

MEETING: 09/01/2014

Ref: 11988

ASSESSMENT CATEGORY - Bridging Communities

Paddington Development Trust

Adv: Jenny Field

Amount requested: £80,000

Base: Westminster

Benefit: Westminster

Amount recommended: £80,000

Purpose of grant request: For our continued delivery of community development in Queen's Park - support to the new Community Council and extending our reach and development of active citizens.

Background

Paddington Development Trust (PDT) was established in December 1997 to actively engage in the economic, environmental and social regeneration of the North Westminster area. It is one of a national network of development trusts across the country and is a member of Locality.

It has a strong track record in providing opportunities for "active citizens", working alongside local residents in delivering a wide range of projects and neighbourhood forums, ranging from health information to provision for under 5's. It has established the first Community Council in London, with powers to levy local taxes. It also provides employment opportunities and business start-up advice for unemployed people and a youth service, delivering youth activities, after-school provision and holiday schemes for children and young people aged from 8 to 25 years.

Funding History

You have funded PDT on two previous occasions. It was one of the exemplar projects of your Fear and Fashion initiative, working in partnership with Working with Men, with a grant of £55,000 approved in July 2007. In December 2010, you approved a grant of £120,000 over three years (3 x £40,000) towards a civic engagement programme. That grant is due to end in March 2014 and the application before you requests funding to continue this project for a further two years.

Current Application

Your grant has funded a Neighbourhood Manager in Queen's Park who has recruited, trained and supported a diverse cohort of 70 - 80 "active citizens" engaged in various aspects of PDT's work. This has included the local campaign to establish London's first Community Council as outlined above. This involved extensive, regular consultation over several months.

In addition, residents have been actively involved in running a befriending project for vulnerable groups, producing a regular newsletter, organising

an annual gardens competition and the Queen Park Annual Festival. PDT's Queen's Park has also been involved in the Spice Londoner Time Credits project. This is a new model of volunteering that you are currently supporting as a Strategic Initiative whereby volunteers earn time credits which can be exchanged for trips, events, entertainment or recreational facilities.

Building on the success of the work taking place in Queen's Park PDT received a one-off grant of £120,000 last year from the Department for Communities and Local Government under its Neighbourhood Community Budgeting programme. This has enabled PDT to work with local residents in the co-design and co-production of local services with a particular focus on early year's provision. Funding was also secured from Westminster NHS to enable PDT to recruit a Community Health Champions Team comprising 15 volunteers who use their networks to connect friends, families and neighbours with local services and spread information about health and wellbeing. In return, the volunteers receive training, support and guidance to pursue their chosen career path.

You are asked to enable PDT to maintain the momentum of its work in Queen' Park by continuing to support the salary costs of its development work for a further two years. This would enable it to continue its community activities, including the befriending scheme, the community allotment scheme and the engagement of around 100 volunteers in the Spice Time Credit scheme. In addition, it is proposed to recruit, train and support a further 30 "active citizens"; develop a youth engagement group to have a strong voice in the new Community Council; support the Friends of Queen's Park Gardens in its negotiations to take over the running of it; and to maintain strong links with other voluntary and community groups, health providers, police and the local authority. It will also allow PDT to explore the development of Community Councils in other North Westminster neighbourhoods.

Financial Observations

Audited accounts for the year ended 31st March 2013 show an overall deficit of £229,102 (12% of turnover) which was financed from unrestricted funds. The charity advises that this deficit was due to the planned use of unrestricted funds to supplement a number of restricted projects.

The charity states that it aims to hold free unrestricted reserves equating to six months' worth of total expenditure, which based on the budget for 2013/14 equates to £710,190. At 31st March 2013, free unrestricted reserves stood at £320,879 equating to 2.7 months' worth of budgeted expenditure.

The budget for the current year 2013/14 shows total income of £1,388,595 all of which is confirmed. After expenditure of £1,420,376 a deficit of £31,781 is forecast.

Officer's Appraisal

Whilst three years is the maximum period that you will usually fund a project or activities, your policies allow you to fund for a further two years, work which is of strategic importance to London. PDT, whilst working at the neighbourhood level, is at the forefront of the localism agenda. The establishment of the Community Council would have been less likely to have happened without your support of the Neighbourhood Manager's salary and it is important that PDT is able to continue to provide it with support. Learning from PDT's work has the potential for wider dissemination and replication. The final year's monitoring report is due in March 2014 therefore any grant should be subject to this being received and satisfactory.

Recommendation

£80,000 over two years (2 x £40,000) as a final contribution towards the salaries and associated running costs of PDT's community development work in Queen's Park on condition that a satisfactory monitoring report is provided for the current grant.



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)

11988

Date Received:

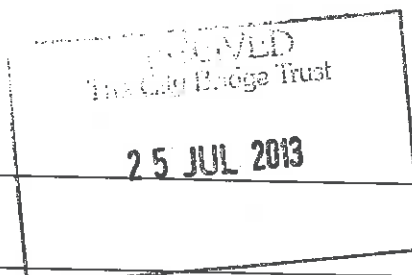
05/07/2013

Programme
Area:

02

1. About your organisation

Name of organisation applying for grant: Paddington Development Trust	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: Unit 122, Great Western Studios 65 Alfred Road London	
Postcode: W2 5EU Is this your home address? No	
Contact person: Ms Jackie Rosenberg	Position: Deputy Chief Executive
Phone: 07949108112	Fax:
E-mail: jackie@pdt.org.uk	
Website: http://www.pdt.org.uk	
Legal status of organisation: Registered Charity	
If registered, please give charity number: 1080883	
Date organisation established: 14/10/1998	



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) For our continued delivery of community development in Queen's Park:- support to the new Community Council and extending our reach and development of active citizens.
How much funding is requested? Year 1: £40,000 Year 2: £40,000 Year 3: £0 Total: £80,000

3. Aims of your organisation

Our mission is "to facilitate social action and catalyse economic opportunities that lead to freedom from welfare dependence and growth in social and economic independence". PDT has five core values: mutuality - sharing benefits within the community; sustainability - developing a green cooperative economy; empowerment - participation of local people; financial self-sufficiency-acquiring an income generating asset base; and equal opportunities for all communities.

4. Main activities of your organisation

PDT undertakes 3 key areas of work. (1) We provide a youth service - delivering youth activities after school and during school holidays to children and young people aged 8-25. (2) We run an Employment and Enterprise service - providing support and advice for unemployed people and young people to access training or employment opportunities and providing business start-up advice to sole traders and others. (3) We run a range of Community Development and "active citizen" opportunities - working within our local community alongside local residents delivering a range of projects including - community champions - where local residents volunteer to give out health messages to their neighbours, setting up the first community council in London, working with residents and service providers to change the model of early years delivery, working with local residents to set up Neighbourhood Forums, Community festivals and newsletters. We also run a number of voluntary and community sector forum where local agencies come together to share information and meet with service providers to support partnership working.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
7	23	13	80

6. How do you support your volunteers?

Through the implementation of our policy we ensure that all volunteer receive induction, support and supervision sessions and are given clear responsibilities and tasks. We also link them into the Time Credit programme so they can receive Time Credits for their time.

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	10 years

8. Finance

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

Financial year ended -

Month: March

Year: 2013

Income received from:	£
Voluntary income	1,530,533
Activities for generating funds	320,417
Investment income	1,364
Income from charitable activities	0
Other sources	0
Total Income	1,852,314

Expenditure:	£
Charitable activities	1,840,130
Governance costs	6,900
Cost of generating funds	234,386
Other	0
Total Expenditure	2,081,416
Net (Deficit)/Surplus:	(229,102)
Other Recognised Gains/(Losses)	0
Net Movement in Funds	(229,102)

Asset position at year end	£
Fixed assets	17,196
Investments	0
Net current assets	320,879
Long-term liabilities	0
*Total A	338,075

Reserves at year end	£
Endowment funds	338,075
Restricted funds	0
Unrestricted funds	0
*Total B	338,075

* 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?
74%

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 balances were reduced as at 31st March 2013, following a strategic decision to sustain certain key posts. For year ending 2014 we predict a modest deficit and are taking the decisions needed to ensure we break even from 2014 onwards.

11. Previous applications to the Trust

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

Month/Year:	01/11	Ref:	10364	Grant received:	£105,000	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) Westminster City Council	1,965,336	2,230,801	694,585
Royal Borough Kensington & Chelsea	100,000	131,422	174,256
(iii) London Council's /ERDF	595,121	1,013,731	296,305
(iv) NHS Westminster PCT	145,141	425,929	101,000
(v) Cross River Partnership		109,060	
London Development Agency (LDA)	145,610	339,234	386,290
(vi) GLA - Notting Hill Carnival	275,000	214,810	179,566
Skills Funding Agency	164,608	122,122	61,184

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
Dolphin Square Charitable Trust	5,130	2,795
Tudor Trust		35,000
Wates Foundation		30,000
Esmée Fairbairn		40,000
Harriet's Trust		10,000
First Light	38,715	

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

The following is taken from our Environmental Policy:

- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- train, educate and inform our employees about environmental issues that may affect their work,
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable,
- promote efficient use of materials and resources throughout our premises including water, electricity, raw materials and other resources,
- purchase and use environmentally responsible products accordingly,
- communicate our environmental commitment to clients, customers and the public and encourage them to support it,
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.

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.

Funding will support the costs of 2 key members of staff working in Queen's Park: - our Community Engagement and Projects Officer and our Senior Project and Partnership Manager. It will also support some PDT management and overheads.

City Bridge has contributed to our work in Queen's Park for the past 2 years. Our current grant ends in March 2014. This is 2-3 months before the first community council in London is elected in Queen's Park in May/June 2014. It is clear that the council and wider community will need on-going support and assistance for at least a couple of years to bed down and establish itself. The new council will not have enough revenue to sustain these 2 workers. However, their role in coordinating resident activity and engagement across a host of projects is absolutely crucial to the sustainability of this work. Funding from City Bridge will enable a huge amount of our current activity to continue and ensure a strong and vibrant start to the new council. Activities and outputs will include:-

Identification and support of a further 30 diverse and representative local Queen's Park residents to actively engage in their area.

Provision of a coaching and empowerment training programme.

Sustain and support the active involvement of up to 100 diverse local residents to undertake volunteering activities.

Provision of on-going support and advice as requested to new Community Council including policy and procedural development.

To build on success of Community Budget and Community Health Champions and expand across North Paddington where possible and where funding allows.

Quarterly community newsletter to every household, community web-site and blog and annual summer festival and fire-works display.

Support to Friends of Queen's Park Gardens in negotiating running of the local park

The managing of the local community allotment scheme, befriending service for elderly residents, establishment of youth engagement plan to ensure that young people in the area have a strong voice on the new council.

Support and advice to "Tell It" parents group.

Links with and building of the Spice Time Credit scheme.

Links and partnership working with other voluntary and community groups, statutory partners and providers, health providers, public health, local police etc.

Evaluate, measure, record and report the real-time process and effects of the empowering process.

To disseminate the findings and outcomes to a wide audience so that lessons can be learned.

Within Queen's Park we already work with an extremely diverse group of around 70 local volunteers who support us in a host of local community activity including door-knocking, conducting community research, identifying community priorities, writing articles for the newsletter and now standing for election onto the community council. We are also running a public health funded programme - Community Health Champions - where we have trained 20 local residents to provide early years health messages. Our aim is to sustain these residents and identify a further 30-50 to get actively involved in some way or another in the local community. These residents come from a wide range of ethnic and social backgrounds.

Through our partnership with Spice, all our volunteers can secure Time Credits for their efforts within the community.

In keeping with all our work, PDT links all our activity into the wider community - supporting other local community projects, building local capacity and encouraging innovation and partnership working. Our activities and priorities over the next few years will be informed by the views of the shadow and then elected Community Council.

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

PDT has retained our relationship with the University of Westminster (UoW) who, through their Leadership and Development Department, continue to provide the content and accreditation for the coaching and empowerment training programme and the support to enable us to conduct effective and legitimate qualitative research and evaluation.

Alongside this formal external evaluation we also intend to undertake our own monitoring and evaluation to include: (i) an evaluation of whether individual residents feel empowered as a result of their training and support or volunteer engagement (ii) a wider evaluation of the local resident community identifying if people's perceptions of the neighbourhood and communities within it, changes over the course of the project.

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? 100 directly over 3,000 indirectly	
What age group will benefit? All	
In which local authority is your organisation based? Westminster	
Which borough(s) of Greater London will benefit from this grant? (if more than one, please give % for each) Westminster	
At what address will the activity be located? In Queen's Park - Westminster	
What will the ethnic grouping(s) of the beneficiaries be?	
	%
White - British	%
White - Irish	%
White - Other (please describe)	%
Asian - Indian	%
Asian - Pakistani	%
Asian - Bangladeshi	%
Asian - Other (please describe)	%
Black - Caribbean	%
Black - African	%
Black - Other (please describe)	%
Black - British	%
Chinese	%
Other (please describe)	%
Open to everyone	
100	
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 £
Senior Project and Partnerships officer salary x 4 days	32,400	32,400		64,800
Tax, Ni and Pension contribution	6,156	6,156		12,312
Neighbourhood Officer salary - full time	30,000	30,000		60,000
Tax, Ni and Pension contribution	5,700	5,700		11,400
Office overheads	17,500	17,500		35,000
Management and Administration overhead @ 20%	14,851	14,851		29,702
TOTAL	106,607	106,607		213,214

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

Source	Year 1 £	Year 2 £	Year 3 £	Total £
TOTAL				

What other funders are currently considering the proposal?

Funder	£
Big Lottery - Reaching Communities - larger bid	70,000
Henry Smith Charity - larger bid	65,000
TOTAL	135,000

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 £
Contribution to salaries	33,000	33,000		66,000
Contribution to management overheads	6,000	6,000		12,000
Contribution to office costs	1,000	1,000		2,000
TOTAL	40,000	40,000		80,000

20. Funding requested from the Trust (continued)

When will the funding be required?

01/04/2014

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

If so, how will it be resourced?

We are confident that the Community Council, once fully established and secure, will be able to make independent funding bids in order to sustain much of this work. We are also hoping that more of the work we currently undertake will be able to be done on a voluntary basis by residents themselves.

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

not applicable

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: Jayne Vertkin

Organisation: Westminster City Council

Address:

Lisson Grove Health Centre, Gateforth Street
London NW8 8HE

Tel: 020 7641 5745

E-mail: jvertkin@westminster.gov.uk

Declaration on behalf of applicant organisation

I, DREN STEVENSON (your name)

am an authorised representative of

PADDINGTON DEVELOPMENT TRUST (your organisation)

within which I am CHAIR (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 Dren Stevenson Date 23 July 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