one-to-one bereavement counselling, child-focused workshops, a Drop-in Centre, a residential weekend and family fun days. Grief Encounter also offers a range of specialist resources for bereaved children and young people across the UK, including an interactive website, with over 60,000 visitors per year, and a range of award winning bereavement publications, specifically for children and young people. Our telephone helpline supports around 3,000 individuals each year. We have recently completed a successful pilot of our new e-counselling service via Skype. It will be launched later in the year, targeting hard-to-reach bereaved teenagers. We also work to raise public understanding of the emotional distress young people experience following loss of a parent or significant loved one.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
<b>1</b>	<b>36</b>	<b>5</b>	<b>100</b>

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

GE has a structured supervision system with fully qualified supervisors and mentors. GE runs in-house training and supports volunteers in attending external training. Staff away days, events, meetings and informal contact complement their support. Each volunteer undergoes a formal induction and receives a Grief Encounter handbook.

### 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>Rented</b>	<b>3 years</b>

## 8. Finance

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

Financial year ended - **Month: July**

**Year: 2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	163,445
Activities for generating funds	227,946
Investment income	390
Income from charitable activities	4,914
Other sources	0
<b>Total Income</b>	<b>396,695</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	309,768
Governance costs	600
Cost of generating funds	12,242
Other	0
<b>Total Expenditure:</b>	<b>322,610</b>
<b>(Deficit)/surplus for the year:</b>	<b>74,085</b>

<b>Asset position at year end:</b>	<b>£</b>
Fixed assets	1,978
Investments	0
Net current assets (liabilities)	344,653
Long-term liabilities	0
<b>*Total A:</b>	<b>346,631</b>

<b>Reserves at year end:</b>	<b>£</b>
Endowment funds	0
Restricted funds	338,843
Unrestricted funds	7,788
<b>*Total B:</b>	<b>346,631</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?  
**0%**

## 10. Material changes

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

**Our projected expenditure for this year will be substantially higher than last year as we have moved from rent free premises to rented offices. We are making the part-time Clinical Services Manager a full-time post; we are recruiting a Chief Operating Officer, (our CEO is an honorary post, which will continue). We have planned more fundraising events than previously, which will incur increased fundraising costs.**



## 11. Previous applications to the Trust

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

Month/Year:	Ref:	Grant received:	OR application rejected?
Month/Year:	Ref:	Grant received:	OR application rejected?
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: 2010	Year: 2011	Year: 2012
(i)	No local authority funding or government funding has yet been received by GE. This is due in part to the fact that until recently we did not have fundraising staff focusing on trust or statutory income. This has recently changed with the recruitment of a trust fundraiser. We have recently submitted funding application to The London Borough of Barnet for £8,000. We will plan to seek future statutory grants wherever possible. We have also applied to the Big Lottery - Awards for all for £10,000 -awaiting decision.			
(ii)				
(iii)				
(iv)				
(v)				
(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
Goldberg Trust	12,000	12,000
Tony Bloom Foundation	40,000	40,000
Philip King Trust	0	50,000
Cyril and Evelyn Jumbo Charitable Trust	7,000	0
Clara E Burgess Charitable Trust	10,000	0
Tommy Hollis Charitable Trust	3,000	0

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

We have a recycling policy in place and all recyclable materials at our offices are placed in recycling bins, including paper, plastic and tin. GE is working towards becoming a paperless office by increasing our use of digital communication and data storage wherever possible.

We have recently piloted an e-counselling service to reach more vulnerable, bereaved young people in the UK that are harder for us to reach geographically. Our new e-counselling service will be accessed using SKYPE capability over the internet. Following the successful pilot last year, the service will be launched later this year to reach teenagers. This will enable us to reduce travel costs of staff and provides easier access to our services for C&YP, particularly where there is no other bereavement counselling provision for them in their local area.



## 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.**

Since Jan 2006 Grief Encounter (GE) has become a leading provider of direct bereavement services for children and young people in the UK, following a mapping exercise to address the lack of bereavement services in north-west London. This resulted in the development of our unique Family Programme, providing long-term support to bereaved children and young people (CYP) and their families.

One in 29 school children in the UK have experienced the death of a parent or sibling. Unfortunately one third of these bereaved CYP will experience significant difficulties following the death of a parent or sibling and are more vulnerable. They may become detached, withdrawn and if their grief is bottled up it can have potentially devastating effects on their future mental health and social and emotional development. Research has shown they are more likely to have a serious mental illness, suffer with depression, be excluded from school, more likely to drink, smoke or use drugs, experience financial difficulties and more likely to commit suicide, Fauth et al 2011. If the kind of help that GE provides were to stop, these destructive behavioural patterns would not only persist but grow, resulting in a real problem for society [Office of National Statistics 2004, National Childhood Bereavement 2009].

The Family Programme provides free bereavement counselling services, for up to two years per family for CYP in north London and environs. We provide one-to-one counselling to 120 CYP each year and in the past year 200 CYP have benefitted from our direct counselling interventions.

The Programme is unique due to the quality and type of intensive support provided. It offers a planned, long-term, caring programme which wholly understands the needs of bereaved CYP and allows families to grieve in a safe way whilst channelling social, emotional and behavioural difficulties into a more constructive way of living.

Pivotal to our work is the role of the Senior Clinical Practitioner (SCP), for which we are seeking funding. This is an existing post currently a job share equivalent to a full-time position. The SCP is responsible for helping to design, manage and deliver the elements the Family Programme, including:

- Initial family consultation
- Face-to-face counselling (up to three sessions each year per CYP)
- Group bereavement counselling workshops (30 workshop groups per year. C&YP are grouped within an appropriate age group e.g. under 6's, 6-12, teens and adults)
- E-counselling (commencing autumn 2013)
- Family days (four per year)
- Residential weekend (annually)
- Drop-in Centre (monthly new service commenced March 2013)

Expected outcomes:

Each year 88%\*\* of bereaved CYP are:

- relieved of some of their emotional pain, isolation, anxiety and trauma
- develop coping skills, knowledge and understanding about grief
- are more able to manage change, are more in control and confident
- Teachers/parents report CYP demonstrate improved behaviours and emotional well-being

GE adheres to the 'Principles of Good Practice': we developed the programme from ideas of what bereaved children wanted and continues to be informed by what works. It was developed through local and national knowledge, Child Bereavement Network, professional counselling staff, research from the National Children's Bureau, Anna Freud Centre and expertise of our CEO, herself a bereaved child. The Programme continues to develop with input from CYP through our Children's Consultative Committee and their families. It has shown significant positive outcomes; 85% reported positive effects from interventions (CORE:YP 2012)\*\*. Our success is partly due to strong partnerships with local schools who help identify vulnerable bereaved CYP early to maximise positive outcomes. GE accepts any bereaved C&YP of any denomination, religion or background, makes excellent use of loyal volunteers, is helping to reduce our carbon footprint.



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

GE continually seeks feedback formally and informally from service users. All staff are supervised and monitored and supervisors meet three times each year. Direct services are thoroughly monitored and following intervention, qualitative feedback using Core YP and GE evaluation forms is requested and obtained. For one-to-one counselling these forms are completed by the counsellor with the child/young person, both before and after the counselling intervention. For other direct work undertaken including family workshops and fun days, families are requested to provide written feedback following the intervention.

Feedback from staff and service users is incorporated and used in adaptations to the group work and the counselling sessions. Feedback is reviewed by clinical staff after each project and changes are made wherever appropriate. CORE:YP is analysed by a staff member and the statistics are used in funding applications, annual review and to feedback to clinical practitioners and supporting staff.

**17. Beneficiaries**

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

How many people will benefit from the grant per year?

**200**

What age group will benefit? All children & young people, Adult

In which local authority is your organisation based?

**Barnet**

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

**Barnet; Camden; Enfield; Haringey; Essex**

At what address will the activity be located?

**Our new head office with consulting rooms at Finchley in north London, or one-to-one counselling at child's school or the child's home.**

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

	%		%
White - British	<b>66</b>	Black - Caribbean	<b>7</b>
White - Irish		Black - African	<b>12</b>
White - Other (please describe) British	<b>2</b>	Black - Other (please describe)	
Asian - Indian	<b>6</b>	Black - British	<b>3</b>
Asian - Pakistani		Chinese	
Asian - Bangladeshi	<b>1</b>		
Asian - Other (please describe) mixed	<b>1</b>	Other (please describe) Iranian	<b>2</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 £
Senior Counselling Practitioner	30,000	30,900	31,827	92,727
National Insurance at 12%	3,600	3,708	3,819	11,127
<b>TOTAL</b>	<b>33,600</b>	<b>34,608</b>	<b>35,646</b>	<b>103,854</b>

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
No restricted income to date.				
core unrestricted funding has always been used to offset salaries				
<b>TOTAL</b>				

What other funders are currently considering the proposal?

Funder	£
None are currently under consideration	
<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 £
Senior Counselling Practitioner	33,600	34,608	35,646	103,854
<b>TOTAL</b>	<b>25,000</b>	<b>20,000</b>	<b>15,000</b>	<b>60,000</b>



## 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?

**The planned activity will continue and is fundamental to our core service provision. In accordance with our reserves policy the position is secure for a further year. In future the position will be funded through voluntary fundraising income (as we receive no statutory income).**

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

**No other consents are required for us to proceed**

### Declaration on behalf of applicant organisation

I, NICKI SECKER (your name)

am an authorised representative of

GRIEF ENCOUNTER (your organisation)

within which I am TRUST FUNDRAISER (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 Nicki Secker Date 10.4.13

#### 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  
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