

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Translating & Interpreting Service (TIS)	
If your organisation is part of a larger organisation, what is its name? N/A	
In which London Borough is your organisation based? Barking & Dagenham	
Contact person: Mrs Rukhsana Sohail	Position: Service Manager
Website: http://www.tisonline.org.uk	
Legal status of organisation: Charitable company	Charity, Charitable Incorporated Company or company number: 1085820
When was your organisation established? 04/08/1994	

Grant Request

Under which of City Bridge Trust's programmes are you applying? English for Speakers of Other Languages
Which of the programme outcome(s) does your application aim to achieve? More people with improved English language skills More people accessing mainstream services
Please describe the purpose of your funding request in one sentence. To ensure people from BAMER communities excluded from mainstream ESOL classes will learn English, access community services, integrate socially and progress along personal development pathways.
When will the funding be required? 02/06/2014
How much funding are you requesting? Year 1: £33,217 Year 2: £33,861 Year 3: £35,239 Total: £102,317

Aims of your organisation:

Our Mission -- the mission of TIS is that people, regardless of their place of origin and mother tongue, will be able to communicate effectively in order that they might access services and develop as contributing members of the UK engaged in community life.

Main Aims -- the main / overall aims of TIS break down into 3 key spheres :-

- i. People who cannot communicate [effectively] in the English language will :-
 - learn the English language
 - access services through being able to communicate [In English]
- ii. People who are proficient at communicating in English and community languages will :-
 - ~~access opportunities to volunteer and support their families / neers~~

Main activities of your organisation:

Current / Main Activities -- TIS presently delivers the following services :-

1. The Translating & Interpreting Service -- this is the main service which simply provides translation and interpreting for people who cannot communicate in English via face to face, telephone, sign language & provision of documents in alternative formats
2. Interpreting Training i.e. training people to become specialist language providers which is a key employment driven skills.
3. Volunteering -- we encourage our users, particularly those who have been trained as Interpreters, to volunteer their time and support vulnerable communities with which we work.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
2	2	4	4

Property occupied by your organisation

Is the main property owned, leased or rented by your organisation?	If leased/rented, how long is the outstanding agreement?
Leased	3 years from December 2013

Summary of grant request

Need -- desk research shows Barking & Dagenham as the 15th most deprived area in England with residents having London's lowest average income level impacting upon their health and life opportunities. Studies show learning English as the single most contributory factor, affecting people from BAMER communities' access to services and employment.

Many programmes are available in the community e.g. employment training, but they cannot cater for BAMER communities' specific language, cultural and gender requirements leading to service exclusions -- if they spoke English, they could access greater numbers of services including those delivered in the mainstream e.g. at colleges.

User feedback from our clients evidences many people finding college based ESOL classes daunting and inaccessible and a pilot ESOL course has been evaluated and helped design the new project to continue its success.

Project Activities -- "English for Life" will comprise :-

1. English Language [ESOL] Entry Levels Courses -- 4 hours tuition x 2 days per week for 20 students : timings will be agreed with learners to suit the majority on each course around childcare etc. Bi-lingual support will be available for classes to assist individuals' personal development thus increasing their capacity to learn
2. Face-To-Face Community Interpreting will be provided to students with low levels of starting proficiency in the English language to ensure they are ready to participate in the courses.
3. Volunteering -- assisting any student who shows potential to progress to support the programme / peers as a volunteer on subsequent courses. We will invite students back as part of their development to practice their skills and also to create community links / development activities.

Measurable Targets -- there are only 2 targets for the project which will see :-

1. 20 students from BAMER communities each year to attend / complete 3 ESOL courses = 60 people per year and 180 over 3 years.
2. 30 students from BAMER communities [10 per year] will return to support other classes as volunteers thus assisting their peers

Aims -- people from BAMER communities who cannot speak English will :-

1. be able to speak the English language at acceptable [foundation / entry] levels to communicate and build confidence, leading to participation in community life
2. progress their development pathway whilst practicing their new English language skills e.g. learning about the UK, seeking employment, finding out about / accessing health services etc.
3. have opportunities to volunteer and strengthen their communities whilst undergoing their own development

TIS Background -- TIS has 20 years experience providing high quality professional interpreting, translation and training for clients. During 2012 -- 13 alone, a total of 49

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

No planning or other consents are required for this project -- we have all resources in place and we have developed a track record of having piloted the activity, therefore we require only a revenue budget to deliver the project i.e.

Do you have a Vulnerable Adults policy? **No**

What Quality Marks does your organisation currently hold?

Outputs and outcomes

What are the main activities or outputs you want to deliver? Please include no more than 5. By activities or outputs we mean the services, products or facilities you plan to deliver. If you plan to deliver work over more than one year you should include activities over the full grant period requested. Try to be specific.

English Language [ESOL] Entry Levels 1 -- 3. Three courses per year providing 4 hours tuition x 2 days per week for 20 students per class [60 students per year, 180 over 3 years]. Bi-lingual support available to assist individuals' personal development thus increasing their capacity to learn

Face-To-Face Community Interpreting provided to those students identified as having low levels of starting proficiency in the English language [or no skills at all]. We will ensure they are ready to participate in the courses i.e. pre-training development to help them build confidence and gain the most from the training.

Volunteering -- assisting any student who shows potential to support the programme / peers as a volunteer on subsequent courses. We will invite 30 students from BAMER communities [10 per year] back as part of their development to practice their skills and also to create community links / development activities.

What main differences or outcomes do you hope the activities you have described above will achieve? Please include no more than 5. By differences or outcomes we mean the changes, benefits, learning or other effects that result from the work your project would deliver. These might be for individuals, families, communities or the environment.

Entry Levels [1 -- 3] ESOL Courses -- 180 students from BAMER communities will :-

- **speak English**
- **access mainstream services including further training, health and community activities by having basic English language skills**
- **better compete for employment**
- **live healthy lives**
- **participate in their children's education**

Face-To-Face Community Interpreting -- students with low levels of starting proficiency [or no English language] will :-

- **build enough confidence to participate on ESOL courses**
- **gain individual support during classes to ensure they understand lessons**
- **complete their training and pass to acceptable levels on an equal basis.**

Volunteering -- 10 students per year [total of 30] will :-

- **have volunteer opportunities from which they are presently excluded**
- **practise their English language to build confidence to use it in practical situations**
- **gain a range of personal skills [which are employment driven] whilst supporting their peers**

Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how do you intend to sustain it? If not, what is your exit strategy?

We believe learning English will be a key issue now and over the coming years with the proliferation of migrant communities and developing Government policies, therefore we plan to gain grants / contracts to continue the programme

Who will benefit?

About your beneficiaries

How many people will benefit directly from the grant per year?

70

In which Greater London borough(s) or areas of London will your beneficiaries live?

Barking & Dagenham (80%)

Several NE London (20%)

What age group(s) will benefit?

16-24

25-44

45-64

65-74

What gender will beneficiaries be?

All

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

A range of ethnic groups

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

1-10%

Funding required for the project

Revised request provided at Budget A

What is the total cost of the proposed activity/project?

Expenditure heading	Year 1	Year 2	Year 3	Total
Project Manager [& NI]	9,833	10,051	10,272	30,156
Sessional Salaries	13,500	13,770	14,566	41,836
Volunteer Costs	3,150	3,193	3,237	9,580
Revenue Costs [Incl promotions]	3,715	3,769	3,824	11,308
Overheads	3,019	3,078	3,340	9,437
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	33,217	33,861	35,239	102,317

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
N/A -- our proposal is for 100% funding	0	0	0	0
	0	0	0	0
TOTAL:	0	0	0	0

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
N/A	0	0	0	0
	0	0	0	0
TOTAL:	0	0	0	0

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Project Manager [& NI]	9,833	10,051	10,272	30,156
Sessional Salaries	13,500	13,770	14,566	41,836
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Revenue Costs [Incl promotions]	3,715	3,769	3,824	11,308
Overheads	3,019	3,078	3,340	9,437
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	33,217	33,861	35,239	102,317

Finance details

Please complete using your most recent audited or independently examined accounts.

Financial year ended:	Month: March	Year: 2013
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Income received from:	£
Voluntary income	900
Activities for generating funds	0
Investment income	167
Income from charitable activities	308,966
Other sources	17,756
Total Income:	327,789

Expenditure:	£
Charitable activities	307,336
Governance costs	5,111
Cost of generating funds	0
Other	0
Total Expenditure:	312,447
Net (deficit)/surplus:	15,342
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	105,175 15,342

Asset position at year end	£
Fixed assets	1,374
Investments	0
Net current assets	119,143
Long-term liabilities	0
*Total Assets (A):	120,517

Reserves at year end	£
Restricted funds	9,572
Endowment Funds	0
Unrestricted funds	110,945
*Total Reserves (B):	120,517

* Please note that total Assets (A) and Total Reserves (B) should be the same.

Statutory funding

For your most recent financial year, what % of your income was from statutory sources?
71-80%

Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts:

We have streamlined budgets to accommodate potential loss of income due to :-

- Uncertainty -- 'no fixed hour' contracts may be lower in 2014 -- 15
- Reduction of available contracts to tender for

- Commissioners collaborating services e.g. CCGs pooling together to contract interpreting and translation services
- Local Councils engaging larger / national providers e.g. Big Word, and not considering local providers

Previous funding received

Please list the funding received by your organisation from the following statutory sources during the last THREE years.

	2012 £	2013 £	2014 £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	4,875	2,368	3,584
London Councils	0	0	0
Health Authorities	304,263	305,515	227,500
Central Government departments	0	0	0
Other statutory bodies	0	0	0

Previous grants received

Please list the grants received by your organisation from charitable trusts and foundations (other than City Bridge Trust) during the last THREE years. List source, years and annual amounts. Please include the 5 largest only.

Name of Funder	2012 £	2013 £	2014 £
1. Lloyds / TSB Foundation	0	0	14,800
2. Awards for All	0	0	9,753
3. Exemplas Ltd.	0	0	1,000
	0	0	0
	0	0	0

Declaration

I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I fully understand that City Bridge Trust has zero tolerance towards fraud and will seek to prosecute and recover funds in every instance.

Please confirm: Yes Full Name: **Rukhsana Sohail**

Role within **Service Manager**
 Organisation:

Funding required for the project

What is the total cost of the proposed activity/project?

Expenditure heading	Year 1	Year 2	Year 3	Total
Salaries:				
Project Manager	13,404	13,672		27,076
Employer's NI	788	825		1,613
Sessional Salaries:				
ESOL Tutor	12,000	12,240		24,240
Internal Verifier	1,500	1,530		3,030
Volunteer Costs:				
Volunteer Expenses	1,600	1,600		3,200
DBS Checks	550	561		1,111
Training for Leadership Team (volunteers/mentors)	1,000	1,000		2,000
Revenue Costs:				
Revenue (Project)	360	367		727
Advertising & Publicity	500	500		1,000
Training Resources (Consumables)	500	500		1,000
NOCN/OCNLR Costs	2,355	2,402		4,757
Full Cost Recovery	3,556	3,620		7,176
TOTAL:	38,113	38,817		76,930

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
None - we are submitting matching bids July 2014				
TOTAL:				

What other funders are currently considering the proposal? None

Source	Year 1	Year 2	Year 3	Total
Lloyds Bank Foundation bid being submitted in July 2014				
TOTAL:				

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Sessional Salaries:				
ESOL Tutor	12,000	12,240		24,240
Internal Verifier	1,500	1,530		3,030
NOCN/OCNLR Costs	2,355	2,402		4,757
Volunteer Costs:				
DBS Checks	550	561		1,111
Training for Leadership Team (volunteers/mentors)	500	500		1,000
Revenue Costs:				
Revenue (Project)	360	367		727
Advertising & Publicity	500	500		1,000
Training Resources (Consumables)	500	500		1,000
Full Cost Recovery	1,907	1,940		3,847
TOTAL:	20,172	20,540		40,712