

MEETING: 04/09/2013

ANNEX NUMBER:

ASSESSMENT CATEGORY - Older Londoners

Chinese National Healthy Living Centre

Ref: 11705

Amount requested: £151,600

Adv: Ciaran Rafferty

Base: Westminster

Benefit: London-wide

Amount recommended: £135,000

Purpose of grant request: To establish and run a pan London Chinese Dementia and Alzheimer's Awareness and Support Project.

Background

Chinese National Healthy Living Centre (CNHLC) is based in a local health centre, in the heart of the Chinese community in Soho. It was established in 1987 to promote healthy living and reduce health inequalities and currently acts as a bridge between the Chinese community and mainstream services. Although its work has a strong focus on London it does provide services in other parts of the UK, whilst many of its resources are available nationally.

Funding History

None.

Current Application

This application is for a range of services to support those with dementia and their families and carers. It will aim to increase awareness and knowledge of the condition; reduce stigma; and provide practical support.

If dementia is diagnosed early enough there are many things that can be done to help sufferers and their families and to improve their quality of life. Language, cultural differences, and a great stigma amongst the Chinese community present major obstacles to getting early diagnosis and subsequent treatment and support. In London there are almost 8,000 Chinese people aged 65 or above and this figure is set to rise as a result of waves of immigration from the 1950s – 1970s. Many of this older generation have very poor English language skills and of limited financial means. The practice within this community is for families to look after their elders – but where there may be an incapacity or disability it is also common for this to be kept very private, to the point where help which could be available is not called upon.

This project will work across London, targeting the known areas with a comparatively high Chinese population (eg Barnet, Southwark). A Co-ordinator post, newly-established, would manage a diverse range of services key of which would be educating people to recognise the early signs of dementia and encouraging early diagnosis. A range of multi-

lingual materials (including for use in social media) would be instrumental in getting the message out to this community. CNHLC has extensive and expert experience of this approach and has acted as an invaluable conduit of information for the NHS on other conditions particularly prevalent in the Chinese community. The programme would also encompass training and workshops for families and carers; local support groups; a London-focused helpline; and establishing a network of home-support volunteers.

Financial Observations

Audited accounts for the year ended 31st March 2012 show a surplus of £26,645 (10.5% of turnover), of which £6,664 related to unrestricted activity and the balance of £19,981 to receipt of restricted funds.

CNHLC aims to maintain free reserves equivalent to six months' running costs and sufficient reserves to meet potential redundancy costs, which together equates to a target reserve of £140,000. As at 31st March 2012 unrestricted free reserves were ahead of this target at £192,876.

Draft figures for the year ended 31st March 2013 indicate a deficit of £1,556 (0.8% of expenditure), to be met from unrestricted reserves.

The forecast budget for the current year to 31st March 2014 shows total income of £236,802, of which £198,802 (84%) has been confirmed, expenditure of £235,000 and a surplus of £1,802. At the end of the current year, free unrestricted reserves are forecast to total £192,822, compared to the target to hold £140,000.

Officer's Appraisal

CNHLC's ability to reach the heart of the Chinese community on health-related issues is recognised by the statutory and non-statutory health agencies and by both local and national government. This project will greatly help to inform and support this community on dementia and Alzheimer's; break down the stigma attached to the condition; and ensure those directly affected will be more likely to seek and gain medical and non-medical support.

The organisation currently has three Trustees/Board members and, although they are all very well qualified for their roles (all are doctors), this number is usually deemed by the Charity Commission to be the minimum. It is advisable, therefore, that any grant awarded be conditional on the number of trustees being increased by year 2 as this would make the organisation more attractive to other funders and therefore more sustainable in the long term.

The grant requested is not unreasonable in itself but, given the current level of free reserves held being in excess of the reserves policy, it is advised that any grant awarded reflect the ability of the organisation to contribute some of these reserves to this project and therefore a lesser amount is recommended in the first year.

Recommendation

£135,000 over three years (£45,000; £45,000; £45,000) for the salary of a f/t Co-ordinator plus running costs of the London Chinese Dementia & Alzheimer's Project. The grant in year 2 is subject to the organisation increasing the number of Trustees from the current number of three.



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)

11705

Date Received:

25/03/2013

Programme
Area:

05

1. About your organisation

Name of organisation applying for grant: Chinese National Healthy Living Centre	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: 29-30 Soho Square Westminster London	
Postcode: W1D 3QS Is this your home address? No	
Contact person: Mr Eddie Chan	Position: Director
Phone: 020 7534 6546	Fax: 020 7534 6545
E-mail: eddie.chan@cnhlc.org.uk	
Website: http://www.cnhlc.org.uk	
Legal status of organisation: Company Limited by Guarantee	
If registered, please give charity number: 1002158	
Date organisation established: 18/11/1987	

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12 APR 2013
MA

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Older Londoners
Purpose for which funds are requested: (25 words maximum) To establish and run a pan London Chinese Dementia and Alzheimer's Awareness and Support Project.
How much funding is requested? Year 1: £54,820 Year 2: £47,480 Year 3: £49,300 Total: £151,600

3. Aims of your organisation

The Chinese National Healthy Living Centre was founded in 1987 to promote healthy living and reduce health inequalities experienced by disadvantaged Chinese in the UK. Language difficulties and cultural differences present major obstacles to many Chinese people accessing mainstream health and social care. The CNHLC provides a bridge between the Chinese community and mainstream services, facilitating access to health care and better health outcomes. With funding from the National Lottery between 2000 and 2005, we extended our services to reach isolated and socially excluded individuals of the most geographically dispersed minority group in England. In the last four years, along with projects that directly benefit disadvantaged Chinese communities in the UK, the Centre has also been involved in activities that benefit the general population. For example, the Centre has now become an active campaigner for healthy Chinese cooking in the UK. Both our Traditional Chinese Medicine Clinic and Tai Chi Class are well attended by non-Chinese people.

4. Main activities of your organisation

Exercise classes; Out-reach health promotion events; Cancer awareness programme; Advisory & consultancy work; Community research; Multi-lingual helpline; Drop in Advice sessions -- offering advice on health and social care, welfare and employment; An extensive health information library and newsletter; Internet café; Healthy Chinese cooking sessions; 'Walking to Health' programme; Disability and carers support programme; General health advocacy and mental health advocacy; Counselling service in Cantonese and Mandarin; Traditional Chinese Medicine clinics; A Sunday bilingual doctor surgery by NHS doctors
 Hepatitis B screening and vaccination programme -- a joint programme with Chelsea & Westminster NHS Trust (NHS Health & Social Care Awards 2010 London Region Winner and National Finals Runner-up)
 Expert patient service
 Counteracting Stigma of mental health
 Mentoring and befriending service
 Healthworks -- a tri-borough (Westminster, Kensington & Chelsea, Hammersmith & Fulham) voluntary sector consortium project. Designed to:

- Enable individuals to access mainstream health services
- Enable individuals to improve their own health
- Increase preventative healthcare
- Offer volunteer opportunities and training as Health Champions
- Develop community capacity

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	22	3	8

6. How do you support your volunteers?

Each volunteer shall be allocated to a particular employee who will manage and supervise the volunteer. All volunteer will receive the following:
 An induction to CNHLC
 Support training and supervision as reasonably practicable
 Positive feedback on their contribution
 Office accommodation, equipment and services to perform

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	Negotiating new lease

8. Finance

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

Financial year ended - **31** Month: **March**

Year: **2012**

Income received from:	£
Voluntary income	241,144
Activities for generating funds	11,770
Investment income	411
Income from charitable activities	0
Other sources	0
Total Income	253,325

Expenditure:	£
Charitable activities	180,126
Governance costs	46,554
Cost of generating funds	0
Other	0
Total Expenditure	226,680
(Deficit)/surplus for the year:	26,645

Asset position at year end	£
Fixed assets	4,164
Investments	0
Net current assets	212,857
Long-term liabilities	0
*Total A	217,021

Reserves at year end	£
Endowment funds	
Restricted funds	19,981
Unrestricted funds	197,040
*Total B	217,021

* 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?
90%

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 are no material changes to the Centre's activities and structure. However restructuring of the NHS and cuts in public spending have led to reduction on our annual budget. We have sufficient reserve now to keep our core activities running. We will do our utmost to raise sufficient fund from other sources to ensure our Centre will continue to flourish beyond today's austere environment.

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)			
(ii)			
(iii)			
(iv) Westminster PCT	117,989	76,272	
(iv) London Inner North West cluster			114,816
Chelsea & Westminster Hospital Trust	22,000	23,000	27,000
(v) Department of Health	81,666	95,500	
Cabinet Office			92,450
(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

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

CNHLC has an Environmental Policy in place. We recognise our responsibility to reduce our carbon and environmental footprints and formally commit ourselves to being an environmentally responsible organisation.

For examples CNHLC is applying the policy through:

Comply with all relevant environmental legislations and regulations

Reduce paper consumption by printing double-sided

Print only if necessary

Encourage sharing of copies of agenda and minutes in the meeting

Reuse incoming packaging materials such as boxes and envelope

Use glasses and mugs as opposed to disposable alternatives

Switching off lights and computers when not in use

Turning off photocopiers/printers at the end of the day

Only turning on the heating when the temperature goes down below the acceptable level

Using energy efficient light bulbs throughout the office where possible

Ordering from local suppliers

Use existing resources well eg buying bottled water only when necessary

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.

In 2010, the Alzheimer's Society reported that there were 820,000 people with dementia in the UK. Dementia currently costs the UK economy about £23 billion per year; twice the cost of cancer and three times the cost of heart disease. Chinese people are no exception to this illness.

If dementia is diagnosed early enough, there are many things that can be done to help people overcome the problems and improve their quality of life. Helping people to stay in the community with the support of family and others and saves care costs by allowing people to stay active in familiar surrounding.

From the 2011 census, there are 8,173,941 people in London, including 124,250 Chinese. Out of which 7,713 are over 65 year old (GLA source 2012). This number will increase sharply within the next decade in London as a result of waves of immigration from 50's to 70's. Language and cultural differences and great stigma in the Chinese community present major obstacles to getting early diagnosis and treatment of dementia. As a result people can wait at least three years to report their dementia symptoms to their doctors.

A study by Social Care Institute for Excellence (2011) shows the lower level of awareness about dementia affects BME people's life. We want to establish a project which will enhance the London Chinese awareness on dementia and support people with dementia and their families and carers.

The London Chinese Dementia & Alzheimer's Awareness and Support Project aims to:

Reduce the stigma attached to early signs and symptoms and promote positive attitudes towards dementia with the Chinese community.

Raise awareness of the early signs and symptoms of dementia and benefits of early diagnosis.

Provide good-quality information for Chinese people with dementia and their carers and develop structured peer support and learning network.

Support London Chinese with dementia and improving the quality of their lives.

The project will achieve this by:

Producing a bilingual (English/Chinese) "Understanding Dementia" booklet (it will also be put onto our website and Facebook for greater accessibility).

Developing a multi-media public education pack for dementia and Alzheimer's.

Running 12 dementia awareness workshops in partnerships with other London Chinese community organisations such as community centres, weekend Chinese language schools, faith groups etc.

Setting up local supporting networks for people with dementia and family carers.

Providing practical training for family carers regularly.

Training Chinese 'dementia friends' so that they can visit the homes of people suffering from dementia (carers can be seen at the same time).

Establishing a Chinese dementia helpline for London residents - an advisory and signposting service.

Helping service providers to develop person-centred home care services for the Chinese community.

Arranging a national Chinese conference in Year 3 on dementia: a full day event with health and care professionals and service users to share dementia experience and evidence, reflect on information and services and make policy recommendations.

Outcomes of the Project will be:

Raise awareness of early signs and symptoms of dementia which help people understand the benefits of early diagnosis and care.

Reduce stigma of dementia amongst Chinese.

People with dementia and their carers will be given good quality information about dementia and how to access services; at diagnosis and during their care.

People with dementia and their carers will be able to get support from Chinese people with experience of dementia and take an active role in improving and developing services.

Carers will have an assessment of their needs, get better support and be able to have good-quality short breaks from caring.

Quality of life for People with dementia will be improved.

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

CNHLC has extensive experience in monitoring/evaluating. With the guidance of the project steering committee (also consist of users and carers) our full-time Evaluation & Research Officer will develop a framework for monitoring and evaluation the outcomes for this project.

Improved awareness and reduced stigma will be measured using questionnaires completed by participants of each workshop. The questionnaires will look at self-reported changes in knowledge and attitudes about dementia after attending the workshop. The number of people directly supported by the project to access services will be monitored.

Outcomes for people with dementia and their carers who are supported by the project will be measured using the Older Person's Star™, an outcomes star developed by Triangle to measure progress towards maximising independence and well-being (www.outcomesstar.org.uk/older-people/).

We will conduct structured interviews with a sample of workshop participants, carers and patients to find out what impact the project has had on their lives.

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?
1,000

What age group will benefit? **Adult, All**

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)

All boroughs - this is a pan London project.

At what address will the activity be located?
Our Centre, patients' own homes, Chinese community organisations such as community centres, Chinese weekend schools, faith groups, etc.

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	85
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
Open to everyone			15

What proportion of the beneficiaries will be disabled people?
20%

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 £
Computer & software	800			800
Co-ordinator's salary & NI	27,690	28,250	28,820	84,760
Recruitment	1,000			1,000
Staff & volunteers training, travel and expenses	2,250	1,880	1,610	5,740
Office space	4,100	4,100	4,100	12,300
Office support/stationary etc	630	680	730	2,040
Awareness workshops	1,250	1,250	500	3,000
Carers networks	1,200	1,200	1,200	3,600
National conference			2,000	2,000
Marketing/promotion/publicity/printing	900	900	900	2,700
Education pack/booklet	6,000			6,000
Evaluation	3,500	3,500	3,500	10,500
Management support/accountant fee	5,300	5,520	5,740	16,560
Steering group's expenses	200	200	200	600
TOTAL	54,820	47,480	49,300	151,600

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 £
Computer & software	800			800
Co-ordinator salary & NI + recruitment cost	28,690	28,250	28,820	85,760
Staff & volunteers training, travel and expenses	2,250	1,880	1,610	5,740
Office space	4,100	4,100	4,100	12,300
Office support/stationary etc	630	680	730	2,040
Awareness workshops	1,250	1,250	500	3,000
Carers networks	1,200	1,200	1,200	3,600
National conference			2,000	2,000
Marketing/promotion/publicity/printing	900	900	900	2,700
Education pack/booklet	6,000			6,000
Evaluation	3,500	3,500	3,500	10,500
Management support/accountant/steering group	5,500	5,720	5,940	17,160
TOTAL	54,820	47,480	49,300	151,600

20. Funding requested from the Trust (continued)

When will the funding be required?

02/09/2013

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

If so, how will it be resourced?

At the end of Year 2 we will carry out an assessment on which components of this project should continue. At this moment we consider the supporting network for people with dementia & family carers and supply of quality information should remain. We will seek mainstream commissioning funding for them.

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

No statutory consents are required.

Declaration on behalf of applicant organisation

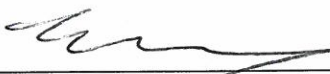
I, EDDIE CHAN (your name)

am an authorised representative of

THE CHINESE NATIONAL HEALTHY LIVING CENTRE (your organisation)

within which I am 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 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

Return the completed form to: **The City Bridge Trust**
City of London
PO Box 270
Guildhall
London EC2P 2EJ