

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Katherine Low Settlement</b>	
If your organisation is part of a larger organisation, what is its name? <b>n/a</b>	
In which London Borough is your organisation based? <b>Wandsworth</b>	
Contact person: <b>Mr Aaron Barbour</b>	Position: <b>Director</b>
Website: <b>http://www.klsettlement.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1081248</b>
When was your organisation established? <b>17/05/1924</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>English for Speakers of Other Languages</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More people with improved English language skills</b> <b>More people participating in the wider community</b>
Please describe the purpose of your funding request in one sentence. <b>To provide ESOL classes for local residents so that they can improve their English across the four skills.</b>
When will the funding be required? <b>06/01/2015</b>
How much funding are you requesting? Year 1: <b>£33,956</b> Year 2: <b>£33,956</b> Year 3: <b>£33,956</b> <b>Total: £101,868</b>

**Aims of your organisation:**

Katherine Low Settlement is a multi-purpose charity that has been serving the communities of Wandsworth since 1924. We are dedicated to tackling poverty and building stronger communities. We are driven by our vision and mission and led by our values.

Our vision is for a society where people fight poverty, tackle injustice, and realise their potential together.

Our principle mission is to:

- \* Relieve and prevent poverty, disadvantage and discrimination.
- \* Foster community cohesion.
- \* Promote social inclusion and reduce isolation, increasing health and well-being of those on the margins of the local community.
- \* Consider the needs of all people.

**Main activities of your organisation:**

We run a range of our own community projects to support children and their families, older people, newly-arrived communities, and in the future with unemployed people. We also invite other charities and community groups to operate out of our premises - so together we can meet the diverse needs of the local communities of Wandsworth. Each week we work with 32 charities & groups supporting more than 500 people.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>2</b>	<b>19</b>	<b>9</b>	<b>139</b>

**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?
<b>Owned</b>	<b>n/a</b>

## Summary of grant request

### Need

KLS has provided ESOL classes since 1999, with 36 people currently on our ESOL waiting list. Our 2013 'Community Wise' research (statistical analysis & 430+ interviews) demonstrates a significant unmet demand for ESOL. So that that people can progress into employment with new opportunities (e.g. Nine Elms) coming to Wandsworth.

### Delivery

- \* 4 x 2.5 hour ESOL classes
- \* Delivered across 3 terms, over three years
- \* For 40 students living in areas of deprivation in Wandsworth -- principally members of BAME groups, prioritising newly-arrived refugees.
- \* 5 hours ESOL tuition a week for each learner
- \* Mix of entry-level and level-1, accredited and non-accredited learning
- \* Supported by a crèche for learners with children

### Achievements & CBT Outcomes

- \* 40 students from refugee communities to progress their English across speaking, listening, reading and writing.
- \* 80% of learners will achieve a nationally recognised certificate (OCN) making them more employable and better able to access further training/learning.
- \* Increase their confidence and be able to use new English skills in the community.
- \* Better able to help their children with homework.
- \* Better connected through new friendships.
- \* Better knowledge and ability to use local services.
- \* Participate more in the organisations they belong to (work, children's schools, faith organisations, community centres, etc.)

### Why Us

KLS and English for Action are in a unique position to offer community learning:

- \* Safe community learning space -- reaches people who feel uncomfortable at college
- \* Holistic working -- we provide other services that students can access, particularly to support them overcome barriers to their learning
- \* Pre-established trusting relationships with families and 'hard-to-reach' communities -- improves retention and communication
- \* Childcare -- we have the facilities, and is now not available at many colleges
- \* Easy to access -- no complex enrolment processes etc.
- \* Building communities -- our classes give access to our community centre, IT suite, and a place for people to meet and share experiences
- \* Volunteers -- we add value by working with volunteers for practising English and supporting our crèche
- \* Experienced staff with relevant languages -- we have Somali, Tigrinya, French speakers (amongst others) to interpret if necessary

### Reaching good practice

We have been co-producing services for 90 years. We value the learners' input and interaction. The courses will be taught in a very participative and engaging manner, which require the learners to help shape the content of the course. Learners will also help organise trips and workshops to gain skills and ensure the activities are relevant to them. We are a multi-purpose charity tackling poverty and building stronger communities in a highly diverse area, many of whom we work with. KLS welcomes people of all backgrounds, deliberately encouraging different people and communities to meet and build relationships (incl. age, gender, ethnicity, wealth) through our own 3 service areas, and with our 32 charity partners who use our Community Centre to provide their own services to over 500 people each week.

KLS has a long tradition of volunteering -- we were founded in 1924 by a dedicated group

of volunteers. Today volunteers are our lifeblood, without whom we simply would not be able to exist, let alone provide the breadth of work that we do. Our 130+ volunteers are supported throughout a formal selection process, into training, allocated a line manager, with regular supervision, volunteer awards evenings and good references. KLS conducted a green audit in 2013 and was awarded an accredited Greening Business certificate. We have planned a schedule of works in 2014/15 to continue reducing KLS' carbon footprint.

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.

**We propose to deliver 4 (2.5 hours) ESOL classes each week, with 40 adult students (5 hours/student) in Wandsworth. Qualified ESOL teachers will teach across 3 terms, over 3 years. The sessions will be for entry-level and level-1 learners, with accredited and non-accredited opportunities. A crèche will be available.**

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.

**40 students from newly-arrived refugee communities will to progress their English across speaking, listening, reading and writing.**

**80% of learners will achieve a nationally recognised certificate (OCN -- entry level or level 1) making them more employable and better able to access further training/learning.**

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?

**By making further funding applications to charitable trusts and foundations.**

## Who will benefit?

### About your beneficiaries

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

**40**

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

**Wandsworth (100%)**

What age group(s) will benefit?

**25-44**

**45-64**

What gender will beneficiaries be?

**All**

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

**A range of ethnic groups**

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

**Other ethnic group (including Arab)**

If Other ethnic group, please give details: **e.g. Somali, Afghan, Iran, Iraq**

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	14,820	14,820	14,820	44,460
Project Costs	14,966	14,966	14,966	44,898
KLS standard overheads	4,170	4,170	4,170	12,510
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>33,956</b>	<b>33,956</b>	<b>33,956</b>	<b>101,868</b>

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
n/a	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**What other funders are currently considering the proposal?**

Source	Year 1	Year 2	Year 3	Total
n/a	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff Costs	14,820	14,820	14,820	44,460
Project Costs	14,966	14,966	14,966	44,898
KLS standard overheads	4,170	4,170	4,170	12,510
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>33,956</b>	<b>33,956</b>	<b>33,956</b>	<b>101,868</b>

## Finance details

Please complete using your most recent audited or independently examined accounts.

Financial year ended: 31	Month: March	Year: 2014
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Income received from:	£
Voluntary income	71,844
Activities for generating funds	6,446
Investment income	2,711
Income from charitable activities	360,783
Other sources	
<b>Total Income:</b>	<b>441,784</b>

Expenditure:	£
Charitable activities	401,757
Governance costs	3,000
Cost of generating funds	
Other	
<b>Total Expenditure:</b>	<b>404,757</b>
<b>Net (deficit)/surplus:</b>	<b>37,027</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>37,027</b>

Asset position at year end	£
Fixed assets	1,755,646
Investments	
Net current assets	271,987
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>2,026,733</b>

Reserves at year end	£
Endowment funds	
Restricted funds	111,513
Unrestricted funds	1,915,220
<b>*Total Reserves (B):</b>	<b>2,026,733</b>

\* 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?  
c.15%

### 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	60,336	60,336	62,461
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 £
BBC Children in Need	21,682	15,638	43,125
Big Lottery Fund	80,508	41,158	61,838
Henry Smith's Charity	55,400	0	0
Sir Walter St John's Charity	9,333	32,400	29,724
Lloyds TSB Foundation	18,000	6,000	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: **Aaron Patrick Barbour**

Role within                      **Director**  
Organisation:



APPENDIX A  
(Revised project costings)

ESOL programme at Katherine Low Settlement  
Annual Budget - Revised

07-Nov-14

	Unit cost / cost per hour (£)	No of hours / week	No of classes / week	No of sessions (total -	Total (£)
<b>Term 1-3 (12 wks each)</b>					
<b>Staff Costs</b>					
ESOL teacher	25.00	2.50	4.00	36.00	9,000
Student recruitment & Set-Up	15.00	7.00	5.00	1.00	525
Ongoing prep & admin by teacher	15.00	2.00	4.00	36.00	4,320
<b>Project management sub-total</b>	<b>21.99</b>	<b>5.00</b>	<b>-</b>	<b>36.00</b>	<b>3,958 17,803</b>
<b>Project costs</b>					
Creche	24.00	2.50	4.00	36.00	8,640
Volunteer expenses	5.00	1.00	4.00	36.00	720
Marketing materials	150.00	-	-	1.00	150
Teaching materials	2.00	-	4.00	36.00	288
Refreshments	2.00	-	4.00	36.00	288
<b>Accreditation costs sub-total</b>	<b>60.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,800 11,886</b>
<b>KLS standard overheads at 14%</b>					
Property (11%)					3,266
Office (2%)					594
Corporate (1%)					297
<b>sub-total</b>					<b>4,156</b>
<b>TOTAL</b>					<b>33,846</b>
Annual cost (£) per learner (av.)					846.14
Annual cost (£) per learner per hour (av.)					188.03