

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: St Clement and St James Community Development Project	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Kensington & Chelsea	
Contact person: Miss Jennie Hope	Position: Fundraising Officer
Website: http://clementjames.org	
Legal status of organisation:	Charity, Charitable Incorporated Company or company number: 1009253
When was your organisation established? 01/05/1982	

Grant Request

Under which of City Bridge Trust's programmes are you applying? English for Speakers of Other Languages		
Which of the programme outcome(s) does your application aim to achieve? More people with improved English language skills More people participating in the wider community		
Please describe the purpose of your funding request in one sentence. To part fund our Adult Learning Programme providing ESOL, basic skills, and advice and guidance to local, disadvantaged adults with English as a second language.		
When will the funding be required? 01/01/2016		
How much funding are you requesting?		
Year 1: £40,324	Year 2: £43,046	Year 3: £45,823
Total: £129,193		

Aims of your organisation:

We are a grass-roots community project providing a range of direct services to local people.

Our objectives are:

- To advance the education of local people
- To relieve poverty among local people
- To provide and assist in the provision of facilities for the recreation and social welfare of local people in need
- To promote community cohesion through a varied menu of pastoral and academic activities

Within these objectives, our principal priorities are the advancement of education and the relief of poverty. We aim to achieve these objectives through the provision of carefully-researched, high quality and innovative services sustained over the long-term.

Main activities of your organisation:

The ClementJames Centre is an award-winning charity that empowers the community to realise its potential through education and employment support. Operating in one of London's most deprived areas, the charity reduces isolation, poverty and unemployment through three aligned programmes and the provision of a community hub:

IntoWork -- Bespoke employment programme breaking barriers to work and training for over 400 adults and young people each year.

Communicate -- Adult Learning programme providing ESOL classes, basic skills and advice and guidance to over 200 adults each year.

IntoUniversity -- Multi-stranded programme of support for over 1500 children and young people enabling them to attain a university place or another chosen aspiration.

Community Hub -- Hub providing tailored Advice & Guidance, Literacy and Numeracy support, I.T. facilities, a community café and garden. Available all year round, the Hub is a warm and welcoming centre where individual clients can drop in to receive a range of services tailored to their needs.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
18	8	10	100

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	15 years

Summary of grant request

Our clients' limited English language skills mean they struggle to interact with their community and feel isolated or dependent. Many are intimidated by formal learning environments, or have had previous negative learning experiences. Additionally, Pre-Entry English is rarely offered by colleges.

Over 1,860 households in the surrounding three wards have no occupant whose main language is English; 1,000 of these speak no/severely limited English.

Over 4,730 residents in the local area do not have any qualifications, and there are more than 1,560 people in these wards who are unemployed.

ClementJames has a strong track record of attracting a diverse range of hard-to-reach learners and achieving excellent results. In 2014-15, 82% of students achieved their accreditation, and 96% met their learning targets. 98% of our learners are BAME.

Our range of high quality English classes with embedded I.T. and numeracy improve opportunities to enter further education or paid work. The majority of our courses are accredited and students can progress through different levels or to our IntoWork programme.

Communicate caters for all capabilities and takes into account clients' long-term aspirations. Some of our students, especially from difficult situations, require the individualised pastoral support we provide to increase their confidence and aspiration-qualities crucial for securing employment. Our classes have a high staff:student ratio, allowing individual attention and well-tailored provision.

We have excellent relationships with the Job Centre and other local support services, which frequently refer users who would benefit from our language and employment support combination.

ClementJames is governed by an established Board of Trustees, and managed by a Senior Leadership Team (Chief Executive Clare Richards MBE, 4 team leaders, and the Operations Manager). Communicate is managed by a team leader with 7 years' experience at the organisation. All courses are delivered by experienced, qualified staff, who have completed extensive teacher training, and comprehensive training at the organisation.

We have a range of appealing, purpose-built teaching spaces, including 4 classrooms, a hall, an outside teaching space and garden, and several meeting rooms. We have an extensive range of laptops and desktops, interactive whiteboards, a resource library, a range of media equipment, a hearing loop and appealing, informative displays. We are able to offer 3 wheelchair-accessible teaching spaces and toilets.

Students have a thorough assessment to ensure that they are placed appropriately, and each has an individual learning plan. The Adult Learning team meet regularly to ensure paperwork is up-to-date, that students are on track to achieve their targets, set best practice, etc. The Adult learning team produces a Self-Assessment Report, reflecting on the previous year's achievements and setting targets for the year ahead. Classes are regularly observed by senior managers, peer tutors, external providers and Ofsted. Over the last year, all tutors received outstanding or good in their observations.

All students, tutors, and partner organisations complete evaluations, to ensure that provision meets need, and is high quality. Learners are invited to cross-borough student voice opportunities. We have a student representative on the organisation's trustee board, and our student forum has been instrumental in advising on the content of courses, learning materials and site development.

We encourage a 'giving back' culture, train graduates to teach basic IT to newer users, and provide other volunteering opportunities to use their language skills constructively. This builds confidence and leadership skills, and provides work experience in an office setting.

We recognise the importance of reducing our carbon footprint. We bulk order and have a rigorous stock control system; we seek to purchase from environmentally friendly suppliers; staff are expected to be mindful of energy consumption and the need to recycle- notes and reminders encourage this.

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 have Advanced Status for Quality in Study Support (revalidated 2012; further 3 years), Approved Provider Status with the Mentoring and Befriending

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.

1x daytime non-accredited Beginners' ESOL course. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre.

1x daytime non-accredited ESOL Literacy course. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre.

6x Accentis Accredited English daytime and evening courses, from Entry 1 to Level 2. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre.

Provide three non-accredited Sunday classes for domestic workers. A range of activities will be offered, to raise confidence, embed employability skills, and set achievable targets. Delivered by trained staff at our centre.

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.

96 people will achieve ESOL accreditation, improving English language skills, and their confidence in accessing the wider community and services.

93% of learners will meet individual learning targets, improving English language skills, improving confidence, and become more able to access the wider community and services.

At least 90% will move onto a higher level language course, or training (at ClementJames or elsewhere), or progress into employment.

70 will receive extra support, or Information, Advice and Guidance, allowing them to overcome language barriers, and use the wider services on offer.

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 do plan to continue. We will fund it through a combination of funds from the Local Authority, other trusts and foundations, and individual donors.

Who will benefit?

About your beneficiaries

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

148

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

Kensington & Chelsea (90%)

Hammersmith & Fulham (5%)

Westminster (5%)

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
Employment costs	136,127	138,849	141,626	416,602
Direct project costs	5,600	5,600	5,600	16,800
Support and premises	19,430	19,430	19,430	58,290
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

TOTAL:	161,157	163,879	166,656	491,692
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
RBKC Adult and Community Learning	125,000	0	0	125,000
Calleva	2,500	0	0	2,500
Individual donors	2,197	2,197	2,197	6,591
	0	0	0	0

TOTAL:	129,697 0	2,197 0	2,197 0	134,091 0
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What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
RBKC Adult and Community Learning (will apply in 2016)	0	125,000	125,000	250,000
Calleva (will apply in 2016)	0	2,500	2,500	5,000
	0	0	0	0
	0	0	0	0

TOTAL:	0	127,500	127,500	255,000
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How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Cost of Adult Learning tutors	40,324	43,046	45,823	129,193
	0	0	0	0

TOTAL:	40,324	43,046	45,823	129,193
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Finance details

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

Financial year ended:	Month: August	Year: 2015
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Income received from:	£
Voluntary income	663,745
Activities for generating funds	21,916
Investment income	375
Income from charitable activities	0
Other sources	0
Total Income:	686,036

Expenditure:	£
Charitable activities	330,226
Governance costs	7,081
Cost of generating funds	0
Other	0
Total Expenditure:	637,307
Net (deficit)/surplus:	48,729
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	48,729

Asset position at year end	£
Fixed assets	10,497
Investments	0
Net current assets	349,161
Long-term liabilities	0
*Total Assets (A):	359,658

Reserves at year end	£
Endowment funds	0
Restricted funds	12,691
Unrestricted funds	346,967
*Total Reserves (B):	359,658

*** 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?

Organisational changes

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

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	143,837	220,977	204,413
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	0	0	8,746

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 £
IntoUniversity	190,000	267,197		190,000
Catalyst Housing Group	500	27,000		32,500
Porticus	0	25,000		25,000
Grove Trust	0	13,333		28,333
Lloyds TSB Foundation	11,667	28,333		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: **Jennifer Hope**

Role within **Fundraising Officer**
Organisation: