

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Bell Farm Christian Centre	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Hillingdon	
Contact person: Mr Tony Pilkington	Position: Minister & Centre Director
Website: http://www.bfcc.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1085450
When was your organisation established? 01/11/1956	
<p>Aims of your organisation:</p> <p>The objectives of Bell Farm Christian Centre, as specified in the Memorandum and Articles of Association are:</p> <ol style="list-style-type: none"> 1) to advance the Christian faith... 2) to relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby... 	
<p>Main activities of your organisation:</p> <ol style="list-style-type: none"> 1) Church services. (2) Children & Families Section: toy library, community parent support groups, holiday clubs and children's events. (3) Older Persons Section: lunch and social club, day trips and outreach to the isolated older people in the community. (4) Advice, Information and Care Service: information, advice and advocacy provided in a wide range of issues including, housing, benefits, debt, domestic violence, consumer matters, crime reporting etc. (5) Parent Support Section. Providing parenting courses, self esteem courses and other support for parents in the London Borough of Hillingdon. (6) Training courses. (7) Support to enable Traveller families access education for their children. 	

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
6	7	6	29

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	17

Grant Request**Details of grant request**

Under which of City Bridge Trust's programmes are you applying? Reducing Poverty
Which of the programme outcome(s) does your application aim to achieve? More Londoners with improved economic circumstances Fewer Londoners experiencing food poverty
Please describe the purpose of your funding request in one sentence. The salary costs of an adviser to support people suffering financial hardship by the provision of advice, information and advocacy on benefits issues and debt.
When will the funding be required? 01/06/2014
How much funding are you requesting? Year 1: £31,840 Year 2: £32,141 Year 3: £33,119 Total: £97,100
Do you plan to continue the activity beyond the period for which you are requesting funding? If so, how do you intend to fund it? It is imperative that the service continues and develops. Funding will need to be accessed for the service to continue as it can never be self-financing. Other sources of funding, primarily grant making trusts, will be identified and applications submitted. BFCC is part of Advice UK's infrastructure support project which provides support in fund raising.
If you need any planning or other statutory consents for the project to proceed, what stage have the applications reached? None required.

Summary of grant request

Bell Farm and its neighbouring estates are among some of the most disadvantaged and marginalised -- 34% of children living in the West Drayton ward are in households living below the poverty line [End Poverty, 2011].

The Advice Information and Care Service, delivered at Bell Farm Christian Centre, provides free, confidential, impartial and independent advice, information and advocacy to all sections of the community on a variety of issues. Our aim is to ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available to them, or through an inability to express their needs effectively. Advice is provided for a wide range of issues including: housing, housing benefit, benefits, debt, bailiffs, hate crimes, domestic violence and advocacy.

The service has been provided for approximately 15 years and has become an essential service for the community.

The Service is delivered by experienced and qualified staff. The Service has achieved the Matrix Quality Standard for advice provision. Open drop in sessions are provided for 10 hours per week, on a Tuesday and Thursday, with appointments arranged for other times and homes visits as required. Volunteers provide support with reception duties, administration and form filling. Partner organisations provide specialist sessions.

The number of people accessing the service has grown significantly in recent years as the economic recession and benefit changes has had a significant impact. In 2009 the number of clients accessing the service was 453 but last year there were 1558 client visits to the service, many of whom being the more disadvantaged and marginalised within the community. The increase in the numbers of those accessing the service and the increase in the complexity of the issues that the clients have means that there is a need to increase the capacity of the service to cope with the current and growing demand.

The project is therefore to fund an additional adviser to provide advice and advocacy in the area of benefits and debt.

The projects meets the following funding objectives of the City Bridge Trust:

1. More Londoners with improved economic circumstances as a result of advice and advocacy on benefits and debt.
2. Fewer Londoners experiencing food poverty as a result of advice and advocacy on benefits and debt.
3. More people accessing debt and legal services as the service will provide debt advice and counselling and there would be access to legal advice as required through our partner organisations.

The project meets the principles of good practice required by the City Bridge Trust:

1. Involve service-users in the management and running of the service - users of the advice service are on the management committee of the organisation and two previous users of the service are now volunteering on a regular basis for the advice service.
2. Welcome people from all backgrounds and value diversity --the service is used by persons from a wide range of ethnic and cultural backgrounds with 70% being from ethnic minority groups. 36.8% are from the Traveller community.
3. Value and support volunteers -- two volunteers regularly support the service by undertaking reception and administration duties. One volunteer is now undertaking form filing for some service users.
4. Are taking steps to reduce your carbon footprint -- a number of steps have been taken in recent years to reduce the carbon footprint of the organisation including recycling. The main area of work has been significant improvements to the building with the installation of insulation etc to reduce energy consumption. The reduction in energy consumption has been significant.

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.

Basic benefits advice provided to 50 service users - for each of the three years of the project.

Benefits checks undertaken for 150 service users - for each of the three years of the project. Checks undertaken to ensure the service user is receiving their full entitlement.

Resolving of benefit issues for 100 service users - for each of the three years of the project. This includes advocating for the service user and negotiating with the appropriate agency.

Rescheduling of debt, including advocating for affordable monthly repayments and negotiating with bailiffs and debt collectors, for 150 service users, for each of the three years of the project. This will ensure repayments are manageable leaving sufficient income for the service user to provide for their family.

Teaching budgeting skills so that 50 service users are more able to manage their finances. Undertaken for all three years of the project.

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.

Household income increased for 150 service users for each year of the project.

Homelessness prevented or addressed for 50 service users for each year of the project.

Feelings of anxiety and stress reduced, for 200 service users for each year of the project, as a result of the work to reschedule debts or advocacy for reduced monthly payments or increase in household income.

50 service users, for each year of the project, more able to balance their household budget as a result of support with budgeting.

Bailiff action stopped for 25 service users for each year of the project.

Who will benefit?

About your beneficiaries

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

450

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

Hillingdon (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?

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
Advise worker salary	24,356	25,087	25,839	75,282
National Insurance Contribution	2,264	2,365	2,468	7,097
Management costs, payroll etc.	2,662	2,745	2,830	8,237
Administration costs, telephone, stationery, etc.	590	607	626	1,823
Office cleaning, heat and light	568	585	603	1,756
Equipment, IT equipment and software	850	200	200	1,250
Travel	50	52	53	155
Training	500	500	500	1,500
	0	0	0	0

TOTAL:	31,840	32,141	33,119	97,100
---------------	---------------	---------------	---------------	---------------

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
None raised for this specific project	0	0	0	0
	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
None for this specific project	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
Advise worker salary	24,356	25,087	25,839	75,282
National Insurance Contribution	2,264	2,365	2,468	7,097
Management, payroll etc.	2,662	2,745	2,830	8,237
Administration costs, telephone, stationery etc.	590	607	626	1,823
Office cleaning, light and heat	568	585	603	1,756
Equipment, IT equipment and software	850	200	200	1,250
Travel	50	52	53	155
Training	500	500	500	1,500
	0	0	0	0

TOTAL:	31,840	32,141	33,119	97,100
---------------	---------------	---------------	---------------	---------------

Finance details

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

Financial year ended:	Month: April	Year: 2013
-----------------------	---------------------	-------------------

Income received from:	£
Voluntary income	21,001
Activities for generating funds	0
Investment income	1,350
Income from charitable activities	227,535
Other sources	33,387
Total Income:	283,273

Expenditure:	£
Charitable activities	314,371
Governance costs	2,040
Cost of generating funds	5,460
Other	0
Total Expenditure:	321,871
Net (deficit)/surplus:	-38,598
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	38,598

Asset position at year end	£
Fixed assets	15,604
Investments	0
Net current assets	105,486
Long-term liabilities	19,848
*Total Assets (A):	101,242

Reserves at year end	£
Endowment funds	0
Restricted funds	74,485
Unrestricted funds	26,757
*Total Reserves (B):	101,242

* 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?
51-60%

Organisational changes

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

There have been no significant organisational changes.

Previous funding received

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

	2010 £	2011 £	2012 £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	149,614	150,267	151,530
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	630
Other statutory bodies	10,000	12,510	9,450

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	2010 £	2011 £	2012 £
Hillingdon Community Trust	22,500	30,000	36,522
Livability	7,000	0	14,000
Awards for All	0	10,000	0
Captital Community Foundation	0	8,248	0
Trusthouse Charitable Foundation	0	8,000	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: **Anthony John Richard Pilkington**

Role within **Minister and Centre Director**
Organisation: