

MEETING 03/10/2013

Ref: 11758

ASSESSMENT CATEGORY - Positive Transitions to Independent Living

Housing for Women

**Adv: Sandra Davidson
Base: Lambeth
Benefit: Lambeth,
Southwark, Greenwich &
Lewisham**

Amount requested: £90,393

Amount recommended: £90,000

Purpose of grant request: To support Re-Unite South London, reuniting mothers with their children on release from prison and providing in-depth support to aid resettlement and reduce re-offending.

Background

Housing for Women (HfW) was established under another name in 1934 and was originally an employment club. It had a campaigning role in the 1930s and served WWI widows and women with work history in domestic service. It also then developed housing services. In the 1980s, the employment services were separated into another organisation and Housing for Women continued as the housing provider.

HfW is now a registered charity and housing association providing over 800 units of general housing for women and their dependents in Central, South-East and West London. Its aim is to work to empower women through providing secure, affordable housing and support services, helping residents to make the most of their life chances.

Over the last 25 years HfW has recognised the need to provide targeted services for the most vulnerable women, including those who have suffered domestic violence, been trafficked for prostitution, have been released from prison and women over 70. HfW aims to provide support and training for both women and their children so they can rebuild their lives and gain new skills to support them back into the community.

Funding History

In 2007, you awarded HfW a three year grant of £120,000 towards the salary and project costs of a support service for children affected by domestic violence. This grant was well reported on.

Current Application

HfW seeks funding towards the Re-Unite South London project supporting the needs of women ex-offenders and their children. The project provides appropriate accommodation and in-depth support so mothers can be reunited with their children on release from prison and gain the life skills

needed to successfully resettle in to the community and reduce levels of re-offending. The project was developed in response to the Corston Report (2007) which found that over a third of women are homeless on release from prison. This puts women in a "catch 22" situation of being unable to regain custody of their children unless they have somewhere suitable to live. Being reunited with their children in suitable accommodation is the first key step to resettlement for women leaving prison. However there are a number of factors which can lead to reoffending, such as substance misuse, mental health problems, unemployment and debt. Re-Unite offers a programme of tailored support to tackle these problems in order to break the cycle of reoffending.

HfW recognise the importance of providing support to the children of the women it supports, many of whom have been victims of domestic abuse and all of whom are dealing with a certain time of separation from their mother. The project is delivered by a team of three staff with the support of fully trained volunteers. Re-Unite will provide accommodation for 10 women and 15 children at a time for a period of 9-12 months. Initial contact with potential service users will be made well before release, by targeting six prisons in the South East. On release, service users will be met by the Project Manager and accommodated so they can swiftly be reunited with their children. A personalised plan will be developed working closely with the Resettlement Support Worker and Children's Support Worker. To date 35 women have moved on from the project with a re-offending rate of less than 3%, compared to the national average of 51% of women leaving prison re-offending within one year.

Financial Observations

The audited accounts for the year ended 30 September 2012 show an overall surplus of £718,405 (12.5% of turnover), almost all of which was on unrestricted funds. As a Housing Association there is no written reserves policy currently in place; however the organisation has advised that it aims to hold between two to three months' worth of operating costs in free unrestricted reserves which, based on 2012/13 expenditure equates to £967,794 - £1,451,691. At 30 September 2012 free unrestricted reserves stood at £1,057,070, equating to 2.2 months' worth of 2012/13 expenditure.

The latest forecast for 2012/13 shows a surplus of £162,366 (2.7% of turnover), comprising surpluses of £123,314 and £39,052 on unrestricted and restricted funds respectively.

The budget for 2013/14 shows a surplus of £370,000 (5.7% of turnover), comprising surpluses of £341,100 and £28,900 on unrestricted and restricted funds respectively. Total income is anticipated to be £6,458,000 of which £6,329,896 (98%) has been confirmed.

Officer's Appraisal

HfW has a wealth of experience delivering large multi-year projects supporting the needs of vulnerable women and their children. It works closely with St Giles Trust and St Mungo who are supporting the organisation to access additional properties for the project through their links with the private rented sector. Good working relationships have been established with six women's prisons in the South East in order to promote the project. HfW successfully secured three year funding from the Big Lottery towards the project costs. A grant to HfW as recommended would almost complete the shortfall required for this valuable piece of work.

Recommendation

£90,000 over three years (£10,000; £40,000; £40,000) towards the salaries of four core posts (a project manager, and two support workers, and a volunteer co-ordinator, plus general running costs of the Re-Unite South London project reuniting mothers on release from prison with their children.



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)

11758

Date Received:

11/04/2013

Programme
Area:

06

1. About your organisation

Name of organisation applying for grant: Housing for Women	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: 6th Floor, Blue Star House 234 Stockwell Road London	
Postcode: SW9 9SP Is this your home address? No	
Contact person: Mr Paul Melbourne	Position: Fundraising Manager
Phone: 0207 501 6152	Fax:
E-mail: paul.melbourne@h4w.co.uk	
Website: http://www.hfw.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 211351	
Date organisation established: 01/10/1934	

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12 APR 2013

2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? Positive Transitions to Independent Living
Purpose for which funds are requested: (25 words maximum) To support Re-Unite South London, reuniting mothers with their children on release from prison and providing in-depth support to aid resettlement and reduce re-offending.
How much funding is requested? Year 1: £10,000 Year 2: £40,000 Year 3: £40,000 Total: £90,000

3. Aims of your organisation

Housing for Women is a housing association and charity that is dedicated to improving lives by providing social housing and gender sensitive support services to women in London. We want to ensure that women and their families who are facing challenging circumstances have the best chances in life, whether they have simply been priced out of the London housing market, or have experienced domestic violence, been a victim of trafficking or are ex-offenders.

Whilst providing initial refuge is key to our service to women in need, this is just the start of their journey with Housing for Women. We aim to provide support and training for both the women and their children so they can rebuild their lives and learn vital life skills to ensure they can lead independent lives.

4. Main activities of your organisation

General needs housing - As a housing association we are a provider of affordable social housing to women and their children in London.

Supported Projects:

Re-Unite - This project ensures women ex-offenders can regain custody of their children when leaving prison, through the provision of safe and secure accommodation and in-depth support for up to a year, giving them the resettlement and life skills needed to lead independent lives and reduce levels of re-offending.

Domestic Violence Services - We are committed to supporting the needs of women and their children who are fleeing domestic violence. We have two refuges in Greenwich and Ealing which offer emergency accommodation and in-depth support to over 100 women and up to 150 children each year.

Re-Place - This is the only project in London which offers second stage housing and in-depth support to women who have been trafficked to the UK for prostitution or domestic servitude.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
42	11	9	18

6. How do you support your volunteers?

All volunteers are fully trained and supported in their role so they can get the most out of their volunteering experience. All volunteers receive travel and lunch expenses and will be subject to an enhanced CRB check.

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	Until January 2020

8. Finance

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

Financial year ended - **Month: September**

Year: 2012

Income received from:	£
Voluntary income	750,877
Activities for generating funds	0
Investment income	7,908
Income from charitable activities	4,903,023
Other sources	95,549
Total Income	5,757,357

Expenditure:	£
Charitable activities	4,963,043
Governance costs	28,000
Cost of generating funds	0
Other	47,909
Total Expenditure:	5,038,952
(Deficit)/surplus for the year:	718,405

Asset position at year end:	£
Fixed assets	22,957,596
Investments	0
Net current assets (liabilities)	1,526,879
Long-term liabilities	19,301,424
*Total A:	5,183,051

Reserves at year end:	£
Endowment funds	469,809
Restricted funds	0
Unrestricted funds	4,713,242
*Total B:	5,183,051

* 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?
10%

10. Material changes

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

Our Chief Executive Elizabeth Clarson is retiring and her replacement Jakki Moxham is due to start in June 2013. There are no other significant changes.

11. Previous applications to the Trust

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

Month/Year:	03/07	Ref:	7770	Grant received:	£120,000	OR application rejected?	No
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) Royal Borough of Greenwich	75,484	199,659	335,159
London Borough of Ealing	162,184	102,828	103,000
(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
Henry Smith Charity	50,000	50,000
J Paul Getty Jnr Charitable Trust	40,000	40,000
Comic Relief	30,000	30,600
Children in Need	0	17,309
Quaker Housing Trust	20,000	0
Smaller donations less than £10k	0	27,344

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

Housing for Women has an Environmental Policy last updated in 2012 and operates an environmental management system which fully satisfies the requirements of ISO 14001:2004. This ensures that in conducting our activities we will aim to:

- Comply with all legal requirements as a minimum standard.
- Consider environmental impacts and sustainable options at all stages within our business.
- Prevent pollution and protect both the natural and the built arising from work activities.
- Use raw materials and resources (such as energy and water) efficiently through correct use, handling, storage and preservation.
- Further minimise waste through re-use or recycling, safely transporting and safe disposal of waste.
- Respond promptly to any complaint from third parties.

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.

This application focuses on supporting the needs of women ex-offenders and their children through our project Re-Unite South London. The project provides appropriate accommodation and in-depth support so mothers can be reunited with their children on release from prison and gain the life skills needed to successfully resettle in to the community and reduce levels of re-offending. The project supports 18 women and up to 27 children each year.

The project was developed in response to the Corston Report (2007) which found that over a third of women are homeless on release from prison. These women are put in a cruel 'catch 22' situation whereby on release a mother is deemed 'intentionally homeless' and ineligible for family sized accommodation, yet is unlikely to regain custody of her children without suitable accommodation. This is supported with evidence from our Stakeholder Consultation (2012), 90% of respondents cited finding suitable accommodation as the main factor that prevents women ex-offenders from being reunited with their children. Data from OaSys (2007) has revealed 60% of women cite their main needs on release as emotional well-being, positive relationships and education, training and employment (ETE). This project focuses on addressing these needs amongst others needed for successful resettlement including those of the children. It is estimated that 65% of children with parents in prison will go on to offend themselves and we provide in-depth support to the children to break this cycle of re-offending to ensure they have the best chances in life.

The project provides accommodation for 10 women and 15 children at a time for a period of 9-12 months, and is delivered by three full-time staff. Where we don't have the capacity to provide accommodation we will advocate on behalf of the women to secure accommodation from local boroughs or through the private rented sector and offer floating support for a period of three months to a further 8 women and 12 children each year. Personalised support plans will focus on a number of outcomes identified to aid resettlement and support will consist of regular one-to-one sessions and group activities. An important part of the project is the delivery of bi-annual Service Users Forums and Children's Forums. These will be led by the women and children themselves and allow them the opportunity to shape and evaluate the service they receive.

Housing for Women is ideally placed to deliver this work with 25 years experience delivering supported projects to vulnerable women and their children. Re-Unite South London has an impressive track record and successes are in line with the priority under which we are applying, 'Positive Transitions to Independent Living'. To date 35 women have moved-on from the project with a re-offending rate of less than 3%, compared with the national average of 51% of women leaving prison re-offending within one year. Since move-on 65% of service users have secured volunteering placements, paid work or college places and the project has received praise from Baroness Corston, prisons, probation services and other voluntary organisations.

The aims of this project are:

- 18 women ex-offenders each year will avoid homelessness and regain custody of their children as a result of accessing safe and secure housing.
- 27 children of women ex-offenders will overcome the trauma of separation and develop positive behaviour and increased confidence.
- 18 women ex-offenders each year will have increased confidence and necessary life skills to positively engage in meaningful social activity, education and employment.
- 100% of service users to successfully resettle and not re-offend as a result of receiving tailored support.
- To develop our Volunteer Mentor programme which will complement the support offered by project staff.

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

One of the key methods we will use to track the progress of individuals and of the project as a whole is through the use of an Outcomes Star. These frameworks focuses on up to ten areas which our support plans focus on to aid resettlement and reduce levels of re-offending.

The Support Worker and Children's Worker will collect baseline information and work with each service user when joining the project to identify a score for each outcome which will then be reviewed quarterly. Results from all of the stars will be collated at year end by the Project Manager in order to evaluate the successes and to ensure all project outcomes have been met as well as that of the funder.

This evaluation will be used to identify any outcomes where there has been difficulty progressing, which will be used to inform future project delivery.

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? 45			
What age group will benefit? Adult, All children & young people			
In which local authority is your organisation based? Lambeth			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Southwark 33%; Greenwich 33%; Lewisham 33%			
At what address will the activity be located? All properties which are part of the project are in Southwark, Lewisham and Greenwich. Support work will be carried out here and at head office.			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	50	Black - Caribbean	10
White - Irish		Black - African	10
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian	5	Black - British	20
Asian - Pakistani		Chinese	5
Asian - Bangladeshi			
Asian - Other (please describe)		Other (please describe)	
			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 £
Revenue costs - Salaries				
Project Manager (£33,960 +13.8% NI)	37,584	38,336	39,102	115,022
Resettlement Support Worker (£27,312 +13.8% NI + 10.5% pension)	32,887	33,545	34,216	100,648
Children's Support Worker (£26,500 +13.8% NI)	29,095	29,677	30,270	89,042
Volunteer Co-ordinator 0.2FTE (£30,000 + 13.8% NI + 10.5% pension)	7,246	7,391	7,539	22,176
Revenue Costs - other				
Volunteer Mentor expenses	3,640	3,822	4,013	11,475
Group outings and small equipment for Children's work	2,500	2,500	2,500	7,500
Staff travel, training and mobile phones	6,972	7,222	7,483	21,677
Service User and Children's Forum meetings	2,000	2,000	2,000	6,000
Evaluation	2,000	2,000	2,000	6,000
Rental deposits and finders fees	4,000	4,000	4,000	12,000
Overheads				
Director of Supported Housing 0.1FTE	5,930	6,049	6,170	18,149
Fundraising Manager 0.1 FTE	4,445	4,534	4,625	13,604
Office overheads - apportionment of rent and utilities, admin	8,017	8,177	8,341	24,535
TOTAL	146,316	149,253	152,259	447,828

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
London Housing Foundation	11,152			11,152
Evan Cornish Foundation	5,000			5,000
Noel Buxton Trust	2,000	2,000	2,000	6,000
Souter Charitable Trust	5,000			5,000
The Rhododendron Trust	500			500
The Drapers' Charitable Fund	10,000			10,000
Big Lottery Fund - Reaching Communities	96,489	93,252	96,259	286,000
Beatrice Laing Trust	5,000	5,000	5,000	15,000
TOTAL	135,141	100,252	103,259	338,652

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 £
Revenue costs – Salaries	5,000	30,000	30,000	65,000
Project Manager (£33,960 + 13.8% NI)				
Support Worker (£27,312 + 13.8% NI + 10.5% pension)				
Children's Support Worker (£26,500 + 13.8% NI)				
Volunteer Coordinator 0.2 FTE (£30,000 + 13.8% NI + 10.5% pension)				
Revenue Costs – Other	2,500	5,000	5,000	12,500
Overheads	2,500	5,000	5,000	12,500
TOTAL	10,000	40,000	40,000	90,000

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?

This is a core project which we fully intend to be on-going after the three years of support we are requesting. The project will be subject to thorough evaluation and learning of the anticipated successes achieved will be shared in order to help leverage further funding in future years.

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

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?

This is a core project which we fully intend to be on-going after the three years of support we are requesting. The project will be subject to thorough evaluation and learning of the anticipated successes achieved will be shared in order to help leverage further funding in future years.

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

21. Referee

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

Referee

Name: Joyce Parker

Organisation: Ealing Borough Council

Address:

Perceval House
14-16 Uxbridge Road
Ealing

Tel: 02088257914

E-mail: W5 2HL

Declaration on behalf of applicant organisation

I, PAUL MELBOURNE (your name)

am an authorised representative of

HOUSING FOR WOMEN (your organisation)

within which I am FUNDRAISING 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 P. Melbourne Date 11/04/2013

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