

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Kensington &amp; Chelsea Citizens Advice Bureau Service</b>	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? <b>Kensington &amp; Chelsea</b>	
Contact person: <b>Mr Charles Barber</b>	Position: <b>CEO</b>
Website: <a href="http://kensingtonandchelseacab.org.uk">http://kensingtonandchelseacab.org.uk</a>	
Legal status of organisation: <b>Charitable company</b>	Charity, Charitable Incorporated Company or company number: <b>1057195</b>
When was your organisation established? <b>01/01/1939</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Resettlement and Rehabilitation of Offenders</b>		
Which of the programme outcome(s) does your application aim to achieve? <b>More ex-offenders successfully and sustainably resettled in the community and re-offending rates reduced</b>		
Please describe the purpose of your funding request in one sentence. <b>To sustain and develop our work with offenders and ex-offenders to meet the changing needs of our client group and the expectations of stakeholders</b>		
When will the funding be required? <b>01/09/2016</b>		
How much funding are you requesting?		
<b>Year 1: £48,000</b>	<b>Year 2: £48,665</b>	<b>Year 3: £0</b>
<b>Total: £96,665</b>		

**Aims of your organisation:**

We aim to provide the advice people need for the problems they face, and to improve the policies and practices that affect people's lives

**Main activities of your organisation:**

We are the largest provider of free and confidential advice and information and casework across all areas of social welfare law for people in Kensington and Chelsea. This is provided from two main office locations and a number of outreach locations from hospitals, day centres, and community organisations. In addition to our work in Kensington & Chelsea, we established, in 1994, the first full-time CAB Service in a prison at HM Prison Wormwood Scrubs and this service continues to operate.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>20</b>	<b>14</b>	<b>9</b>	<b>30</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>	<b>2 years -renewable</b>

## Summary of grant request

Kensington & Chelsea CAB Service has been operating a full-time service based in HMP Wormwood Scrubs since 1994. Our experience of operating a weekly outreach service for five years prior to this helped to shape and inform our work and demonstrated the need for access to an impartial and confidential service on the same terms as any other citizens in the community. Unsurprisingly, advice and casework in relation to housing, either retaining accommodation while in custody or finding accommodation on release has been the most significant area of work, together with advice on debt and on benefits.

With two full-time staff the project sees over 2000 prisoners a year and this has produced a substantial body of evidence over the life of the project to date. It has also given the CAB a status and level of trust amongst prisoners, and prison staff, that cannot be achieved quickly. Of all groups using the CAB Service in the community, young men are the most under-represented. The prison population is already socially excluded by the fact of their incarceration. In addition, many prisoners have mental or physical health problems, poor levels of education and lack family or community support. Our own survey of 94 users reflects this with 69% of the sample never having sought advice before.

The project was originally established with funding from what was then the City Parochial Foundation. Over time we have adapted to a range of new initiatives in relation to rehabilitation and resettlement and now find ourselves once again working with a relatively new approach with more emphasis on 'through-the-gate' provision. This has always been a feature of our work as we have been able to link users on release with CAB services in their home area and, from the outset, we have been involved in pre-release activity with groups and individuals. Our aim now is to develop this continuity of provision with a more clearly defined, but also flexible approach, to supporting prisoners during the critical period immediately before and during the initial weeks after release. We believe that engaging with individuals prior to release is vital and we would aim to deliver the service through a dedicated advice worker based mainly in the prison but with scope to provide direct support, or managed referral to other advice support in the community, after release. We are aware that re-offending, often at a relatively low level, is significant amongst our users and, at the extreme, we know that some will re-offend as the security of prison is perceived to be more attractive than the accommodation, and income options, available to them on the outside. We believe that providing professional advice and advocacy to ensure that individuals do have proper access to their rights and entitlements is a clear route to reducing re-offending, not least through helping ex-offenders to experience bureaucracies and officialdom working for, rather than against, their interests.

As an organisation we aim to involve service users through regular feedback, representation on our Trustee Board, and encouraging volunteering at all levels. We are unable to use volunteers in the prison setting, but have welcomed ex-offenders as volunteers in our main service, and feedback from users and staff at the prison has been consistently positive. We have strong national policies on diversity and, for example, aim to ensure that our staff and volunteers reflect the communities we serve. Finally, we think that our carbon footprint is diminishing despite the challenges of working in less than perfect buildings.

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?

**Advice Quality Standard (AQS) plus we employ five solicitors with appropriate oversight and regulation from the Solicitors Regulation Authority**

### **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.

**Providing advice and casework support in all areas of social welfare law to up to 10 prisoners per week prior to release**

**Providing continuing support to the same client group post release in person, by phone, e-mail, skype etc as appropriate.**

**Co-ordinating access for this client group to other services in the community ensuring that appointments are made and kept, rearranged or followed up as appropriate.**

**Evaluating impact and benefit of advice support through feedback from individual users, case studies and group work.**

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.

**A reduction in re-offending achieved through timely and practical support**

**For users, an improved understanding of social welfare entitlements and responsibilities and how to access or exercise these**

**For service providers, a better understanding of the barriers to ex-offenders re-engaging with society outside prison**

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, ideally but will depend on future direction of national policy. Over time, the project has been funded by a range of charitable Trusts, the Prison Service (NOMS), the Legal Services Commission, and the Money Advice Service. We would**

## Who will benefit?

### About your beneficiaries

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

**400**

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

**London-wide (100%)**

What age group(s) will benefit?

**16-24**

**25-44**

**45-64**

What gender will beneficiaries be?

**Male**

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%**

## 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 specialist adviser salary's	89,071	89,962	0	179,033
running costs	14,538	14,765	0	29,303
Management Costs	4,363	4,423	0	8,786
	0	0	0	0

<b>TOTAL:</b>	<b>107,972</b>	<b>109,150</b>	<b>0</b>	<b>217,122</b>
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**What income has already been raised?**

Source	Year 1	Year 2	Year 3	Total
Money Advice Service (Capitalise)	45,609	45,609	0	91,218
Prison Service in kind	10,000	10,000	0	20,000
	0	0	0	0

<b>TOTAL:</b>	<b>55,609</b>	<b>55,609</b>	<b>0</b>	<b>111,218</b>
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**What other funders are currently considering the proposal?**

Source	Year 1	Year 2	Year 3	Total
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
full time specialist adviser salary	33,294	33,627	0	66,921
employers NI	3,662	3,699	0	7,361
employers pension	1,698	1,715	0	3,413
payroll costs and DIS	505	520	0	1007
training and travel	250	258	0	508
Volunteer Expenses	1045	1076	0	2,121
running costs & management costs	7,541	7,760	0	6,237

<b>TOTAL:</b>	<b>48,000</b>	<b>48,655</b>	<b>0</b>	<b>96,655</b>
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## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2015</b>
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Income received from:	£
Voluntary income	11,155
Activities for generating funds	0
Investment income	239
Income from charitable activities	1,420,509
Other sources	0
<b>Total Income:</b>	<b>1,431,903</b>

Expenditure:	£
Charitable activities	1,322,453
Governance costs	6,320
Cost of generating funds	0
Other	115,103
<b>Total Expenditure:</b>	<b>1,443,876</b>
<b>Net (deficit)/surplus:</b>	<b>(11,973)</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>(11,973)</b>

Asset position at year end	£
Fixed assets	2,248
Investments	0
Net current assets	424,574
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>426,822</b>

Reserves at year end	£
Restricted funds	134,609
Endowment Funds	0
Unrestricted funds	292,212
<b>*Total Reserves (B):</b>	<b>426,822</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?  
81-90%

### Organisational changes

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

N/A

### 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	967,424	926,187	1,019,873
London Councils	0	0	0
Health Authorities	46,000	47,380	48,328
Central Government departments	34,500	34,500	30,443
Other statutory bodies	83,440	31,351	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 £
N/A	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	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: **Charles David Barber**

Role within                      **Chief Executive**  
Organisation: