

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Volunteer Centre Greenwich</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Greenwich</b>	
Contact person: <b>Mrs. Michelle Martin</b>	Position: <b>Acting Director</b>
Website: <b>http://www.vcgreenwich.org.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1081369</b>
When was your organisation established? <b>26/08/1999</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Strengthening London's Voluntary Sector</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More organisations with the skills to improve their volunteer management</b>
Please describe the purpose of your funding request in one sentence. <b>Through the development of quality volunteering opportunities, VIO's will develop and enhance their service offer and Greenwich local people assisted into accessible volunteering.</b>
When will the funding be required? <b>01/01/2016</b>
How much funding are you requesting? Year 1: <b>£52,505</b> Year 2: <b>£53,402</b> Year 3: <b>£0</b>  <b>Total: £105,907</b>

**Aims of your organisation:**

Volunteer Centre Greenwich mission is 'Enriching the lives of individuals and communities by enhancing the value of volunteering, through supporting and creating opportunities for all.

Volunteer Centre Greenwich aims to do this by:

- (a) Promoting volunteering to disadvantaged groups and individuals;
- (b) Providing information and support to all people seeking volunteering opportunities;
- (c) Providing information and support to organisations seeking volunteers;
- (d) Providing support and training to volunteers and those who work with volunteers;
- (e) Promoting good practice around volunteering; and
- (f) Developing volunteering opportunities in line with good practice guidelines.

**Main activities of your organisation:**

he organisation achieves this by providing:

A quality signposting service for people in Greenwich wishing to undertake voluntary work through a database of voluntary opportunities with organisations wishing to recruit volunteers - this is done through a unique network of 'outreach posts' which provide accessible information and interviews locally, for people interested in voluntary work.

A range of services to organisations that register their volunteering opportunities, including information sharing, training and advice on recruiting, managing and good practice in the best involvement of volunteers.

Promoting volunteering in practical, innovative and accessible ways, to a wide range of voluntary, statutory and private sector organisations in the Borough and working closely with providers of education, health and social care and youth provision.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>4</b>	<b>3</b>	<b>9</b>	<b>45</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>till 27/3/19</b>

## Summary of grant request

This application for continuation funds for the 'Opportunities for All' project aims to achieve a qualitative upgrade in the management, support and experience of volunteers in Greenwich.

It shares City Bridge's aims, raising the standards of volunteering recruitment, management, and service delivery, whilst also providing quality experiences for volunteers. Our project works with organisations and individuals, particularly focusing on assisting them to create suitable, sustainable and quality volunteering roles and supportive workplaces, that do undoubtedly improve the quality of services for beneficiaries, and deliver the ongoing objectives of those organisations we work with. In this way we believe we amplify the social wealth of each of the local communities and voluntary sub-sectors we work within.

Due to significant demographic changes in Greenwich, there is a growth of new emerging community, ethnic minority and refugee organisations. Research from the Evelyn Oldfield Unit shows that these organisations predominantly rely on volunteers to deliver services, and there is therefore an increasing proportion of new emerging organisations which require a robust volunteering framework.

Our data shows that for existing organisations too there is evident difficulty securing funds, as they strive to provide services on smaller budgets. Their volunteer programmes have consequently become more vital to their ability to meet their organisations' objectives. Volunteer Centre Greenwich is also experiencing severe difficulty in securing funds that support infrastructure organisations and this impacts on our ability to support borough organisations, with our local authority funding cut by 10% in the 2015 commissioning process.

For a wide range of functional and best practice reasons a number of Volunteer Centres pan London have come together to commission an innovative volunteer database. We anticipate that the new database, "VConnect", will significantly improve volunteer management and practice, but need support from this project to roll it out.

"Opportunities for All" will continue to be managed by a two part-time (14hr post and 21hr post) project workers who will receive overall management, support and direction from Volunteer Centre Greenwich's Chief Executive. Community Engagement Volunteers will continue to deliver face-to-face brokerage appointments at outreach sites, whilst Opportunity Champion Volunteers will continue to establish connections with key personnel within volunteering organisations.

The work has been significantly refined during the last three years not only to optimise performance but to be robust enough to deal with change. VCG is THE volunteering infrastructure agency for Greenwich -- no other second-tier organisation is working across the borough to deliver these core functions.

We continue to favour and successfully target volunteer recruitment from within our target communities in line with demographic and social need. Regular reviews of management data are key to identifying how we improve our management of project volunteers, and identify and address new challenges. Community Engagement Volunteers, who have close links to their local communities, provide invaluable information and access to organisations that may well be missed by other means.

VCG is an accredited volunteering centre, and holds the Volunteer Centre Quality Accreditation, Investing in Volunteers and Matrix Information Advice and Guidance quality marks. Community Engagement Volunteers and Opportunity Champion Volunteers both have and continue to play a vital part in both the ongoing development and delivery of the project. VCG is committed to continuous improvement, and utilises a range of feedback mechanisms to create an ongoing dialogue and learning platform. Learning which is of broader or universal value feeds back into our training materials, our support mechanisms, and disseminated through our written and digital media.

VCG's Chief Executive also sits on the Greater London Volunteering board and shares ideas, best practice and emerging concerns and solutions with other second tier organisations delivering similar services.

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?

**VCQA (Volunteer Centre Quality Accreditation) through NCVO which is re-accredited every three years. This ensures that the volunteer centre is delivering**

### **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.

**Train and manage 10 Opportunity Champion Volunteers**

**Support 60 local VIO's per year -- 14 from BME organisations and 6 from health & social care**

**Develop 120 new diverse quality volunteering opportunities per year**

**8 outreach points operating face to face brokerage through 10 Community Engagement volunteers**

**1500 face to face brokerage appointments per 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.

**A diverse range of VIO's supported to provide robust volunteering programmes, offering a range of quality volunteering opportunities**

**Volunteer retention and capacity to recruit volunteers in VIO's increases**

**Services maintained and new services developed within VIO's supported**

**Volunteers engage and support their local community**

**Volunteers develop skills and knowledge that support VIO's and improve their employability and well-being**

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?

**VCG will be looking at applying for additional funding, whilst also supporting the service through the income generation model identified, which should have developed into providing a more sustainable position by the end of this continuation funding period.**

## Who will benefit?

### About your beneficiaries

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

**3,100**

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

**Greenwich (100%)**

What age group(s) will benefit?

**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?

**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
Staffing Costs - Volunteer Services Manager (2 days pw)	14,449	14,738	0	29,187
Staffing costs - Membership Services Officer (3 days pw)	20,158	20,561	0	40,719
Management Fee & core costs	3,970	3,970	0	7,940
Premises, financial & governance and office costs	10,228	10,433	0	20,661
Volunteer Expenses	2,200	2,200	0	4,400
Volunteer Training	600	600	0	1,200
Promotional Costs	500	500	0	1,000
Staff Expenses	200	200	0	400
Training costs for Organisations	200	200	0	400

<b>TOTAL:</b>	<b>52,505</b>	<b>53,402</b>	<b>0</b>	<b>105,907</b>
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### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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### How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
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## Finance details

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

Financial year ended:	Month: March	Year: 2015
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Income received from:	£
Voluntary income	
Activities for generating funds	60,000
Investment income	1,080
Income from charitable activities	308,866
Other sources	
<b>Total Income:</b>	<b>369,946</b>

Expenditure:	£
Charitable activities	349,346
Governance costs	10,396
Cost of generating funds	20,861
Other	
<b>Total Expenditure:</b>	<b>401,464</b>
<b>Net (deficit)/surplus:</b>	<b>(31,518)</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>(31,518)</b>

Asset position at year end	£
Fixed assets	
Investments	
Net current assets	77,582
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>77,582</b>

Reserves at year end	£
Endowment funds	
Restricted funds	37,834
Unrestricted funds	39,748
<b>*Total Reserves (B):</b>	<b>77,582</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? 64%
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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:  Funding for VCG's Supported Volunteering has ceased due to changes in priorities by the local authority in the recent commissioning process. VCG has developed its consultancy and training services providing an unrestricted income stream which has grown year on year. VCG is looking to develop a trading arm to provide some future sustainability for the charity.
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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	222,385	211,207	142,000
London Councils	0	0	0
Health Authorities	30,000	0	0
Central Government departments	31,000	36,666	40,000
Other statutory bodies	63,585	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 Fund	66,783	69,917	34,407
Sport England	24,539	19,559	0
	0	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: **Michelle Martin**

Role within                      **Chief Executive**  
Organisation: