

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Merton Voluntary Service Council</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Merton</b>	
Contact person: <b>Mr Khadiru Mahdi</b>	Position: <b>Centre Director</b>
Website: <b>http://www.mvsc.co.uk</b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1085867</b>
When was your organisation established? <b>01/04/1985</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 improved capabilities in monitoring, evaluation and impact reporting More equalities organisations with enhanced voice, advocacy and representation skills</b>		
Please describe the purpose of your funding request in one sentence. <b>To integrate and enhance VCS organisations' capabilities in governance, monitoring, impact reporting, representation and volunteer management, focusing on small and equalities groups.</b>		
When will the funding be required? <b>29/01/2016</b>		
How much funding are you requesting?		
Year 1: <b>£59,100</b>	Year 2: <b>£61,659</b>	Year 3: <b>£64,077</b>
<b>Total: £184,836</b>		

**Aims of your organisation:**

MVSC's charity's objects are:

-To promote any charitable purposes for the benefit of the public, principally but not exclusively in the London Borough of Merton and its environs and, in particular the advancement of education, the furtherance of health, and the relief of poverty, distress and sickness

-To build the capacity and facilitate co-operation and partnership working between third sector organisations.

**Vision:**

A thriving Merton community where people's lives are enriched by voluntary and community action.

**Mission:**

To inspire and develop an excellent voluntary and community sector in Merton

Our strategic objectives are that MVSC will:

- i) Provide support to voluntary, community, faith and social enterprise organisations
- ii) ~~Build social capital by supporting and developing volunteering and community action~~

**Main activities of your organisation:**

Our core service is building local organisations capacity and capability to improve their effectiveness and sustainability, particularly small, BAME and emerging organisations.

Services include:

- Organisational development
- Advice, information, guidance and training
- Funding and fundraising support
- Virtual Development-- a 24 hour online development advice service
- Promoting volunteering opportunities
- Volunteer management, training and quality accreditation for organisations working with volunteers
- Merton libraries volunteering programme and Home Visits Volunteering Scheme
- Disclosure and Baring checks
- Supported volunteering schemes for people with support needs
- Youth Action Programme to support young people (16-18years)
- Youth approved volunteering award-- supporting organisations to achieve quality mark, designed and assessed by young people
- Managing Healthwatch Merton, the consumer champion for health and social care

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>11</b>	<b>4</b>	<b>7</b>	<b>90</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>	

## Summary of grant request

The elements of the project are to improve organisations':

- Capabilities in monitoring, evaluation and impact reporting
- Volunteer management skills
- Equalities organisations' advocacy and representation skills.

We are requesting funding for our staff who will deliver the project:

- Full time Head of Development and Funding Advice. This post merges organisational development support, funding advice and good practice in volunteering and is vital to delivering capacity and capability building support to the many small equalities organisations.
- 1 day per week to sustain our Communications Officer to lead on communication and information for organisations and volunteers, maximising the use of our one stop shop website for organisational and volunteering support.
- 1 day per week for the CEO (a) to support the sector's representatives on strategic representation and influence; (b) core leadership role required to deliver our new strategic plan and oversee this project.

Merton has a large number of small community organisations. In our State of the Sector Research 2014, only 58.9% of survey respondents were registered charities, 19% were unincorporated. 45% of organisations we supported last year were new or emerging organisations, 60% BAME, 15% user led. The majority have annual income of less than £100,000 and 42% have incomes below £10,000. Last year, we provided volunteer support to 1300 individuals, with over 450 receiving a face to face individually tailored service. The changing environment calls for more development, volunteer management, brokerage and information support.

Merton Council's significant spending cuts present major sustainability challenges to many organisations that have been largely dependent on the local authority funding. One concern from our State of the Sector research was that organisations with lower incomes were less likely to seek external support. MVSC runs a number of funding programmes for the Local Authority, Circle Housing and Public Health. Monitoring evaluation and impact reporting has been a recurring weakness from grant recipients across all these funding programmes. There is increasing demand for MVSC to facilitate and support VCS representation and influence, more so for small and BAME organisations, to address council cuts and help redesign services.

MVSC has 30 years experience and expertise in supporting the development of VCS organisations, responding to changing needs of residents and organisations. We are now the only infrastructure organisation in the borough, providing development and Volunteer Centre functions. MVSC was the highest scored single source of support identified in the State of the Sector research, with 65.5% of organisations using one or more of our services.

We will meet the Trust's programme outcome by:

- (i) Provision of diagnostics health checks, specialist workshops for small and equalities groups, funding and PQASSO workshops and resource packs.
- (ii) One to one development and volunteer management, recruitment support and information
- (iii) Advocacy and representation training and support for 3 thematic forums - Mental Health, BAME and Small Groups

Meeting the Trust's Good Practice Principles:

- a) Our service beneficiaries provide examples of their progress. We share learning and best practice through our INVOLVE Network, e-bulletins and our website.

b) Service planning is informed by user feedback from our services and activities. Customer Survey seeks views on how organisations use our services, their assessment of the quality and relevance of our services, and the impact of our services on their organisations.

c) We target and promote our services to small and equalities and monitor the number and range of the organisations that use our services. 45% of organisations that received our development support last year were new and emerging, 60% were BAME and 15% user led.

We share learning through our website, e-bulletins, resources, networks and events, and disseminating research.

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?

**NAVCA quality award, Volunteer Centre Quality Standards (VCQA), Investing in Volunteering, London Youth Quality Mark, London Living Wage employer, Positive**

### 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.

**Organisational health check assessments conducted for 36 small and equalities organisations, and support provided with the development, implementation and review of their action plans.**

**Specialists training on monitoring, evaluation, impact reporting; fundraising and quality assurance for 120 organisations - Meet the funder sessions to enable applicants to embed monitoring, evaluation and impact reporting at project development and grant application stages; PQASSO quality assurance workshops on monitoring, evaluation and results; production of resources.**

**Development and volunteer management support, for 36 organisations, particularly for small and equalities groups. One to one development and volunteer management support improve governance and organisational development for 36 organisations**

- **E-bulletins on volunteer related issues**
- **Volunteer recruitment campaigns.**

**Three thematic forums (BAME, Mental Health, Small Groups) developed and supported through 27 thematic forums meetings, induction and training for strategic representatives; briefing meetings for representatives and effective engagement with statutory partners.**

**Information: 12 to 15 targeted e-bulletins and resources on volunteer management and recruitment campaigns developed and distributed to the beneficiary groups.**

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.

**70% of organisations supported developed and implement action plans, and reporting improvements in governance, financial management and other target areas.**

**70% of organisations supported reporting improved capabilities in monitoring, evaluation and demonstrating impact.**

**Demonstrable improvement in volunteer management - 70% of organisations supported reporting improved volunteer management.**

**Equalities voice, representation and influence embedded through thematic forums. 70% of organisations surveyed reporting improved representation and influence.**

**Organisations better informed and knowledgeable in social policy and volunteer management issues and applying them to their activities and services. 70% of organisations surveyed in our annual survey reporting improved information and knowledge on policy and volunteer management issues.**

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?

**Yes. We will undertake a mid and end project review which will inform our plans for the future resourcing and delivery of this project. MVSC has completed a strategic review and is developing a sustainability plan, looking at new methods of income generation to be more sustainable, including charging for some services, consultancy, grant management, contract management and asset management.**

## Who will benefit?

### About your beneficiaries

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

**3,000**

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

**Merton (100%)**

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?

**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
Staff cost - Head of Development & Funding	41,394	43,143	44,683	129,220
Staff cost - Communications Officer (1 day per week)	7,485	7,712	7,989	23,186
Staff cost - Chief Executive (1 day per week)	13,667	14,142	14,634	42,443
Workshop costs - room hire	528	555	582	1,665
Overheads	4,026	4,107	4,189	12,322
	0	0	0	0
<b>TOTAL:</b>	<b>67,100</b>	<b>69,659</b>	<b>72,077</b>	<b>208,836</b>

### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
MVSC	8,000	8,000	8,000	24,000
	0	0	0	0
<b>TOTAL:</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>24,000</b>

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

Source	Year 1	Year 2	Year 3	Total
Not applicable	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</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
Staff costs	59,100	61,659	64,077	184,836
	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>59,100</b>	<b>61,659</b>	<b>64,077</b>	<b>184,836</b>

## 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	132,802
Activities for generating funds	0
Investment income	1,947
Income from charitable activities	985,485
Other sources	0
<b>Total Income:</b>	<b>1,120,234</b>

Expenditure:	£
Charitable activities	1,094,944
Governance costs	5,769
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>1,100,713</b>
<b>Net (deficit)/surplus:</b>	<b>19,521</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>19,521</b>

Asset position at year end	£
Fixed assets	17,645
Investments	0
Net current assets	255,254
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>272,899</b>

Reserves at year end	£
Endowment funds	236,812
Restricted funds	36,087
Unrestricted funds	0
<b>*Total Reserves (B):</b>	<b>272,899</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? %
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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:
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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	379,973	599,420	595,304
London Councils	0	0	0
Health Authorities	19,193	22,443	44,250
Central Government departments	2,172	217,079	162,415
Other statutory bodies	38,425	31,124	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 £
Croydon Voluntary Action	6,480	0	0
Big Lottery Fund	0	0	6,700
London Voluntary Service Council	0	0	5,000
Merton Priory Homes	3,891	2,996	20,454
South London CVS Partnership	3,563	0	1,000

### 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: **Khadiru Mahdi**

Role within                      **Chief Executive Officer**  
Organisation: