

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Children's Discovery Centre, East London</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Newham</b>	
Contact person: <b>Ms Kathy Everett</b>	Position: <b>Head of Development</b>
Website: <b>http://www.discover.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1070468</b>
When was your organisation established? <b>07/09/1998</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Making London More Inclusive</b>		
Which of the programme outcome(s) does your application aim to achieve? <b>Community buildings that are more accessible and as a result Disabled people actively taking part in the arts or sport</b>		
Please describe the purpose of your funding request in one sentence. <b>Redevelopment of Discover, Children's Story Centre's building to improve the facilities, make it more accessible and inclusive and enhance the disabled user and participant experience.</b>		
When will the funding be required? <b>01/12/2015</b>		
How much funding are you requesting?		
Year 1: <b>£100,000</b>	Year 2: <b>£0</b>	Year 3: <b>£0</b>
<b>Total: £100,000</b>		

**Aims of your organisation:**

Discover aims to extend the benefits of the arts to all children and their communities. We provide authentic hands-on creative experiences for children led by authors, illustrators, artists and our Story Builders, both in our interactive Story Centre and in the community. We are committed to celebrating the artist in every child and promoting access to the arts for all children regardless of ability or socio-economic status because we believe the arts are critical to child and youth development and to strong and vibrant communities.

**Aims:**

To raise standards of reading and writing in children, particularly those who are underachieving;  
To improve speaking and listening skills for children and families;  
To raise children's confidence and aspirations;  
To provide accessible activities for children and families with complex disabilities;  
To provide teachers with the skills and techniques to adopt innovative, effective approaches to the learning and teaching of literacy;  
Increase confidence for parents /carers in engaging with, and supporting their children's learning.

**Main activities of your organisation:**

Discover is an award-winning, interactive creative literature venue in Stratford, East London, dedicated to building literacy and communications skills in children aged 0-11 and their families.

Over the past 13 years, the centre has delivered an extensive community and education programme targeting vulnerable and disadvantaged children, with a focus on developing literacy, oracy and listening through stories and children's literature. These projects cover the whole of London.

Our Mighty Mega Arts club provides sessions for children aged 5 -11 with disabilities and special needs, their siblings and parents. There is a membership of 200, all of whom are resident in our neighbouring boroughs and are facing social and /or economic challenges.

Discover has pioneered the Story Building technique. This is a child-led, collaborative way of developing speaking, listening and writing skills. Our team of professional writers, artists, poets and performers gather the children's ideas to guide them through developing settings, characters and structure, to create original individual and group stories.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
32	0	11	50

**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	98

## Summary of grant request

### The refurbishment

We would like to improve our premises by increasing the exhibition and performance spaces and making the participant experience more navigable and accessible for all.

### The refurbishment includes:

- Reconfiguration of foyer space to improve customer access, flow and experience;
- Development of new flexible space for exhibitions, performance, author events and creative learning to increase capacity and wheelchair user spaces;
- The inclusion of sensory equipment into the Story Trail for children with disabilities;
- Upgrading of accessible toilets;
- Creation of "Changing Places" toilets for customers with disabilities.
- Improved signage and visual signposting;
- Replacement of lighting to improve energy efficiency;

### Why this work is needed:

Consultant Clare Goodridge's Access Audit from 2014 recommended:

- Provision of Changing Places facilities;
- Accessible staff changing facilities;
- Upgraded accessible toilets;
- Redesign of Story Trail to make it more inclusive for diverse needs;
- Renewal of existing stair handrails and step nosings;
- Provision of respite room;
- Installation of sound enhancement systems in the induction and performance areas;
- Inclusive signage;
- Upgrade lighting, tonal contrasts and finishes.

In 2013, a major consultation with customers, stakeholders, artists and staff highlighted issues of overcrowding affecting the quality of work, dissatisfaction with disrepair of current facilities, limited café and shop offer. In addition, investment is needed to improve the environmental performance of the building. With visitor numbers increasing, the building requires repair and expansion. Increased use has brought additional Health and Safety challenges. Reconfiguration of existing spaces would enable the company to address issues such as access, mixed age groups, noise bleed, cluttered spaces.

### Delivering the work:

The Trustees and Buildings Subcommittee will have overall responsibility. Deputy Chief Executive, Paul Callaghan will lead the project management. Paul has managed two previous major capital projects. Architects were appointed following a competitive interview process and the professional team and contractors will be appointed in early 2016.

### Project Aims and Achievements:

The overall objectives of this project are to

- Make the building accessible and inclusive for all visitors and participants;
- Provide additional integrated performance, sensory exhibition and studio space;
- Expand the offer to older children to support Year 7 transition to secondary school;
- Improve environmental performance and energy efficiency;
- Reduce maintenance and running costs;
- Increase income by increasing café and retail areas.
- Increase opportunities for artists and training for teachers;

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?

**Discover is recognised as a Model of Good Practice by the Departments of Education and Culture, Media and Sport and National Children's Bureau. We were**

## **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.

**Provision of accessible facilities for those with physical and learning disabilities, for example accessible toilets, Changing Places facilities, staff changing spaces, respite space and adapted furniture.**

**Provision of a fully participatory experience for those with physical and learning disabilities, through improvements to the customer flow and experience. For example, widened corridors, automatic doors, improved signage, lighting and visual signposting through tonal contrasts and finishes. An improved website will facilitate accessible bookings, including downloadable Social Story materials.**

**The redesign of the central Story Trail area and exhibition spaces will enable Discover to incorporate sensory equipment, so that those with disabilities can participate more fully in Discover's core activity. Cariad, technology experts for children with special needs, are creating bespoke equipment to improve our inclusive, integrated cultural offer.**

**Upgrading of the Story Studio where Mighty Mega, Discover's arts club with a membership of over 200 children with disabilities and their siblings meet every week. This will improve the environment with better flooring, lighting, air flow and multi-sensory equipment.**

**Having followed the RE:FIT Programme Proposal, we will have delivered a reduction in carbon emissions and an improved, energy efficient building. The improvements will include LED lighting, efficient boiler, hot water controls, insulation, air handling, and window repairs and reviewed waste and recycling procedures.**

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.

**2000 people per year with disabilities will participate in Discover's core activities because of improved physical access to the spaces and better facilities because of the improvements to the building.**

**2000 people per year with disabilities will benefit from the improved artistic offer in the Story Trail area. Children with disabilities will benefit from the more integrated sensory play areas, which have been designed with their needs in mind.**

**90,000 visitors will have an enhanced experience at Discover. As a result of the improved layout of the building, Discover will be able to increase capacity from 600 visitors per day to 750 per day. This will in turn improve the financial sustainability of the organisation.**

**An improved environmental performance. The building works will reduce the environmental impact of Discover, in line with its Environmental Action Plan. In addition, expenditure projections show savings of almost £50,000 in terms of energy costs over the next 10 years.**

**Augmenting the regeneration of "the other side" of Stratford:**

**Discover will continue to attract an increasing number of visitors. Families and schools will travel beyond the immediate attractions by the station such as Westfield Shopping Centre and the Olympic Park, to the more neglected area of the High Street.**

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 are not planning to continue the building renovation beyond the specified dates, unless we have to phase the project. This would not be the desired plan as it would be too disruptive for our participants and impact on our income streams.**

## Who will benefit?

### About your beneficiaries

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

**90,000**

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

**Newham (40%)**

**Tower Hamlets (20%)**

**Hackney (20%)**

**London-wide (20%)**

What age group(s) will benefit?

**0-15**

**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?

**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
Ground floor	183,245	0	0	183,245
1st Floor	58,860	0	0	58,860
2nd Floor	57,200	0	0	57,200
Basement	109,800	0	0	109,800
Specialist fees (M&E architects)	96,554	0	0	96,554
Equipment	245,000	0	0	245,000
Consultation and Access	85,500	0	0	85,500
Contingency	81,937	0	0	81,937
VAT	180,262	0	0	180,262

<b>TOTAL:</b>	<b>1,098,35</b>	<b>0</b>	<b>0</b>	<b>1,098,35</b>
---------------	-----------------	----------	----------	-----------------

**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
Arts Council of England	350,000	0	0	350,000
Stratford Development Partnership for Regeneration	225,000	0	0	225,000
Newham Capital	33,682	0	0	33,682
Own Resources	46,675	0	0	46,675

<b>TOTAL:</b>	<b>655,357</b>	<b>0</b>	<b>0</b>	<b>655,357</b>
---------------	----------------	----------	----------	----------------

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

Source	Year 1	Year 2	Year 3	Total
Foyle Foundation	90,000	0	0	90,000
Wolfson Foundation	75,000	0	0	75,000
Clothworkers'	25,000	0	0	25,000
Equitable Charitable Trust	40,000	0	0	40,000

<b>TOTAL:</b>	<b>230,000</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
Redesign of Story Trail with sensory elements	15,000	0	0	0
1st Floor toilets upgrade	24,000	0	0	0
2nd Floor toilets upgrade	18,500	0	0	0
Basement toilets upgrade	17,500	0	0	0
Changing places toilet fittings	15,000	0	0	0
Access equipment	5,000	0	0	0
Signage and way finding	5,000	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
---------------	----------------	----------	----------	----------

## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2014</b>
-----------------------	------------------------	----------------------

Income received from:	£
Voluntary income	672,356
Activities for generating funds	0
Investment income	2,454
Income from charitable activities	372,174
Other sources	263,543
<b>Total Income:</b>	<b>1,310,527</b>

Expenditure:	£
Charitable activities	1,241,411
Governance costs	108,510
Cost of generating funds	205,812
Other	0
<b>Total Expenditure:</b>	<b>1,555,733</b>
<b>Net (deficit)/surplus:</b>	<b>-245,206</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>-245,206</b>

Asset position at year end	£
Fixed assets	3,430,523
Investments	0
Net current assets	327,494
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>3,758,017</b>

Reserves at year end	£
Restricted funds	3,425,286
Endowment Funds	0
Unrestricted funds	332,731
<b>*Total Reserves (B):</b>	<b>3,758,017</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?  
1-10%

### Organisational changes

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

The excess of expenditure over income in the Statement of Financial Activities relates to the depreciation of the building, not an operating deficit. Please see Note 9 on Page 23 of the Audited Accounts Year End 31st March 2015.



### 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	26,255	15,350	14,450
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	68,389	89,516	73,441

### 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 £
Education Endowment Foundation	0	62,506	178,146
Esmee Fairbairn Foundation	0	75,000	95,000
Herts Community Fdn (Graham Rowlandson Foundation)	16,006	32,733	68,703
SHINE	35,000	30,000	37,000
Stratford Development Partnership for Regeneration	30,000	30,000	35,636

### 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: **Kathy Everett**

Role within                      **Head of Development**  
Organisation: