

MEETING: 04/9/2013

Ref: 11793

ASSESSMENT CATEGORY - London's Environment

Forest Recycling Project

**Adv: Karisia Gichuke
Base: Waltham Forest
Benefit: Several London boroughs**

Amount requested: £81,400

Amount recommended: £81,400

Purpose of grant request: Environmental action through volunteering. Enabling young people and people on benefits to build skills through structured learning and reduce isolation through engagement in environmental activities.

Background

Forest Recycling Project was set up in 1989 as a not for profit social enterprise with environmental and social aims. The organisation enables community initiatives to reduce, reuse, and recycle waste, including the collection of waste paper for recycling, redistribution of second-hand goods and reclaimed paint, and the provision of volunteer opportunities.

Funding History

You have funded FRP twice before, in 2001 with a three-year grant of £50,000 for the development and expansion of a materials reuse project in partnership with a furniture recycling project; and in 2005 with a capital grant of £27,000 for a new van to enable collection and delivery of materials for recycling. Both grants were satisfactorily monitored.

Current Application

FRP has involved volunteers in delivering community-based waste minimisation initiatives since its origin 24 years ago. The organisation wants to develop the volunteering it offers to provide more formalised work experience placements to reflect the needs in the Borough of Waltham Forest, which compares poorly with other London Boroughs in terms of number of people long-term unemployed and with no recognised qualifications.

The current application is for the organisation to adapt its volunteer programme to enable more structured learning and progression opportunities. The programme will focus on unemployed young people (aged 18-30) and marginalised adults, and is based on learning from two pilots conducted in 2012. The volunteers will access activity and skills based learning and develop their own skills while being active in their local community to improve the environment and reduce carbon emissions. The project will have three levels of volunteer engagement, depending on their life stage and interests: i) environmental work

experience; ii) experience developing entrepreneurial ideas for community waste minimisation; iii) longer-term less intensive volunteering for those who are mentally ill or have been unemployed over the longer term.

Financial Observations

Audited accounts for the year ended 31 March 2012 show a surplus of £5,576 all on unrestricted funds. The charity's Board aspires to hold between 3 and 6 months running costs in free unrestricted reserves, which based on current year expenditure equates to £45,552 - £91,105. At 31 March 2012, free unrestricted reserves stood at £40,732 equating to 2.7 months' worth of current year budgeted expenditure. Draft accounts for the year ended 31 March 2013 show a deficit of £5,390 (2.5% of turnover), which would reduce free unrestricted reserves to £35,342 equating to 2.3 months' worth of expenditure.

The budget for the current year 2013/14 shows total expenditure of £237,736 and income of £228,715, leading to a further shortfall of £9,021 all on unrestricted activity. This deficit will reduce free unrestricted reserves to £26,321 (1.7 months' worth of current year expenditure) by 31 March 2014. At the time of writing, income of £188,015 (79% of total expenditure) had been secured.

Officer's Appraisal

FRP has a long established track record of delivering innovative work to reduce, recycle and re-use waste in communities, specifically through volunteering opportunities for young adults. It has good relationships with local businesses, voluntary sector organisations and the local authority which assist the delivery of its services and referral of volunteers. This project will enable the organisation to offer more structured work experience opportunities for young local people to deliver community based waste minimisation initiatives in an area with high levels of unemployment and deprivation, increasing skills, confidence and social inclusion.

Recommendation

£81,400 over two years (£40,700; £40,700) towards a f/t Project Worker and the running costs of a project enabling young people and those on benefits to build skills through structured learning and to reduce isolation through engagement in environmental activities.



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)

11793

Date Received:

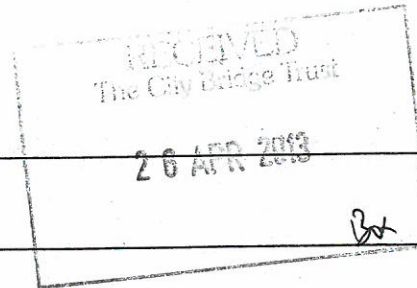
26.04.13

Programme
Area:

4

1. About your organisation

Name of organisation applying for grant: Forest Recycling Project (FRP)	
If the organisation is part of a larger organisation, what is its name? N/A	
Address for correspondence 2c Bakers Avenue, Walthamstow, London E17 9JH	
Postcode: E17 9JH Is this your home address? No	
Contact person: Ms Nicole Muris	Position: General Manager
Phone: 020 8539 3856	Fax: 020 8539 3856
E-mail: nicole@frponline.org.uk	
Website: www.frponline.org.uk	
Legal status of organisation: company limited by guarantee	
If registered, please give charity number: 1151578	
Year and month organisation established: 1989/September	



2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? London's environment
Purpose for which funds are requested: (25 words maximum) Environmental Action Through Volunteering. Enabling young people and people on benefits to build skills through structured learning and reduce isolation through engagement in environmental activities.
How much funding is requested? Year 1: £40700 Year 2: £40700 Year 3: £ Total: £81400

3. Aims of your organisation

Environmental: Mitigate climate change, adapt to energy change and improve the local and global environment by promoting behaviour change and advancing sustainable resource management.

Social: Increase access to resources, alleviate poverty and create work and volunteering opportunities for people to take positive actions to build resilient communities.

Economic: Be a viable social enterprise, supporting and strengthening a vibrant local green economy.

4. Main activities of your organisation

FRP is a not-for-profit, social enterprise with environmental and social aims. We engage with organisations and communities in London through a range of practical initiatives to reduce, re-use and recycle waste. Based in Walthamstow in East London, we have been in operation since 1989. Our main activities are:

- * Diverting paper, goods and paint from waste disposal and landfill.
- * Providing people and not-for-profit organisations with affordable second-hand goods and reclaimed paint.
- * Promoting the environmental and economic benefits of reducing, re-using and recycling waste.
- * Providing people with worthwhile, environmental volunteering opportunities.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	7	8	30

6. How do you support your volunteers?

Staff team support for volunteers. We reimburse valid lunch and travel expenses. We provide induction and basic training. Volunteers are signposted to other agencies where appropriate. We provide references for volunteers.

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?
Leased/rented	2018

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	88,074
Activities for generating funds	126,104
Investment income	78
Income from charitable activities	
Other sources	
Total Income	214,256

Expenditure:	£
Charitable activities	206,866
Governance costs	1,814
Cost of generating funds	
Other	
Total Expenditure	208,680
(Deficit)/surplus for the year:	5,576

Asset position at year end	£
Fixed assets	
Investments	
Net current assets	40,732
Long-term liabilities	(1,750)
*Total A	38,982

Reserves at year end	£
Endowment funds	
Restricted funds	
Unrestricted funds	38,982
*Total B	38,982

* 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?
6% (LBWF & L.Councils £13,406)

10. Material changes

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

FRP has since obtained charitable status (9 April 2013).

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: Nov	/ 2004	Ref: 5998	Grant received: £27000	OR application rejected	<input type="checkbox"/>
Month/Year: Oct	/ 2007	Ref: 8540	Grant received: £	OR application rejected	<input checked="" type="checkbox"/>
Month/Year: Sep	/ 2009	Ref:	Grant received: £	OR application rejected	<input checked="" 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)	N/A	N/A	N/A
(ii) LB of Waltham Forest	29,694	24,695	3,600
(iii) London Councils	26,148	26,148	9,806
(iv) NELFT - Capital Volunteering	25,917	32,335	0
(v)	N/A	N/A	N/A
(vi)	N/A	N/A	N/A

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
Mind-Ecominds	17,868	33,878
LCRN	11,371	4,950
BLF-Local Food & Wildlife Habitat		7,450
Mayor of London-Team London		6,447
Walthamstow & Chingford Almshouse	1,500	1,100
1.WRAP & 2.Groundwork: £500	14,945	

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

FRP's activities result in direct carbon savings. In 2011-12, FRP managed to save a total of 218 tonnes of re-usable goods and materials from going to landfill across all activities, which translates into at least 307 tonnes of CO2 saved (based on WRAP/ REalliance carbon multipliers, June 2010).

Given the nature of the organisation and the work we do, we are committed to lessening the negative impact on the environment and increasing the positive impacts through minimising our travel and energy and water use while developing and expanding projects aimed at conserving and re-using resources. We also work very closely with partners and beneficiaries to encourage and assist them to do the same.

We continuously strive to be more efficient and minimise the resources we use. In 2012, we implemented additional draught proofing and installed 10 solar photo voltaic panels on our roof at 2c Bakers Avenue in Walthamstow to provide electricity. In 2010, we insulated our roof. Our electricity supplier is Good Energy.

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.

THE PROJECT. FRP is seeking funding to adapt its volunteer programme, enabling people in areas of high deprivation to take environmental action through volunteering that also delivers structured learning and progression opportunities as well as promotes social inclusion. We will focus on two beneficiary groups: unemployed young people (aged 18-30) and marginalised adults on benefits. The programme seeks to maximise the benefits of volunteer placements and improve the overall volunteering experience. Volunteers will access activity & skills based learning, capture their own learning and skills development, and be active in their local community to improve the environment and reduce carbon emissions. 1 NEED. Waltham Forest is the 15th most deprived local authority in England; 6th in London, with high levels of unemployment and mental ill health. Based on our experience (also supported by case studies and research), engaging people in productive activities in a supported work environment is an effective way to increase their skills, self-confidence, progression, social inclusion and environmental awareness. A 2012 FRP pilot showed that self-recording of learning and skills development by volunteers created a sense of commitment and achievement. This project will work with direct beneficiaries and the wider local community to establish viable innovative community led solutions to the problems of over-consumption, waste and pollution. 2 DELIVERY. There will be three delivery strands to our volunteer programme. (1) Work experience through environmental volunteering (3 days per week for 12 weeks). We will provide a structured & environmentally focused programme of learning, offering activity & skills based work experience. (2) Work experience through community activism or social entrepreneurship (2 days per week for 16 weeks). We will provide mentoring support and a small budget to those volunteers who are motivated to develop new community activism initiatives or social enterprise activities around waste and the environment. We will link beneficiaries to progression opportunities. (3) Social inclusion through environmental volunteering (minimum of 1 day per week for at least 3 months). We will provide a non-stigmatising workplace environment, enabling beneficiaries to interact with other local people, build their confidence and social networks and carry out positive work that gives a sense of pride and achievement. 3 AIMS. Project aims: Create environmental awareness and achieve behavioural change through volunteering and engaging people in community activities; Increase people's life chances through work-based learning and skills development; Develop new initiatives and ideas to tackle environmental concerns; and Bring disadvantaged people together and equip them with skills and confidence to address environmental issues. Outputs over 2 years: 40 volunteers who are young adults (aged 18-30), completing work experience and gaining skills development through environmental volunteering; 18 volunteers completing work experience through developing community activism initiatives or social enterprise activities around waste and the environment; 100 volunteers who are marginalised adults on benefits, building their social networks and confidence through environmental volunteering; 6 new initiatives/activities, engaging the community in waste minimisation; minimum of 500 local people in the community engaged in environmental action; total of 2,000 volunteer days focused on raising environmental awareness and changing environmental behaviour, and engaging local people in waste minimisation activities. Outcomes: Reduced waste, landfill, incineration and carbon emissions; Increased skills and confidence; Reduced marginalisation and social isolation of vulnerable people; Increased opportunities to gain employment; Increased environmental engagement in areas of high deprivation. 4 WHY FRP. FRP has a 24-year track record of delivering innovative grass roots initiatives, involving volunteers, partners and the wider local community in reducing, re-using and recycling waste. We have extensive experience of supporting young adults and marginalised adults through volunteering. We are an award winning social enterprise with strong partnerships across the voluntary & community, public, and private sectors. 5 THEME. The project will increase knowledge and understanding of sustainable resource management, and will enable people to take action to minimise waste. 6 GOOD PRACTICE. FRP is a volunteer-based community initiative dating back to 1989 and is run by local people. FRP focuses on involving marginalised sections of the community. We reduce carbon emissions through our work and by limiting resource use.

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

The project manager will be responsible for monitoring and evaluation of this volunteer-based initiative against the project aims, supported by the senior management team. We will monitor and evaluate inputs, outputs and outcomes. Methods include:

- Data collection (forms and spreadsheets) of number of volunteers, length of volunteering, diversity of volunteers (Equal Opps data) including disability, number of volunteer days & hours, training accessed, community based initiatives engaged in, partner organisations engaged with the project, capturing where volunteers move onto
- Beneficiaries will create a learning portfolio as they progress through the volunteer programme
- Beneficiaries will be encouraged to identify and record how they apply their learning in terms of them making environmental lifestyle changes and promoting environmental actions by others
- A photographic record will be compiled demonstrating the different elements of the project and the range of beneficiaries
- Beneficiary case studies will be developed
- Beneficiary feedback will be obtained through volunteer meetings, review meetings and exit interviews, and also more informally through ongoing comments and suggestions
- A follow up survey of beneficiaries 6 months after participation in the project will help us assess what changes have resulted from participation.

