

MEETING: 03/10/2103

Ref: 11862

ASSESSMENT CATEGORY - Improving Londoners' Mental Health

City and Hackney Mind

Adv: Ciaran Rafferty

Base: Hackney

Amount requested: £119,640

Benefit: London-wide

Amount recommended: £110,000

Purpose of grant request: The Transition to Employment Initiative provides young people (16-25) with mental health issues, facing homelessness, with structured vocational training and support to increase their employability.

Background

City & Hackney Mind (CHM) is a charitable company set up in 1981 and one of London's largest members of the Mind network. (All local/borough Minds are affiliated to, but independently constituted and financially separate from, the national body.) CHM provides information and support to people with mental health needs and campaigns to improve policy and attitudes to those with mental ill health.

Funding History

You have funded CHM on two previous occasions. The first grant, in 1997, was £15,000 for a series of courses to inform voluntary organisations; whilst the second grant (£80,000 in May 2002) was for three years' support of a part-time Mental Health advocate. These two grants were satisfactorily monitored. An application in 2009 was declined as it was for general refurbishment costs of a building and did not meet your criteria.

Current Application

This application sees CHM work in close association with another organisation, Alone in London (AiL). AiL is a youth homelessness charity which you have funded in the past and which used to be a registered charity in its own right until a few years ago when, for financial and structural reasons, it merged with Circle Housing.

Harnessing AiL's capacity to engage with the young homeless (and those who are close to becoming homeless) CHM will provide a structured programme of support to those who have mental health needs with the aim of helping them achieve employment, better health and resettlement.

It is recognised by the specialist agencies in this field that a large proportion of young homeless people have mental ill health and that, in many cases, it is undiagnosed as they are much less likely than adults to access relevant services. AiL staff will be trained to better recognise those who may need mental health support and will refer them to CHM whose programme will encompass: individual counselling and/or group therapy

where necessary); guidance to access vocational training, apprenticeships or work placements; preparation for employment (eg interview skills); family mediation; benefits, housing and welfare advice.

The comprehensive and holistic nature of the project, bringing together the skills from two expert organisations, will help these very vulnerable young people towards achieving more settled and healthier lives and to break the cycle of unemployment, homelessness and poor mental health.

Financial Observations

Accounts for the year ended 31st March 2012 are summarised at Q8 on the application form. The surplus for the year was £37,441 (1.7% of turnover), comprising a surplus of £58,569 on unrestricted funds partially offset by a deficit of £21,128 on restricted funds.

The reserves policy states that the organisation aims to hold free unrestricted reserves equivalent to three months' operating costs which, based on current year expenditure equates to £363,993. Free unrestricted reserves held at 31st March 2012 were £471,807 equating to 3.9 months' worth of current year expenditure.

Draft accounts for 2012/13 show total income of £1.9m and a surplus of £37,940 (2% of turnover), comprising a surplus of £61,210 on unrestricted funds partially offset by a deficit of £23,270 on restricted activity. The free unrestricted reserves position shown in the draft accounts is £545,844 equating to 4.5 months' worth of current year expenditure.

The budget for 2013/14 shows total income of £2.0m and forecasts a surplus of £32,837 (1.6% of turnover), most of which will be on unrestricted funds. All income is confirmed apart from £30,000 of unrestricted donations.

Officer's Appraisal

City & Hackney Mind is an established and significant organisation with much experience of working with a wide range of client groups and across a number disciplines (employment, counselling, advice, etc). This partnership with Alone in London is an excellent way of using the talents and reach of both organisations to better serve young homeless people with mental health needs. The proposal requests a grant for more than one full-time post but, as this is not your usual practice to support, a lesser amount is advised. This should not adversely affect the success of the project as there is scope to close the funding gap within the organisation's free reserves if it is unable to secure the funds needed.

Recommendation

£110,000 over two years (2 x £55,000) for the salary of a f/t Employment Co-ordinator plus running costs of the Transition to Employment project for young homeless people with mental health needs.



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)

11862

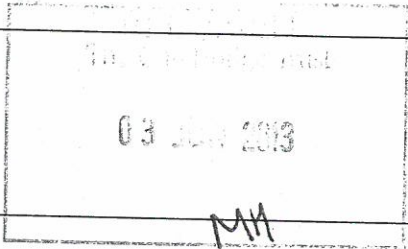
Date Received:

29/05/2013

Programme
Area:

03

1. About your organisation

Name of organisation applying for grant: City and Hackney Mind	
If the organisation is part of a larger organisation, what is its name? Affiliated to National Mind	
Address for correspondence: 8-10 Tudor Road Hackney London	
Postcode: E9 7SN Is this your home address? No	
Contact person: Ms Anne Thomas	Position: Employment and Education Manager
Phone: 0208 525 4239	Fax:
E-mail: anne.thomas@cityandhackneymind.org.uk	
Website: http://www.cityandhackneymind.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 283329	
Date organisation established: 01/10/1981	

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Improving Londoners' Mental Health
Purpose for which funds are requested: (25 words maximum) The Transition to Employment Initiative provides young people(16-25) with mental health issues, facing homelessness, with structured vocational training and support to increase their employability.
How much funding is requested? Year 1: £59,720 Year 2: £59,920 Year 3: £0 Total: £119,640

3. Aims of your organisation

Our vision is of a society that promotes and protects good mental health for all, that treats people with experience of mental distress fairly, positively and with respect. We aim to provide a working model of the type of society we envisage for all our service users.

The needs and experiences of people with mental distress drive our work and we ensure that their voice is heard by those who influence change. Our independence gives us the freedom to speak out on the real issues that affect daily lives in our communities.

We provide information and support, campaign to improve policy and attitudes and develop local services in partnership. We strive to make it possible for people who experience mental distress to live full lives, and play their full part in society.

4. Main activities of your organisation

City and Hackney Mind provides a range of services for people with experience of mental distress. We take a holistic approach, with services for those in immediate need (Crisis Intervention at our Therapeutic Recovery Centre IRIE Mind; Advocacy; Appropriate Adults' Service); those needing help to sustain their wellbeing (Counselling; Welfare Rights Advice; IRIE Mind day service; Befriending & Carers Service); and those wishing to develop themselves further (Education & Employment services).

We engage hard-to-reach black and minority ethnic (BME) and underrepresented communities, empower clients, and work collaboratively using a personalised approach. We offer a comprehensive range of high-quality, client-driven services, working in partnership with clients, carers, families and local organisations to facilitate a tailor-made road to recovery and social inclusion. We continually evaluate and develop our services in order to meet the changing needs of our client group, to reflect the diversity of our communities and to improve service provision. We work to influence policy, challenge stigma and promote equal rights through active campaigning, publications and education.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
32	22	14	56

6. How do you support your volunteers?

We have a full time Volunteer Co-ordinator who manages our volunteer base, which includes a number of service users. Each volunteer receives a full induction on joining, is assigned a manager/mentor and receives relevant training. See fuller proposal.

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	until December 2014

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	6,268
Activities for generating funds	30,000
Investment income	4,080
Income from charitable activities	2,101,514
Other sources	0
Total Income	2,141,862

Expenditure:	£
Charitable activities	2,091,885
Governance costs	12,536
Cost of generating funds	0
Other	0
Total Expenditure:	2,104,421
(Deficit)/surplus for the year:	37,441

Asset position at year end:	£
Fixed assets	23,379
Investments	0
Net current assets (liabilities)	708,559
Long-term liabilities	24,000
*Total A:	707,938

Reserves at year end:	£
Endowment funds	0
Restricted funds	236,752
Unrestricted funds	471,186
*Total B:	707,938

* 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?

80%

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 have been contracted to provide a Borough-wide Community Advocacy service by Hackney Council from November 2012 for a minimum of 3 years which will increase our income in 2013-14 by £338,000.

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) Corporation of London	1,875	0	0
(ii) LB Hackney LB Newham	674,679 38,340	604,311 38,340	499,614 38,340
(iii)			
(iv) City & Hackney PCT East London NHS Foundation Trust Homerton University Hospital NHS Trust	1,078,126 215,710 0	923,813 159,542 31,026	893,813 159,542 35,500
(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
Henry Smith Trust	20,300	0
Big Lottery Fund	175,043	165,452
Local Mind Association Grants	2,750	6,818

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

City & Hackney Mind is committed to achieving environmental best practice, wherever practicable, as outlined in our Environmental Management and Sustainability Policy. We expect similar environmental standards from all contracted parties and will seek to improve our environmental performance continuously.

Examples of steps we have taken include:

secure bike parking area; participate in the cycle to work scheme and offer public transport season ticket loans; moving towards a paperless office including using outlook and encouraging staff not to print; new single point of entry system and salesforce database has almost eliminated use of paper referral forms; staff and clients are encouraged to make the most efficient possible use of resources and reduce waste production -- Reduce, Reuse and Recycle are key elements of all actions. Water saving taps have been fitted, computer monitors are on timers, all equipment such as files and waste paper is reused as far as possible.

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.

This rolling 2year project will deliver specialist mental health support and employability workshops to young people in London at risk of homelessness or currently homeless (living in temporary accommodation, hostels or on the streets). The partnership of City and Hackney Mind and Alone in London combines the expertise and experience necessary to address multiple support needs including mental health problems, homelessness, deprivation, vulnerability and substance abuse. This will ensure that young people have access to the specialist advice and support they need to access employment opportunities and resettle more permanently.

The project outcomes are:

- More young people access mental health/complex needs support and have their mental health needs addressed resulting in improved mental wellbeing (measured using the STAR model of employability and Warwick-Edinburgh Wellbeing Scale)
- Young people with complex needs access employability and education workshops/courses improving their employability and leading to further education, volunteering and paid employment improving their long term futures
- Young people receive the advice and skills to resettle more permanently and manage independent living. (measured on The General Efficacy scale)

CRISIS estimates 41% of young homeless people have mental health needs, however these often remain undiagnosed and untreated. Young people are much less likely than adults to access mental health services. This project will address the barriers young people encounter in accessing specialist mental health support: the stigma around mental health (one client writes: 'to come to counselling means you have been beaten by life so that reflects a weakness in me') and the lack of co-ordination between specialist services.

Young people with mental health support needs who want employment support will be identified and referred to the service by Alone in London staff who will receive mental health awareness training from City and Hackney Mind. The project will be co-ordinated by an employment worker(the Employment Co-ordinator) who will work across both organisations to ensure that young people receive a seamless service and are encouraged to access specialist mental health and wellbeing support.

The Employment Coordinator will create an action plan with the young person which could include:

- Guidance to access vocational training/apprenticeships/volunteering/work placements;
- Group personal development sessions e.g. assertiveness, confidence building, communication skills;
- Preparation for Employment workshops including: skills assessment, interview skills, CVs, application forms, cover letters, professional boundaries, time management;
- Accredited IT courses enabling progression to acknowledged standard for successful employment;
- One-to-one CBT-informed counselling focusing on addressing individual's barriers to employment;
- Mindfulness for anxiety, depression and stress reduction;
- Family mediation;
- Benefits, housing and welfare advice drop-in.

150 young people will benefit from the project each year and at least:

10 young people will obtain paid employment;

15 young people will obtain traineeships or apprenticeships;

20 young people will obtain a work or volunteering placement;

20 young people will enroll for further education;

45 learners will be supported to access and complete IT and/or functional skills (literacy and numeracy)courses;

50 young people will find permanent accommodation.

Alone in London will be licensed to use City and Hackney Mind's Salesforce monitoring database to ensure that outcomes are recorded systematically.

City and Hackney Mind and Alone in London both have provided support to vulnerable people for over 30 years; have a diverse staff and volunteer staff profile reflecting their clients' and are fully accessible.

Volunteers are central to both organisations. A Service User Advisory Group and Steering Group of volunteers and staff from both organisations will be established to give quarterly feedback and suggestions on the project reporting to SMT and trustees.

This integrated service catering for multiple needs will lead to enhanced prospects of employment for young people and give them the tools to resettle more permanently.

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

Our sophisticated Salesforce database, which will be licensed for use by Alone in London, has been designed specifically to capture and input monitoring data, and will be used to record a comprehensive range of specific casework and interventions, client attendance and wellbeing. This will enable the project management to monitor productivity and effectiveness.

- 1) To measure mental wellbeing: The Warwick-Edinburgh Scale, consisting of 7 questions around participants feelings over the last two weeks
- 2) To measure self-belief and ability to cope: The General Efficacy scale, a ten item scale to measure how far people develop optimistic self-belief including coping with stressful events or challenges.
- 3) To measure employability: the STAR model measuring job specific skills, aspiration and motivations

We will undertake a comprehensive evaluation of this project and share exemplary practice and lessons learned with Mind and local young people's organisations.

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?

150

What age group will benefit? All children & young people, over 16 years

In which local authority is your organisation based?

Hackney

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

All London boroughs but mainly: 23% Islington; 13.5% Hackney; 9% Haringey; 7.3% Lambeth; 4.5% Southwark; 3.4% Hammersmith & Fulham; 2.2% Camden

From Alone in London statistics

At what address will the activity be located?

City and Hackney Mind: 8-10 Tudor Road, Hackney, E9 7SN

Alone in London: Unit 6 48 Provost St, London N1 7SU

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

	%		%
White - British	38	Black - Caribbean	8
White - Irish	0	Black - African	9
White - Other (please describe)		Black - Other (please describe)	
White - EU	3	Black - Dual Heritage	6
Asian - Indian	2	Black - British	9
Asian - Pakistani	0	Chinese	1
Asian - Bangladeshi	0		
Asian - Other (please describe)		Other (please describe)	
Vietnamese, Middle East etc	9	Kurdish/Turkish	15
			Open to everyone

What proportion of the beneficiaries will be disabled people?

10%

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Staffing Costs (Employment Co-ordinator & Project Manager)	38,513	38,513		77,026
Staffing/Locum Costs (Mindfulness & Counselling sessionals)	5,900	5,900		11,800
Training & Supervision	1,340	1,340		2,680
Volunteer Costs	970	970		1,940
Travel staff and young people	1,300	1,300		2,600
Publicity & Marketing	1,300	300		1,600
Laptop and computer accesories	850	50		900
Project Evaluation	0	2,000		2,000
Other direct costs	546	546		1,092
Non direct project support costs (premesis, insurance, phone&IT, H&S, governance)	9,001	9,001		18,002
TOTAL	59,720	59,920		119,640

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
City and Hackney Mind In-house IT, Numeracy and Literacy Courses *	11,000	11,000		22,000
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> * These activities costs have not been included in the headings above </div>				
TOTAL	22,000			22,000

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 £
Staffing Costs (Employment Co-ordinator & Project Manager)	38,513	38,513		77,026
Staffing/Locum Costs (Mindfulness & Counselling sessionals)	5,900	5,900		11,800
Training & Supervision	1,340	1,340		2,680
Volunteer Costs	970	970		1,940
Travel staff and young people	1,300	1,300		2,600
Publicity & Marketing	1,300	300		1,600
Laptop and computer accesories	850	50		900
Project Evaluation	0	2,000		2,000
Other direct costs	546	546		1,092
Non direct project support costs (premesis, insurance, phone&IT, H&S, governance)	9,001	9,001		18,002
TOTAL	59,720	59,920		119,640

20. Funding requested from the Trust (continued)

When will the funding be required?

01/10/2013

Is the activity to continue beyond the period for which funding is requested?
If so, how will it be resourced?

**We anticipate taking the monitoring and evaluation data from this project to the Clinical Commissioning Groups to encourage them to broaden their provision for homeless people who cannot currently access health services without a fixed address or borough affiliation.
We hope the partnership will result in further projects generating income through various funding opportunities.**

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

None

Declaration on behalf of applicant organisation

I, KRISHNA MAHARAJ (your name)

am an authorised representative of

CITY AND WACKNEY MIND (your organisation)

within which I am CEO (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 29/05/2013

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