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The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Hackney Council for Voluntary Service	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Hackney	
Contact person: Mr Jake Ferguson	Position: Chief Executive Officer
Website: http://www.hcvs.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1069736
When was your organisation established? 06/05/1997	

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 improved capabilities in monitoring, evaluation and impact reporting More organisations with improved skills in financial management
Please describe the purpose of your funding request in one sentence. This project aims to increase the confidence and capabilities of frontline organisations to monitor, evaluate, report on impact and better manage their finances.
When will the funding be required? 06/02/2014
How much funding are you requesting? Year 1: £51,808 Year 2: £52,281 Year 3: £52,761 Total: £156,850

Aims of your organisation:

Promote the voluntary and community sector.

TO PROMOTE ANY CHARITABLE PURPOSE FOR THE BENEFIT OF RESIDENTS OF THE LONDON BOROUGH OF HACKNEY AND SURROUNDING AREAS, (HEREINAFTER CALLED THE AREA OF BENEFIT) AND IN PARTICULAR THE ADVANCEMENT OF EDUCATION, THE PROTECTION OF HEALTH, THE RELIEF OF POVERTY, DISTRESS AND SICKNESS, AND IN FURTHERANCE OF THE SAID PURPOSES BUT NOT OTHERWISE, TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE SAME AND TO THAT END TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE SAME BETWEEN COMMUNITY ORGANISATIONS, VOLUNTARY ORGANISATIONS, STATUTORY AUTHORITIES AND OTHERS AS APPROPRIATE WITHIN THE SAID AREA OF BENEFIT

Main activities of your organisation:

We provide a range of services which include:

- Supporting the sector to develop evidence based approaches that demonstrate impact and measure effectiveness
- Working with local commissioners and decision makers to ensure the social and economic value of the VCS is maximised
- Developing and leading projects which address community needs where there are gaps in local service provision, utilising expertise in local organisations and networks
- Supporting organisations to deliver quality services to the highest standard by offering learning and development opportunities which meet recognised criteria and qualification requirements.
- Providing opportunities for VCS organisations to form partnerships and bid for contracts and funding opportunities as robust, evidence-based consortia
- Supporting the local VCS to co-produce strategies with the public sector which address the needs of the most vulnerable and disadvantaged people of Hackney

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
8	20	7	10

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	2015 with 6 month break

Summary of grant request

1. Need for the project

Hackney's frontline organisations (FLOs) play a key role in providing services to marginalised, poorer communities. Surveys and consultations identify infrastructure needs to meeting the quality and legal requirements for grant funding and commissioning. Only a few have a quality assurance system in place and many are unaware of impact reporting. Survey findings: 100% reported needing support with fundraising and writing funding applications; 72% needed help with managing their finances. Other priorities identified to stabilise their organisations: financial management skills; meeting monitoring requirements; and demonstrating and reporting the effectiveness, quality and impact of their work.

2. Project Delivery

Delivered by our Organisational Development team, working in partnership with CAP, equipping groups with effective financial management skills

1-to-1 surgeries - provide advice and support

Training - associate trainers and CAP

Offsite support - work with group's onsite to co-design and implement bespoke monitoring and evaluation systems

Action Learning Sets - facilitated to embed learning into the workplace

Financial advice and support

3. Project Aims to:

Increase the confidence and skills of FLOs to effectively monitor, evaluate, report on impact and manage their finances.

FLOs will:

- a. Increase their skills and ability to design and implement monitoring and evaluation systems
- b. Recognise the role of monitoring and evaluation in learning and improving performance
- c. Implement an outcomes approach to better demonstrate reporting and impact
- d. Embed good practice to have greater ability to report on performance and impact
- e. Better equipped to manage finances responsibly and be accountable

4. Track Record

Hackney CVS is well known and trusted for running projects helping the sector to develop and thrive. We are committed to fairness and equality. We prioritise the needs of smaller, under-resourced groups and deliver projects to address those needs, e.g. Journey to Success. We have an experienced staff with the appropriate systems in place to ensure project delivery is successful. To empower FLOs we support the continuous professional development of staff and volunteers because we know the 'deficit' model does not work. Our database gathers and collates information about the development needs of the FLOs, yielding valuable information about gaps and how best to respond to meet those gaps.

5. Meeting the Trust's programme outcome

- Taking a targeted approach enabling FLOs to implement and embed user-friendly systems with onsite support
- Strengthening infrastructure of FLOs so that they are confident in monitoring and evaluating their work, ensuring the know-how to report their impact and are operating robust financial systems with transparency and accountability
- Providing one to one surgeries enabling access to detailed advice
- Providing training to make sure these organisations have the most up-to-date policies, procedures in place and understand how best to manage finances

6. Meeting the Trust's 'Principles of Good Practice'

- Cascading benefit - Outreach will show us how FLOs are utilising the support given to their organisations. Direct support to community networks/forums, e.g. Health and Social

Care Forum so that they can share the learning with members

- User involvement - Involving FLOs in the development and delivery of this project. FLOs will evaluate the effectiveness of different interventions (1-to-1 advice, training, onsite support) they receive from HCVS and CAP.
- Improving access - We will target smaller, under-resourced disadvantaged groups. With free services addressing the inequality caused by the strategic advantage that larger organisations have because of size
- Sharing learning - The Action Learning Sets will meet regularly; enabling participants to put into practice what they've learned and share with peers. Our OD tools will be available online to be accessible to members.

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.

TRAINING - 12 training courses per year x 3 years to provide a total of 60 community organisations with the following skills:

- monitoring and evaluation
- impact reporting
- financial management

1-to-1 SURGERIES

To get advice on implementing M&E, impact and financial systems to 100 identified community organisations

2 days of hourly surgeries to 4 organisations per day = 2 days x 3 surgeries x 40 weeks = 240 surgeries per year x 3 years = 720 total surgeries to be delivered

ACTION LEARNING SETS

Supporting peer-to-peer learning and development and embed the learning from training courses.

These will be held fortnightly and facilitated = 24 per year x 3 years = 72 Action Learning Sets held

ONSITE SUPPORT

To co-design and implement systems, i.e. monitoring and evaluation, impact, financial.

This will be made available to 10 groups on an outreach basis per year x 3 years = A total of 30 groups

FINANCIAL ADVICE AND SUPPORT

Will be delivered by CAP that will help groups to develop and implement financial management systems. Made available through training, one to one surgeries and onsite 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.

60 FLO's (Frontline organisations) Increase their skills, knowledge and ability to design and implement monitoring and evaluation systems

90 FLO's Recognise the role of monitoring and evaluation in learning and improving performance

60 FLO's Implement an outcomes approach to better demonstrate their social impact

60 FLO's have greater ability to report on performance and impact

60 FLO's gain increased skills and are equipped to manage their finances effectively, efficiently and be financially compliant with legislation and funding regulation.

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?

No.

Who will benefit?

About your beneficiaries

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

60

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

Hackney (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?

51-60%

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff cost	30,408	30,712	31,019	92,139
Delivery partner development cost	7,290	7,290	7,290	21,870
Venue Hire	3,000	3,000	3,000	9,000
Refreshments	700	700	700	2,100
PQASSO Resources	1,200	1,200	1,200	3,600
Publicity	300	300	300	900
Premises and Overheads costs	4,200	4,326	4,456	12,982
Management Cost	4,710	4,753	4,796	14,259
	0	0	0	0

TOTAL:	51,808	52,281	52,761	156,850
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	0	0	0	0

TOTAL:	0	0	0	0
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What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	0	0	0	0

TOTAL:	0	0	0	0
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How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff cost	30,408	30,712	31,019	92,139
Delivery partner development cost	7,290	7,290	7,290	21,870
Venue Hire	3,000	3,000	3,000	9,000
Refreshments	700	700	700	2,100
PQASSO Resources	1,200	1,200	1,200	3,600
Publicity	300	300	300	900
Premises and Overheads costs	4,200	4,326	4,456	12,982
Management Cost	4,710	4,753	4,796	14,259
	0	0	0	0

TOTAL:	51,808	52,281	52,761	156,850
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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	86,552
Activities for generating funds	105,170
Investment income	14,125
Income from charitable activities	898,532
Other sources	0
Total Income:	1,104,378

Expenditure:	£
Charitable activities	1,043,295
Governance costs	26,253
Cost of generating funds	49,326
Other	0
Total Expenditure:	1,118,874
Net (deficit)/surplus:	-14,495
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	0

Asset position at year end	£
Fixed assets	5,006
Investments	0
Net current assets	1,085,125
Long-term liabilities	0
*Total Assets (A):	1,090,131

Reserves at year end	£
Restricted funds	-4,543
Endowment Funds	0
Unrestricted funds	1,094,673
*Total Reserves (B):	1,090,131

* 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:

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	1,107,239	1,293,729	330,299
London Councils	0	0	0
Health Authorities	88,618	89,471	151,747
Central Government departments	0	0	0
Other statutory bodies	480,811	55,082	4,137

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	282,635	312,208	119,546
St Katharine & Shadwell Trust	163,079	238,617	0
Community Builders	0	51,709	0
Barts & London Charity	0	0	19,985
Capacity Builders	91,021	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: **Mr Jake Ferguson**

Role within **Cheif Executive Officer**
Organisation: