

MEETING 03/10/2013

Ref: 11797

ASSESSMENT CATEGORY – Bridging Communities

Shane Project

Adv: Sandra Davidson

Amount requested: £25,140

Base: Enfield

Benefit: Enfield

Amount recommended: £24,000

Purpose of grant request: To appoint a part-time coordinator to develop and deliver volunteer training to support work with those living with Multiple Sclerosis (MS), their families and/or carers.

Background

The Shane Project was established in 2002 to raise awareness and provide support to people with Multiple Sclerosis (MS), their carers and relatives, particularly in African/Caribbean and ethnic minority communities. It was founded by current Chair Norma McFarlane, inspired by her own personal experience of losing her eldest Shane to MS in 2003. It provides a range of services including a telephone support helpline; emotional and counselling support; befriending and mentoring; and an outreach programme in schools and colleges. In addition, it runs a monthly network club and training opportunities for young people. Its primary aim is to reduce isolation and improve the quality of life and independence of people living with MS. The MS Society estimates that around 100,000 people in the UK have MS. At present there is no data on the number of people from BME communities affected by MS.

Funding History

None

Current Application

This proposal seeks funding to develop and deliver volunteer training to support work with those living with MS. The project, known as 'The Skills Based Volunteer Training Programme' (SBVTP) aims to train young people in presentation and communication skills as part of Shane Project's Outreach Awareness Programme, to highlight amongst young people, in particular, the impact of living with MS. The project aims to build on the success of a pilot run last year with funding from the local authority which provided an opportunity for young people to develop skills in events, management, fundraising, researching and teamwork. This training led to volunteering opportunities within the wider community.

The grant requested is towards the salary of part-time coordinator and project costs. The post-holder will oversee, recruit and develop the SBVTP, raising the aspirations of young people from different communities

and encouraging volunteering. It is anticipated that 20 young people will participate each year, raising awareness and support for those with MS and similar related concerns.

Financial Observations

Independently examined accounts for the year ended 31 March 2013 show an overall deficit of £584 (1% of turnover), comprising a deficit of £4,555 on restricted funds and a surplus on unrestricted funds of £3,971.

The reserves policy states that the organisation aims to hold free unrestricted funds equivalent to three to four months' worth of average annual expenditure, which, based on the current year equates to between £6,082 and £8,109. At 31 March 2013 free unrestricted reserves stood at £13,763 equating to 6.8 months' worth of current year expenditure.

The budget for the current year 2013/14 shows a surplus of £7,031 (22.4% of turnover), comprising surpluses of £6,174 and £857 on restricted and unrestricted funds respectively. Total income is anticipated to be £31,357 (including this application to City Bridge Trust), of which £21,055 (67.1%) has been confirmed.

Officer's Appraisal

This is a much valued organisation in the true sense, managed by a board of trustees living with MS, service users, and professionals who themselves deliver the services voluntarily if needs be. The organisation is well networked and, and receives referrals from statutory and voluntary organisations. Subsequent to receipt of this application, the organisation has secured a grant of £24,000 over two years from Lloyds TSB. A grant would help build and consolidate the work. However, the grant requested would make you the largest funder therefore a smaller grant as recommended, would be more appropriate to ensure the project's viability.

Recommendation

£24,000 over two years (£9,445;£14,555) towards the costs of a part-time Volunteer Coordinator (14 hpw) and associated project costs to deliver and develop the Skills Based Volunteer Programme with young people from a range of different black and minority communities.



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)

11797

Date Received:

30/04/2013

Programme
Area:

02

1. About your organisation

Name of organisation applying for grant: The Shane Project	
If the organisation is part of a larger organisation, what is its name? N/A	
Address for correspondence: Edmonton Baptist Church Monmouth Road, Edmonton London, Middx	
Postcode: N9 0LS Is this your home address? No	
Contact person: Ms Sophie Khan	Position: Project Coordinator
Phone: 0208 884 6330	Fax: 0208 884 6331
E-mail: sophia.khan@shaneproject.org.uk	
Website: http://www.shaneproject.co.uk	
Legal status of organisation: Registered Charity If registered, please give charity number: 1114230 Date organisation established: 01/04/2002	

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) To appoint a part-time coordinator to develop and deliver volunteer training to support work with those living with Multiple Sclerosis (MS), their families and/or carers.
How much funding is requested? Year 1: £9,445 Year 2: £15,695 Year 3: £0 Total: £25,140

3. Aims of your organisation

The Shane Project is a charity particularly focused on needs of Black & Minority Ethnic (BME) people living with Multiple Sclerosis (MS) but not exclusively. It became a registered charity in May 2006 with the aim of:

- improving the quality of life for BME people diagnosed with MS by reducing isolation and discrimination through the provision of services to meet their needs;
- encourage active citizenship by empowering them to take control of their situation; be able to self manage their conditions, participate in community activities;
- improve their social networks and live independently.

4. Main activities of your organisation

We provide the following activities:

- Working with health and social care professionals to run health & wellbeing workshops specific to service users' needs
- Running monthly social networking club sessions for service users to meet, share experiences, ideas, knowledge and information as well as build social networks thus reducing isolation
- Provide a telephone information, support and advice helpline
- Provide emotional support and six-30 minute counselling sessions for each newly diagnosed person (new caller) and their families to promote coping strategy
- Raise awareness in schools, colleges and the community through our outreach awareness programme
- Working in partnership with both local and national voluntary and statutory organisations to support research in the advancement of the treatment, management and possible cure for MS
- Organising quiz nights and fund raising events to bring the community together to promote social resilience and community relations
- Signposting to relevant organisations to improve clients support options
- Training volunteers to help in project delivery and to gain employable skills and increase self awareness

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
0	2	8	3

6. How do you support your volunteers?

Volunteers are provided with training through the Skill Based Volunteer Training Programme (SBVTP) as part of their induction with regular supervision in delivering pieces of work. All volunteers are provided with a contract and 'Hand-book' with access to on-going training and development support.

7. Property occupied by your organisation

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

8. Finance

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

Financial year ended - **Month: March**

Year: 2013

Income received from:	£
Voluntary income (grants)	54,056
Activities for generating funds	0
Investment income	0
Income from charitable activities	1238
Other sources	0
Total Income	55,294

Expenditure:	£
Charitable activities	48,224
Governance costs	7,654
Cost of generating funds	0
Other	0
Total Expenditure:	55,878
(Deficit)/surplus for the year:	(-584)

Asset position at year end:	£
Fixed assets	0
Investments	0
Net current assets (liabilities)	13,763
Long-term liabilities	0
*Total A:	13,763

Reserves at year end:	£
Endowment funds	0
Restricted funds	0
Unrestricted funds	13,763
*Total B:	13,763

* 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:

None

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) London Borough of Enfield			2,532
(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
Big Lottery	31,974	46,920
Trust for London	3,500	
Grassroots	1,840	240

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

Steps taken to date include:

- ensuring photocopier is switched off nightly and all cartridges are disposed off through a recycle scheme
- printer cartridges are recycled as above
- recycling papers are used and where possible, greater use of pdfs and emailing to avoid hard paper use
- use of bank transfers where possible in making payments to speed up payment and so avoid paper-based/cheque's produced
- waste papers and documents are filed on line via 'clouds' system to avoid extensive paper-based filing and shredding is undertaken and disposed off via local authority recycling scheme.

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.

Service users and partners have highlighted the differing needs of people with chronic illnesses and disabilities such as the lack of knowledge on the availability of support services and the lack of knowledge on how to effectively self-care, manage and take control of own condition. The Multiple Sclerosis Society (MSS, 2011) acknowledges that MS is perceived as a 'white condition'. The report goes on to show that there is a need to ensure that those with MS access support, particularly from localised community provision, especially as "MS remains largely misunderstood with even GPs admitting their knowledge is limited." Research further shows that a growing proportion of people from Black, Asian and Minority Ethnic (BAME) communities are being affected at an alarming rate.

We want to appoint a part-time coordinator whose role it would be to oversee, recruit and develop the concept of our Skilled Base Volunteer Training Programme (SBVTP) across diverse communities in North London. (see Annex 1 and job description attached). The programme consist of three 'modules' delivered directly over a 3 to 4 months period built into the volunteering setting. This innovative feature of our approach to encourage volunteering will be linked to a Nectar 'points' type scheme, where volunteers on the programme would earn points for the hours they volunteer and exchange them for gifts.

The aims and objectives of the project are:

- To coordinate and implement our bridging communities project across a number of BAME communities in respect of health inequalities awareness;
- To implement the SBVTP for up to 20 volunteers per year to undertake health and disability outreach awareness activities that connects with the diverse communities across North London.

Outcome 1: 70% of those contacted reporting healthy life-style changes as a result of outreach awareness inputs across diverse communities associated with coronary disease, Lupus, sickle-cell and multiple sclerosis (MS);

Outcome 2: 40 volunteers will work across ethnic minority disability groups and so better inform and support the raising of awareness and support to those with MS and similar health related concerns.

Outcome 3: 30% of those contacted reporting better access to mainstream provisions through inter-cultural partnership working and connections which increases take-up of existing services and effect economies of scale.

We are best placed to deliver this programme because we have a strong track record within the community which we work with those living with MS, especially in pioneering the SBVTP with young people over the last year. We have secured funding from Awards for All (£6,500 – see budget below page 7) to cover the delivery of the volunteer training programme and so only the coordination requirements are being requested.

The priority area for which we are applying is Bridging Communities, volunteer training to effect change across diverse BAME communities. We meet the Trust's principles of good practice in our approach to user involvement and partnership working, especially across diverse communities within the health sector. The voices of our users through the Carers Network Club will continue to inform our programme design and development. Feedback through questionnaires and focus groups highlighted the need for more collaborative approaches to tackling health inequalities and arising from our pilot work with young people, it was evident that participants benefited from engaging with their peers about MS (See report attached).

We will be establishing a 'Project Steering Group' comprising of representatives of the diverse communities from we will be working. The aim is to build support and learn from the process of managing an integrated training project for volunteers. This approach will also produce economies of scale for smaller organisations with respect to volunteer training and support.

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

In order to ensure the project is on track and outcomes are being achieved, differing techniques will be used to monitor and measure progress such as work plan, monitoring systems, team meetings and Carers Network, project updates via e-bulletins, one-to-one sessions with project staff, performance appraisals, quarterly project reports, yearly project review and end of project evaluation.

Specifically, to determine how successful we are in the achievement of our objectives and outcomes with the volunteers, we will be using the following monitoring and evaluation tools:

- Application and registration systems and process
- Attendance records
- Volunteer observation records and references from host agencies
- Customer and stake-holder surveys
- Focus group and depth interviews
- Reflective Diary

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?

20

What age group will benefit? Over 16 years, Adult

In which local authority is your organisation based?

Enfield

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

Enfield; Haringey; Hackney

At what address will the activity be located?

At various centres in each of the three boroughs indicated

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

	%		%
White - British	10	Black - Caribbean	20
White - Irish		Black - African	20
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	20
Asian - Pakistani		Chinese	
Asian - Bangladeshi	10		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			20

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 £
Volunteer expenses	350	300		650
Promotion and marketing	400	200		600
Travel & subsistence	325	250		575
Tutors/facilitators	2,250	2,250		4,500
Hall/venue hire & equipment	1,000	1,200		2,200
Monitoring and evaluation	550	700		1,250
Project Co-ordinator (14hrs)	9,445	9,445		18,890
Materials and resources	725	450		1,175
Contribution to overheads (15%)	900	900		1,800
TOTAL	15,945	15,695		31,640

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Big Lottery - Awards for All	6,500			6,500
TOTAL	6,500			6,500

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 £
Volunteer expenses	0	300		300
Promotion and marketing		200		650
Travel & subsistence		250		250
Tutors/facilitators		2,250		2,250
Hall/venue hire & equipment	0	1,200		1,200
Monitoring and evaluation	0	700		700
Project Co-ordinator (14hrs)	9,445	9,445		18,890
Materials and resources		450		0
Contribution to overheads (15%)	0	900		900
TOTAL	9,445	15,695		25,140

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?

We aim to embed the training approach within the partner organisations and so improve their capacity and reach. We hope to be working with corporate partners regards 'voucher points scheme' which will offer a strong base from which to continue the work beyond the life of the funding.

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

N/A

Declaration on behalf of applicant organisation


I, SOPHIA KHAN (your name)

am an authorised representative of

THE SHANE PROJECT (your organisation)

within which I am PROJECT COORDINATOR (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 08/09/13

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

Return the completed form to: The City Bridge Trust

City of London
PO Box 270
Guildhall
London EC2P 2EJ