

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Cardinal Hume Centre	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Westminster	
Contact person: Mrs Helen Forde	Position: Trust Officer
Website: http://www.cardinalhumecentre.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1090836
When was your organisation established? 17/10/1986	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Reducing Poverty
Which of the programme outcome(s) does your application aim to achieve? More Londoners with improved economic circumstances More people accessing debt and legal services
Please describe the purpose of your funding request in one sentence. Prevent homelessness and improve access to financial support for those unable to resolve issues idependently
When will the funding be required? 01/08/2016
How much funding are you requesting? Year 1: £23,835 Year 2: £23,835 Year 3: £23,835 Total: £71,505

Aims of your organisation:

The Cardinal Hume Centre enables people to gain the skills they need to overcome poverty and homelessness. The Centre welcomes people from all backgrounds in line with Cardinal Hume's founding ethos of offering sanctuary. Every person who comes to the Centre has different needs and we offer a comprehensive response on one site, so that people can make informed choices about their future.

We help homeless young people, families in need and local people through focuses on four key areas of need: income, housing, education, skills and legal status.

Main activities of your organisation:

Advice on housing, welfare benefits and money management to help improve people's housing conditions, secure suitable housing and prevent evictions.

Employment, education and training advice, a job brokerage and work experience service for job-seekers in addition to an in-work job club to help people sustain employment.

Learning programmes include IT training, ESOL, literacy, numeracy, money management, healthy eating cookery programmes and parenting courses.

Hostel accommodation and one to one support to homeless young people with medium to high support needs in addition to basic life skills development.

A family services programme for parents and children aged 0-14yrs including after school & homework clubs, plus a range of holiday & weekend play schemes.

Free accredited advice on basic and complex immigration matters, in addition to representation at appeal for those who cannot afford legal assistance.

Outcomes will lead to sustainable accommodation, economic well-being, more resilience and overall well-being for clients.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
48	13	14	97

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	50 years

Summary of grant request

Need:

Legal aid changes have reduced the support available in Westminster to challenge housing and welfare benefit decisions, while rental evictions increase. Organisations offering free advice exist, but they're often focused on specific types of cases, offering limited access to advisers. More general services advocate a self-help model rather than action on a client's behalf to maximise their reach. This approach doesn't work for everyone and we are seeing an increasing number of people coming to us for help because they cannot navigate the intricacies of the UK welfare and housing system, and are unable to act unaided.

Achievement of Trust's outcome:

The project aims to prevent household evictions in Westminster and improve the economic well-being of tenants. It will enable people to access the welfare assistance they are entitled to and challenge incorrect authority rulings. We will also provide people with the tools to manage their situation and support them to move forward into a sustainable future.

Delivery:

Our staff will provide advice and take action on a client's behalf. Clients will receive support to access welfare benefits and challenge decisions to stop payments. They will also be supported to maintain their tenancies and consequently, prevent evictions. One-to-one, face to face support will be available at all levels of intervention; from basic identification and completion of forms through to non-legal representation at tribunals. Where legal representation is required, reciprocal referral relationships are in place with local solicitors to take on cases. We are also able to refer clients internally to access debt advice and employment support. We will operate a walk-in service open 32 hours per week Monday to Friday, where clients are greeted and triaged by a team of volunteers before meeting an advisor. We will also conduct outreach in partnership with other organisations to address advocacy gaps in local neighbouring wards.

Why us:

We have over twenty-nine years' experience developing services to address homelessness. The Centre is recognised by other third sector organisations as a provision which uses its expertise to gain positive outcomes for clients, having successfully closed 180 welfare and housing advocacy cases in the last 12 months with an 80% success rate challenging local authority decisions. We have effective links that enable us to work with the local authority and housing associations to address and resolve clients' problems quickly. Our housing advice team includes a trainee legal executive, while our welfare rights provision is supported by the Mary Ward Legal Centre to ensure the quality of our service is to a high standard. Our person-centred approach allows us to really understand a client, and get to the root causes of their problems.

Our reputation for positive outcomes for clients and our expansive knowledge of the housing sector, has led to the development of an array of partnerships with local providers including City West Homes and The Trussell Trust. We are also building new relationships with parliamentarians who welcome real-life examples of how housing policy affects our clients to inform their decision-making process. Consequently, we can extend the impact of our support beyond those we work with directly.

Trusts definition of Good Practice:

We welcome people from all backgrounds in line with Cardinal Hume's founding ethos of sanctuary. We tailor our services to meet the specific and often complex needs of each client. We facilitate a client forum made up of service users who access Centre services then act as a voice for other users to inform the development of our provisions. The Centre has a thriving volunteer programme with over 100 regular volunteers per year.

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?

Standard Quality Mark

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.

To respond to the housing and welfare needs of at least 1110 clients referred to the Cardinal Hume Centre by 2019 through the provision of advice and assessment, action and referrals to appropriate internal and external services.

Provide up to 30 appointment slots per week for level 1 advice and assessment sessions on a one to one basis with clients. This may include assistance with application forms or contacting services on the clients behalf

Provide 9 one-to-one welfare advice and assessment slots for clients per week including complex cases, Clients requiring a higher level of intervention will be referred on to the Centre's stage 2 welfare rights advisor.

12 one to one client slots per week for detailed housing advice advocacy and action from basic assistance to non-legal representation and tribunal support.

a monthly audit on the quality of advice provision in addition to case-load supervision to ensure a high level of in-depth service provision.

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.

Clients will be able to easily access, face to face, confidential person centred support, with a clear idea of the steps they need to take/be supported to take that will result in improved housing situation and economic well being. This will equate to up to 370 positive outcomes per annum.

Clients will be able to access the correct financial support available to them, where financial assistance is not available they will be supported to develop debt management plans/ sustainable living plans. 143 positive outcomes per year

Clients will be able to receive easily accessible support from a named advocate, who will act on their behalf to prevent evictions and resolve housing issues preventing them from becoming homeless. This will equate to up to 153 positive outcomes per year

Homeless individuals including those in temporary accommodation will be supported to secure/ improve their access to housing. Up to 110 positive outcomes per year

Data collected on outcomes for housing and welfare rights cases including client stories will be used where possible by the Centre's partnership and public affairs manager to inform public policy decision in addition to the development of Centre services and those of our network of over 60 partner organisations

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?

Just as we believe every client should be treated as an individual, so we believe should every donor. We will use this approach to grow and diversify our voluntary income streams with a focus on major donor, legacy and corporate income. We will also develop further links with external agencies increasing our chances of successful partnership bids.

Who will benefit?

About your beneficiaries

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

370

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

Westminster (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

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Housing advise worker x2	65,408	65,408	65,408	196,224
Advice and assessment worker x1	26,930	26,930	26,930	80,790
Mary ward Centre caseload supervision	2,400	2,400	2,400	2,400
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

TOTAL:	94,738	94,738	94,738	279,414
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Big Lottery Fund	27,079	27,079	27,079	81,237
Unrestricted income from individual donors	3,000	3,000	3,000	9,000
	0	0	0	0
	0	0	0	0

TOTAL:	30,079	30,079	30,079	90,237
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What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
We will approach Garfield Weston Foundation	20,824	20,824	20,824	62,472
We will approach the peoples postcode lottery	20,000	20,000	20,000	60,000
	0	0	0	0
	0	0	0	0

TOTAL:	40,824	40,824	40,824	122,472
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How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Housing advocacy and advice worker	15,329	15,329	15,329	45,987
Advice and Assessment worker	6,106	6,106	6,106	18,318
Mary Ward Centre support	2,400	2,400	2,400	7,200
	0	0	0	0

TOTAL:	23,835	23,835	23,835	71,505
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Finance details

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

Financial year ended:	Month: March	Year: 2016
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Income received from:	£
Voluntary income	1,844,000
Activities for generating funds	47,000
Investment income	1,000
Income from charitable activities	737,000
Other sources	49,000
Total Income:	2,687,000

Expenditure:	£
Charitable activities	2,193,000
Governance costs	46,000
Cost of generating funds	405,000
Other	0
Total Expenditure:	2,644,000
Net (deficit)/surplus:	34,000
Other Recognised Gains/(Losses):	
Net Movement in Funds:	34,000

Asset position at year end	£
Fixed assets	2,285,000
Investments	0
Net current assets	752,000
Long-term liabilities	(335,000)
*Total Assets (A):	2,682,000

Reserves at year end	£
Endowment funds	0
Restricted funds	0
Unrestricted funds	2,682,000
*Total Reserves (B):	2,682,000

* 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	604,000	498,000	462,000
London Councils	0	0	0
Health Authorities	0	0	0
Central Government departments	24,000	44,000	34,000
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 £
Oak Foundation	0	73,384	73,798
Big Lottery Fund	0	0	44,248
Westminster Foundation	50,000	50,000	50,000
Sacker Trust	60,000	60,000	60,000
Garfield Weston	0	0	50,000

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: **Helen Forde**

Role within **Trust Officer**
Organisation:

REVISED BUDGET

Funding required for the project

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

Expenditure heading	Year 1	Year 2	Year 3	Total
Full time Housing and advocacy worker 35 h/pw	£31,547.35	£31,547.35	£31,547.35	£94,642.05
Employers contribution NI	£3,785.00	£3,785.00	£3,785.00	£11,355.00
Employers contribution Pension	£946.42	£946.42	£946.42	£2,839.26
TOTAL:	36,278.77	36,278.77	36,278.77	£108,836.31

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
No income has been raised towards this salary				
TOTAL:				

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
No other funders have been approached				
TOTAL:				0

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Full time Housing and advocacy worker 35	31,547.35	31,547.35	31,547.35	94,642.05
Employers contribution NI	£3785.00	£3785.00	£3785.00	£11,355.00
Employers contribution Pension	£946.42	£946.42	£946.42	£2,839.26
TOTAL:	36,278.77	36,278.77	36,278.77	£108,836.31