

**MEETING: 15/05/2014**

**Ref: 11932**

**ASSESSMENT CATEGORY - Strengthening the Third Sector**

**Resource for London**

**Adv: David Farnsworth**

**Amount requested: £113,500**

**Base: Islington**

**Benefit: London-wide**

**Amount recommended: £113,500**

**Purpose of grant request:** The Enhance project will support London's Black, Asian, Minority Ethnic and Refugee community groups through the provision of affordable meeting space and capacity building.

**Background**

Resource for London is a registered charity and a wholly owned subsidiary of Trust for London (TfL), the independent grant-making foundation which provides grants across London.

For c.20 years, Resource for London (RfL) has been the largest charity centre providing office, meeting, and conference space for the community and voluntary sector in London. It is located on Holloway Road and houses a diverse range of charities and community groups and encouraging collaboration is at its core.

Over the last 2/3 years TfL has invested nearly £2m in the centre to upgrade the facilities and provide good quality meeting and conference space which is fully accessible to people with a range of disabilities. With the improvements complete, RfL is focused on its new vision as a hub for activities addressing poverty and inequality in London through the delivery of a range of support services for the community and voluntary sector.

The Enhance project is part of this new vision: focusing on Black, Asian, Minority Ethnic, and Refugee organisations in London, and supporting them to meet, interact, collaborate and become more robust through capacity building support and training.

**Funding History**

City Bridge Trust has not previously provided funding. This application marks an important step for RfL on its road to diversify its funding base.

**Current Application**

This application has been made under your 'Strengthening the Third Sector' strand of your previous grants programme 'Working with Londoners'.

The Enhance project was developed in response to a consultation which identified a number of key infrastructure support needs for Black, Asian, Minority Ethnic, and Refugee organisations. It is therefore focused on providing these groups with:

- An environment encouraging a good collaborative mix of groups with mentoring and buddying provided;
- A programme for groups addressing poverty in their communities with a particular focus on Hackney, Haringey, Islington, and Camden;

- A space for events that will be a focus for capacity building for hundreds of smaller BAMER groups;
- Affordable office; meeting; and exhibition space.

You are requested to contribute to the cost of a Networking & Partnerships Manager; a Conference administrator; accommodation costs; and related promotional and evaluation work.

### **Financial Observations**

Audited accounts of RfL for the year ended 31 December 2012 show a deficit of £175,782, all on unrestricted funds. This represents an improved position compared to the deficit in 2011 of £261,458.

RfL has a reserves policy to hold 3 months' worth of operating costs, equating to £245k of current year expenditure. Available free reserves against this target amounted to £37,887 as at 31 December 2012. However, the charity's balance sheet was in a negative position overall, due to long-term loans of £424,772, which are amounts owed to the parent charity TfL for working capital loans.

The draft outturn for the year to December 2013 shows total income of £809,430 and a further deficit of £101,340.

The forecast for the current year to December 2014 shows income of £1,004,017, of which £697,000 (69%) had been confirmed as at 7 March 2014, and a small overall surplus of £9,910.

Whilst the financial position of RfL is showing signs of improvement with the current year forecast moving into surplus, the charity remains financially fragile as it has negative free reserves and holds long-term working capital loans payable to its parent charity TfL of approximately £0.5m.

However, the parent charity TfL has advised that it has reviewed RfL's business plans and cash flow projections from 2012 to 2018 and that these show forecast budgeted surpluses from 2014 onwards. TfL has also advised that it would not be seeking repayment of its working capital loans before 2018, unless RfL was in a position to repay them before that time.

Audited accounts of the parent charity TfL for the year ended 31 December 2012 show a strong balance sheet with invested endowment funds amounting to £235.4m.

### **Officer's Appraisal**

RfL has a long history of working with and supporting smaller organisations in the voluntary and community sector to improve and work together to achieve better outcomes for London.

The Enhance project focuses resources on particularly disadvantaged groups and will provide very practical support: from affordable office, meeting, and exhibition space through to a programme of seminars and training events that encourage collaboration, capacity building and the sharing of good practice between different groups.

RfL's finances taken in isolation are in a fragile, but improving position. A determinate factor in recommending this application is the comfort of the backing of

Trust for London as the parent company: the Trust is committed to the centre, this project, and has an asset base of £235M.

This application is an opportunity for CBT to add the weight of its name, to that of a key partner London funder in support an important project. The project will assist groups working in areas of considerable disadvantage, in a collaborative manner, and will strengthen the London voluntary sector: an important strand of your previous and current grants programmes. Your support to this project will also enable RfL to begin to diversify its funding base and send a strong message to other potential London funders

### **Recommendation**

**£113,500 over three years (£58,500; £30,000; £25,000) towards the delivery and evaluation of the Enhance project providing affordable office, meeting, and exhibition space and a programme of seminars and training events that encourage collaboration, capacity building and the sharing of good practice between different community and voluntary sector groups.**



# 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)

11932

Date Received:

02/07/13

Programme  
Area:

7

### 1. About your organisation

Name of organisation applying for grant: <b>Resource for London</b>	
If the organisation is part of a larger organisation, what is its name? <b>Trust for London</b>	
Address for correspondence <b>356 Holloway Road London</b>	
Postcode: <b>N7 6PA</b> Is this your home address? <b>No</b>	
Contact person: <b>Select Title Mike Butler</b>	Position: <b>Development Worker</b>
Phone: <b>020 7697 4001</b>	Fax:
E-mail: <b>mike@resourceforlondon.org</b>	
Website: <b>www.resourceforlondon.org</b>	
Legal status of organisation: <b>Registered Charity</b>	
If registered, please give charity number: <b>1015305</b>	
Year and month organisation established: <b>January 1992</b>	

### 2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? <b>Strengthening the Third Sector</b>
Purpose for which funds are requested: (25 words maximum) <b>The Enhance project will support London's Black, Asian, Minority Ethnic and Refugee community groups through the provision of affordable meeting space and capacity building</b>
How much funding is requested? <b>Year 1: £58,500 Year 2: £30,000 Year 3: £25,000</b> <b>Total: £113,500</b>

### 3. Aims of your organisation

Resource for London is the largest centre for the voluntary sector in the capital and includes a conference hall and 12 meeting rooms of all sizes. Resource for London's aim is to offer good quality affordable space to help London's voluntary sector thrive. For 20 years it has been the main location for the capital's third sector to arrange meetings, conferences and AGMs. Resource for London is a registered charity and a wholly owned subsidiary of the Trust for London and any proceeds are reinvested to benefit groups tackling poverty and inequality in London.

Since a £2 million refurbishment by the landlord, Trust for London, the new vision for the centre is to be a hub for activities addressing poverty and inequality through the delivery of a range of third sector support services.

### 4. Main activities of your organisation

Located in Islington, Resource for London (RfL) is where the voluntary sector comes to work, meet and exhibit. Over the last two years nearly £2 million has been directly invested in the centre by the Trust for London to upgrade the facilities and provide good quality office, meeting and conference space and a new café.

The Centre, owned by the Trust for London, leased to its subsidiary RfL and managed by Ethical Property Company on behalf of RfL's Board, offers rents and room hire that are very competitive and affordable to the capital's voluntary sector.

RfL's activities, whilst being highly professional, are at the same time designed with the voluntary sector in mind i.e. short leases and shared services. The centre is home to a wide range of charities and each year over 150,000 people attend meetings at Resource for London. The focus for activities is to offer essential support services for the capital's third sector in order to share knowledge, best practice and joint working.

### 5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
5	1	5	1

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

Volunteers are provided with training and support to ensure that their time with the centre is productive and well managed.

### 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	25

## 8. Finance

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

Financial year ended -                      Month: **December**                      Year: **2012**

<b>Income received from:</b>	<b>£</b>
Voluntary income	
Activities for generating funds	
Investment income	10
Income from charitable activities	656,835
Other sources	
<b>Total Income</b>	<b>656,845</b>

<b>Expenditure:</b>	<b>£</b>
Charitable activities	818,444
Governance costs	14,183
Cost of generating funds	
Other	
<b>Total Expenditure</b>	<b>832,627</b>
<b>(Deficit)/surplus for the year:</b>	<b>-175,782</b>

<b>Asset position at year end</b>	<b>£</b>
Fixed assets	62,908
Investments	
Net current assets	37,887
Long-term liabilities	-424,772
<b>*Total A</b>	<b>-323,977</b>

<b>Reserves at year end</b>	<b>£</b>
Endowment funds	
Restricted funds	
Unrestricted funds	-323,977
<b>*Total B</b>	<b>-323,977</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?  
c. 15%

## 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 both 2011 and 2012 the centre underwent a major refurbishment. This essential work involved using the charity's cash reserves and the provision of a loan from Trust for London. During the building works use of the meeting space etc. was considerably reduced leading to a deficit in both years. Now that the centre is once again fully open the focus is on returning the charity to its former good financial health.

## 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)			
(ii)			
(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

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

Resource for London is committed to delivering all of its activities to high environmental standards. This includes cleaning reducing energy consumption through a programme of improvements in the heating system and lighting. The centre is managed by Ethical Property Company which aims to encourage positive environmental practices by:

- minimising carbon emissions
- reducing water consumption
- promoting sustainable transport
- reducing waste

Resource for London has a Carbon Trust Standard certificate.



## 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.**

The need: Resource for London's (RfL's) consultation has revealed a number of infrastructure support needs for Black, Asian, Minority Ethnic and Refugee (BAMER) organisations in London. These include a lack of affordable office and meeting space and training and networking events designed to boost skills and collaborative working. The Mayor's strategy document London Enriched (2009) stresses that BAMER groups must: "build their capacity by forging closer relationships with...2nd tier organisations." It stresses practical measures designed to engage migrant and refugee forums. Refugee community organisations in London are being disproportionately affected by the economic downturn with many reliant on local government grants which have disappeared. These smaller community groups are less well equipped to access grants from trusts and other sources and infrastructure bodies have warned that many more local RCOs are likely to disappear without intensive support measures. Often there are many smaller groups with overlapping interests and the need is for facilitation, space and resources for them to come together to make the most of the opportunities available in a tough economic environment. BAMER groups are generally poorly resourced and face language and other barriers with a critical impact on commissioning decisions for essential services. Refugee forums say that training in marketing and engaging with commissioners should be a focus for the Enhance project.

How will the work be delivered: Enhance will offer a programme of infrastructure support and capacity building to London BAMER groups. The vision is to create an environment for groups to meet, interact and collaborate. We will ensure a mix of groups including CICs with mentoring and a culture of support. Enhance will be for groups addressing poverty in their communities with capacity building events and more. There will be 4 strands: Flexible and affordable office space for the smallest groups including start ups operating out of people's homes. A dynamic space where groups can share knowledge with intensive support including training sessions. Secondly, meeting and conference space with events offered free space with additional support from RfL. Thirdly, a programme of capacity building seminars and training events encouraging good practice between BAMER groups supported by the Evelyn Oldfield Unit, ROTa, Voice4Change England and the Sheila McKechnie Foundation who are based in the centre. Themes will be: Income generation, Governance, Policies, Information technology, Social media and Policy and campaigning. Fourthly, we will host exhibitions and resources through RfL's website designed to promote the achievements and the challenges faced by London BAMER organisations including disseminating research.

What will the project achieve? 1. 700 sq ft of office space for at least 20 small/start up organisations supporting the poorest communities in London; 2. 9 conferences and larger meetings with free space for events organised by BAMER organisations; 3. 6 large networking and training events encouraging collaboration; 4. 8 exhibitions at promoting the needs and achievements of London BAMER groups

The right organisation: RfL is the capital's largest charity centre housing charities and providing meeting and conference space for the third sector. RfL has extensive experience and insight into the needs of London's voluntary sector. Our location and vision as a hub for activities addressing poverty and inequality have led to a focus on supporting BAMER community groups.

Strengthening the Third Sector: Enhance is designed to improve the skills and resilience of London BAMER organisations. Through targeted actions the project will deliver the space and infrastructure support that groups need to thrive. RfL is a second-tier organisation and Enhance will ensure that groups have access to the space they need and ensure that their voice is heard at local and regional levels.

Good Practice: Enhance has evolved from consultation with organisations that are either directly involved in delivering services to BAMER communities in London. A Working group is being established to ensure that they can continue to help make the initiative a success. Promotions will be targeted at grassroots organisations that are under resourced and struggling to survive the recession. We will examine the lessons learned from taking forward the project to ensure that London's third sector benefits from the experience gained.

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

Enhance will involve comprehensive monitoring and evaluation in order to ensure that the stated outcomes and outputs are being delivered and that best practice can be disseminated effectively. The Working Group of organisation that will assist with the project delivery will oversee the monitoring and evaluation process.

RfL's Networking & Partnerships Manager will have day to day responsibility for implementing the key activities within the Enhance project including collecting monitoring data and producing reports. This will include identifying key indicators and data collection tools to ensure that outcomes are being met.

Each year a full Enhance evaluation report will be completed as a key document to pass on the lessons learned from the project. This will be promoted through RfL's networks which include a substantial in house database of several thousand organisations that used the centre's services. Partner organisations such as those based in the centre and assisting with this project will also support the dissemination process. Finally, at the end of the City Bridge Trust funded project, Trust for London will publish a whole project evaluation which will be distributed through its networks.

**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? **1290**

What age group will benefit? **All ages**

In which local authority is your organisation based?  
**Islington**

Which borough(s) of Greater London will benefit from this grant?  
(if more than one, please give % for each)  
**Islington 30%; Camden 15%; Haringey 10%; Hackney 10% all other boroughs 35%**

At what address will the activity be located? **356 Holloway Road  
London N7 6PA**

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

	%		%
White - British		Black - Caribbean	<b>5</b>
White - Irish		Black - African	<b>17</b>
White - Other (please describe) <b>Mixed</b>	<b>6</b>	Black - Other (please describe)	<b>5</b>
Asian - Indian	<b>17</b>	Black - British	<b>19</b>
Asian - Pakistani	<b>7</b>	Chinese	<b>2</b>
Asian - Bangladeshi	<b>6</b>		
Asian - Other (please describe) <b>Other SE Asia</b>	<b>12</b>	Other (please describe) <b>Arab, Latin American</b>	<b>8</b>
Open to everyone			

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 £
Networking & Partnerships Manager	14400	14400	14400	43200
Conference Administrator	5987	6107	6229	18322
Promotions inc. Printing, Web Design etc	2500	500	510	3510
Deskspace service charges	3985	8129	8292	20406
Deskspace capital costs	18750			18750
Partner Delivery Costs	6000	6000	6000	18000
Project Evaluation & Report	800	800	800	2400
Organisation Overheads (Rent, Postage,	6291	3825	3850	13965
<b>TOTAL</b>	<b>58713</b>	<b>40248</b>	<b>40578</b>	<b>139539</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?

Funders	£
<b>TOTAL</b>	

### 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 £
Networking & Partnerships Manager	14400	14400	14400	43200
Conference Administrator	5987	6107	6229	18322
Promotions inc. Printing, Web Design etc	2500	500	510	3510
Deskspace service charges	3985			3985
Deskspace capital costs	18750			18750
Partner Delivery Costs	6000	6000	3061	15061
Project Evaluation & Report	800	800	800	2400
Organisation Overheads (Rent, Postage,	6078	2193		8271
<b>TOTAL</b>	<b>58500</b>	<b>30000</b>	<b>25000</b>	<b>113500</b>

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

When will the funding be required? **The project can commence as soon as funding is available**

Is the activity to continue beyond the period for which funding is requested?  
If so, how will it be resourced? **Resource for London will seek replacement funding from trusts and other sources including statutory sources as specific opportunities arise**

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: Andy Gregg**

**Organisation: Race on the Agenda**

**Address:**

**Resource for London  
356 Holloway Road  
London N7 6PA**

**Tel: 020 7697 4093**

**E-mail: Andy@rota.org.uk**

## Declaration on behalf of applicant organisation

I, **Bharat Mehta** (your name)

am an authorised representative of

**Resource for London** (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



Date **12th June 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](mailto: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