

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Black Training and Enterprise Group (BTEG)	
If your organisation is part of a larger organisation, what is its name? BTEG	
In which London Borough is your organisation based? Islington	
Contact person: Mr Jeremy Crook	Position: Director
Website: http://www.bteg.co.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1056043
When was your organisation established? 01/05/1996	

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 increase the value and benefit of the volunteering experience for both the BAME organisations hosting volunteers and that of young people placed/seeking voluntary work
When will the funding be required? 01/11/2014
How much funding are you requesting? Year 1: £59,452 Year 2: £59,952 Year 3: £59,552 Total: £178,956

Aims of your organisation:

BTEG's overall aim is to end racial discrimination. We do this by championing equality and fairness, tackling racial inequalities and increasing opportunities for BAME communities in education, employment and enterprise.

AIMS

1. To reduce inequalities for Black, Asian and Minority Ethnic (BAME) people in education, employment and enterprise.
2. To ensure that national and local policy and decision making includes a focus on achieving race equality.
3. To build coalitions, networks and partnerships to have the greatest impact on achieving race equality.
4. To ensure the sustainability of BTEG.

Main activities of your organisation:**Policy and action research**

- Advise to government departments through research, statistics, briefings to stimulate new approaches to close the racial inequalities in education, employment and enterprise.
- Regular conferences and seminars
- Direct advisory work with DWP/Jobcenter Plus looking at barriers to employment for young black men.
- Research and analysis of the Transition to Adulthood programme supported by Barrow Cadbury.

Innovative projects and partnerships

Routes2Success - a volunteer force of 25 successful men from African/Caribbean and mixed backgrounds to inspire black boys/young black men to succeed in education, employment and enterprise.

Opening Doors Network - supported by three local delivery partners an enterprise programme for 210 young unemployed people aged 18-30 in London to provide business skills

CJS network - Established a network of BAME service providers working in the CJS

Mayors Mentoring Programme - responsible for managing three delivery partners that aim to support 1000 black boys in London.

VCS Assist - Providing organisational support to 12 organisations in London in partnership with LVSC

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
4	4	7	1

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?
Rented	

Summary of grant request

THE NEED - BTEG recognises the importance of volunteers to the sector and individual organisations. Volunteers' gifts of time and skills are crucial to an organisations well-being and success -- even more so now with the ever decreasing resources and capacity within the sector. Volunteering plays an integral part in voluntary and community sector organisations' provision and delivery of services.

Volunteers bring many benefits to organisations - diversity, innovation and enthusiasm, and are a valuable source of flexible and informal support, adding value to any formal support services.

THE PROPOSAL -- The pathways to Progression Volunteer support project aims to

- build the capacity of young BAME individuals and get them 'volunteering ready'
- improve volunteering experiences of young BAME volunteers
- improve the skills and capacity of BAME organisations taking on volunteers

The project will enable 195 BAME (65 per year) individuals (aged 18-30) to be better equipped to volunteer and maximise the opportunity presented to them in their placement and to strengthen 75 established BAME organisations in London to be better placed to take on volunteers and maximise this resource

METHOD OF DELIVERY

Over three years, delivery will be in five distinct but overlapping parts:

1. Support 25 existing young volunteers annually through workshops to enable them to realise their potential, maximise the value of their placement and support their personal development to develop core competencies and remain committed to volunteering.
2. Get ready 40 competent and enthusiastic young BAME individuals a year ready to volunteer. They will be equipped to be able to demonstrate 'know how' and core competencies that organisations are seeking. They will be supported through workshops, individual development plans and a placement in the sector for a minimum of 3 months.
3. Workshops for 25 London BAME organisations per year to better understand the needs and motivations of volunteers, how to better manage and support their volunteer base as well as how to recruit the right person for a volunteering role.
4. Placement/brokerage service - getting 'volunteer ready' individuals placed for a minimum of 3 months
5. Placement fairs -host two fairs to offer volunteers the opportunity to meet host organisations face to face

OUTPUTS

- 75 volunteers will have a more productive placement
- 90 new volunteers will have a 3 month placement
- 75 BAME organisations will have an enhanced experience of hosting volunteers
- Online resources uploaded to the website
- A practical workbook/toolkit
- 195 people will attend learning workshops and be better equipped to secure/keep placements
- 2 volunteer placement fairs organised with 100 attendees

ORGANISATION OUTCOMES:

- 75 organisations better equipped to recruit, support, manage and retain volunteers
- Organisations effectively utilise the skills, time and resources given by volunteers
- Organisations understand their legal responsibilities
- Organisations appreciate the resource and measure the economic value of volunteers
- Organisations to explore Investors in Volunteering

INDIVIDUAL OUTCOMES. They will:

- Increase confidence with securing placements
- Develop self esteem and personal goals
- Be clearer about what they give and gain
- Be able to understand their responsibilities/expectations
- Be able to explore new career options and try new fields of work
- Be more employable
- Have improved problem solving, dealing with difficult situations and team work skills

WHY BTEG: BTEG understands the issues facing BAME people and BAME organisations and has access to over 400 BAME third sector organisations in London and is part of excellent networks. BTEG is centrally located and has a set of robust policies and procedures, committed and skilled staff and trustees who all have many years of experience in 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? **Yes**

What Quality Marks does your organisation currently hold?

Investors in People.

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.

Workshops for 75 BAME volunteers e.g. 1. Making the most of your placement

- 2. Organisation development e.g. fundraising, evaluating etc.**
- 3. Understanding/appreciating the work environment**
- 4. Communication/presentation skills**
- 5. Interview skills**
- 6. Customer care, managing difficult people or situations**
- 7. How to make constructive suggestions for improving a service.**

Train up, support and place 120 young BAME volunteers in to the voluntary, community and social enterprise sector (BAME or mainstream organisations) for a minimum of 3 month.

6 half day workshops per year (twice) for BAME organisations intending to use volunteers.

Knowing what you need

Policies and practice - e.g. DBS, expenses, Health and Safety, induction, insurance, complaints/disputes

Getting the right volunteer

Support/supervision/reward/recognition/retention

When things don't work out, problem solving/conflict management

M&E and measuring value

Placement/brokerage service - to place 120 young BAME people into relevant placements for a minimum of 3 months

2 Placement fairs

BTEG will organise and host two placement fairs (years two and three of the grant). To provide potential volunteers with the opportunity to meet possible host organisations face to face and to explore opportunities that they may not have considered

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.

BAME VCS organisations are more knowledgeable and better equipped to utilise their volunteer resource (including managing, supporting and retaining)

Young BAME volunteers are equipped to make better use from any volunteering placements

Both the hosting organisation and the volunteers will positively gain from the placement

Young BAME volunteers have increased placement opportunities

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 will be evaluated and reviewed throughout the delivery and will inform the longer term strategy for any continuation - particularly any links to employability. BTEG is keen to work in partnership with other organisations and will look to explore opportunities for joint bids for contracts, European funds or other Trusts/Foundation.

Who will benefit?

About your beneficiaries

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

90

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

London-wide (100%)

What age group(s) will benefit?

16-24

25-44

What gender will beneficiaries be?

All

What will the ethnic grouping(s) of the beneficiaries be?

A range of ethnic groups

Mixed/ Multiple ethnic groups (including White and Black Caribbean; White and Black African; White and Asian; Any other Mixed/ Multiple ethnic background)

Asian/ Asian British (including Indian; Pakistani; Bangladeshi; Chinese; Any other Asian background)

Black/ African/ Caribbean/ Black British (including African; Caribbean; Any other Black/ African/ Caribbean background)

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
Staff costs	47,832	47,832	47,832	143,496
Overheads and rent (inc desk, IT, marketing etc)	7,020	7,020	7,020	21,060
Direct cost - Workshops, training and placement fairs	3,000	3,500	3,200	9,700
Direct cost - Volunteer travel	500	600	600	1,700
Direct cost - Specialist staff support	2,000	2,000	2,000	6,000
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
TOTAL:	60,352	60,952	60,652	181,956

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
BTEG Core	900	900	900	2,700
	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
Staff costs (Head of volunteering, admin and management)	47,832	47,832	47,832	143,496
Overheads and rent (inc IT, desk space, marketing etc)	6,820	6,720	6,620	20,160
Direct costs - Workshop, training and placement fairs	2,500	3,000	2,700	8,200
Direct cost - Volunteer travel	300	400	400	1,100
Direct cost - Specialist staff support	2,000	2,000	2,000	6,000
	0	0	0	0
TOTAL:	59,452	59,952	59,552	178,956

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	37,500
Activities for generating funds	10,600
Investment income	135
Income from charitable activities	241,831
Other sources	0
Total Income:	290,066

Expenditure:	£
Charitable activities	299,476
Governance costs	4,418
Cost of generating funds	5,579
Other	0
Total Expenditure:	309,473
Net (deficit)/surplus:	-19,407
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	19,407

Asset position at year end	£
Fixed assets	1
Investments	0
Net current assets	174,550
Long-term liabilities	0
*Total Assets (A):	174,551

Reserves at year end	£
Restricted funds	3,931
Endowment Funds	0
Unrestricted funds	170,620
*Total Reserves (B):	174,551

* 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:

The charity, is the lead fund manager in Opening Doors project which is funded by the DCLG and Trust For London and commenced in November 2013. In addition the charity was awarded funds from Big Lottery to run the Route to Success project. Both projects are restricted with tight financial controls.

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	75,000	75,000	124,167
Other statutory bodies	0	0	27,231

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	37,500	50,000	16,384
Monument Trust	0	20,881	94,915
Big Lottery	0	60,672	100,759
Joseph Rowntree	37,500	37,500	40,000
Voice 4 Change England	61,344	23,098	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: **Jeremy Crook**

Role within **Director**
Organisation: