

MEETING: 28/11/2013

Ref: 11914

ASSESSMENT CATEGORY - Bridging Communities

SSBA Community Trust

**Adv: Sandra Davidson
Base: Tower Hamlets
Benefit: Tower Hamlets**

**Amount requested: £55,427
{Revised request: £37,879}
Amount recommended: £37,880**

Purpose of grant request: An English-through-sewing course designed for isolated women who are unable to enter mainstream education, specifically enabling access to other cultures and further opportunities in the UK.

Background

Heba Women's Project is part of the Spitalfields Small Business Association Community Trust (SSBA), established in 1996, although the project itself has existed since 1990. Heba aims to support the most marginalised and isolated women in the Spitalfields area to improve their skills and increase social inclusion. Over the years, Heba has successfully enabled women to build fuller lives through training and educational development and by offering a socially and ethnically diverse, welcoming space. The demand for Heba has grown since its inception and the organisation now has over 350 service users from 15 different nationalities.

Funding History

You have supported SSBA on two previous occasions, the latest grant being in September 2012, when you awarded £18,830 for one year towards English Language and sewing classes twice a week for isolated women. This grant was satisfactorily monitored. The application before you requests funding to continue this for a further two years.

Current Application

The last year has been successful in attracting the most isolated women to the twice-weekly English Language and sewing classes, most of whom had no previous education or were with family commitments that prevented them from accessing classes. The combination of training in the two skills attracted 55 women improving both their language and work skills. The classes have increased the confidence of service users by putting them in a natural and unthreatening setting where English is the lingua franca. The classes are delivered by qualified tutors at Heba in a well-equipped machine room. The main lesson learned from delivering this course is that even in a friendly, multicultural, atmosphere not much speaking goes on if each learner is focussed on their own machine and finishing their own garment. Therefore, following discussion with the

tutors, volunteers, and some learners, the design and structure of the classes were slightly changed to encourage more communication between learners in English. This has been achieved by embedding a roundtable session for 20mins at the start of every lesson in which students talk about any issue they may have or any new skills they have acquired. 31 women have moved onto mainstream ESOL classes, 12 onto Heba's enterprise and production unit providing opportunities to work, and the remainder are keen to continue the classes until they build up confidence and interpersonal skills.

Over the next two years, it is proposed to continue and develop the project targeting women who lack confidence and remove barriers to services and employment opportunities. Two 3-hour classes will be delivered each week and will accommodate up to 40 women per year as this allows for half the women to stay on in each class and get the most from it.

The project also aims to encourage social integration and community cohesion. During the assessment meeting, your officer advised the organisation that it is usual to consider continuation funding at a similar level as before, hence the organisation has scaled down its request as shown at Appendix A.

Financial Observations

Audited accounts for the year ended 31 December 2011 show a deficit of £3,869 (1.2% of turnover) and a negative unrestricted reserves position of £1,998. This, however, is an improvement on the previous year when an overall deficit of £55k was incurred. The charity has explained that it experienced financial difficulties in 2010 following the loss of their main funding from The City Fringe Partnership and spent 2011 making structural changes to recover. The appointment of a new Director, staff redundancies and improved financial management helped reduce the charity's expenditure.

SSBA has changed its financial year end to 31 March and, whilst draft or audited accounts for the 15 month period to 31 March 2013 remain outstanding, the charity advises that an unrestricted fund surplus of £10,325 (2.8% of turnover) is anticipated.

The charity recently adopted a reserves policy which aims to hold £70,000 in free unrestricted reserves to ensure continuation of operations for a period of 3 months. The forecast surplus for the 15 month period to 31 March 2013 of £10,325 should see free reserves move into a positive position of approximately £8k, equivalent to 0.4 months' worth of operating costs.

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The budget for the current year 2013/14 shows total income of £379,782 of which £333,003 (87.6%) has been secured to date. An unrestricted fund surplus of £8,231 is anticipated, which should increase free unrestricted reserves to £16k, equivalent to 0.7 months' worth of operating costs.

Should the Committee recommend a grant today, it is suggested that it be subject to receipt of satisfactory and audited accounts for the 15 month period to 31 March 2013.

Officer's Appraisal

Heba is well networked and is renowned for its work with local women who, through their social or economic circumstances, are in need. Heba's support with English language and cultural understanding has far reaching consequences for hard to reach women from BME communities who would not access other services - from reducing isolation and increasing confidence to supporting them to live in the UK and progress into education and employment. The project will achieve the Trust's desired outcome of increasing the number of adults acquiring English and using it to access services and increase their participation in the wider community.

