

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Training Link</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Camden</b>	
Contact person: <b>Mr. Peter Lush</b>	Position: <b>Director</b>
Website: <b>http://www.traininglink.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1051662</b>
When was your organisation established? <b>01/04/1985</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>English for Speakers of Other Languages</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More people with improved English language skills</b> <b>More people participating in the wider community</b>
Please describe the purpose of your funding request in one sentence. <b>To provide ESOL classes to help basic and advanced learners develop English language skills for work and/or to be active in positive community activities.</b>
When will the funding be required? <b>01/09/2014</b>
How much funding are you requesting? Year 1: <b>£15,260</b> Year 2: <b>£15,565</b> Year 3: <b>£15,877</b> <b>Total: £46,702</b>

**Aims of your organisation:**

To relieve poverty, advance education and advance employment opportunities for black and ethnic minority and socially excluded people, by facilitating access to training to enhance employment opportunities.

To provide a variety of courses for different groups of learners.

To provide an access point into adult education for learners who have not previously been involved.

To enable learners to increase their self-confidence and aspirations.

To provide a supportive environment for learners.

To encourage learners to study further courses after studying at Training Link.

To work in partnership with other local community groups.

To encourage volunteers to be involved in the organisation.

**Main activities of your organisation:**

Training Link provides basic skills and vocational training on topics including:

- 'ESOL Entry Level 2' including reading, writing and speaking & listening classes;
- An 'Adult Literacy project' using volunteer tutors for 1-1 weekly sessions with a learner to improve participants' reading and/or writing skills;
- Level 2 Business Administration;
- Food Safety & Hygiene;
- Customer Care;
- Introduction to First Aid;
- Introduction to Computers; and
- Touch typing;
- A 'Get into Catering' project which includes the Food Safety & Hygiene and Customer Care courses, targeted employment advice and work placements;
- A 'Listening Skills' course facilitated once a year in partnership with the 'South Sudan Women's Development Trust';
- In partnership with 'Camden Adult Community Learning' we facilitate a range of computer classes one day a week;
- We also run 'Free Internet Cafe and Drop-in' sessions once a week.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>0</b>	<b>5</b>	<b>11</b>	<b>25</b>

**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?
<b>Leased</b>	<b>20 years</b>

## Summary of grant request

TL has over 20 years experience of running English language courses, including ESOL, Literacy (Level 1), Adult Literacy, Business English and a Reading Group. We have a good reputation as an 'entry point' for learners accessing adult education, including vocational training, for the first time. We cater for a diversity of low-income learners including southern and eastern Europeans and women of African, Bangladeshi and other BAME heritage. Many of our learners have limited educational experience, networks, 'know-how' and time through which to improve their prospects. Most classes are run in school hours while our adult literacy sessions link low-income learners with volunteers who describe it as 'a unique opportunity to meet neighbours and Londoners from a range of backgrounds with whom we would not otherwise engage'.

Our strength lies in our small, flexible and friendly services benefiting from extensive grass-root networks. Learners are actively involved in shaping services through formal and informal feedback. 25 Adult Literacy volunteers and IT learning assistants currently volunteer weekly with learners. Three current Trustees/Management Committee members, including our Treasurer, are former volunteers; 10 of 12 are of BAME backgrounds and are from a mix of ages, abilities and backgrounds.

TL policies and practices meet PQASSO, NOCN and British Computer Society quality standards. The latter two assess the quality of courses we run, and we have been highly rated by both groups. We aim to act as role models by encouraging learners to help maximise our energy efficiency, reduce paper use, recycle toner, paper and plastics, and travel by foot or public transport to reduce our collective carbon footprints.

We work in partnership with statutory and community organisations to cross-refer learners, jointly facilitate projects and share insights about engaging with some of London's most disenfranchised communities. Extensive networks enable us to refer learners and their families to services for advice, to help overcome family, housing, health, benefit and immigration barriers to learning. Our director has wide experience of working with voluntary and statutory services.

Demand for ESOL from low-income Londoners and ethnically diverse residents from Somers Town, between Euston and St Pancras stations, is constant. Our existing provision has helped residents become volunteers, engage in work experience and enter part-time and full-time employment. Given demand from our current learners completing ESOL Entry 2 in July 2014 and individuals asking for Entry 3 classes, we now wish to offer an Entry 3 class in September 2014; with progression to Level 1 and then Level 2 over 3 years.

We have funding from UK Online starting in May 2014 for 'Beginners' English' and would recruit from the first group of these learners for an ESOL Entry 1 class to start in September 2014. Their progress would be through Entry 2 and Entry 3 over three years.

We would also recruit new learners through our website, mail-outs to 150 BAME and community groups, employment advisors, hostel and key workers; local newspaper adverts, Open Days and leafleting in the local area. The classes will be delivered by our CELTA-qualified tutor with seven years' experience in community settings and accredited by National Open College Network (NOCN).

Our ESOL programme will enable students to apply for basic jobs, enter further education and vocational training such as Level 1 Health & Social Care, access services to manage family members' health, education, personal development and participate in community activities.

Our proposal to empower learners through an inclusive ESOL programme leading to nationally-recognised qualifications, further confidence, language skills, networks and links to mainstream employment, training, volunteering and community resources through which to further develop their potential therefore positively meets City Bridge's ESOL provision objectives.

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

**Not applicable**

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.

**An ESOL class of 12 learners for three years, starting in September 2014 with Entry 1 (Reading, Writing, Speaking & Listening) to Entry 2, then Entry 3. Each course would have 33 weeks of classes and be registered with National Open College Network (NOCN).**

**An English class of 12 learners for three years, starting in September 2014 with ESOL Entry 3, then studying ESOL Level 1 and then ESOL Level 2 (GCSE equivalent). Each course would have 33 weeks of classes and be registered with National Open College Network (NOCN).**

**The provision of advice and support for all learners engaging with the courses in finding further education and training. This would include advice to overcome barriers of health, housing and benefits which currently stop them or their families from engaging with learning.**

**Support for learners seeking work by referring them to local employment advice projects which will support them with job search, interviewing techniques, CV preparation and in drafting job applications, as well as access to our own 'free internet café drop in' sessions which are supported by IT learning assistant volunteers.**

**Support for all learners, who wish to volunteer through referrals to local volunteer centres; support in applying for volunteering opportunities and in filling our own openings for volunteering.**

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.

**Learners in ESOL Entry 1 to Entry 3 classes gain further confidence, and nationally-recognised qualifications. This will demonstrate achievement of a level of English that enables them to apply for jobs, access services and further training. They will also be able to develop wider family welfare and well-being.**

**We hope that learners in the ESOL Entry 1 to Entry 3 classes will achieve a level of English that enables them to participate in wider community activities. This could include volunteering which can help them gain skills and experience to enhance their employment opportunities.**

**Learners in the ESOL Entry 3 to ESOL Level 2 classes gain nationally-recognised qualifications demonstrating a good standard of English enabling them to apply for office-based jobs or jobs in health & social care and catering sectors and for Level 1 or Level 2 vocational education courses.**

**Learners in the ESOL Entry 3 to Functional English Level 2 classes gain nationally-recognised qualifications and can volunteer to gain experience to enhance their employment opportunities.**

**Learners in the ESOL Entry 3 to ESOL Level 2 classes can become more involved in wider community activities and are empowered to better support family members in achieving their personal potential through educational, training and recreational activities.**

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 will apply for further support from charities to continue the classes.**

## Who will benefit?

### About your beneficiaries

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

**24**

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

**Camden (85%)**

**Islington (10%)**

**Westminster (5%)**

What age group(s) will benefit?

**16-24**

**25-44**

**45-64**

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

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

Expenditure heading	Year 1	Year 2	Year 3	Total
ESOL tutors	7,938	8,097	8,259	24,293
Course accreditation & internal verification	1,380	1,408	1,436	4,223
Costs for rooms at Training Link and off site	5,148	5,251	5,356	15,755
Publicity	80	82	83	245
Office Manager (administration)	198	202	206	606
Director	416	424	433	1,273
Materials	100	102	104	306
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>15,260</b>	<b>15,565</b>	<b>15,877</b>	<b>46,702</b>
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### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### How much is requested from the Trust?

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## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2013</b>
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Income received from:	£
Voluntary income	452
Activities for generating funds	0
Investment income	34
Income from charitable activities	64,679
Other sources	0
<b>Total Income:</b>	<b>65,165</b>

Expenditure:	£
Charitable activities	69,274
Governance costs	1,362
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>70,636</b>
<b>Net (deficit)/surplus:</b>	<b>-5,471</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>-5,471</b>

Asset position at year end	£
Fixed assets	0
Investments	0
Net current assets	17,953
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>17,953</b>

Reserves at year end	£
Restricted funds	1,727
Endowment Funds	0
Unrestricted funds	16,226
<b>*Total Reserves (B):</b>	<b>17,953</b>

**\* 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? 11-20%
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### Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts:  We have received a grant for £7,500 for one year from May 2014 to run a Beginners English project for 60 learners.
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### 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	13,883	12,738	9,554
London Councils	0	0	0
Health Authorities	0	0	0
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 £
Big Lottery Fund	50,838	47,656	48,281
Emmanuel Vincent Harris Trust	13,500	0	0
Lloyds TSB Foundation	0	0	9,200
Richard Reeve's Foundation	4,350	0	0
Fred Wolffing legacy	4,000	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: **Peter Lush**

Role within                      **Director**  
Organisation: