

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Voluntary Action Harrow	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Harrow	
Contact person: Mr Alexander Buckmire	Position: Research & Development Director
Website: http://www.voluntaryactionharrow.org.uk	
Legal status of organisation: Registered Charitable Industrial and	Charity, Charitable Incorporated Company or company number: 7554530
When was your organisation established? 04/04/2011	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Strengthening London's Voluntary Sector
Which of the programme outcome(s) does your application aim to achieve? More organisations with improved capabilities in monitoring, evaluation and impact reporting
Please describe the purpose of your funding request in one sentence. To strengthen monitoring, evaluation and impact reporting practices in Harrow's Voluntary, Community & Social Enterprise Sector through an intensive training and development programme.
When will the funding be required? 04/04/2016
How much funding are you requesting? Year 1: £27,310 Year 2: £26,900 Year 3: £27,040 Total: £81,250

Aims of your organisation:

Vision: The local voluntary & community sector have the skills, resources and support to achieve their objectives.

Mission and Purpose: Develop a strong, independent, purposeful and unified not-for-profit sector in Harrow, and support the growth of a successful co-operative movement in West London, by providing information, training and guidance.

Values: Co-operatives are based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

Main activities of your organisation:

Voluntary Action Harrow Co-operative work with the voluntary and community sector providing information, training and guidance to help them achieve their objectives.

Based in Harrow, we are a not-for-profit co-operative owned by our workers. We are all local residents of Harrow with in-depth knowledge of the local area and who's doing what. Our members collectively have over 35 years' experience in the voluntary, community and social enterprise sector, specialising in capacity building in a variety of different organisational development areas.

We've worked with a diverse range of local organisations from small community groups, to regional and international charities. We also run, manage and co-ordinate projects working with local people and groups to help them make a difference in their local community.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
1	3	0	1

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	Three Year Contract

Summary of grant request

Project Need

In recent year's local voluntary, community & social enterprise sector organisations (VCSEO) have seen a significant change in expectations to accurately monitor, evaluate and measure their social impact. They are also now required to present their evidence to a wider audience of funders due to a diverse funding portfolio which includes the general public. Organisations have stated they need our help in these organisational development areas to improve their effectiveness.

Since April 2015, we have received 83 requests for training in research, monitoring and evaluation. A survey of 34 advocacy organisations stated 47.06% felt they were ineffective with their research and evaluation methods with 26.47% saying they were fairly effective. When asked how they would like to access any support to improve capacity and skills top answers included; 'a tailored support package', 'a Development Worker', 'In-house Training' and 'Group Training'.

In 2015, Harrow Council and Harrow Clinical Commissioning Group stated they will be moving towards an outcome based grants and commissioning programme. With over 90 organisations funded by the groups, and many relying on this funding, work has to be done to improve monitoring, evaluation and impact reporting skills to ensure the sustainability of local community projects.

Project Delivery Approach

Delivered by our Organisation Development Team, the work will be led by an experienced Development Manager who will be doing the capacity building and training for the project. They will be managed directly by their Peer Supervisor as well as report back to Directors of the co-operative. The Development Manager will be supported by an Admin & Engagement Volunteer to support in the administration and co-ordination of the programme.

Deliverables:

- Tailored One-to-one Support & Advice (Onsite & Offsite)
- Training Workshops
- Email, Online and Phone Support

Project Aims

The local VCSE engaged with the programme will:

- Improve their skills, knowledge and resources in monitoring, evaluation and impact reporting.
- Increase their confidence and ability to implement monitoring and evaluation systems.
- Embed good practice in demonstrating and reporting their performance and social impact.
- Be better equipped to implement an outcome-based approach in their work and project design.
- Recognise the importance of monitoring and evaluating in improving impact and performance.

Why Us

Our members collectively have over 35 years' experience working with VCSEO's, specialising in monitoring, evaluation and impact reporting. We are well known and respected for our effective and efficient monitoring systems. With a key objective to provide quality services, we prioritise providing solutions to needs in our community in particular with smaller, under-resourced VCSEO's. Our recent accreditation PQASSO Level 1 is a clear mark of our quality standards and approach. We are committed to the promotion of social, environmental and economic values, as well as the global co-operative values and principles.

Programme Outcomes

- Tailored support package to embed robust, user-friendly, outcome-based, and feasible systems with onsite and remote access to high-quality and comprehensive advice.
- Strengthen capacity of VCSEO's so they are confident in monitoring and evaluating their work and ensure they know how to report their impact.

-Training workshops to ensure organisations follow best practice, as well as chance for collaborations and peer-to-peer learning.

Principles of Good Practice

-Cascade Benefit: Our monitoring and evaluating framework will track impact through user feedback.

-User Involvement: Co-design of development and delivery of the programme will ensure effectiveness, as well as periodic evaluation of outcomes.

-Improve Access: Training and one-to-one support will have the option of being held in accessible venues and out of working hours to improve access from smaller, less well-resourced organisations.

-Sharing Learning: Participants will be encouraged to share practice with peers and networks. Resources will also be made available online.

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?

PQASSO Level 1 (October 2015)

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.

Provide 12 training sessions for Harrow's Voluntary, Community & Social Enterprise Groups on a variety of monitoring, evaluation and impact reporting topics, giving opportunity for peer-to-peer learning and development.

Provide at least 60 Harrow's Voluntary, Community & Social Enterprise Groups with a tailored one-to-one support and advice package (onsite & offsite).

Provide telephone, face-to-face, online platform and email support through advice and resource-sharing to at least 30 Harrow Voluntary, Community & Social Enterprise 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.

At least 80% of groups will have improved knowledge, skills and resources to design and implement monitoring, evaluation and impact reporting systems.

At least 80% of groups will have increased their confidence and ability to implement monitoring, evaluation and impact reporting systems.

At least 80% of groups will have embedded good practice in demonstrating and reporting their performance and social impact.

At least 80% of groups will be better equipped to implement an outcome-based approach in their work and future project design.

At least 80% of groups will recognise the importance of monitoring and evaluating in improving impact and performance.

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 explore a range of income generating methods six months prior to the end of the project. These will include looking at possible grant funders, as well as social enterprise options. To ensure there is capacity to fundraise we will explore taking a collaborative approach with partner organisations and agencies which we have an excellent ongoing relationship with.

Who will benefit?

About your beneficiaries

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

150

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

Harrow (100%)

What age group(s) will benefit?

All ages

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

Revised

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Project Staff Costs	£20,192	£21,010	£21,839	£63,041
Governance & Quality Contribution	£2,500	£2,850	£3,200	£8,550
Project Marketing Expenses	£250	£100	£100	£450
Project Staff Training & Expenses	£1,500	£1,750	£2,000	£5,250
Project Training/Venue Room Hire	£420	£444	£468	£1,332
Rent & Service Charge Contribution	£750	£825	£908	£2,483
Project Volunteer Expenses	£520	£624	£728	£1,872
Project Laptop, Projector & ICT Systems	£670	£170	£180	£1,020
Project Office Stationary Costs	£400	£400	£400	£1,200
TOTAL:	£27,202	£28,173	£29,823	£85,198

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
TOTAL:	N/A	N/A	N/A	N/A

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
TOTAL:	N/A	N/A	N/A	N/A

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	88,330
Activities for generating funds	0
Investment income	0
Income from charitable activities	0
Other sources	38
Total Income:	88,368

Expenditure:	£
Charitable activities	0
Governance costs	1,028
Cost of generating funds	16,570
Other	54,940
Total Expenditure:	72,538
Net (deficit)/surplus:	15,830
Other Recognised Gains/(Losses):	8
Net Movement in Funds:	0

Asset position at year end	£
Fixed assets	390
Investments	0
Net current assets	34,936
Long-term liabilities	9,190
*Total Assets (A):	26,136

Reserves at year end	£
Restricted funds	4,718
Endowment Funds	0
Unrestricted funds	21,418
*Total Reserves (B):	26,136

* 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:

None

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	2,449	4,249
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	0	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 £
Harrow Community Action	0	8,169	20,000
Transforming Local Infrastructure	18,000	7,000	0
Team London	200	0	9,940
The BIG Lottery: Awards For All	0	9,080	0
Co-operative Community Fund	0	1,984	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: **Alexander Gregory Buckmire**

Role within **Research & Development Director**
Organisation: