

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Camden Volunteer Bureau	
If your organisation is part of a larger organisation, what is its name? n/a	
In which London Borough is your organisation based? Camden	
Contact person: Ms Hayley Watts	Position: Director
Website: http://www.volunteercentrecamden.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1001907
When was your organisation established? 01/03/1990	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Strengthening London's Voluntary Sector
Which of the programme outcome(s) does your application aim to achieve? More organisations with the skills to improve their volunteer management
Please describe the purpose of your funding request in one sentence. To improve the experience of involving volunteers for organisations, volunteers and the communities in which they operate.
When will the funding be required? 01/08/2014
How much funding are you requesting? Year 1: £62,184 Year 2: £63,039 Year 3: £0 Total: £125,233

Aims of your organisation:

To improve quality of life in Camden through active citizenship.
To increase volunteering in Camden.
To improve the accessibility of volunteering to all in Camden.
To increase the quality of volunteer involvement in Camden for the benefit of volunteers, community organisations and the wider community.

Main activities of your organisation:

- 1) To offer a brokerage service that empowers people who are looking to volunteer to find a role that interests them, and to help promote organisations volunteering opportunities. This includes a general brokerage service as well as a specialist project helping to place trustees in organisations.
- 2) To excite and inform people in Camden about the potential benefits of volunteering to themselves and their communities. This includes marketing and outreach activity.
- 3) To promote the development of good practice in relation to the involvement of volunteers among volunteer involving organisations. This includes one to one support, workshops and written resources.
- 4) To create new volunteering opportunities in Camden. We do this through supporting groups to identify volunteering roles, and develop them so that they can be advertised.
- 5) To comment and campaign on national and local issues that affect volunteering or volunteers.
- 6) To take an active role in the strategic development of volunteering.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
1	5	10	43

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	currently under negotiaition

Summary of grant request

Project Need.

In our 2013 annual survey of organisations we asked what services people would like to keep. Training for Volunteer Coordinators was one of the most popular responses. 84% said that they would /do use Volunteer Coordinators' Forums, several people were not aware of this service so we are increasing the marketing and promotion. 82% said that they would use /use one to one support for volunteer coordinators.

Delivery.

We will deliver some of the training courses in partnership with other Volunteers Centres, allowing each centre to deliver less courses but making sure that places are full and available to Camden groups. The one to one support sessions will be delivered by our paid worker using existing health checks and checklists, and will include an action plan of improvements to make over time. Support will also be provided for one off questions by phone, email and social media. One to one support will showcase examples of good practice to share across our networks.

Planned achievements.

- 1) Increase the confidence of people coordinating volunteers in Camden
- 2) Increase the quality of volunteering roles on offer, including supporting organisations to develop volunteering roles that make best use of professional skills and expertise
- 3) Help organisations have a better understanding of what best practice in volunteer management comprises and how to implement this
- 4) Increase opportunities for people coordinating volunteers to share ideas, experiences and to develop joint initiatives

Right organisation to deliver.

We are already in contact with 400 people coordinating volunteers in Camden based not for profit organisations that involve volunteers, this number is growing. We have the council contract to be a Lead Volunteering Infrastructure in Camden, placing us as the recognised expert in volunteer involvement. Best Practice Support is a function we already have a good reputation for delivering on, as shown in our organisational survey.

Voluntary Sector Support.

We will enable voluntary, community and social enterprise organisations to improve volunteer management. We will do this by providing a point of contact for queries, offering training and one to one coaching, on going support and facilitating networking in person and online.

Tracking benefits.

We ask organisations accessing training and networking opportunities to evaluate the service including what if any changes they will make to their organisation, and we ask them to rate changes in confidence. This is followed up over a period of time to assess differences made and any further support needed. The coaching and one to one support is more on going, and we will ask recipients to provide feedback at the end of the action plan being completed, or after 12 months, whichever is sooner.

We conduct an annual online survey to gather feedback on our work and gain ideas for future improvements.

Smaller less well resourced organisations usually involve less volunteers by their nature. We will offer training and networking opportunities to these organisations. We will advertise these via Camden Council, and Voluntary Action Camden. We will offer 2 group sessions per year in addition to quarterly Volunteer Coordinator Forum's to outline services available to these organisations to increase awareness of our services and current best practice in volunteering. We will work closely with Voluntary Action Camden who support smaller groups to set up to refer them to our service once they are ready to start engaging

volunteers.

We will share learning with the wider sector through our mailing list (400 people coordinating volunteers) and networking events. We will share learning using online resources such as UKVPM's, Linked In, Camden Councils and Greater London Volunteering Networks.

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

n/a

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.

Camden Volunteer Coordinators' Forum. This is a quarterly meeting to share good practice. We will also develop a Linked In group to encourage networking online.

One to one support to organisations. This will include completing a health check with organisations, drafting an action plan and supporting them to implement the improvements identified. It will also include sharing of good practices for wider replication.

Training in Best Practice in volunteer management. This will include introductions to volunteer involvement, volunteer recruitment and selection, assessing the impact of volunteer involvement

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 coordinating volunteers will have improved peer support networks and better knowledge about best practice in volunteer involvement

Increased confidence of people coordinating Camden volunteers to develop best practice in volunteer management in their organisations

Increased number of Camden organisations meet best practice standards as set out in the Volunteer Management Charter

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 plan to develop ways of working with partners in London to consider how we can make this service more sustainable through shared learning, advertising and provision of training and best practice support offered through increased collaboration among volunteer centres.

Who will benefit?

About your beneficiaries

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

45

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

Camden (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
Best Practice Manager (3 days per week)	22,061	22,503	0	44,563
Marketing Manager (contributing 1 day per week to this role)	7,354	7,501	0	14,854
Staff travel, training/ development and recruitment	1,217	1,217	0	2,433
Website, publicity, and events	1,500	1,500	0	3,000
Monitoring and evaluation	800	800	0	1,600
Volunteer involvement (including out of pocket expense, training and rewards)	3,666	3,666	0	7,333
Contribution to overheads (including utilities, rates, postage, insurance, audit and book keeping, equipment etc)	10,583	10,583	0	21,167
IT support	1,667	1,667	0	3,333
Management support	13,337	13,604	0	26,941
TOTAL:	62,184	63,039	0	125,244

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	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
	0	0	0	0
	0	0	0	0
	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
Best Practice Manager (30 hours per week)	22,061	22,502	0	44,563
Marketing Manager (7.5 hours per week)	7,354	7,501	0	14,854
Staff travel, training/ development and recruitment	1,217	1,217	0	2,433
Website, publicity, and events	1,500	1,500	0	3,000

Monitoring and evaluation	800	800	0	1,600
Volunteer involvement (including out of pocket expense, training and rewards)	3,666	3,666	0	7,333
Contribution to overheads (utilities, postage, insurance, audit/ book keeping, equipment etc)	10,583	10,583	0	21,167
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TOTAL:	62,184	63,039	0	125,224

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	2,964
Activities for generating funds	0
Investment income	204
Income from charitable activities	412,751
Other sources	0
Total Income:	415,919

Expenditure:	£
Charitable activities	397,616
Governance costs	2,728
Cost of generating funds	0
Other	0
Total Expenditure:	400,344
Net (deficit)/surplus:	15,575
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	15,575

Asset position at year end	£
Fixed assets	0
Investments	0
Net current assets	92,842
Long-term liabilities	0
*Total Assets (A):	92,842

Reserves at year end	£
Endowment funds	0
Restricted funds	12,660
Unrestricted funds	80,182
*Total Reserves (B):	92,842

* 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?
31-40%

Organisational changes

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

No significant changes.

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	155,752	128,877	14,303
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 £
City Bridge Trust	0	54,485	63,188
Volunteering England/ NCVO	0	11,810	48,912
Capacity Builders	39,955	0	0
Transforming Local Infrastructure	0	0	29,739
Hampstead Wells an Campden Trust	5,000	5,000	5,000

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: **Hayley Watts**

Role within **Director**
Organisation: