

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Sutton Community Farm	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Sutton	
Contact person: Miss Charlotte Steel	Position: General Manager
Website: http://www.suttoncommunityfarm.org.uk	
Legal status of organisation: Registered Charitable Industrial and	Charity, Charitable Incorporated Company or company number: 32202R
When was your organisation established? 01/02/2010	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Improving London's Environment
Which of the programme outcome(s) does your application aim to achieve? More young people understanding the benefit of growing local food and its nutritional value More people reporting improved wellbeing through greater use of open spaces and through growing and greening initiatives
Please describe the purpose of your funding request in one sentence. Contribution towards core funding to support community food growing and educational activities at Sutton Community Farm.
When will the funding be required? 01/09/2016
How much funding are you requesting? Year 1: £86,262 Year 2: £83,610 Year 3: £82,559 Total: £252,431

Aims of your organisation:

Sutton Community Farm was set up in response to a need for local food, employment and skills. In 2010, following a community survey that expressed these needs, volunteers came together with a staff member to convert an unused seven acre smallholding into a beautiful, thriving community farm with a view towards the skyline of London. We aim to make a healthier, fairer local food system in Sutton and have four main objectives:

1. To increase local food supply, grown sustainably;
2. To create an inclusive, shared space for the community to cultivate skills and receive education;
3. To support land-based employment;
4. To be community-led and financially resilient.

We are registered as a Community Benefit Society. This constitutes our social purpose and democratic nature with a set of Rules, sponsored by the Plunkett Foundation. The farm is community-owned with over 130 members (many of whom are local) who each have a vote. The Management Committee is elected from the membership.

Main activities of your organisation:

Community volunteering sessions, three days per week. The Wednesday session includes a community banquet. These sessions attract a wide variety of volunteers; the majority are young people, adults, and young learners from a special education college, we also host work placements.

Buddy Volunteering: we train experienced volunteers to help volunteers that need extra support.

Apprenticeship: we employ two apprentices on an 18-month horticultural apprenticeship.

Sustainable Farming Assistant programme: this provides volunteers with a structured, practical experience, learning the principles of organic horticulture over six months.

VegBoxes: we are London's most productive community food growing project; the majority of our produce is sold via our VegBox scheme; the remaining is sold to restaurants and donated to volunteers and Sutton Foodbank.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
4	3	6	60

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	6 year lease: 2013-2019

Summary of grant request

We are seeking support for activities that are core to Sutton Community Farm's principle objectives. These activities address multiple needs in our community, including:

- 1) Health and well-being: in our users we witness mental and physical health conditions, social isolation and low self-esteem, which limit people's ability to lead a full and active life.
- 2) Life skills and food education: many of our younger users have limited experience with growing, cooking and eating vegetables. There are few activities for care providers and specialist education colleges to experience being part of a practical, environmental social enterprise.
- 3) Employability: 42% of our volunteers are of working age and unemployed. For many users, finding work experience is made more difficult as they are vulnerable adults or suffering long-term health problems.

What we will deliver:

- a) Community volunteering days: twice weekly and fortnightly Saturdays that support users to learn new skills, gain work experience and improve their health and well-being. We provide an inclusive, safe and welcoming space with activities suitable for all abilities.
- b) Buddy Volunteering: group visitors and users that require additional help, for example, due to a learning or physical disability, have support from Buddies. Buddies receive training that covers farm activities, safeguarding, communication and safety.
- c) Horticulture Apprenticeship: offering practical, work-based learning over 18 months. There is an identified lack of skills in small-scale organic farming and we are addressing this need through our rolling training programme. We have recruited four apprentices since 2012.
- d) Work experience placements: enhancing employability and life skills for young people. A work placement helps to increase confidence, demonstrate commitment and ability. Improved skills include communication, teamwork, cooking, environmental awareness and mathematics.
- e) Sustainable Farming Assistant (SFA) programme: annually we mentor up to six volunteer SFAs who attend weekly over six months. SFAs are guided through a curriculum of horticultural skills, gaining practical experience, confidence and employable skills. At the end of the programme they receive a certificate.

Why we are the right organisation to deliver the work:

We are London's most productive community food project with an excellent reputation for bringing people together to connect with the land and learn about horticulture. We have a good track record of engaging with those in need and have built strong links with schools and colleges, Volunteer Centres, probation services, care providers and community groups.

How we meet the Trust's programme outcomes:

More young people understanding the benefit of growing local food and its nutritional value: this is our speciality. Each year we host young people from schools, groups such as Scouts and programmes like The Challenge. In 2016 we trained 15 tutors who are providing after-school cook clubs for parents and children in 14 schools.

More Londoners reporting improved well-being through greater use of open spaces, growing and greening initiatives: 97% of our volunteers report improved well-being through their experience on the farm. In five years we have engaged with over 3,000 visitors and volunteers.

Meeting the Trust's 'Good Practice' principles:

- Involving local people: our farm is owned by over 130 members, most of whom live locally. The management committee is elected from the membership.
- Welcome people from all backgrounds, valuing diversity: running an inclusive, welcoming space is central to our ethos and our Equal Opportunities policy ensures best practice.
- Value and support volunteers: we regularly review our volunteer policy and procedures, have at least two volunteer appreciation events each year and invite volunteers to take produce home.
- Reducing our carbon footprint: our Environmental Action Plan manages improvements to our environmental footprint across 10 principles of One Planet Living.

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?

As a young organisation, we have not yet applied for any Quality Marks. As part of this project we have budgeted to achieve the Investing in Volunteers Award.

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.

Structured community volunteering sessions on Wednesday, Thursday and alternate Saturdays (132 sessions each year). These sessions will involve facilitated food growing activities, harvesting, packing, enhancing biodiversity and site improvements. The Wednesday session includes a lunchtime banquet, promoting healthy eating with the community. Volunteers are invited to take produce home.

Expand Buddy Volunteering programme by recruiting 6-12 Buddy Volunteers each year and delivering two training days that cover farm activities, safeguarding children and vulnerable adults, communication and safety.

Continue the 18 month horticultural apprenticeship, recruiting a new apprentice each year on the London Living Wage.

Host up to six young people on work experience placements each year. Each work experience placement will span at least two weeks to ensure that depth of learning and experience is achieved. We will focus on our existing relationships with local schools, colleges and partners to find learners.

Continue to run an annual Sustainable Farming Assistant (SFA) programme: with capacity for up to six SFAs who attend weekly over six months. SFAs will be guided through a curriculum of horticultural skills, gaining practical experience and confidence.

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.

Over 90% of volunteers and farm users report improved mental and health well-being and improved self-esteem or confidence.

Our Buddy Volunteering programme will increase the number and diversity of users able to experience and benefit from the farm. For example, users and school groups that require additional support.

Apprentices are equipped with the skills, experience and confidence to manage the growing operation and community activities at a similar size project.

Young people completing a work placement will have a greater understanding of horticultural career options and have improved valuable life skills (including communications, teamwork, social skills, healthy cooking and eating, environmental awareness and mathematics).

All Sustainable Farming Assistant programme graduates have increased skills, experience and employability in the horticultural and food enterprise sector.

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. The activities in this project are an important means for us to fulfil our core objectives as an organisation. Some grant funding will be required to fund part of the activities beyond this three-year period. We are working to reduce grant dependency further through business diversification. In 2015/16 we were 25% reliant on grant funding to cover our costs.

Who will benefit?

About your beneficiaries

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

748

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

Sutton (80%)

London-wide (20%)

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?

11-20%

Subsequently revised
- see Appendix A

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: General Manager, 2 Apprentices, Head of Production	116,193	118,516	120,887	355,596
Lease and site maintenance	8,252	8,252	8,252	24,756
Supporting volunteers and training	1,392	1,392	1,392	4,176
Insurance	3,314	3,338	3,338	9,990
Office costs	1,128	1,128	1,128	3,384
Accountancy and legal	3,294	3,294	3,294	9,882
Marketing and communication	5,892	5,892	5,892	17,676
Utilities: water, gas, electricity	4,280	4,640	4,640	13,560
Other: equipment depreciation, travel, misc	12,336	10,136	10,136	32,608

TOTAL:	156,081	156,588	158,959	471,628
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Contribution from the farm's earned income	58,214	67,280	76,399	201,893
	0	0	0	0

TOTAL:	58,214	67,280	76,399	201,893
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What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
Comic Relief - Local Communities	10,000	0	0	10,000
	0	0	0	0

TOTAL:	10,000	0	0	10,000
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How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff: General Manager and 2 Horticultural Apprentices	60,806	62,022	60,971	183,799
Lease and site maintenance	8,252	6,200	6,200	20,652
Supporting volunteers and training	1,392	1,392	1,392	4,176
Insurance	3,314	3,338	3,338	9,990
Office costs	1,128	1,128	1,128	3,384
Accountancy and legal	2,094	2,094	2,094	6,282
Marketing and communication	2,796	2,796	2,796	8,388
Utilities: water, gas, electricity	4,280	4,640	4,640	13,560
Investing in Volunteers Award	2,200	0	0	2,200

TOTAL:	86,262	83,610	82,559	252,431
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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	51,354
Activities for generating funds	127,674
Investment income	0
Income from charitable activities	35,075
Other sources	0
Total Income:	214,103

Expenditure:	£
Charitable activities	151,922
Governance costs	265
Cost of generating funds	53,097
Other	1,988
Total Expenditure:	207,272
Net (deficit)/surplus:	6,831
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	6,831

Asset position at year end	£
Fixed assets	18,012
Investments	0
Net current assets	47,287
Long-term liabilities	0
*Total Assets (A):	65,299

Reserves at year end	£
Restricted funds	0
Endowment Funds	0
Unrestricted funds	65,299
*Total Reserves (B):	65,299

*** 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: In Sep-15 we launched our community share offer, raising £18,512 from 133 people. This is a social investment with no dividends or expectations of interest. Our cash position is similar to Yr End Mar-15, however our current liabilities have increased due to a funded project and we have received less grant funding. We forecast a loss in the 2015/16 financial year, reducing our reserves.

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	9,094	0	8,585
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	0	0	0
Other statutory bodies	0	10,000	10,000

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 £
HCD Memorial Trust	20,000	0	20,000
Tudor Trust	30,000	0	0
Mayor of London: Team London	0	10,000	10,000
Sutton Community Fund	9,094	0	8,585
Ernest Cook Trust	10,000	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: **Charlotte Steel**

Role within **General Manager**
Organisation:

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 costs	39,236	40,021	40,822	120,079
Volunteer Refreshments	624	636	650	1,910
Staff Training	996	996	996	2,988
Contribution to Overheads	1,197	1,211	1,225	3,633
Office costs	220	224	229	673
Marketing and Communications	560	571	582	1,713
Insurance (Public Liability)	1,770	1,805	1,500	5,075
TOTAL:	44,603	45,464	46,004	136,071

What income has already been raised?

Source: Comic Relief	Year 1	Year 2	Year 3	Total
Staff costs	8,991			
Volunteer refreshments	624			
Office costs	220			
Marketing and Communications	165			
TOTAL:	10,000			

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
Esmée Fairbairn Foundation	4,613	15,471	16,007	36,091
TOTAL:				

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff Costs*	27,720	27,938	28,497	84,155
Staff Training	500	250		750
Insurance (Public Liability)	1,770	1,805	1,500	5,075
TOTAL:	29,990	29,993	29,997	89,980

* Staff costs = 3.5 days per week Head of Production + 1 day per week General Manager