

**MEETING: 30/10/2013**

**Ref: 11934**

**ASSESSMENT CATEGORY - Accessible London**

**Laburnum Boat Club**

**Adv: Julia Mirkin**

**Amount requested: £64,419**

**Base: Hackney**

**Benefit: Hackney**

**Amount recommended: £64,500**

**Purpose of grant request:** To increase the number of people with disabilities taking part in paddlesports, progressing to mainstream activities and participating fully in all aspects of the club's activities.

**Background**

Laburnum Boat Club (LBC) is a well-established community facility based on the Regents Canal in Hackney, offering a variety of water-based recreational activities, primarily for young people from the surrounding area. The club was set up in 1983 as a canoe club and water sports remains its main focus. LBC offers recreational and educational narrow boat trips, from which it can raise income; it also works with local schools to deliver aspects of the environmental studies and history curricula.

**Funding History**

You have awarded two previous grants to LBC, in 1996 and 2000, and the reporting on both was satisfactory. The most recent grant (£77,250 over three years) allowed LBC to support people with disabilities to participate in a specialised programme; it also funded staff training in disability awareness and a number of physical adaptations to be made to facilities.

**Current Application**

Building on your last grant, LBC now wants to make its mainstream activities accessible, allowing its disabled participants to progress and allowing a greater number of disabled participants to be accommodated. New sessional staff and volunteers will be recruited, trained and coordinated to specifically support disabled participants to attend the youth club, which meets twice a week during term-time and daily during school holidays. Increased staffing will also support disabled participants to join the Adult Canoe Club, which meets weekly during term-time. Transport will be offered to and from the club for disabled participants as this is recognised as a significant barrier to engagement. Specialist courses for SEN schools will ensure LBC reaches out to young disabled people and cultivates interest in its activities. Disability awareness training will be provided for all staff and volunteers, preparing them to support 85 new disabled participants. It is hoped that through greater integration, disabled participants will become coaches, club volunteers and members of the Management Committee.

## **Financial Observations**

Audited accounts for the year ended 31 March 2012 show total income of £417,420 and an operating surplus of £18,071 (4.3% of turnover), comprising £16,208 on unrestricted funds and £1,863 on restricted funds.

LBC's reserves policy is to hold sufficient reserves to meet its statutory redundancy obligations and as a minimum will cover three months operating costs, equating to £78,414 based on current year expenditure. At 31 March 2012 free unrestricted reserves stood at £126,828 which equates to 4.9 months' worth of current year budgeted expenditure.

Draft accounts for 2012/13 show total income of £272,565, a reduction of 35% compared to 2011/12 due to the end of two capital projects undertaken in 2011/12. The accounts also show a deficit of £35,707 (13.1% of turnover), which would reduce the free unrestricted reserves position to £91,121, equating to 3.5 months' worth of 2013/14 expenditure.

The budget for the current year 2013/14 shows total income of £283,813, of which £122,166 (43%) has been confirmed as at 14 October 2013. After projected expenditure of £313,658, a deficit of £29,845 is forecast, this would further reduce the free unrestricted reserves position to £61,276, equivalent to 2.3 months' worth of 2013/14 expenditure.

## **Officer's Appraisal**

LBC is a gold award-holder with London Youth, which operates the quality assurance scheme for youth clubs, which is accredited by City and Guilds. Under Investing in Londoners, you are supporting youth clubs that achieve silver and gold awards through this scheme. LBC has its safeguarding procedures assessed regularly by the National Council for Voluntary Youth Services (NCVYS), demonstrating its commitment to meeting the highest standards in its activities. With the support of your previous grant, LBC has successfully implemented a specialised programme for people with disabilities. Building on this, it now wishes to make its mainstream activities accessible, allowing it to accommodate a greater number of people with disabilities and allowing them to progress.

## **Recommendation**

**£64,500 over three years (3 x £21,500) for additional sessional workers and volunteers, a driver and new equipment to support and accommodate disabled beneficiaries to take part in paddlesports.**



# 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)

11934

Date Received:

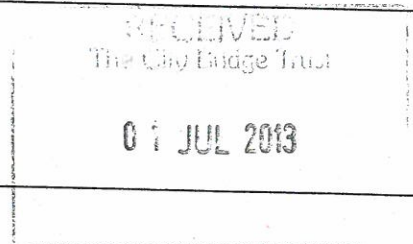
01/07/13

Programme  
Area:

1

### 1. About your organisation

Name of organisation applying for grant: <b>Laburnum Boat Club</b>	
If the organisation is part of a larger organisation, what is its name? <b>N/A</b>	
Address for correspondence <b>Laburnum Boat Club Laburnum Street Hackney, London</b>	
Postcode: <b>E2 8BH</b> Is this your home address? <b>No</b>	
Contact person: <b>Ms Beth Ettinger</b>	Position: <b>Deputy Co-ordinator</b>
Phone: <b>02077292915</b>	Fax: <b>02077297389</b>
E-mail: <b>beth.ettinger@laburnumboatclub.com</b>	
Website: <b>www.laburnumboatclub.com</b>	
Legal status of organisation: <b>Registered charity and company limited by guarantee</b>	
If registered, please give charity number: <b>801255</b>	
Year and month organisation established: <b>October 1983</b>	



### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Accessible sports</b>
Purpose for which funds are requested: (25 words maximum) <b>To increase the number of people with disabilities taking part in paddlesports, using our facilities and joining our Community Boating Project.</b>
How much funding is requested? <b>Year 1: £21,473 Year 2: £21,473 Year 3: £21,473 Total: £64,419</b>

### 3. Aims of your organisation

Laburnum Boat Club was set up in 1983 to provide exciting and fulfilling activities for local young people in an area where there was little or no other provision. One of those parents is still our Club Co-ordinator and our mission has stayed the same: To provide opportunities for the personal development of young people and their families in the local community through participation in a range of water-based activities. We aim to be a positive force for changing lives in a safe and supportive environment.

### 4. Main activities of your organisation

Our Youth Club is the heart of our activities and runs every Tuesday and Wednesday evening and Saturday days during term-time through-out the year and 10am-4pm Monday-Friday during school holidays. We also have two after-school Sports Clubs for young people with disabilities (for those that need specific support); also a vocational employment training scheme for 16-25 year olds who want to become watersports instructors; a schools project offering kayaking courses and study days; an Adult Canoe Club, a Club for adults with mental health issues and three narrowboats that provide fully participatory trips for youth, community and welfare groups.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
4	16	12	6

### 6. How do you support your volunteers?

Our volunteers are treated the same as paid employees, with the addition of an extensive free training programme, which over the last 12 months has included: 1<sup>st</sup>-aid, safeguarding, playwork, food hygiene, coaching and watersports qualifications.

### 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	26 Years

## 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	387,122
Activities for generating funds	14,020
Investment income	73
Income from charitable activities	9,780
Other sources	6,425
<b>Total Income</b>	<b>417,420</b>

Expenditure:	£
Charitable activities	389,753
Governance costs	1,398
Cost of generating funds	4,254
Other	3,944
<b>Total Expenditure</b>	<b>399,394</b>
<b>(Deficit)/surplus for the year:</b>	<b>18,071</b>

Asset position at year end	£
Fixed assets	12,208
Investments	0
Net current assets	126,828
Long-term liabilities	0
<b>*Total A</b>	<b>139,036</b>

Reserves at year end	£
Endowment funds	0
Restricted funds	(1,297)
Unrestricted funds	<del>137,739</del> <b>140,333</b> JTM
<b>*Total B</b>	<b>139,036</b>

\* 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?  
49.9%

## 10. Material changes

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

The above includes 2 large capital builds (donations and expenditures for a Rock Climbing wall and to re-fit a 3rd narrowboat). These are non-regular incomes / expenditure and add £65,000 to our normal budget. The above also includes a one-off grant (Transition Fund) of £40,000, which again is not expected this year, meaning that income / expenditure for 13/14 is expected to be around £300,000 with 40% from statutory funding.

## 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 <input type="checkbox"/>
Month/Year: - / -	Ref:	Grant received: £	OR application rejected <input type="checkbox"/>
Month/Year: - / -	Ref:	Grant received: £	OR application rejected <input type="checkbox"/>

## 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)	0	0	0
(ii) London Borough of Hackney	264,965	188,317	180,869
(iii)	0	0	0
(iv) City & Hackney Health Charity	0	0	8,000
(v) Cabinet Office: Transition Fd	0	0	40,000
(vi) The Learning Trust / Police Fd	11,641	24,445	13,657

## 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
Lloyds TSB Foundation	0	9,000
Help A London Child /Help A Capital	1,080	2,505
Trust for London	0	9,078
Big Lottery (Awards4All / YoungPeo)	34,124	30,969
Access Sport	2,000	0
Children in Need	9,959	12,365

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

As we ultimately work in the out-doors we are passionate about the environment. As such we have multiple policies to reduce our carbon footprint, including:

- We actively recycle (carboard, paper, plastic and tins), with only a very small amount of land-fill rubbish now produced from our office, club house or coffee bar
- All off-site trips only use the mini-bus when necessary and try to fill our 15 seater deisel mini-bus, meaning that one fulll vehicle replaces several car journeys
- All lights and electronic equipment is switched off over night and when not in use where possible
- Staff and young poeple are encouraged to cycle to the Club and as part of activites
- Where possible we re-use and recycle equipment (including computer equipment passed on to young people when no-longer needed or kayaks made into plan pots when they become no-longer water tight (we patch them up for several years as best as possible first!)
- By taking inner-city young people into the outdoors and expereincing rivers and mountains first hand we teach the importance of ecology

## 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.**

Laburnum Boat Club is a well established community watersport centre, offering a range of activities throughout the year. Several years ago we realised that young people and adults with disabilities were not participating in our activities, so we funded and appointed an Inclusion worker who has set up two after-school Sports Clubs for young people with disabilities. However, these only cater for a small number of young people with very high support needs and our main open-access sessions, including a Youth Club, Adult Canoe Club, Family Club and schools kayaking courses, were still not fully utilised by those with disabilities. Over the last 18 months we have run a pilot scheme, offering supported access to these mainstream sessions, which has been extremely successful. We would now like to make this Project a permanent feature of the Club. The need for this increased access to our provision has been confirmed by local parents, social services, teachers from several SEN schools and two day centres, who all have participants that need extra support to access our provision. We do not know of any other provision that offers this bespoke support service.

To achieve this increase in the participation levels of those with disabilities we will provide:

- Support Workers during youth club sessions (5-7pm every Tuesday, 10am-4pm Saturdays & Mon -Fri during school holidays) to facilitate 35 x 9-19 year olds with disabilities to take part fully, i.e. assistance with personal care / getting changed into sporting equipment / assistance with communication and integration.
- Transport to and from the Club (pick up to and from home every Tuesday evening and 2 days per week during the school holidays) as this is one of the biggest barriers to participation reported.
- Support Workers for our Adult Canoe Club (one evening a week during school term-time) to encourage and enable 20 adults with disabilities to participate fully each year).
- 2 x SEN School 6 week kayak courses per year.
- A new Inclusion Post on our Management Committee
- 3 x Coaching courses per year (including Disability Awareness courses).

The overall aim of 'Paddling for All' is to increase the number of young people and adults with disabilities participating in Paddlesports through an increase in accessible watersport activities. More specifically the objectives for the duration of the grant are:

1. To increase the number of disabled people taking part in canoeing and kayaking, by providing support workers and transport, increasing accessibility to our Youth Club, Adult Club, Family Club and Schools Kayaking. This will lead to participants having increased physical mobility, co-ordination, and wellbeing and decreased social exclusion and isolation.
2. To increase the number of people with disabilities involved with the delivery of paddlesport and coaching by delivering personal skill awards and coaching courses as well as peer mentoring of members. This will improve the communication skills of participants and increase their independent living skills, integration into the community and employability.
3. Increase the number of people with disabilities involved with the running of the Club through encouragement and enablement of members to join our Management Committee, become coaches and volunteers and participate in the running of paddlesports in general through our links with the Canoe England London Region and British Canoe Union members.

Laburnum Boat Club has 30 years experience of delivering successful community-based sports provision. We have a highly skilled and qualified staff team, specialist equipment and most importantly a very good reputation and relationship with the local community. We have everything in place to provide watersports activities for those with disabilities (our sessions are already up and running), but we need additional funds to break the final barriers that are preventing those with disabilities from participating fully.

This Project was initiated by the high number of enquiries we have from people with disabilities that want to access our facilities, but need extra support to do so. We have a very diverse staff team and membership, including all ages, backgrounds and ethnicities, which reflects the population of the area that we work in. We also already recycle 80% of our waste products, share vehicle transport, and encourage and enable cycling of staff and members. Job Descriptions are attached. \*

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

We will monitor and evaluate this programme in the following ways:

1. Enrolment forms for each participant, giving details of disability, age, gender, geographical location etc, which can be cross referenced with the registers for each sessions and our database of previous members, which will show the exact increase in numbers participating.
2. Bi-Annual feedback from those with disabilities / families / carers that will assess improvements in physical ability, health, general well being ect.
3. Copy's of all National Governing Body certificates and qualifications gained (i.e. personal skill awards that show development in the sport, through to UKCC Coaching Awards).
4. Minutes from weekly Staff meeting and month Management Committee meeting, where new coaches, volunteers, management committee members will be documented and the progress of individuals discussed and recorded.
5. Individual case studies and photo record of activities.

Laburnum Boat Club has over 30 years experience of monitoring and evaluating outcomes and finance for projects and grants such as these and coming from a Youth work background we are used to assessing individual needs and outputs.

**17. Beneficiaries**

How many people will benefit from the grant per year? **85 (plus 35 additional parents / carers / siblings)**

In which local authority is your organisation based?

**London Borough of Hackney**

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

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

**London Borough of Hackney**

At what address will the activity be located? **Laburnum Boat Club, Laburnum Street, Hackney, London E2 8BH**

What age group will benefit? **9-19yrs old**

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

	%		%
White - British	<b>50</b>	Black - Caribbean	<b>5</b>
White - Irish	<b>5</b>	Black - African	<b>5</b>
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian	<b>5</b>	Black - British	<b>15</b>
Asian - Pakistani	<b>5</b>	Chinese	<b>5</b>
Asian - Bangladeshi	<b>5</b>		
Asian - Other (please describe)		Other (please describe)	
Open to everyone			<b>100</b>

What proportion of the beneficiaries will be disabled people?

**100% (of the 85)**



## 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 £
Sessional Support Workers	14,565	14,565	14,565	<b>43,695</b>
Managment & Admin	2,080	2,080	2,080	<b>6,240</b>
Transport (driver & deisel)	3,390	3,390	3,390	<b>5,580</b>
Transport (use of Laburnum's minibus)	Free	Free	Free	<b>Free</b>
Equipment (2 x accessible canoes)	1,438	1,438	1,438	<b>4,314</b>
Facilities (use of Laburnum Boat Club)	Free	Free	Free	<b>Free</b>
<b>TOTAL</b>	<b>21,473</b>	<b>21,473</b>	<b>21,473</b>	<b>64,419</b>

What income has already been raised?

(List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
<b>TOTAL</b>				

What other funders are currently considering the proposal?

None

## 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 £
Sessional Support Workers	14,565	14,565	14,565	<b>43,695</b>
Managment & Admin	2,080	2,080	2,080	<b>6,240</b>
Transport (driver & deisel)	3,390	3,390	3,390	<b>10,170</b>
Equipment	1,438	1,438	1,438	<b>4,314</b>
<b>TOTAL</b>	<b>21,473</b>	<b>21,473</b>	<b>21,473</b>	<b>64,419</b>

## 20. Funding requested from the Trust (continued)

When will the funding be required? **1<sup>st</sup> November 2013**

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

If so, how will it be resourced? **Laburnum Boat Club has over 29 years experience of raising funds to support its work, form Charities, Trusts, local Council, Government and the corporate sector. The Club Co-ordinator and Deputy Co-ordinator work closely with the Project leaders to ensure that Projects are created and funded to fit local need and funding streams are identified to ensure continual delivery.**

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, **Beth Ettinger** (your name)

am an authorised representative of

**Laburnum Boat Club** (your organisation)

within which I am **Deputy Co-ordinator** (your position)

**To the best of my knowledge, all the information that I have provided in this application form is correct**

Signature



Date

26/6/13

**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