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The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: HAVCO	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Havering	
Contact person: Mrs. Kim Guest	Position: Chief Executive
Website: http://www.havco.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1088267
When was your organisation established? 22/01/2001	

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 continue the development of the place of volunteering in Havering to reflect the growing need for frontline services met by the not-for-profit/voluntary sector.
When will the funding be required? 02/06/2014
How much funding are you requesting? Year 1: £51,757 Year 2: £51,921 Year 3: £52,670 Total: £156,348

Aims of your organisation:

1. HAVCO will work to ensure that the voluntary and community sector in Havering is strong, vibrant and informed in order to better benefit from new challenges and opportunities.
2. HAVCO will work with the local voluntary and community sector to ensure they are able to maintain their independence.
3. HAVCO will strive to be a credible and authoritative representative of the voluntary and community sector.
4. HAVCO will not only respond to the needs of the local voluntary and community sector but by keeping awareness of trends and external forces will endeavour to anticipate the needs of the local voluntary and community sector.
5. HAVCO will encourage, facilitate and support the development of sustainable services for the Black and Minority Ethnic Community, Adults, Children and Young People, disabled people, faith groups and communities.

Main activities of your organisation:

1. Provide strategic level representation on issues affecting the local voluntary sector.
2. Develop new projects and support partnerships in order to fill gaps in provision.
3. Develop good publicity and marketing materials to promote the services provided by HAVCO and our members.
4. Provide our services in a way that is accessible to the widest client group and make additional efforts to accommodate the special needs of some of our members.
5. Provide support to groups and organisations in need of suitable premises.
6. Provide a DBS checking service for the staff and volunteers of voluntary and community organisations.
7. Assist in partnerships which aim to regenerate the local community.
8. Provide advice and support with funding applications.
- 10 Recruit and place volunteers in local settings.
11. To support the strategic development of volunteering and volunteer management in the borough
12. Continue to respond to the needs of our users and judge our success by their satisfaction.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
3	20	7	17

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	3 years

Summary of grant request

We plan that over three years of this project at least 21 organisations will be supported to achieve an Investing in Volunteers accreditation. This will help embed best practice within those organisations when working with local volunteers.

The work will be delivered through training volunteer managers from the Havering Volunteer Manager's Network to improve the policy and practice in their organisations. Offering this service will capture the interest of those small to medium vso's who have not been fully committed to working with volunteers to date. Achieving the quality standard will stimulate their commitment to quality volunteering. The evidence is that where groups achieve a quality mark the general level of performance is raised and confidence grows in the capability of the organisation. The changes needed by organisations to meet the quality standards also encourages better skills and practice throughout the organisation.

The strategy would include training events, peer to peer meetings and the potential for some Action Learning Sets.

This will improve the volunteers' experience within the organisation, leading to sustainability within the placement and fewer recruitments and training as fewer volunteers leave. Working closely as a mentor to each organisation we will be able to capture evidence of improved outcomes within the organisation; help them overcome obstacles, capture and share learning between the organisations through peer to peer and mentoring support and through articles in our newsletter and on our website in order that all of the 550+ organisations on our database can benefit from the programme.

As the local Volunteer Centre in the borough, we have achieved the VCQA standard of good practice for our own work and wish to build on that in our work with the volunteering involving organisations where we place volunteers. Customer surveys have identified that local volunteer managers primarily look to Havco for their support needs. We co-ordinate the Havering Volunteer Manager's Network and respond to the support needs of those managers. Many Volunteer managers tell us that have no previous experience of management or working with volunteers except as a volunteer themselves and there is a local need to upskill the workforce in order that quality is embedded within their organisation. Many of the volunteers who present have a disability or mental health condition requiring particular support and time spent with them in order that they can participate. We aim to develop principles of best practice and customer care for when managers are working with volunteers with additional support needs in order that volunteering can be an inclusive activity.

In recent years we have seen a significant increase in the number of volunteers offering themselves with the increase in local unemployment due to the economy and this has stretched our resources in the type of support we are able to offer to both the traditional clients of the Volunteer Centre and those new groups working with volunteers for the first time. Those volunteers seeking work tend to only stay with a voluntary position until they are able to find paid work. Even in these time limited experiences of volunteering, if that experience is positive and useful links are made, it is more likely that an ongoing connection with the organisation can be established.

Additionally we are being offered the opportunity to host corporate volunteering days and we need to ensure these volunteers also have a productive experience. As we develop best practice within our own organisation we are learning alongside our member organisations. We need to develop our services and improve our practice in order that all of our membership can benefit and that will affect the local community.

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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**

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 and mentoring the volunteer managers of at least 15 organisations to achieve the Investing in Volunteers quality accreditation through training, peer mentoring and Action Learning sets.

Developing materials, policies and learning from the programme to support the achievement of the standard to be shared with those going through the standard but also those who want to use the materials in a less formal way. These will be available on our website after the project stops.

Cascading best practice learned through the programme to all volunteering involving organisations in Havering through newsletter articles in 4 issues per year, information sharing at least monthly and website resources to be developed throughout the lifespan of the project including references to other sources of support.

Increasing the number of organisations who attend and benefit from the Havering Volunteer Manager's Forum, letting the participants drive and set the agenda in order that the issues are live and relevant.

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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.

Easy access to best practice will fit the needs of each organisation to help reduce the drop out rate. This will reduce the time needed to achieve the standard and the number of organisations which do not complete the process.

Resources - There will be a wider range of support documentation for local groups in relation to supporting volunteers.

This will be explored in the forum meetings to ensure there is awareness of the resource and practical support.

Training and mentoring. We expect that there will be an increase in the number of volunteers who have a positive experience of volunteering and more sustainability in placements.

More effective results in seeking funding and contracting for services will be tracked on the assumption that confidence in doing the quality mark will feed through into activities.

Policy development - the number of groups who amend or improve their policies to match best practice.

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?

Through continued fundraising and income generation if the need still exists

Who will benefit?

About your beneficiaries

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

100

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

Havering (92%)

Barking & Dagenham (4%)

Redbridge (4%)

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?

11-20%

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 costs	38,683	39,264	39,853	117,800
Support costs	2,100	2,132	2,164	6,396
Building costs	1,984	2,014	2,044	6,042
Set up costs (new PC)	500	0	0	500
Management fee including evaluation	6,490	6,511	6,609	19,610
project costs, venues, printed materials, assessment costs	2,000	2,000	2,000	6,000
	0	0	0	0
TOTAL:	51,757	51,921	52,670	156,348

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
None	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
None	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
Staff costs	38,683	39,264	39,853	117,800
Support costs	2,100	2,132	2,164	6,396
Building costs (rent & heating)	1,984	2,014	2,044	6,042
Set up costs (new PC)	500	0	0	500
Management fee	6,490	6,511	6,609	19,610
Project costs etc	2,000	2,000	2,000	6,000
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	51,757	51,921	52,670	156,348

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	0
Activities for generating funds	0
Investment income	5,049
Income from charitable activities	556,566
Other sources	0
Total Income:	561,615

Expenditure:	£
Charitable activities	703,611
Governance costs	9,322
Cost of generating funds	0
Other	0
Total Expenditure:	712,933
Net (deficit)/surplus:	-151,318
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	151,318

Asset position at year end	£
Fixed assets	4,729
Investments	0
Net current assets	548,870
Long-term liabilities	0
*Total Assets (A):	553,599

Reserves at year end	£
Restricted funds	297,306
Endowment Funds	0
Unrestricted funds	256,293
*Total Reserves (B):	553,599

* 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?
81-90%

Organisational changes

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

We have closed our Community Accountancy service due to grants being discontinued

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	228,016	529,523	256,541
London Councils	89,395	33,523	0
Health Authorities	54,000	54,000	54,000
Central Government departments	34,900	6,536	0
Other statutory bodies	382,348	188,921	153,159

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 £
Trust for London	0	0	21,500
Big Lottery (Basis)	46,528	0	0
	0	0	0
	0	0	0
	0	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: **Kim Angela Guest**

Role within **CEO**
Organisation: