

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Chiswick House and Gardens Trust</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Hounslow</b>	
Contact person: <b>Mrs Jane Booth</b>	Position: <b>Fundraising Manager</b>
Website: <a href="http://www.chgt.org.uk">http://www.chgt.org.uk</a>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1109239</b>
When was your organisation established? <b>01/03/2005</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Improving London's Environment</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More people reporting improved wellbeing through greater use of open spaces and through growing and greening initiatives</b> <b>More young people understanding the benefit of growing local food and its nutritional value</b>
Please describe the purpose of your funding request in one sentence. <b>To support the Kitchen Garden Project over three years to secure its future and benefit the community.</b>
When will the funding be required? <b>01/12/2014</b>
How much funding are you requesting? Year 1: <b>£38,843</b> Year 2: <b>£50,319</b> Year 3: <b>£50,319</b> <b>Total: £139,481</b>

**Aims of your organisation:**

Chiswick House and Gardens Trust ("CHGT") is a registered charity which was jointly created by English Heritage and the London Borough of Hounslow in 2005 to provide long term, care and governance of the grade 1 listed Chiswick House and its 65 acre grounds. The Trust has responsibility for all aspects of running the gardens and is currently negotiating with English Heritage the basis on which it will take over management of the House in 2016.

Currently, the Trust's key aims are to: respond to the needs of the site and its stakeholders and visitors; provide a high standard of care for the grounds; promote the House & Gardens to the broadest possible audience; offer increased opportunities for enjoyment, learning, volunteering and training; provide good management of the site; and, fundraise for the site and increase revenue streams in order to develop the estate for the benefit of the public.

**Main activities of your organisation:****1. Gardens**

Managing the 65 acre grounds, including all kinds of horticulture and landscaping and care of the the facilities and buildings within the public park for the benefit of the public.

Running the walled Kitchen Garden (parts of which date from 1682!) as a social and therapeutic volunteer-led community resource to benefit some of Hounslow and West London's most disadvantaged residents.

**2. Security**

Providing a warden security service in the Grounds to keep them safe for all users during the park's opening hours (7am til dusk each day).

**3. Marketing and public programme**

This includes discharging the Trust's obligation to promote the house and gardens as widely as possible and our marketing manager does this through the Trust's website, social media, leaflets and advertising, the annual Camelia festival (showcasing the Trust's world-famous Camelia collection in the conservatory), film nights and other public events.

**4. Property and infrastructure**

Managing properties and collecting rent from two buildings in the grounds.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
6	6	15	150

**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>Leased</b>	<b>96 years</b>

## Summary of grant request

### THE NEED FOR THE PROJECT

The Kitchen Garden Project was established in 2005 by a group of local residents who wanted to use the unique and historic Kitchen Garden in the grounds of Chiswick House to benefit the community and in particular those people with special needs. Since that time the project has developed into a thriving social and therapeutic gardening project. Our last comprehensive audit of the project showed that between 2010 and 2013 12,254 people of all ages, backgrounds and abilities benefited from their involvement in the Kitchen Garden. We need funding to continue this work.

### HOW THE WORK WILL BE DELIVERED

The kitchen garden project is delivered by William Rallison, the full time kitchen gardener and by Louise Randall part-time volunteer manager.

The core pool of committed volunteers attend sessions on Tuesdays and Thursdays between 10am and 4pm and undertake work including planting and pruning fruit trees, growing vegetables, herbs and flowers, weeding, watering, digging, composting and picking produce, teaching adults and children about gardening and growing food and assisting those who are less able to garden. Regular volunteers also man the garden on open days, selling produce and talking to the public about the garden and their work.

The kitchen garden is a sheltered and controlled environment so close attention can be given to volunteers who are particularly vulnerable. Physical or mental health difficulties are not a barrier to regular volunteering and volunteers come to us from a range of sources including health related organisations, local volunteer centres and mental health charities.

### THE AIMS OF THE PROJECT

The aim of the project is to use the unique historic kitchen garden for the benefit of the local community with a focus on the most disadvantaged. It is our aim to continue to involve volunteers with depression and other mental health problems, those with visual, hearing and other physical impairments, the learning disabled, unemployed and retired people.

### WHY CHGT IS THE RIGHT ORGANISATION TO DELIVER THIS WORK

The Kitchen Garden Project has been running in its current form since 2009 so it has a proven track record. All the volunteers work in the historic walled kitchen garden, parts of which date back to 1682, in the grounds of grade 1 listed Chiswick House. The historic, sheltered environment makes it a unique and perfect setting for this work.

### MEETING THE CITY BRIDGE TRUST'S PROGRAMME OUTCOMES FOR IMPROVING LONDON'S ENVIRONMENT

We believe the project meets all three of the programme outcomes. Everyone who works in or visits the garden does so with the express intention of increasing their knowledge and understanding of the 'green' environment and biodiversity. We know that the project has a huge impact on the lives of those involved - this comment from a volunteer struggling with mental health problems - 'There's always something to do and just being involved and having your hands in the soil is incredibly therapeutic...it has brought me alive again'. Our 40 school sessions each year provide young people with the opportunity to increase their understanding of the benefits of growing food and nutrition.

### MEETING THE TRUST'S PRINCIPLES OF GOOD PRACTICE

The project was conceived and launched by local residents and everyone involved except William and Louise are volunteers and come from Hounslow or West/South London. The volunteers are a very diverse group and represent all levels of ability and background. We are currently a very small charity with extremely limited resources as we grow our carbon footprint will become a higher priority for the Trust but please see Detailed Proposal for more information.

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?

**N/A - CHGT is a very small charity which was only recently established and as such is still developing its business/affairs.**

### **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.

**8,736 volunteer hours (24 volunteers per week doing a seven hour day) in the garden each financial year**

**1,200 pupils and 200 teachers from schools in West London, plus 8 specially trained volunteers taking part in school sessions - 40 sessions each financial year**

**7 special educational needs young people with 2 'helpers' working in the garden every Tuesday during term time - 40 sessions each financial year**

**1,200 members of the public on six kitchen garden open days (based on previous years) each financial year**

**£3,000 of produce sales (based on previous years) on open days and around the grounds each financial year**

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.

**Improved mental and physical health of volunteers as evidenced by repeat volunteering, anecdotal evidence and enthusiasm. We will monitor volunteer numbers and take care to supervise and support volunteers in their work so we can assess how the programme is working for them.**

**Obtaining employment/interviewing better as evidenced by monitoring previously unemployed volunteers' employment status and levels of confidence.**

**Supporting pupils curricula as evidenced by pupils enthusiasm, oversubscription for schools sessions and feedback forms received.**

**Training teachers to talk about plants, food and nutrition back in classrooms - information from school feedback forms.**

**Public attendance and enjoyment of the garden - high visitor numbers and produce sales (£3,000 plus) at Kitchen garden open days**

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 Trust's principle aim is to run the house and gardens as a self-supporting estate. We are establishing an events business and fundraising department and on top of the rental income the trust receives we anticipate being able to continue the Kitchen Garden project indefinitely - it is one of our core activities.**

## Who will benefit?

### About your beneficiaries

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

**2,657**

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

**Several SW London (90%)**

**London-wide (10%)**

What age group(s) will benefit?

**0-15**

**16-24**

**25-44**

**45-64**

**65-74**

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	49,319	49,319	49,319	147,957
Costs including equipment, seeds, plants etc.	5,000	5,000	5,000	15,000
	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>54,319</b>	<b>54,319</b>	<b>54,319</b>	<b>162,957</b>

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
HLF	11,476	0	0	11,476
Pumpkin party (based on previous years)	4,000	4,000	4,000	12,000
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>15,476</b>	<b>4,000</b>	<b>4,000</b>	<b>23,476</b>

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

Source	Year 1	Year 2	Year 3	Total
The Garfield Weston Foundation	38,843	50,319	50,319	139,481
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>38,843</b>	<b>50,319</b>	<b>50,319</b>	<b>139,481</b>

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff	33,843	45,319	45,319	124,481
Costs	5,000	5,000	5,000	15,000
	0	0	0	0
	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>38,843</b>	<b>50,319</b>	<b>50,319</b>	<b>139,481</b>

## 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	403,740
Activities for generating funds	333,932
Investment income	8,648
Income from charitable activities	0
Other sources	0
<b>Total Income:</b>	<b>746,320</b>

Expenditure:	£
Charitable activities	517,767
Governance costs	14,808
Cost of generating funds	366,315
Other	0
<b>Total Expenditure:</b>	<b>898,890</b>
<b>Net (deficit)/surplus:</b>	<b>(152,570)</b>
<b>Other Recognised Gains/(Losses):</b>	
<b>Net Movement in Funds:</b>	<b>(152,570)</b>

Asset position at year end	£
Fixed assets	67,720
Investments	1,000
Net current assets	409,277
Long-term liabilities	(32,242)
<b>*Total Assets (A):</b>	<b>445,755</b>

Reserves at year end	£
Endowment funds	0
Restricted funds	85,054
Unrestricted funds	360,701
<b>*Total Reserves (B):</b>	<b>445,755</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?

### 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	0	0	0
London Councils	274,253	243,855	245,975
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 £
Heritage Lottery Fund	0	85,283	28,324
Local Food Fund	35,346	71,927	17,865
Historic and Botanical Gardens Bursary	0	6,500	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: **Jane Booth**

Role within                      **Fundraising Manager**  
Organisation: