

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Voluntary Action Islington Limited	
If your organisation is part of a larger organisation, what is its name? Not applicable	
In which London Borough is your organisation based? Islington	
Contact person: Mr. Mike Sherriff	Position: Chief Executive
Website: http://www.vai.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 291890
When was your organisation established? 01/02/1971	

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 help local organisations maximize potential from volunteer involvement by providing training and consultancy to managers, staff, and volunteers and sustaining improvements using online tools.
When will the funding be required? 02/02/2015
How much funding are you requesting? Year 1: £47,952 Year 2: £48,921 Year 3: £0 Total: £96,873

Aims of your organisation:

Voluntary Action Islington aims to:

- * Provide support to our members (voluntary and community organisations in Islington)
- * Improve the effectiveness of local voluntary and community organisations
- * Develop the voluntary sector in Islington
- * Mobilise our members to influence change.

Main activities of your organisation:

We:

- Provide an information service to our members
- Provide basic capacity building support, especially to smaller and newly forming groups
- Promote and facilitating volunteering
- Enable our members to act together to influence change by supporting networks

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
5	1	11	18

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	10 years

Summary of grant request

This request is for a grant over a two year period to work with at least 30 community organisations in Islington to develop their skills to improve volunteer management. Feedback we have received from local organisations has led us to have a particular focus in this request on improving induction for new volunteers and creating new roles which involve volunteers supervising other volunteers. We will share the resources and learning that we develop through this project with the wider sector using an online facility and a social media platform. As a result of the project local voluntary organisations will have better policies and practices in place to manage volunteers. They will have developed new volunteering roles and improved the quality, consistency and range of the services they deliver to residents of Islington.

As the membership organisation for local community organisations and the accredited Volunteer Centre for Islington we are the right organisation to deliver this work. One of our core purposes is to improve the effectiveness of local organisations and we have a strong track record in delivering capacity building programmes, particularly with smaller less well-resourced groups.

Increasingly organisations that we work with are seeking help with the induction and management of volunteers. They are also interested in creating new volunteer supervisor roles to enable them to develop their services and activities. 90% of groups we work with on capacity building programmes say that they are looking for volunteers and many want to develop their existing volunteers to become volunteer co-ordinators. Local community centres/hubs also depend on volunteers to provide many of their services. They have a lot of interest from residents in volunteering but have said to us that paid staff need more help with managing volunteers and that it is often the case that people interested in volunteering do not have a very clear understanding about what is involved. Our project request responds to this feedback. It builds on Voluntary Action Islington's track record of working with organisations, including positive feedback from previous occasional courses that we have run on the management of volunteers.

This project would be delivered using a combination of one to one support to local community organisations, training courses that we would run with local organisations, and the development of online resources to support and sustain practice improvements. The training programme will include a course about managing volunteers, an introduction to volunteering course and a course for volunteers who are taking on supervisory roles. We will ensure that at least 25% of participants are from organisations with no full time staff, as they have particularly fed back to us that this type of support would assist them to develop their services.

The project will be delivered by one of our Project Officers (half time) with input from our Senior Project Officer, who would particularly be involved in the development and delivery of the training programmes. We would engage freelance associates as necessary to assist with the delivery of the training.

We will obtain feedback from participants in the project after each training course and one to one meeting. We will monitor use of the online resources that we develop. We will conduct a survey with the organisations whose personnel have been involved in the project after 12 months and 23 months to ascertain what changes they have made as a result of taking part and what the impact of this has been on the quality, consistency, and range of services they provide. We will use this feedback to improve the delivery of this project and inform our future service delivery.

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? **Yes**

What Quality Marks does your organisation currently hold?

We are an Investors In People Organisation. We are the accredited Volunteer Centre for Islington.

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 will deliver 24 training workshops on effective management of volunteers. These will involve 150 staff from 30 local voluntary organisations. We will provide participants with links to relevant online resources.

We will provide one to one advice about volunteer management to 60 staff. This will include working with staff from 24 organisations to develop a volunteer induction programme and with staff from 8 organisations to develop volunteer supervisor roles.

We will deliver 24 introduction to volunteering induction programmes with 24 organisations. These will involve 144 participants.

We will work with 8 organisations to deliver 12 introduction to supervision workshops for volunteers who are taking on the supervision of other volunteers.

We will develop online resources and use of a social media platform to support the organisations that we are working with to share learning, contacts and other relevant information. We will work with a volunteer with digital communication skills to deliver this activity.

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.

30 local voluntary organisations have reviewed and improved their policies and practices for inducting, managing and supervising volunteers. This will include at least 8 organisations with no full time staff.

144 people will have a better understanding about what is involved in volunteering as a result of taking part in introduction to volunteering/induction programmes

8 organisations will have introduced new supervisor roles that will have been taken up by 18 volunteers. As a result they will have been able to develop their programme of services and activities. This will include 4 organisations with no full time staff.

Online resources and a social media platform to support the management of volunteers will have been developed and used by people from 30 organisations to develop and improve policy and practice. This resource will continue to be used after the project has been completed.

30 organisations will have increased their service delivery or improved the quality and consistency of their service delivery as a result of taking part in the project.

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 plan to sustain improvements by producing online resources that can be used after the project is completed and by developing the use of relevant social media so that organisations and individuals can share experience and collaborate, both during the project and after it has been completed.

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Staffing	31,513	32,143	0	63,656
Premises	924	924	0	1,848
ICT, stationery, post, phones	2,420	2,468	0	4,888
Insurance, audit, compliance	1,190	1,213	0	2,403
Management, finance administration	13,405	13,673	0	27,078
Training courses	8,100	8,100	0	16,200
Volunteer expenses	400	400	0	800
	0	0	0	0
	0	0	0	0
TOTAL:	57,952	58,921	0	116,873

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
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
Staffing	31,513	32,143	0	63,656
Premises	924	924	0	1,848
ICT, stationery, postage, phones	2,420	2,468	0	4,888
Insurance, audit, compliance	1,190	1,213	0	2,403
Management, finance, administration	3,405	3,673	0	7,078
Training courses	8,100	8,100	0	1,620
Volunteer expenses	400	400	0	800
	0	0	0	0
	0	0	0	0
TOTAL:	47,952	48,921	0	96,873

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	50,859
Activities for generating funds	0
Investment income	2,333
Income from charitable activities	516,138
Other sources	3,372
Total Income:	572,702

Expenditure:	£
Charitable activities	536,880
Governance costs	7,842
Cost of generating funds	3,045
Other	0
Total Expenditure:	547,767
Net (deficit)/surplus:	24,935
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	0

Asset position at year end	£
Fixed assets	70,076
Investments	0
Net current assets	616,651
Long-term liabilities	(76,952)
*Total Assets (A):	609,776

Reserves at year end	£
Endowment funds	0
Restricted funds	19,596
Unrestricted funds	259,812
*Total Reserves (B):	279,408

*** 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: Since our most recent accounts statutory income and funding from sources such as the Big Lottery has continued to decrease. The number of staff employed by VAI and our annual expense has also reduced. We are generating funds

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	256,017	239,444	137,764
London Councils	39,136	0	0
Health Authorities	0	0	0
Central Government departments	0	0	5,000
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 £
Henry Smith Charity	0	25,000	25,000
Trust for London	26,250	0	0
Cripplegate Foundation	20,000	0	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: **Michael John Sherriff**

Role within **Chief Executive**
Organisation:

Who will benefit?

About your beneficiaries

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

166

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

Islington (100%)

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?

21-30%