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# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Wandsworth Citizens Advice Bureaux</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Wandsworth</b>	
Contact person: <b>Mr Phil Jew</b>	Position: <b>Chief Executive</b>
Website: <b>http://www.wandsworthcabx.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1040303</b>
When was your organisation established? <b>19/08/1994</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Reducing Poverty</b>
Which of the programme outcome(s) does your application aim to achieve? <b>Fewer Londoners experiencing food poverty</b> <b>More people accessing debt and legal services</b>
Please describe the purpose of your funding request in one sentence. <b>Wandsworth Citizens Advice Bureaux and Foodbank partnership tackling food poverty by up-skilling volunteers and providing advice and budgeting support for Foodbank users.</b>
When will the funding be required? <b>01/10/2014</b>
How much funding are you requesting? Year 1: <b>£22,709</b> Year 2: <b>£64,360</b> Year 3: <b>£64,360</b> <b>Total: £151,428</b>

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### **Aims of your organisation:**

#### **Charitable objects**

To promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in the London borough of Wandsworth and surrounding areas ("the principal area of benefit") and elsewhere in greater London.

#### **Purpose**

Wandsworth Citizens Advice Bureaux is an independent charity that provides information, advice and support needed by local people to enable them to manage their affairs and live independent and resilient lives. We also work to improve the policies and practices that affect people's lives.

### **Main activities of your organisation:**

We offer general advice on welfare benefits, money/debt, housing, employment, consumer, immigration and nationality, family and personal matters, taxes, health and education. We provide general advice on discrimination across all these subjects. We also provide self-help information services and resources and work to increase the capability of local people to avoid and prevent problems like debt.

Our emphasis is on enabling independence and resilience. We are not here to take over people's affairs. Wherever possible we should empower people to be in control, help and act for themselves. We emphasise the importance of early intervention and prevention in our services. We seek to understand and act on the underlying causes of demand for our services and tackle preventable systemic failure. Where possible and advantageous we seek to work in partnership with other organisations, professionals and community groups to deliver our services.

WCABx also offers a range of volunteering opportunities and undertakes social policy and campaign work.

### **Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>6</b>	<b>14</b>	<b>12</b>	<b>44</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>Rented</b>	<b>3 years (central office, KLS)</b>

## Summary of grant request

### Need

Since May 2013, Wandsworth Foodbank has provided emergency food for over 2600 people, including 1100 children in poverty. Beyond basic support, Foodbank is not equipped to tackle the underlying reasons people need help: benefit delays (25% of Foodbank referrers cite this as the main reason for attending), low income (20%), benefit changes (17%) and debt (10%), compounded by mental health, language barriers, rising indebtedness and benefit cuts. Trussell Trust research shows parents regularly skip meals to feed their children and 70% of families living in food poverty rely on free school meals and school clubs to supplement their child's diet. In our experience, people often feel obliged to pay non-priority short-term credit debts over rent, utilities, heating and food.

### Delivery

Our project will ensure that Foodbank users have access to housing, benefits, money and debt advice and budgeting support: up-skilling Foodbank volunteers, using technology and placing vital advice services at a point of acute need.

### A two stage approach:

1. Between October 2014 and March 2015: WCABx will employ a Caseworker Supervisor (CS) and train up to 12 volunteers from Foodbank's busiest centre (St Mark's Church, SW11 1EJ) to become Information and Budgeting Assistants (IBAs) and provide information for Foodbank users on issues listed above alongside the food-preference conversations and support currently provided. The CS will be present during Foodbank sessions to provide support to the IBAs and take referrals for in-depth advice. Appointments with the CS will be made at the Foodbank or CAB.
2. From April 2015, the project will expand to 4 'satellite' Wandsworth Foodbank centres; training up to 16 more volunteers and extending CS support/advice.

Where additional training for volunteers or users or policy/campaign work would address underlying issues we will respond. For example, the CS may run sessions on financial capability, energy efficiency or benefit changes or work with the CAB policy team on a (local) campaign.

### Achievements

The project will ensure that a turn to the Foodbank in crisis becomes a gateway to resolving underlying problems and preventing long-term Foodbank dependence. It will provide 28 volunteers with new skills and gather evidence/learning as a platform for future sustainability/development.

### The right organisations to deliver

WCABx is the leading local advice service, with particular expertise in welfare benefits, money, debt advice and budgeting. We have an established and respected volunteer training programme. Wandsworth Foodbank is part of the Trussell Trust network and deals with some of the acutest local need. By pooling reach, knowledge and expertise we are well placed to deliver the above outcomes.

### Meeting programme outcomes

This project directly addresses the Reducing Poverty programme outcomes. It provides practical support directly to people experiencing food poverty; seeking to reduce this by increasing access to debt and legal advice.

### Involving users

Several Foodbank volunteers are former service users. A project steering committee will be established and we will seek a service user voice on this group. Regular user feedback will be gathered.

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Diversity

The project will welcome all, regardless of race, disability, gender, faith and sexual orientation, in accordance with the equality commitments of both partners. Briefings, training and updates will ensure the project operates within legal requirements and good practice.

Valuing and supporting volunteers

The project places volunteers at the centre of the service.

Steps to reduce our carbon footprint

We will take steps throughout the project to reduce our carbon footprint and **will** apply for an Eco Audit. Both organisations are at the 'getting started stage' and have introduced green actions. Foodbank is actively looking to manage stock levels at each centre to reduce the need for transport between sites.

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.

**28 Foodbank volunteers trained by WCABx as Information & Budgeting Assistants and supported by a WCABx Adviser throughout the project. Refresher/new starter training for Foodbank volunteers delivered in 2015/16 and 2016/17 - at least one refresher course and one new starter programme per year.**

**Information and budgeting assistance provided by Foodbank volunteer IBAs for up to 18 households per week from December 2014 - March 2015 (up to 250 in total) and for up to 30 households per week from April 2015 - March 2017 (up to 2890 in total)**

**Advice to help with debt, budgeting, welfare benefits, other welfare problems for up to 6 households pw on average from November 2014 - March 2015) (up to 114 in total) and for up to 10 households pw on average from April 2015 - March 2017) (up to 994 in total)**

**Additional training sessions for volunteers or Foodbank users on underlying issues and a policy/campaign initiative each year from year 2, run in conjunction with CAB social policy and campaigns team, based on the experiences and voices of Foodbank users and volunteers.**

**Joint WCABx/Foodbank reports setting out the learning and evidence from the project, published in summer 2015, summer 2016 and early spring 2017 with the aim of influencing policy and further development of provision**

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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.

**Foodbank users will get information and advice that tackles immediate debt and benefit crises and addresses underlying causes to avoid long-term dependency on food parcels.**

**Foodbank users will report reduced anxiety and distress, improved well-being and financial circumstances.**

**Volunteers (some of whom will be former Foodbank users) will acquire new skills and knowledge, helping them to improve their economic circumstances and well-being.**

**Evidence will be gathered to influence policy, demonstrate and improve effectiveness of the service and ensure longer-term sustainability**

**Improvements will be made to (local) policy and practice to address underlying causes of food poverty and need for food parcels**

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?

**We intend to continue the activity if need persists. Reports setting out learning and evidence will be published with the aim of influencing policy and further development and funding. Equipping Foodbank volunteers with knowledge and skills will allow some provision to continue even with reduced funding.**

## Who will benefit?

### About your beneficiaries

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

**1,167**

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

**Wandsworth (91%)**

**Richmond (3%)**

**Lambeth (3%)**

**Merton (3%)**

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
WCABx Staff costs	14,354	41,942	41,942	98,237
WCABx Overheads	2,605	10,418	10,418	23,441
ICT and Communications	3,500	500	500	4,500
Foodbank staff costs	750	11,500	11,500	23,750
Recruitment	1,500	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>22,709</b>	<b>64,360</b>	<b>64,360</b>	<b>151,428</b>
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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
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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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
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
WCABx Staff costs	14,354	41,942	41,942	98,237
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Recruitment	1,500	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>22,709</b>	<b>64,360</b>	<b>64,360</b>	<b>151,428</b>
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## Finance details

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

Financial year ended:	Month: March	Year: 2014
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Income received from:	£
Voluntary income	4,507
Activities for generating funds	
Investment income	5,586
Income from charitable activities	815,295
Other sources	
<b>Total Income:</b>	<b>825,388</b>

Expenditure:	£
Charitable activities	691,748
Governance costs	38,529
Cost of generating funds	23,123
Other	
<b>Total Expenditure:</b>	<b>753,400</b>
<b>Net (deficit)/surplus:</b>	<b>71,988</b>
<b>Other Recognised Gains/(Losses):</b>	<b>3,013</b>
<b>Net Movement in Funds:</b>	<b>75,001</b>

Asset position at year end	£
Fixed assets	2,225
Investments	
Net current assets	335,335
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>337,560</b>

Reserves at year end	£
Endowment funds	
Restricted funds	
Unrestricted funds	337,560
<b>*Total Reserves (B):</b>	<b>337,560</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?

79%

### Organisational changes

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



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### 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	463,804	488,849	506,938
London Councils	0	0	0
Health Authorities	19,800	18,900	19,800
Central Government departments	0	0	0
Other statutory bodies	228,429	181,066	143,793

### 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 £
Macmillan	60,108	62,585	66,790
Trust for London	35,000	34,402	32,097
Citizens Advice	19,401	1,300	11,568
Southfields Academy	5,850	1,950	1,650
London & Quadrant	0	0	16,658

### 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: **Phil Jew**

Role within                      **Chief Executive**  
Organisation:

**J. Funding required**

All the questions in this section refer to the specific project or area of work for which you are applying, NOT your organisation as a whole. If you have more expenditure or income lines than are available please group these on the form and provide a full breakdown in your detailed proposal. See the supporting documents guidance for more information on the detailed proposal.

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

Please list main expenditure headings and amounts

<b>Expenditure heading</b>	<b>Year 1 £</b>	<b>Year 2 £</b>	<b>Year 3 £</b>	<b>Total £</b>
Casework Supervisor + other WCABx staff costs	43,038	41,942		84,979
Overheads	8,000	8,000		16,000
ICT and Communications	4,000	500		4,500
Volunteer Co-ordinator	11,500	11,500		23,000
Recruitment	1,500			1,500
<b>TOTAL</b>	<b>68,038</b>	<b>61,942</b>		<b>129,979</b>

**What income has already been raised?**

Please list amounts and main sources

<b>Source</b>	<b>Year 1 £</b>	<b>Year 2 £</b>	<b>Year 3 £</b>	<b>Total £</b>
	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?**

Please list funders and amounts

<b>Funders</b>	<b>Year 1 £</b>	<b>Year 2 £</b>	<b>Year 3 £</b>	<b>Total £</b>
	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?**

Please list main expenditure headings and amounts

<b>Expenditure heading</b>	<b>Year 1 £</b>	<b>Year 2 £</b>	<b>Year 3 £</b>	<b>Total £</b>
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<b>TOTAL</b>	<b>68,038</b>	<b>61,942</b>		<b>129,979</b>