17. Beneficiaries

How many people will benefit from the grant per year? 80			
In which local authority is your organisation based? Waltham Forest			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Waltham Forest (80%) and neighbouring boroughs: Hackney, Haringey, Islington, Newham, Barking & Dagenham, Redbridge (circa 4% each).			
At what address will the activity be located? 2c Bakers Avenue E17 9AW and Unit 7 The Sidings E11 1HD			
What age group will benefit? All ages			
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? approximately 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 worker 5 days/week	27000	27000		54000
Volunteer expenses avg. £5/volunteer day	5000	5000		10000
New initiative budgets £500/initiative	3000	3000		6000
Volunteer training £150x40 days	3000	3000		6000
Overheads/management&admin 15%	5700	5700		11400
TOTAL	43700	43700		87400

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Volunteer training £150x40 days	3000	3000		6000
TOTAL	3000	3000		6000

What other funders are currently considering the proposal?

Funders	£
Waltham Forest Adult Learning Serv.	TBC
Groundwork	TBC
Unltd	TBC
All approached re. training/support	
TOTAL	6000

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 worker	27000	27000		54000
Volunteer expenses avg. £5/volunteer day	5000	5000		10000
New initiative budgets £500/initiative	3000	3000		6000
Overheads/management&admin 15%	5700	5700		11400
TOTAL	40700	40700		81400

20. Funding requested from the Trust (continued)

When will the funding be required? **We will be able to start the project almost immediately once funding has been secured.**

Is the activity to continue beyond the period for which funding is requested?
If so, how will it be resourced? **This project will create a structured learning programme for volunteers, to further build on, in subsequent years. It will identify new FRP activities, some of which may generate income or create fundraising opportunities. Future volunteering will be funded through a combination of self-generated income and grants.**

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

21. Referee

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

Referee

Name: Cllr Clyde Loakes (Deputy Leader of Waltham Forest Council and Chair of North London Waste Authority)

Organisation: London Borough of Waltham Forest

Address:

**Waltham Forest Town Hall
Forest Road
Walthamstow
London
E17 4JF**

Tel: 020 8496 4841

E-mail: cllr.clyde.loakes@walthamforest.gov.uk

Declaration on behalf of applicant organisation

I, **Nicole Muris** (your name)

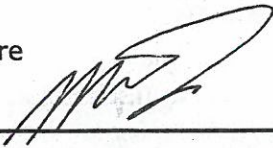
am an authorised representative of

Forest Recycling Project (your organisation)

within which I am **General Manager** (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct. I fully understand that the City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Signature



Date **25 April 2013**

How your information will be used by the Trust

City Bridge Trust (which is administered as part of the Bridge House Estates by the City of London Corporation) processes personal data in compliance with the Data Protection Act 1998. The Trust obtains and uses information, including personal data, as part of the process of assessing grant applications and monitoring the use of grants. The information you provide on the application form may be made public as part of the assessment of this application. In addition, the Trust may share this information with third parties, including other funders, its external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required by law.

By signing and submitting your application form you give your explicit consent for us to use data relating to your application as set out above.

Our contact details for enquiries about how we process your information are:

The City Bridge Trust, City of London, PO Box 270, Guildhall, London EC2P 2EJ. Telephone: 020 7332 3710

Concerns over fraud and corruption

Should you, at any time, have concerns of fraud and corruption within your organisation relating to the grant, then please raise your concerns with us using our Whistle Blowing facilities. You may use our Audit team's 24 hour answer phone number, 020 7332 3663, to report the details or email raiseyourconcern@cityoflondon.gov.uk

Return the completed form to: The City Bridge Trust

City of London
PO Box 270
Guildhall
London EC2P 2EJ

Please

- **do not send this application by fax or e-mail** – unless applying online, applications must be posted to the Trust
- **do send the information in the checklist** – if items are missing, your application will be returned to you
- **do send only the information in the checklist** – if further information is required, we will contact you
- **do ensure you have signed and dated this form** – we cannot accept forms which have not been signed and dated
- **do use the correct postage** – the completed form and additional materials are likely to exceed 100g in weight