Recommendation

£37,880 over two years (£18,750; £19,130) to run English Language and sewing classes twice a week for isolated women, subject to receipt of satisfactory audited accounts for the period to 31st March 2013.



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)

11914

Date Received:

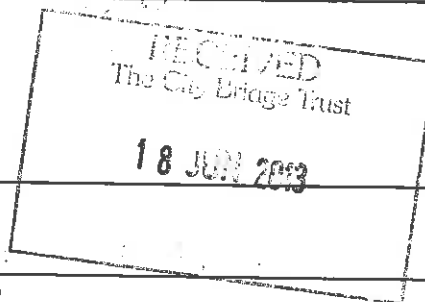
18/06/13

Programme
Area:

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1. About your organisation

Name of organisation applying for grant: SSBA Community Trust	
If the organisation is part of a larger organisation, what is its name? No	
Address for correspondence 164 Brick Lane, London	
Postcode: E 6RU Is this your home address? No	
Contact person: Ms Anne Wilding	Position: Project Manager
Phone: 020 7377 0400	Fax:
E-mail: anne@heba.org.uk	
Website: http://hebawomen.wordpress.com	
Legal status of organisation: Charity	
If registered, please give charity number: 1060395	
Year and month organisation established: October 1990	



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) An English through sewing course designed for isolated women who are unable to enter mainstream education, specifically enabling access to other cultures and further opportunities in the UK
How much funding is requested? Year 1: £32,654 Year 2: £22,774 Year 3: £ Total: £55,427

3. Aims of your organisation

SSBA Community Trust aims to provide development support and help to small community projects, and charitable status for two specific training and enterprise projects: Poetry in Wood, teaching woodwork and other skills to people with learning difficulties, and Heba, a community project for women, for which this proposal is being made.

Heba aims to improve the lives and maximise the potential of local women who, through their social or economic circumstances, are in need. We aim specifically to increase skills, raise confidence, reduce isolation and enable women to find work. This is achieved through the provision of training in English, sewing, ICT and other life skills in a culturally sensitive environment where all women feel safe and welcome. Heba is a "first step" for many service users, introducing women to a wider and more diverse social group and to opportunities for exploring, studying and working in London.

4. Main activities of your organisation

The main activities of SSBA CT are training and enterprise activities at Heba and Poetry in Wood. SSBA CT also delivers training for small projects in the area.

This application is for Heba, which runs the following activities:

Training: accredited courses in Sewn Product Manufacture and all five levels of ESOL, with embedded ICT and life-skills

Enterprise: provides opportunities for qualified women from Heba's sewing courses to work with start-up designers, also some work with more established locally based companies

Incubator spaces: five subsidised work spaces for women and two subsidised shops.

Tenants are chosen partly for their potential to work with the enterprise programme.

Volunteer programme: offering opportunities to practice English, IT and sewing skills through office work, teaching or product development, and to get involved in running Heba

Social activities: including book club, conversation class, potluck lunches, weekly excursions in London and fundraising events organised by volunteers

Nursery: free for trainees and affordable for other parents wanting quality, flexible childcare in order to return to work

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
2	7	4	27

6. How do you support your volunteers?

We are committed to supporting service users who want to volunteer. Each volunteer receives induction, training and regular supervision. We help volunteers choose roles relevant to their ambitions. We plan to add tailored assistance with jobsearch.

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	indefinite

8. Finance

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

Financial year ended -

Month: **December**

Year: **2011**

Income received from:	£
Voluntary income	61,161
Activities for generating funds	55,485
Investment income	
Income from charitable activities	204,336
Other sources	
Total Income	320,982

Expenditure:	£
Charitable activities	321,419
Governance costs	2,400
Cost of generating funds	1,032
Other	
Total Expenditure	324,851
(Deficit)/surplus for the year:	-3,869

Asset position at year end	£
Fixed assets	
Investments	
Net current assets	4,638
Long-term liabilities	
*Total A	4,638

Reserves at year end	£
Endowment funds	
Restricted funds	6,636
Unrestricted funds	-1,998
*Total B	4,638

* 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?
36%

10. Material changes

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

In autumn 2012, Heba was awarded four grants from City Bridge Trust, Learning and Skills Improvement Service and LBTH mainstream grants Early Years and Community strands. The LBTH grants are secured until 2014. This has significantly strengthened our financial position. Poetry in Wood's position has been strengthened by the introduction of personal budgets for service users.

11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:					<input checked="" type="checkbox"/>
Month/Year: -	/ 2001	Ref:	Grant received: £59000	OR application rejected	<input type="checkbox"/>
Month/Year: -	/ 2010	Ref:	Grant received: £	OR application rejected	<input checked="" type="checkbox"/>
Month/Year: -	05 / - 2012	Ref: 2012 11217	Grant received: £18384	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)			
(ii) LB Tower Hamlets	115369	115,034	
(iii)			
(iv) Primary Care Trust	6750	0	
(v)			
(vi) LSIS			

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
Wakefield and Tetley Trust	5,458	5,000
Bishopsgate Foundation	1,500	3,500
Lloyds TSB Foundation	7,344	14,688
Esmee Fairbairn	37,500	25,000
Patsy Wood Trust	25,000	
Awards for All	10,000	

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

Heba uses recycled office and classroom furniture and sewing equipment. We recycle printer cartridges and re-use unwanted paper as scrap, then recycle it.

In the sewing room, we use reclaimed and donated end of line fabrics from local sources. Service users are also encouraged to economise and help the environment by recycling old fabric rather than buying new. Our production unit has regular work from two successful recycled clothing designer-makers in the area.

Heba has installed a condensing boiler and we use energy efficient lightbulbs. From 2010 to 2011 we reduced our energy bill by 40% by switching heating off at weekends and one hour earlier in the evening.

By nature of being a local centre, Heba encourages its users to walk, rather than drive or be driven to classes. As well as reducing carbon emissions, this improves the women's sense of independence.

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.

Purpose: We propose to run specialised English through sewing classes four times a week at Heba. The classes will be run by an ESOL and sewing tutor working together, the sewing tutor delivering training while the ESOL tutor reinforces vocabulary and structure and encourages the increased use of English between learners. To the learners, the ESOL tutor will seem like a support teacher, asking them about their work and offering advice. She will keep a discreet record of each learner's progress in English and a needs analysis. For a range of women from different ethnic backgrounds, the provision will be a sewing class, an English class and a social event, increasing intercultural contact and the use of English as a lingua franca at Heba.

Need: Through our work, we know that many local women desperately need skills, companionship and confidence. These women range from new arrivals to women who have lived in the UK for 20 or more years, who find themselves alone when their children leave home and they discover they can't negotiate with the outside world. Many of these women are competent but not confident in English and need a diverse yet welcoming environment in which to practice speaking.

Delivery: Four 2.5-hour classes will be delivered each week at Heba in a well-equipped machine room, using knowledgeable ESOL and sewing tutors. The English tutor will keep an attendance register and a record of progress for each learner. She will be supported by a teaching assistant through Heba's volunteering programme. The project manager will oversee recruitment for the course, ensuring cultural diversity, and coordinate regular feedback.

Aims: We aim to get isolated migrant women using English to communicate in wider society. The classes will improve language skills, increase confidence and broaden social connections to achieve this aim. We will encourage 75% of women onto regular English courses. Excursions will take place twice a term to places of interest, eg the fashion section at V&A Museum to teach women how to use public transport, increase confidence and strengthen social bonds within the group.

The right organisation: In interviews at Heba for Women's Resource Centre's report "Hidden Value", 95% of women said they had made friends from other countries at Heba; only 50% said they had friends from other countries before coming to Heba.

Heba was instrumental in setting up the Language 2000 project which paved the way for the current ESOL programme in Tower Hamlets. We are trusted in the community as a quality organisation; we have a database of over 500 service users. We have good relationships with other organisations in the community, including the Primary Care Trust, the Children's Centre, LBTH and the Met's community engagement team.

Bridging Communities: This project will improve cohesion in East London through the wives and mothers that live here. By encouraging women to see the commonalities between cultures while increasing skills and confidence in an intimate environment, we facilitate the building of intercultural friendships. A college environment cannot offer this. Sewing attracts the widest range of women, including very isolated women who would not otherwise come into contact with such a diverse social group.

Good Practice: Heba's paid staff, volunteers and service users communicate constantly and activities are directed by service users' needs. Heba's staff and volunteers represent seven nationalities and our service users 23. Volunteers carry out meaningful roles and are instrumental in the everyday running of the organisation. They receive training and encouragement from staff who greatly appreciate the time they give to Heba. For reasons of economy and environmental concern, we reuse and recycle almost everything.

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

Acquisition of English will be measured through individual learner plans kept by the ESOL tutor and registers will be kept for every class. In addition to this, there will be self-declared monitoring of increased confidence, skills and social connections through Heba's volunteer-led monitoring project. The project will measure the distance travelled by Heba's service users, for example the ability to use the bus or read the paper in English, or friendships with people from other countries. This project is inspired by Heba's involvement in the Women's Resource Centre's Social Return on Investment research at Heba, which made us more aware of the diverse range of benefits to our service users and their children. In addition, women in these classes will gain confidence to join our regular English classes, which are accredited by Trinity College London. The project manager will monitor the diversity of enrolments on the English through sewing course using our database, on which we keep information on ethnicity and age of arrival in the UK. This will ensure that the balance of nationalities in the class makes the use of English more natural as a lingua franca.

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? 120			
What age group will benefit? 16 - 60			
In which local authority is your organisation based? Tower Hamlets			
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each)			
At what address will the activity be located? 164 Brick Lane, E1 6RU			
What will the ethnic grouping(s) of the beneficiaries be?			
	%		%
White - British	5	Black - Caribbean	1
White - Irish		Black - African	19
White - Other (please describe)		Black - Other (please describe)	
Asian - Indian		Black - British	5
Asian - Pakistani	5	Chinese	
Asian - Bangladeshi	50		
Asian - Other (please describe)		Other (please describe) North African, mixed	15
Open to everyone			100
What proportion of the beneficiaries will be disabled people? 5%			

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 £
0.5 day/week of centre manager	3,538	3,538		
10 hours @£26/h for 38 weeks ESOL tutor	9,880			
10 hrs @£26/h for 38 weeks sewing tutor	9,880	9,880		
Machine room rent, 4 1/2-days per week	4,795	4,795		
Creche places, 2 children/class @ £6/h	4,560	4,560		
Volunteer expenses	390	390		
TOTAL	33,043	23,163		

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Volunteer expenses (fundraising events led by volunteers)	390	390		
TOTAL	390	390		

What other funders are currently considering the proposal?

Funders	£
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 £
0.5 day/week of centre manager	3,538	3,538		
10 hours @£26/h for 38 weeks ESOL tutor	9,880			
10 hrs @£26/h for 38 weeks sewing tutor	9,880	9,880		
Machine room rent, 4 1/2-days per week	4,795	4,795		
Creche places, 2 children/class @ £6/h	4,560	4,560		
TOTAL	32,653	22,773		

20. Funding requested from the Trust (continued)

When will the funding be required? October 2013
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? We are building up our own generated income over the next three years to a level where we will be able to sustain sewing classes with small supplements from other grants. Tutors and volunteer TAs will co-produce a set of teaching materials to enable volunteers to deliver the English element in the future.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached?

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: Taki Sudderuddin
Organisation: LB Tower Hamlets
Address: 3 rd Sector Team, Mulberry Place, London
Tel:
E-mail: taki.sudderuddin@towerhamlets.gov.uk

Declaration on behalf of applicant organisation

I, **Anne Wilding** (your name)

am an authorised representative of

SSBA Community Trust (your organisation)

within which I am **Manager, Heba** (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 **29/5/13**

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 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

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 £
0.5 day/week of centre manager	2,917	2,975		
6 hours @£26/h for 38 weeks ESOL tutor	6,047	6,168		
6 hours @£26/h for 38 weeks sewing tutor	6,047	6,168		
Machine room rent, 2 1/2-days per week	1,695	1,729		
Creche places, 2 children per class	2,046	2,087		
Volunteer expenses	390	398		
TOTAL	19,142	19,525		

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Own generated income (fundraising events led by volunteers)	390	398		
TOTAL	390	398		

What other funders are currently considering the proposal?

Funders	£
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 £
0.5 day/week of centre manager	2,917	2,975		
10 hours @£26/h for 38 weeks ESOL tutor	6,047	6,167		
10 hrs @£26/h for 38 weeks sewing tutor	6,047	6,167		
Machine room rent, 4 1/2-days per week	1,695	1,729		
Creche places, 2 children/class @ £6/h	2046	2,087		
TOTAL	18,752	19,127		