

MEETING 03/10/2013

Ref: 11949

ASSESSMENT CATEGORY - Bridging Communities

Community Links Trust Ltd

Adv: Julia Mirkin

Amount requested: £95,345

Base: Newham

Benefit: Newham

Amount recommended: £76,000

Purpose of grant request: Providing ESOL learning opportunities and community-based activities to people from disadvantaged/minority backgrounds in Newham, fostering their social integration and community participation

Background

Community Links Trust Ltd (CLT) is a registered charity, established in 1977, providing an extensive range of community services throughout Newham, including play schemes, youth clubs, older peoples' activities and specialist advice services. Services are delivered through a network of five community hubs and benefit 16,000 people each year. In addition, CLT operates strategically at a national level by convening national task forces, publishing research and policy papers, and delivering training.

Newham is the third most deprived borough in the UK. Of all authorities in England and Wales, Newham has the highest proportion of residents who cannot speak English well; it is third for residents who cannot speak any English.

Funding History

You awarded CLT two previous grants. The most recent was in 2002 and was for £72,000 which allowed CLT to deliver a capacity building programme for small voluntary organisations in Newham. Reporting was satisfactory.

Current Application

This application is to deliver weekly ESOL classes and related community-based activities at three of CLT's community hubs, targeting people who struggle to access services. This project aims to remove barriers to services and employment; it also aims to encourage social integration and community cohesion. Each class will last two hours and will accommodate between 15 and 20 participants. It is anticipated that approximately 150 people will benefit from this programme, which will be delivered by a qualified ESOL teacher, supported by two trained volunteer community champions. The programme will deliver a total of 252 ESOL classes over two years, including 72 women-only sessions (42 classes at each hub per year, 12 of which will be women-only sessions). ESOL classes have been delivered before and with success at two of the three hubs selected for

this project. 20 volunteer community champions will be trained annually as part of this programme. It is hoped that in year two, community champions will be recruited from year one's ESOL participants. As it is not your policy to fund general community work, it is proposed that the community-based activities element of this proposal not be funded.

Financial Observations

Audited accounts for the year ended 31 March 2012 show total income of £7,685,525 and an operating surplus of £14,044 (0.2% of turnover); comprising a surplus on unrestricted funds of £183,873 largely offset by a deficit on restricted funds of £169,829. An actuarial loss on defined benefit pension scheme of £221,106 and a loss on investments of £1,476 were sustained, which contributed to an overall net deficit of £208,538.

CLT's reserves policy is to hold three months operating costs in designated and unrestricted funds, which equates to £2,013,130 based on 2012/13 expenditure. At 31 March 2012, free unrestricted reserves stood at £666,871 equating to one month's worth of 2012/13 operating costs.

Draft accounts for 2012/13 show an operating deficit of £219,734 (2.8% of turnover), comprising a deficit on unrestricted funds of £243,573, partially offset by a surplus on restricted funds of £23,839. An actuarial gain on defined benefit pension scheme of £67,143 and a gain on investments of £171 make an overall net deficit of £152,420.

Budgeted income for 2013/14 is £9,016,000, of which £4,515,000 (50%) has been secured at the time of writing. A year end surplus of £214,000 is forecast (2.4% of turnover) all on unrestricted funds.

Officer's Appraisal

CLT is well networked and has an excellent reputation; this proposal will build on the organisation's experience of delivering ESOL in Newham. However, the proposal is costed generously, totalling over £47,000 each year. Therefore, your officer proposes that only core programme elements be funded, excluding costs for the community events that fall outside your funding priorities, and that only a 15% contribution to core costs be included.

Recommendation

£76,000 over two years (2 x £38,000) for the costs of a part-time (3dpw) Community Development Worker, associated ESOL programme costs and a contribution to core costs at 15%.



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)

11949

Date Received:

04/07/2013

Programme
Area:

02

1. About your organisation

Name of organisation applying for grant: Community Links Trust Ltd	
If the organisation is part of a larger organisation, what is its name? no	
Address for correspondence: 105 Barking Road Canning Town London	
Postcode: E16 4HQ Is this your home address? No	
Contact person: Ms Gemma Nicholson	Position: Trusts and Statutory Manager
Phone: 020 7473 9657	Fax: 020 7473 6671
E-mail: gemma.nicholson@community-links.org	
Website: http://www.community-links.org	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1018517	
Date organisation established: 25/08/1977	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Bridging Communities
Purpose for which funds are requested: (25 words maximum) Providing ESOL learning opportunities and community-based activities to people from disadvantaged/minority backgrounds in Newham, fostering their social integration and community participation
How much funding is requested? Year 1: £47,474 Year 2: £47,871 Year 3: £0 Total: £95,345

3. Aims of your organisation

Community Links is an east London charity with a national impact, recognised as one of the most effective social regeneration organisations in the UK, with a long history of empowering individuals and communities.

Our vision is for confident and inclusive communities where everyone is able to reach their full potential and no one is left behind.

Our strategic aims are to support the development of:

1. skilled and enterprising individuals, with the capacity and confidence to seize or create opportunity;
2. resourceful and ready neighbourhoods, equipped to help themselves and each other;
3. connected and influential communities, engaged and empowered to shape their own future.

4. Main activities of your organisation

For over 35 years, Community Links has been working to tackle poverty and social exclusion. We deliver services to 16,000 people of all ages every year, ensuring that our services are integrated and relevant for local people and that we are addressing the specific needs of the local communities in a holistic way.

At the heart of our work are our Community Hubs across Newham - neighbourhood-based centres where the local community is engaged in identifying and meeting local needs. Each Hub offers a full mix of core services including free play for children, youth work and a range of other activities tailored to the needs of the community (e.g. providing information and advice on welfare benefits, debt and housing; practical support for local families; sports activities and health sessions, and programmes for children and young people with special educational needs).

Our service delivery model is focused on early action, aiming to prevent problems from occurring or escalating, whilst empowering some of the most vulnerable individuals to create their own solutions to issues such as poverty and social exclusion.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
144	141	12	1,500

6. How do you support your volunteers?

Our volunteers are provided with training, tailored to their needs, personal development goals and the needs of the project or service they will participate in. They also have access to a member of staff if they need one-to-one support or advice.

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	105 years (until 2118)

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	2,303,120
Activities for generating funds	633,211
Investment income	9,415
Income from charitable activities	4,731,731
Other sources	8,048
Total Income	7,685,525

Expenditure:	£
Charitable activities	6,546,843
Governance costs	84,029
Cost of generating funds	1,039,274
Other	1,335
Total Expenditure:	7,671,481
(Deficit)/surplus for the year:	14,044

Asset position at year end:	£
Fixed assets	2,125,125
Investments	10,818
Net current assets (liabilities)	1,126,935
Long-term liabilities	-417,473
*Total A:	2,845,405

Reserves at year end:	£
Endowment funds	0
Restricted funds	1,198,304
Unrestricted funds	1,647,101
*Total B:	2,845,405

* 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?
60%

10. Material changes

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

We ended 2012/13 year with a deficit of £191k for two main reasons:
1) a fall in income caused by cutbacks in central/local government spending, which we were only partially able to offset with voluntary sources funding;
2) statutory contracts now operate primarily on a Payment-by-Results basis.
While we're performing well in terms of outcomes for clients, referrals onto some key programmes were lower than expected.

11. Previous applications to the Trust

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

Month/Year:	08/03	Ref:	4185	Grant received:	£0	OR application rejected?	Yes
Month/Year:	09/01	Ref:	0	Grant received:	£76,036	OR application rejected?	No
Month/Year:	01/98	Ref:	0	Grant received:	£150,000	OR application rejected?	No

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) London Borough of Newham	3,183,428	2,784,075	2,092,550
(iii) London Council	12,500	107,038	159,235
(iv) NHS	0	59,889	97,369
(v) Department for Work and Pensions	3,648,090	2,853,955	927,374
(vi) Learning and Skills Council/ Skills Funding Agency	449,625	483,527	101,820
Schools	403,229	373,011	402,176
Others	700,446	1,380,723	675,603

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
Sofronie Foundation	75,866	78,680
Esmee Fairbairn Foundation	17,500	120,000
The Henry Smith Charity	45,000	75,400
Charles Dunstone Charitable Trust	0	100,000
Hadley Trust	70,000	70,000
Others, less than £70,000 (13 in 2011; 21 in 2012)	136,071	256,386

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

Community Links has an Environmental Policy, which ensures the organisation's compliance with environmental legislation and codes of conduct relevant to our operations, and outlines measures for minimising any adverse impact on the environment. Some of the elements of the policy include:

- Increasing awareness among staff, supporters and partners on environment issues, including measures to minimise adverse impacts from use of energy and water, management of waste, purchasing and travel;
- Reducing wastage through reduced printing of documents, reusing/ recycling office supplies and equipment and switching off equipment and lights when not in use;
- Ensuring minimal emission of carbon from travel by reducing the frequency of ordering office supplies, using public transport and promoting use of video and teleconferencing options for meetings with partners.

As a result of the environmental audit carried out by City Bridge Trust and its recommendations, Community Links reduced its carbon footprint by a third.

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.

People with poor English often fail to access support and services, leading to complications regarding housing, managing debt, etc. Many of our service users express willingness to improve their language skills, but don't have the means to do so.

Newham is the third most deprived borough in the UK and 2011 Census data shows:

- Newham has the highest proportion in London of residents born in other countries (42.4%);
- it is the second most linguistically diverse London borough, with 103 languages spoken;
- it has the lowest proportion of people with English as their main language of all local authorities in England and Wales, is ranked 1st in its proportion of residents who cannot speak English well, and 3rd in terms of those who cannot speak English at all.

Community Links is recognised as one of the most effective social regeneration organisations in the UK, and we have been delivering community activities in Newham for 35 years. Our programmes are designed to strengthen communities, and build bridges across ages and cultures. We are ideally placed to engage residents who are in need of ESOL provision and support them to participate and integrate in their community by incorporating language learning into our wider Community Hub programme.

Recently, some of our Hubs have organised ESOL classes for local residents, but due to funding constraints, this service was sporadic, despite high demand and attendance. With support from the City Bridge Trust we can make ESOL provision a constant feature of our work.

We will deliver weekly ESOL classes for local people with no or poor grasp of English, at three Community Hubs. Classes will be led by a qualified ESOL teacher and two volunteer community champions, who will support learners with language practice and social integration activities. We will offer some women-only sessions, with children's play sessions attached, to ensure that childcare issues do not prevent women from attending. In addition to ESOL provision, we will encourage learners to take part in workshops, events and activities, such as visiting museums, gardening activities and cookery courses, providing further opportunities to practice their English, while also encouraging greater community engagement and participation. We will also support learners to access other Community Links services that may be needed such as legal advice, employment support and training, and volunteering opportunities.

By the end of the project we will achieve the following objectives:

1. Develop a network of 30 community champions with capacity to provide community outreach, facilitate language practice and offer peer support.
2. 150 adults will have improved English, improved social capital and capacity to participate in the community.
3. Stronger and more cohesive communities around the Hubs.
4. Good practices are identified and disseminated.

This project closely matches two objectives of the Bridging Communities programme, and we will contribute towards the following programme outcomes:

- Increased numbers of adults acquiring English and using it to access services and increase their participation in the wider community.
- More people from different backgrounds working together on projects which benefit the whole community and improve community relations.

In planning this project, we incorporated the Trust's principles of good practice:

- our service users are consulted regularly about each Hub's programme of activities and involved in the co-designing/co-delivering of services - this practice will be adopted with regard to the management and running of this project;
- the project activities are open to people from diverse backgrounds (as beneficiaries, volunteers or in any other capacity);
- project volunteers will receive appropriate training, contributing to their personal goals/development, and will be recognised at events or in other appropriate ways.

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

For the purposes of the project, a workplan will be developed, detailing the outputs, indicators and the persons responsible to carry out the planned activities. The workplan will be reviewed periodically to examine the results of the project, any changes that took place, difficulties encountered and remedial actions taken. To measure the project impact, we will collect both quantitative and qualitative data with regard to: number of project beneficiaries, their ethnic background and level of English; participants' feedback in relation to their experience with ESOL sessions, other activities or volunteering opportunities; self-assessment of participants' personal and social skills at the start and end of the project, allowing us to measure the 'distance travelled'.

A comprehensive overview of Community Links' experience over the course of the project, its achievements and good practices will be provided as part of the mid-term and final reports, which will be submitted to City Bridge Trust.

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?

75

What age group will benefit? **Adult**

In which local authority is your organisation based?

Newham

Which borough(s) of Greater London will benefit from this grant?

(if more than one, please give % for each)

Newham

At what address will the activity be located?

The project activities will be located in three of our Community Hubs in Newham:

- **Asta**
- **Chandos East**
- **Play, Sow and Grow**

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

	%		%
White - British	0	Black - Caribbean	9
White - Irish	0	Black - African	26
White - Other (please describe) Eastern European	12	Black - Other (please describe) Unknown	1
Asian - Indian	6	Black - British	0
Asian - Pakistani	14	Chinese	1
Asian - Bangladeshi	18		
Asian - Other (please describe) Unknown	6	Other (please describe) Unknown	7

Open to everyone

What proportion of the beneficiaries will be disabled people?

0%

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 £
ESOL Tutor	7,560	7,560		15,120
Community Development Worker	18,252	18,564		36,816
Hub Managers (x3)	6,240	6,365		12,605
Project equipment and materials	1,500	900		2,400
Volunteer Training	1,500	1,500		3,000
Volunteer Expenses	2,520	2,520		5,040
Play Sessions for Participants' Children	2,160	2,160		4,320
Community Events (x3)	500	1,000		1,500
Project management costs/overheads	7,242	7,302		14,544
TOTAL	47,474	47,871		95,345

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 £
ESOL Tutor	7,560	7,560		15,120
Community Development Worker	18,252	18,564		36,816
Hub Managers (x3)	6,240	6,365		12,605
Project equipment and materials	1,500	900		2,400
Volunteer Training	1,500	1,500		3,000
Volunteer Expenses	2,520	2,520		5,040
Play Sessions for Participants' Children	2,160	2,160		4,320
Community Events (x3)	500	1,000		1,500
Project management costs/overheads	7,242	7,302		14,544
↳ @ 15%				
TOTAL	47,474	47,871		95,345

20. Funding requested from the Trust (continued)

When will the funding be required?

06/01/2014

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

If so, how will it be resourced?

We intend to continue with ESOL provision beyond the period of the requested grant. We fundraise from statutory and voluntary sources, ensuring that our portfolio is diversified to allow us to be flexible and respond adequately to the changing needs of the people/communities we support. Future ESOL provision will be resourced with centrally raised funds/reserves.

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

not applicable - we do not require any planning or statutory consents for the project to proceed

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: Ms Caroline Fraser

Organisation: LandAid Charitable Trust Limited

Address:

St Albans House
5th Floor, 57-59 Haymarket
London
SW1Y 4QX

Tel: 02031027190

E-mail: caroline.fraser@landaid.org

Declaration on behalf of applicant organisation

I, Gemma Nicholson (your name)

am an authorised representative of
Community Links (your organisation)

within which I am Trusts and Statutory 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 G Nicholson Date 5/07/2013

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