

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Body &amp; Soul</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Islington</b>	
Contact person: <b>Miss Chloe Geoghegan</b>	Position: <b>Head of Fundraising and Partnerships</b>
Website: <b><a href="http://www.bodyandsoulcharity.org">http://www.bodyandsoulcharity.org</a></b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1060062</b>
When was your organisation established? <b>26/11/1996</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>More people accessing debt and legal services</b> <b>More Londoners with improved economic circumstances</b>
Please describe the purpose of your funding request in one sentence. <b>Support would fund the salary of the fulltime Head of Casework &amp; Advocacy (HCA) to lead on the delivery of our Practical Support impact priority.</b>
When will the funding be required? <b>01/08/2015</b>
How much funding are you requesting? Year 1: <b>£28,000</b> Year 2: <b>£28,840</b> Year 3: <b>£29,705</b>  <b>Total: £86,545</b>

**Aims of your organisation:****Body & Soul aims:**

- To improve and maintain the health and wellbeing of children, young people and families living with and closely affected by HIV through engaging, creative and theory-based programming.
- To create an active and open environment where hopes and aspirations are identified, nurtured and achieved.
- To provide a stimulating environment that is an empowering resource for support, information, encouragement and change.
- To respond tenaciously to the diverse and complex needs of members in a volatile and challenging public environment with innovation and integrity.
- To be an ambitious and dedicated community promoting knowledge and creating empathy through shared expertise and experience, constantly striving to make a lasting impact on the world.

**Main activities of your organisation:**

Body & Soul supports children, young people and families living with and closely affected by HIV. We run the following regular age-appropriate groups for our service users (members). Each individual is a member in their own right, regardless of age and each group has its own evidence-based and theoretically-grounded delivery and impact measurement framework.

- Children aged 0-9
- "The BaSe" - Children aged 10-12
- "Teen Spirit" - Adolescents aged 13-19
- Adults aged 20+ (this includes a number of specialist groups including new members' group, parents of HIV positive children, young adults (20-30) and older adults (50+))

Our Impact Strategy is a comprehensive theory of change for all organisational activities and age groups. The five central pillars of our Impact Strategy aim to support different aspects of our members lives. We provide robust, age-appropriate support across these impact areas:

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>13</b>	<b>6</b>	<b>8</b>	<b>200</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>Leased</b>	<b>10 years</b>

## Summary of grant request

### THE NEED:

HIV and poverty are inextricably linked and the majority of our families experience profound socioeconomic deprivation. Language barriers, unfamiliarity with the welfare system, a lack of education, unstable immigration status and long-term ill-health are all obstacles to support. Approximately 70% of our adult members require welfare support; 5% survive on no income; 85% rely on state benefits and 8% are on a low income. The need is increasing; of 358 adults newly referred in 2013, 1 in 3 identified their most urgent need as support around food, poverty, legal advice and homelessness/housing. By the end of October 2014, we had made 11% more referrals for food/grocery and financial hardship support than the whole of 2013.

Widespread welfare reforms have profoundly impacted our members. Many are increasingly struggling to meet their most basic human needs (e.g. food and accommodation); have experienced massive changes to their disability living allowance, housing benefit and job seekers' allowance or been sanctioned after not adequately understanding the terms of their entitlement. Members are in crisis situations including homelessness, no recourse to public funds and impending deportation. These issues have been compounded by social care cuts where entire HIV-specialist teams have been disbanded.

In 2013, our HCA completed 5,300 episodes of casework, coordinated 245 appointments for members with our pro bono legal clinic lawyers and successfully secured financial hardship relief totalling nearly £23,500.

### DELIVERY:

The HCA manages a team of trained volunteers, interns and social work placement students to deliver a Welfare Advice Clinic, Help Centre and Legal Clinics. 1:1 support is delivered day-to-day and in greater volumes during our weekly Tuesday evening service (47 delivered in 2014), where the Help Centre allows members to seek support without an appointment. Pro bono legal advisors host fortnightly legal clinics, either taking cases on themselves, or advising the HCA on how to further support members.

### AIMS:

Practical Support for Maximum Success is one of our five impact priorities (In addition to mental health, physical health, psychosocial wellbeing and maximising productivity/success). Practical Support programming aims to ensure that "members are safe, self-sufficient on their own terms and able to meet personal needs through a high level of functioning and appropriate auxiliary help." Practical Support objectives are:

- members have access to legal services necessary for them to be able to participate fully in society
- members are in safe housing conducive to healthy living
- members have the tools to maximise living standards for themselves/their families
- members are aware of their HIV-specific legal rights

### MEETING PROGRAMME OUTCOMES:

We will give more people access to debt and legal services by:

- providing a safe and confidential environment to access support around practical issues that may be complicated by HIV, without fear of judgement or disclosure
- offering legal support around issues that may fall outside of legal aid

We will give more Londoners improved economic circumstances through:

- 1:1 interventions that achieve sustained and improved economic circumstances

- emergency, short-term crisis support

- individual and group interventions providing information about rights and entitlements.

### MEETING PRINCIPLES OF GOOD PRACTICE:

As a member-led organisation, we have measures in place that ensure member input at all levels, from the trustee board to quarterly member-meetings and rigorous M&E. As an employer and service provider we actively promote anti-discriminatory practice and have detailed, externally moderated policies covering all elements of our practice including equal opportunities and environmental policies. Volunteering is ingrained in our ethos and we have 250 regular volunteers in addition to 40+ member volunteers.

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 currently hold voluntary Ofsted accreditation for our work with children aged 0-12. In addition, our Royal Society of Public Health: Health and Wellbeing Award is valid until October 2015. The HCA is a qualified social worker and is supervised by a qualified social worker. All volunteers and staff are subject to an enhanced DBS disclosure and training around confidentiality and safeguarding prior to interacting with members. We are currently working towards achieving the Advice Quality Standard and would expect this process to have begun in advance of potential funding from the City Bridge Trust.**

### **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.

**To deliver 144 weekly drop-in Help Centre interventions for people living with HIV registered with Body & Soul to access immediate support around basic casework and advocacy: signposting, hardship and benefit applications, debt issues, appeals, accommodation. The Help Centre is delivered by trained, debriefed volunteers and managed by the HCA**

**The delivery of 36 group workshops, accessible by registered members of Body & Soul's adult and adolescent support service designed to improve members' self-sufficiency and knowledge of their rights, entitlements, debt management, statutory and community services available and financial management.**

**The HCA will deliver and manage a small team of volunteers and placement students of over 3330 episodes of casework to adults and families living with and closely affected by HIV that aim to have a sustainable impact on members' lives.**

**To coordinate 36 Legal Clinics delivered by professional and accredited legal pro-bono advisors focusing on housing, immigration and general legal issues and to provide comprehensive follow-up, onward referral and advocacy for members accessing the Legal Clinic.**

**To complete 480 applications for emergency and long-term hardship relief to outside organisations and agencies e.g. The Foodchain, Terrence Higgins Trust, Frank Buttle UK**

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.

**People living with and closely affected by HIV (members) have improved access to specialist advisory services and those accessing casework and advocacy support and pro-bono legal support at Body & Soul will receive appropriate follow up therefore reducing housing, legal and financial crisis situations**

**Members self-report feeling safe in their housing which reduces stress, improves family environments and enables greater success in education and employment through a greater level of domestic stability.**

**Members accessing practical support self-report feeling less stress and anxiety as a result of interventions received therefore gaining improved psychosocial wellbeing**

**Families accessing practical support self-report an improved ability to manage their finances therefore reducing poverty**

**Members report an increased knowledge and awareness of wider support structures available to them therefore improving their support networks**

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?

**This full-time role is a permanent position that will need funding beyond potential support from the City Bridge Trust. Our rigorous M&E processes and strong evidence-base will enable us to develop a compelling argument for continued support and pro-actively pursue further funding in order to source multi-year support for this position at the close of any funding from the Trust.**

## Who will benefit?

### About your beneficiaries

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

**500**

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

**London-wide (100%)**

What age group(s) will benefit?

**All ages**

What gender will beneficiaries be?

**Male**

**Female**

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?

**91-100%**

## Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Head of Casework and Advocacy Salary (3% annual increase)	28,000	28,840	29,705	86,545
Training and ongoing support for volunteers, interns and pro-bono providers	3,240	3,240	3,240	9,720
Management Contribution (% of Salary)	1,400	1,442	1,485	4,327
Advice Quality Standard Accreditation and two-year monitoring audit	1,575	0	1,575	3,150
Samaritan Grant Fund	1,500	0	0	1,500
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>35,715</b>	<b>33,522</b>	<b>36,005</b>	<b>105,242</b>
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### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Training and ongoing support for volunteers, interns and pro-bono providers	3,240	3,240	3,240	9,720
Management Contribution (% of Salary)	1,400	1,442	1,485	4,327
Advice Quality Standard Accreditation and two-year monitoring audit	1,575	0	1,575	3,150
Samaritan Grant fund	1,500	0	0	1,500

<b>TOTAL:</b>	<b>7,715</b>	<b>4,682</b>	<b>6,300</b>	<b>18,697</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>24,213</b>	<b>14,841</b>	<b>14,841</b>	<b>53,895</b>
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### How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Head of Casework and Advocacy Salary (3% annual increase)	28,000	28,840	29,705	86,545
	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
	0	0	0	0

<b>TOTAL:</b>	<b>28,000</b>	<b>28,840</b>	<b>29,705</b>	<b>86,545</b>
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## Finance details

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

Financial year ended:	Month: <b>December</b>	Year: <b>2014</b>
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Income received from:	£
Voluntary income	47,196
Activities for generating funds	0
Investment income	1,753
Income from charitable activities	1,244,797
Other sources	0
<b>Total Income:</b>	<b>1,293,746</b>

Expenditure:	£
Charitable activities	1,090,989
Governance costs	9,942
Cost of generating funds	175,423
Other	0
<b>Total Expenditure:</b>	<b>1,276,354</b>
<b>Net (deficit)/surplus:</b>	<b>17,391</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>17,391</b>

Asset position at year end	£
Fixed assets	528,242
Investments	2
Net current assets	395,769
Long-term liabilities	80,177
<b>*Total Assets (A):</b>	<b>843,836</b>

Reserves at year end	£
Restricted funds	332,221
Endowment Funds	0
Unrestricted funds	511,615
<b>*Total Reserves (B):</b>	<b>843,836</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%
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### Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts:  N/A
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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	0	0	0
London Councils	182,166	124,477	137,736
Health Authorities	0	4,500	73,284
Central Government departments	131,461	175,199	120,627
Other statutory bodies	35,340	8,227	1,956

### 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 Fund	106,612	149,350	100,626
Roddick Foundation	71,000	100,000	100,000
Comic Relief	67,000	100,000	100,000
Children in Need	13,421	31,003	50,425
John Ellerman Foundation	29,400	30,282	31,190

### 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: **Chloe Geoghegan**

Role within                      **Head of Fundraising & Partnerships**  
Organisation: