

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Back-Up Trust</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Wandsworth</b>	
Contact person: <b>Ms Rebecca Newham</b>	Position: <b>Trusts Manager</b>
Website: <a href="http://www.backuptrust.org.uk">http://www.backuptrust.org.uk</a>	
Legal status of organisation: <b>First Contact</b>	Charity, Charitable Incorporated Company or company number: <del>3596996</del> <b>1072216</b>
When was your organisation established? <b>01/02/1986</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Making London More Inclusive</b>
Which of the programme outcome(s) does your application aim to achieve? <b>Services helping people with a newly acquired or diagnosed disability to maintain choice and control in their lives</b> <b>Work enabling disabled people of all ages to live independently</b>
Please describe the purpose of your funding request in one sentence. <b>To deliver services to enable Londoners with spinal cord injury to learn vital skills for independence and positively adjust to their injury.</b>
When will the funding be required? <b>01/11/2014</b>
How much funding are you requesting? Year 1: <b>£64,901</b> Year 2: <b>£66,199</b> Year 3: <b>£67,523</b> <b>Total: £198,623</b>

**Aims of your organisation:**

Our vision is for a world where people with spinal cord injury can realise their full potential.

Our mission is to inspire people affected by spinal cord injury to transform their lives, challenge perceptions of disability and deliver services which build confidence and independence and offer a supportive network.

**Main activities of your organisation:**

Back Up is a national charity that has helped thousands of people of all ages and backgrounds rebuild their confidence and independence following a devastating spinal cord injury.

Our wheelchair skills training, mentoring services and rehabilitative activity courses are all run by people who have a spinal cord injury themselves. We also support people to overcome the challenges of returning to work or school.

We understand that a spinal cord injury can be devastating, but believe it should not prevent anyone from fulfilling their potential. Our services open people's eyes and inspire them to look forward to a more positive future.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>15</b>	<b>10</b>	<b>12</b>	<b>400</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>3.5</b>

## Summary of grant request

Spinal cord injury can happen to anyone, at any age, living anywhere in the UK. It's as easy as falling down the stairs. Spinal cord injury causes permanent paralysis. It affects the entire nervous system including bowel, bladder and sexual function. There is no cure. It causes isolation, depression, anxiety and even suicide.

We are seeking funds for our work with Londoners admitted to two of the specialist spinal centres and a number of general hospitals in the London area.

We will deliver the following services to meet the Trust's programme outcomes:

**Outreach and Support** - Our Outreach team will deliver peer to peer wheelchair skills training, reach out to and register newly injured people, run patient talks and family days and pro-actively telephone service users. Learning essential wheelchair skills will maximize the ability for service users to get around and independence in everyday life. Face to face contact with our staff and volunteers will inspire, showing people what is possible. Regular telephone support will help people adjust and move forward in life through encouragement, information and empathy.

**Mentoring** - Our accredited mentoring service will provide regular 1-2-1 support for people with spinal cord injury and their families. All mentoring relationships are structured and goal focused. Our peer mentors encourage the use of 5 coping strategies which are proven to be linked to positive appraisal of their injury and better life outcomes.

**Back Up to Work** - Our two day Back Up to Work courses provide participants with the skills and confidence to return to work. Following the courses we will offer participants mentors or work placements to help carry on the momentum of getting back to work. Only 17% of people with spinal cord injury are in employment. Work is of particular benefit to disabled people as it helps rehabilitation, promotes full participation in society, independence and improves quality of life.

We have been transforming lives for over 28 years. Our services build confidence and independence and help people to realise their full potential. We are the only organisation that specifically deals with the psychological impact of a spinal cord injury. And the only organisation that offers its unique services to Londoners.

We know that people with spinal cord injury are best placed to support other people with spinal cord injury. Therefore our services are delivered by a team of staff and volunteers who have been affected by spinal cord injury themselves. Over half of our Trustees and our services team have a spinal cord injury. All of our volunteers attend bespoke training and receive ongoing support from our office staff. Our services are for anyone affected by a spinal cord injury. We constantly work to increase the diversity of our pool of volunteers to meet the varied needs of the spinal cord injured community.

We reduce our carbon footprint through recycling, economical printing, encouraging environmentally friendly travel and efficient energy use.

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

Do you have a Vulnerable Adults policy? ~~NO~~ YES S.C.

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.

**198 Londoners with spinal cord injury trained in vital wheelchair skills.**

**285 Londoners with spinal cord injury receive regular contact calls as they make the difficult transition from hospital to home.**

**70 Londoners affected by spinal cord injury receive peer led mentoring support.**

**9 Londoners with spinal cord injury attend our Back Up to Work course to help them build the confidence to return to work.**

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.

**people with spinal cord injury will report improved wheelchair skills**

**Year 1: 51; Year 2: 56; Year 3: 61**

**people report feeling their life is more manageable following wheelchair skills training.**

**Year 1: 39; Year 2: 43; Year 3: 47**

**People report feeling more aware of support and opportunities available as a result of regular contact.**

**Year 1: 68; Year 2: 71; Year 3: 75**

**mentees will report an increase in at least 1 positive coping strategy**

**Year 1: 20; Year 2: 23; Year 3: 27**

**people feel more positive about their future after attending our Back Up to Work course**

**Year 1: 3; Year 2: 3; Year 3: 3**

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?

**Our services are fundamental for reaching and supporting Londoners with spinal cord injury. We will therefore continue to seek funding from a mix of sources and income streams to ensure the growth and sustainability of our services.**

## Who will benefit?

### About your beneficiaries

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

**174**

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

**London-wide (100%)**

What age group(s) will benefit?

**All ages**

What gender will beneficiaries be?

**All**

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

**White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Gypsy, Traveller or Irish Traveller; Any other White background)**

**Mixed/ Multiple ethnic groups (including White and Black Caribbean; White and Black African; White and Asian; Any other Mixed/ Multiple ethnic background)**

**Asian/ Asian British (including Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)**

**Black/ African/ Caribbean/ Black British (including African; Caribbean; Any other Black/ African/ Caribbean background)**

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

**91-100%**

## Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Direct Costs	10,950	11,169	11,392	33,511
Staff costs	32,288	32,934	33,593	98,815
Support Costs	21,663	22,096	22,538	66,297
See 'Detailed Budget Breakdown' *	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>64,901</b>	<b>66,199</b>	<b>67,523</b>	<b>198,623</b>

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
See 'Raised and Pending Income' *	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**What other funders are currently considering the proposal?**

Source	Year 1	Year 2	Year 3	Total
See 'Raised and Pending Income' *	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Direct costs	10,950	11,169	11,392	33,511
Staff costs	32,288	32,934	33,593	98,815
Support costs	21,663	22,096	22,538	66,297
See 'Detailed Budget Breakdown' *	0	0	0	0
	0	0	0	0
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	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>64,901</b>	<b>66,199</b>	<b>67,523</b>	<b>198,623</b>

\* on file

## Finance details

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

Financial year ended:	Month: April	Year: 2014
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Income received from:	£
Voluntary income	729,038
Activities for generating funds	507,821
Investment income	4,159
Income from charitable activities	87,569
Other sources	
<b>Total Income:</b>	<b>1,328,587</b>

Expenditure:	£
Charitable activities	793,558
Governance costs	32,775
Cost of generating funds	430,220
Other	
<b>Total Expenditure:</b>	<b>1,256,553</b>
<b>Net (deficit)/surplus:</b>	<b>72,034</b>
<b>Other Recognised Gains/(Losses):</b>	<b>3,669</b>
<b>Net Movement In Funds:</b>	<b>75,703</b>

Asset position at year end	£
Fixed assets	12,712
Investments	96,274
Net current assets	484,832
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>593,818</b>

Reserves at year end	£
Endowment funds	100,913
Restricted funds	
Unrestricted funds	492,905
<b>*Total Reserves (B):</b>	<b>593,818</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? 0%

### Organisational changes

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

Since 2012/13 we have invested in fundraising to increase sustainability. We recruited a Fundraising Assistant to support our funding programmes of trusts and corporates, and an individual Giving Fundraiser. As a result, we are on track to grow our income by over 1.3M.



### 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	0	0	0
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 Reaching Communities	79,513	84,084	89,235
BBC Children in Need Appeal	23,772	30,263	39,444
The Henry Smith Charity	34,000	34,100	34,800
The John Ellerman Foundation	0	30,000	30,000
The St James' Place Foundation	0	18,920	20,080

### 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: **Rebecca Newham**

Role within Organisation: **Trusts Manager**

Detailed Budget Breakdown - Supporting Londoners

COST	DESCRIPTION	YEAR 1 2014/15	YEAR 2 2015/16	YEAR 3 2016/17	TOTAL
<b>Direct Costs</b>					
Outreach & Support	Staff and volunteer expenses, accommodation, food, venue hire for volunteer training	4702	4796	4892	14390
Mentoring	Staff and volunteer expenses, accommodation, food, venue hire for volunteer training	3681	3755	3830	11266
Back Up to Work	Staff and volunteer expenses, accommodation, food, venue, facilitator costs	2567	2618	2670	7855
<b>TOTAL</b>		<b>10950</b>	<b>11169</b>	<b>11392</b>	<b>33511</b>
<b>Staff Costs</b>					
Outreach & Support	Apportioned salary, national insurance, pension and training for Head of Services, Outreach & Support Manager and two Outreach & Support Co-ordinators	12365	12612	12865	37842
Mentoring	Apportioned salary, national insurance, pension and training for Head of Services, Mentoring Manager and two Mentoring Co-ordinators	18018	18378	18746	55142
Back Up to Work	Apportioned salary, national insurance, pension and training for Head of Services, Courses Manager and Services Administrator	1905	1943	1982	5831
<b>TOTAL</b>		<b>32288</b>	<b>32934</b>	<b>33593</b>	<b>98815</b>
<b>Support Costs</b>					
Outreach & Support	Apportioned premises, insurance, admin staff costs, office costs, communications	9571	9762	9958	29291
Mentoring	Apportioned premises, insurance, admin staff costs, office costs, communications	10996	11216	11440	33652
Back Up to Work	Apportioned premises, insurance, admin staff costs, office costs, communications	1096	1118	1140	3354
<b>TOTAL</b>		<b>21663</b>	<b>22096</b>	<b>22538</b>	<b>66297</b>
<b>GRAND TOTAL</b>		<b>64901</b>	<b>66199</b>	<b>67523</b>	<b>198623</b>

**How the project has been costed:**

Direct costs are based on quotes where available or historical expenditure, whilst taking into account inflation. For staff and volunteer expenses we have again looked at previous spending, working on an average cost per person.

Staff costs are the number of hours allocated to staff working on the project and their direct line management support.

Support costs are also apportioned between projects by staffing hours in the same way.