

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Kingston Churches Action on Homelessness	
If your organisation is part of a larger organisation, what is its name? No	
In which London Borough is your organisation based? Kingston	
Contact person: Mr Matt Hatton	Position: Operational Director
Website: http://www.kcah.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1075890
When was your organisation established? 06/06/1993	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Reducing Poverty
Which of the programme outcome(s) does your application aim to achieve? More Londoners with improved economic circumstances Fewer Londoners experiencing food poverty
Please describe the purpose of your funding request in one sentence. The grant will pay for the salary of one part-time Housing Adviser as part of the Housing Crisis Intervention Service (HCIS) for 3 years.
When will the funding be required? 01/01/2014
How much funding are you requesting? Year 1: £27,904 Year 2: £29,231 Year 3: £30,652 Total: £87,786

Aims of your organisation:

1. To work towards the eradication of the problem of homelessness in the London Borough of Kingston
2. To relieve the distress of homeless people by finding temporary accommodation "on the first rung of the accommodation ladder"
3. To support vulnerable people in maintaining their tenancies, avoiding a 'revolving door' of homelessness.
4. To improve the economic circumstances of clients by providing housing and benefits advice and a home in which to cook, thereby reducing the cost of food
5. To combat food poverty by providing vouchers for the local Food Bank and to improve the physical and mental health of clients, linking them with relevant support agencies
6. To bring those who are sleeping rough swiftly to a place of safety, and help the hard-to-engage link up with local services
7. To provide constructive activities and creative opportunities to raise self-esteem and motivation.
8. To support clients back into work through referral to the KCAH Job Club.

Main activities of your organisation:

1. Housing Crisis Intervention Service (HCIS) provides housing advice, welfare benefits advice and advocacy as well as a hostel/night shelter placement service for clients who face or are already experiencing street homelessness.
2. The 'Access Project' provides temporary supported accommodation to 37 single homeless people with low support needs for up to two years.
3. KCAH is the sole referral agency to the Joel Community Trust Night Shelter which runs all year round, providing shelter for 10 guests who would otherwise be rough sleeping or sofa surfing in the borough of Kingston.
4. A weekly Job Club to assist clients into employment, further education and training.
5. The Cook and Eat Programme in partnership with the Joel Project. Attendees can achieve City and Guilds Level 2 Qualification in Health and Hygiene and then assist in the delivery of the course to the next cohort.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
3	3	7	9

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	12 months

Summary of grant request

Evidence of Need:

The number of street homeless people and those seeking housing and benefits advice is a stark reminder of the high level of poverty amongst Londoners. There was an increase of 58% in the number of rough sleepers in 2012-13 from the previous year picked up in Kingston by 'Street Link', part of the Mayor of London's 'No Second Night Out' Scheme. Furthermore, Chain rough sleeper figures only reflect a proportion of those sleeping on the streets of Kingston due to the early interventions of HCIS. Last winter 21% of service users had slept rough for more than one week before entering the Temporary Winter Night Shelter Scheme. Over 200 people who would otherwise be rough sleeping or sofa surfing have used the scheme since its inception in 2009-10. 649 people in April 2012- March 2013 came through our doors with housing or benefit issues. 600 food vouchers were handed out to people in crisis.

Why we are the right people to do this work:

The HCIS holds the prestigious Advice Quality Standard's 'Quality Mark' for providing housing and welfare benefits advice. The Operational Director, who oversees the project, has 10 years' experience of housing and welfare benefits advice. One Housing Adviser is a Barrister in training and the other is a former service user.

The HCIS is a hugely successful service:

In 2013: 45% of clients seen were helped to find housing and another 6% were helped in the prevention of losing their home; HCIS recovered £257,017 of welfare benefit entitlements for clients.

How the project meets the Trust's programme outcome:

There will be more Londoners with improved economic circumstances due to:

- HCIS's referrals to the Great Feast (free hot food) and the Night Shelter at the Joel Project, where they will pay a small contribution towards their living costs.
- HCIS's referrals to debt and legal services
- HCIS's provision of housing and benefits advice including income tax with Advice Quality Standard (AQS) Certification
- HCIS's training in life skills including budgeting and supporting clients back into work through referral to our supported accommodation project, the Job Club at KCAH There will be fewer Londoners experiencing food poverty due to:
- HCIS's administration of food vouchers for the Food Bank
- HCIS's placement of clients in accommodation having somewhere to cook, thus reducing the cost of food.
- HCIS's referral to the Cook and Eat Programme in partnership with the Joel Project.

How the project meets the Trust's 'Principles of Practice'

- Client Focus Groups have been running over the past two years, giving feedback on the HCIS, which is reported back to the Board of Trustees.
- Clients can complete a questionnaire on the quality of service they receive from HCIS staff.
- KCAH has ex-service users who regularly volunteer for KCAH and an HCIS adviser is also an ex-service user. One ex-service user is currently on the Access Project Sub-Committee.
- Bi-annual Focus Groups allow current and ex-clients to become involved in evaluating the day-to-day running of the HCIS Service.
- KCAH gives volunteer opportunities to current and former clients when appropriate.
- KCAH offers an Activities Programme which can only be sustained through the contributions of service users and volunteers.
- KCAH has used clients as part of the staff recruitment process.

Environmental practice:

We recycle glass, plastic, paper and card, use double-sided photocopying, use ecologically responsible paper, conserve lighting and IT equipment is switched off at night. A member of KCAH has recently attended a KVA course (October 2013) on how to improve environmental standards and recommendations will be implemented.

If you need any planning or other statutory consents for the project to proceed, what stage have the applications reached?

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.

Over three years, 1350 new clients with housing or welfare benefit issues will be registered with HCIS and will benefit from information or advice or advocacy with 4,500 repeat visits taking place.

Over three years, 450 clients will be helped to find housing through referrals to appropriate housing providers and 225 clients over three years will be helped in the prevention of losing their home.

Over three years, 270 clients a year will benefit from income maximisation due to the HCIS benefit advice work including advocacy/benefit appeals/tribunals.

Over three years, 120 clients are referred by HCIS to the Job Club to secure employment.

Over three years 1800 food vouchers are handed out to people in crisis with 150 referrals to the Great Feast and 72 referrals to the Cook and Eat Programme.

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.

Over three years, 810 HCIS clients will experience an improvement in their economic circumstances due to help in receiving/maintaining benefits from advocacy/benefits appeals/tribunals resulting in improved economic circumstances for Londoners.

Over three years, 1800 clients who receive food vouchers, with 150 clients referred to the Great Feast at the Joel Project and 72 clients referred to the Cook and Eat Programme will result in fewer Londoners experiencing food poverty.

Over three years, 315 homeless clients who will be found accommodation through HCIS will result in improved economic circumstances for Londoners due to having somewhere to cook.

Over three years, 90 HCIS clients will experience increased self-esteem and confidence in their search for employment, a stepping stone towards improved economic circumstances for Londoners.

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?

1. By further applications to Charitable Trusts and Foundations and statutory bodies.

2. By strengthening our relationship with the Kingston Churches, local schools and businesses through the employment of a part-time Community Fundraiser.

Who will benefit?

About your beneficiaries

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

452

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

Kingston (73%)

Richmond (2%)

Several SW London (18%)

London-wide (7%)

What age group(s) will benefit?

16-24

25-44

45-64

65-74

75 and over

What gender will beneficiaries be?

All

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

White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Gypsy, Traveller or Irish Traveller; Any other White background)

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)

Other ethnic group (including Arab)

If Other ethnic group, please give details: **Middle Eastern, Latin American.**

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
Salary, NI & Pension: Part-time Housing Adviser	19,459	20,619	21,835	61,913
Salary, NI & Pension: Part-time Housing Adviser	19,459	20,619	21,835	61,913
Recruitment	1,000	0	0	1,000
Staff Travel	500	512	526	1,538
Volunteer Travel	600	616	630	1,846
Staff Training	1,000	1,980	2,030	5,010
Volunteer Training	660	676	694	2,030
Client Welfare & translation	1,000	1,026	1,050	3,076
Overheads including Legal, Professional, HR and Fundraising	12,130	12,414	12,704	37,248

TOTAL:	55,808	56,462	61,304	175,572
---------------	---------------	---------------	---------------	----------------

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Legacy	25,000	25,000	25,000	75,000
Albert Hunt Trust	3,000	0	0	3,000
Thames Homelessness Project	6,000	0	0	6,000
Marsh Christian Trust & Kingston Nursing Association	500	0	0	500

TOTAL:	34,500	25,000	25,000	84,500
---------------	---------------	---------------	---------------	---------------

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
✓ 29th May 1961 Charitable Trust	27,904	29,231	30,652	87,786
✓ Henry Smith	27,904	29,231	30,652	87,786
Charles Shorto Charitable Trust	27,904	29,231	30,652	87,786
Rowland Family Foundation	27,904	29,231	30,652	87,786

TOTAL:	111,616	116,924	122,608	351,144
---------------	----------------	----------------	----------------	----------------

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Salary Part-time Housing Adviser	19,459	20,619	21,835	61,913
Direct Costs	2,380	2,405	2,465	7,249
Overheads	6,065	6,207	6,352	18,624

TOTAL:	27,904	29,231	30,652	87,786
---------------	---------------	---------------	---------------	---------------

Finance details

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

Financial year ended:	Month: March	Year: 2014
-----------------------	--------------	------------

Income received from:	£
Voluntary income	194,839
Activities for generating funds	0
Investment income	124
Income from charitable activities	345,065
Other sources	0
Total Income:	540,028

Expenditure:	£
Charitable activities	489,405
Governance costs	2,200
Cost of generating funds	0
Other	0
Total Expenditure:	491,605
Net (deficit)/surplus:	48,423
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	48,423

Asset position at year end	£
Fixed assets	2,150
Investments	0
Net current assets	176,603
Long-term liabilities	0
*Total Assets (A):	178,753

Reserves at year end	£
Endowment funds	0
Restricted funds	14,474
Unrestricted funds	164,279
*Total Reserves (B):	178,753

*** 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?
13-15%

Organisational changes

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

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	67,358	65,272	69,919
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 £
Big Lottery	0	32,254	40,539
LLoyds TSB	7,500	10,000	2,500
Kingston Magistrates Poor Box Fund	0	8,000	0
Adobe	7,252	5,000	0
Goldsmiths Company Charity	0	5,000	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: **Matt Hatton**

Role within **Operational Director**
Organisation: