

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Timebanking UK	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Outside London	
Contact person: Mrs. Sarah Bird	Position: CEO
Website: http://www.timebanking.org/	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1101204
When was your organisation established? 16/12/2003	

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. Supporting London Time Banks to be more sustainable through collaboration, robust evidence and quality marks and training, encouraging growth and development of the network.
When will the funding be required? 01/09/2014
How much funding are you requesting? Year 1: £50,048 Year 2: £42,310 Year 3: £39,729 Total: £132,087

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Aims of your organisation:

Timebanking UK is the national umbrella charity linking and supporting timebanking across the country by providing inspiration, guidance and practical help. We provide support, advice, guidance, resources and training to anyone interested in starting up community time banks or to those who want to incorporate timebanking into organisations. We also offer operational support and project management for the implementation of timebanking across larger geographical areas.

Timebanking UK's mission is to ensure the contribution of all is valued equally giving people access to a wealth of resource from across private, public and community sectors. Timebanking is a key mechanism to bring about change in public services, at community level and between organisations.

Timebanking links people to share their time and skills. Everyone's time is equal: one hour of help earns one time credit to spend when you need it. Timebanking breaks down barriers and encourages collaboration and co-operation between people and organisations sharing skills, resources and time.

Main activities of your organisation:

Our activities include support for both our members and the wider sector.

Membership Support:

- Supporting the development of new time banks
- Developing regional networks of time banking to share local expertise, best practice, training, capacity and advice.
- Membership support for time banks (resources, training and paid mentoring opportunities).
- Bespoke Time On Line timebanking software
- Bi- monthly learning events

Support for Members and Wider Sector:

- Training, guidance and toolkits to support the development of time banks: initial development; specialist areas (safeguarding, asset mapping etc.); thematic support (older people, working in prisons etc.) and development of regional hubs.
- Working with organisations to seed the time banking approach into their their mainstream service delivery, ensuring their services are co-produced.

There are currently 310 time banks in the UK covering Wales, N Ireland, Scotland and England, involving 20,000 people timebanking who have generated over 1.3 million hours of support for each other.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
1	3	6	2

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	Annual rolling agreement

Summary of grant request

We are seeking funding to develop the London Time Banking Network to ensure that it becomes sustainable, focusing on collaboration between time banks, creating an evidence base and quality mark and improving volunteer management through training.

NEED

There are currently 66 time banks in London, covering 26 boroughs and reaching 9,000 people. Most of the time banks are small charities and community organisations. The majority have less than one full time member of staff and a turnover of less than £250,000 (with many having a turnover of less than £100,000).

In June and October 2013 we consulted with 35 time banks about their needs, and they told us that they want to see the London network developing and providing:

- Buddying and mentoring
- Networking both boroughs and time banks of similar interest with software
- The introduction of a quality mark which will enable them to gain funding and credibility
- New ways to raise funds and create social enterprise
- Ways in which time bank members can take more control over their own time exchanges, logging of hours and giving feedback thus freeing up the essential time of the Broker/co-ordinator for more strategic development work
- Sharing of best practice and evaluation processes, toolkits and impact measuring tools in a written guide
- Partnership working with national and corporate organisations
- Updated research and evidence on the health and wellbeing benefits of timebanking

ACTIVITIES

As a result of consultation with the time banks we want to focus on three key aims:

- Encouraging knowledge sharing across time banks (with a view to greater collaboration and sustainability)
- Producing evidence to support impact and quality (with a view to sustainability)
- Providing easy to use, free of charge software which will benefit local people, time banks and communities by networking everyone (breaking down competitive barriers and promoting collaboration)
- Improving volunteer management, organisational sustainability (such as social enterprise) and increasing co-production (with a view to improved experience of individuals and managers)

We will deliver this work through:

- Our core team of staff
- Existing Time Brokers who work as our Associates and have been identified as having specialist skills and have been trained by TBUK

TIME BANKING UK

As the national organisation representing time banks and the host of the existing London Network, we believe that we are the right organisation to undertake this work. Since 2008, we have grown the network from 30 time banks in 9 London Boroughs to 66 time banks, covering 26 boroughs. We have contracts working with a number of London Boroughs to develop time banking practice.

CITY BRIDGE PRIORITIES

Our work fits with the City Bridge priority 9: Strengthening London's Voluntary Sector in that it will:

- Enable time banks to improve their volunteer management
- Enable 66+ time banks to develop an evidence base including impact reporting and share common monitoring systems
- Improve financial management in time banks, including collaboration to secure

funding and developing social enterprise

We meet the PRINCIPLES OF GOOD PRACTICE THROUGH:

- Monitoring the impact of our support to time banks through the growth of time banks, engagement in the network and annual feedback questionnaires from all time banks
- Co-producing our services with time banks and participants, and responding to their feedback and emerging needs so that we can continue to develop both our services and our approach
- Working with a wide range of organisations in London from small community groups to Local Authorities to ensure full access to our support and sharing our learning with the sector

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.

1. Collaboration and Knowledge Sharing

6 Network meetings per annum, reaching 120 organisations, groups and businesses

Information sharing systems established (expertise, findings etc.) involving 300 organisations

Buddying set up involving 100 organisations

2. Evidence Base and Quality Mark

Full evaluation of London time banks and common monitoring systems, establishing robust (and easily updated) evidence base, involving 40 organisations

Development of Capital Time Bank quality mark focusing on volunteer management, monitoring, etc. linked to above systems

3. Investing in Expertise

6 training courses per annum, reaching 75 organisations

Training to focus on volunteer management, lone working and safeguarding, social enterprise, fundraising and quality and evaluation (linked to quality mark) and co-production through collaboration

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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.

1. Collaboration and Knowledge Sharing

Time banks increase sharing of learning and ideas, resulting in stronger time banks with greater collaboration and sharing of expertise. Greater collaboration will result in greater sustainability

2. Evidence Base and Quality Mark

Time banks have evidence of quality systems and impact and improved 'case for support' to engage stakeholders, improving sustainability

3. Investing in Expertise

Improved management of volunteers and improved management systems and greater understanding of achieving sustainability through co-production

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?

The project focuses on the sustainability of the network and individual time banks

- **Promoting collaboration through information sharing using IT, social media, and written reports**
- **Providing an evidence base and quality mark to engage a range of stakeholders and funders, particularly corporates and commissioners**
- **Developing the expertise of time banks**

Who will benefit?

About your beneficiaries

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

260

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?

A range of ethnic groups

If Other ethnic group, please give details:

What proportion of the beneficiaries will be disabled people?

21-30%

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Management (TBUK CEO, 5 hours per week)	4,931	5,079	5,232	15,242
Project Manager (new post, 0.4 FTE)	10,500	10,815	11,139	32,454
IT Manager (0.2 FTE - development and training)	5,478	5,642	5,811	16,931
Admin and Finance Manager (0.1 FTE)	2,739	2,821	2,906	8,466
Recruitment and Staff Expenses	2,000	1,030	1,061	4,091
Software development, Quality Mark and Mentoring	6,200	2,266	2,334	10,800
Training, Network Meetings & Events (venues, trainers)	6,300	6,489	6,684	19,473
EvaEvaluation, Evidence, Impact Assessment, Sustainability Plan	8,000	8,240	8,488	24,728
Publicity & Office Costs	3,900	2,987	2,045	8,932
TOTAL:	50,048	45,369	45,700	141,117

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
Miller Philanthropy	2,500	2,500	0	5,000
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	2,500	2,500	0	5,000

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
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Software development, Quality Mark and Mentoring	6,200	1,266	1,000	8,466
Training, Network Meetings & Events (venues,	6,300	4,430	4,080	14,810

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trainers)				
EvaEvaluation, Evidence, Impact Assessment, Sustainability Plan	8,000	8,240	7,500	23,740
Publicity & Office Costs	3,900	2,987	1,000	7,887
TOTAL:	50,048	42,310	39,729	132,087

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	30,448
Investment income	258
Income from charitable activities	148,693
Other sources	0
Total Income:	179,399

Expenditure:	£
Charitable activities	340,207
Governance costs	39,645
Cost of generating funds	0
Other	0
Total Expenditure:	379,852
Net (deficit)/surplus:	-200,453
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	-200,453

Asset position at year end	£
Fixed assets	2,517
Investments	0
Net current assets	75,458
Long-term liabilities	-49,789
*Total Assets (A):	28,186

Reserves at year end	£
Restricted funds	27,077
Endowment Funds	0
Unrestricted funds	1,109
*Total Reserves (B):	28,186

* 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:

We have a new management structure and board of Trustees, with revised financial policies and procedures. This improved company structure has meant that in the past 5 months we have secured new partnerships and funding, enabling the organisation to move into a more stable position. We continue to be optimistic about the future and have a revised Business Plan which is attached.

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	102,448	55,372	55,372
Other statutory bodies	0	800	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 £
Royal British Legion	170,416	0	0
Dunhill Medical Trust	42,378	32,065	21,771
City Bridge Trust	38,500	42,750	8,250
NESTA	0	32,500	150,000
Southern Housing	0	0	30,000

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: **Sarah Bird**

Role within **CEO**
Organisation: