

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Federation of City Farms & Community Gardens	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Outside London	
Contact person: Mr. Ian Egginton-Metters	Position: Assistant Chief Executive
Website: http://www.farmgarden.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 294494
When was your organisation established? 29/10/1980	

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 the skills to improve their volunteer management More organisations with improved capabilities in monitoring, evaluation and impact reporting		
Please describe the purpose of your funding request in one sentence. Building capacity & skills amongst city farms/community gardens to improve their long-term viability, thereby contributing to the sustainability of vibrant local communities throughout the capital.		
When will the funding be required? 03/10/2016		
How much funding are you requesting?		
Year 1: £59,540	Year 2: £62,640	Year 3: £59,840
Total: £182,020		

Aims of your organisation:

Mission: To support community growing initiatives across the UK and to promote their role in the development of people and communities.

FCFCG is a UK community and environmental charity that supports and represents over 2500 community green space groups, of which over 200 are located in London.

Charitable objects include:

- Promoting the development of the community at large without discrimination in a common effort to advance education...with the object of improving quality of life
- Advancing education in horticulture, agriculture, conservation, protection and improvement of the environment, reduction, re-use and recycling of resources, renewable resources, respect for the environment, sustainable development, animal welfare, community cohesion, citizenship, life skills, the promotion of equality and other related subjects

Providing education and training for persons who have need of such facilities....

Particularly in London working through a very active member Advisory Group to meet the specific needs of London community gardens and farms.

Main activities of your organisation:

We guide, inspire, advise, showcase and represent community growing groups across the UK, through practical support including training, online information resources, e-newsletters and social media updates, and guidance documents, and publicise our members' inspirational work to advocate on their behalf. By working in partnership with other organisations we create positive action on crucial issues, enabling our members to bring further benefits to their local communities.

The community projects we support and nurture all offer welcoming neighbourhood green spaces, and offer a wide range of opportunities and benefits, including education programmes, play schemes, healthy living initiatives, work and skills training, social enterprises, volunteer opportunities, environmental schemes, horticultural therapy and facilities for people with disabilities.

In London most work is focussed on 19 city and school farms, 199 community managed gardens, and 17 groups in development.

UK members employ more than 1,000 people, engage and empower thousands of volunteers and attract over 3m visitors each year, 750,000+ visit our London members' sites.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
3	20	10	25

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?
Owned	

Summary of grant request

Need: Consultation showed an overwhelming need for guidance and assistance in monitoring and evaluating (M&E) the impact of gardens/farms' work (both individual and pan-London), to prove their activities deliver important benefits for specific disadvantaged client groups and community development and environmental improvements. Also the nature of risks they contend with is changing in the face of ever more competitive funding. Effective risk and financial management is increasingly important, and recognition of the need to focus on generating non-grant income, through acquiring new skills and knowledge. Compliance with relevant legislation/regulation is critical to sound financial and volunteer management and maintaining a sustainable funding base. Farms have additional responsibilities: livestock inspections. Some also experience difficulties in efficiently managing their volunteer programmes with many overwhelmed with numbers of individuals and organisations wishing to volunteer. 'Bed blocking': existing volunteers enjoy their experience so much they stay, preventing new volunteers from being joining.

Aims:

- Boost skills and build capacity amongst staff/key trustees managing community gardens/farms across London.
- Focus on individual and collective volunteer management and support, financial and risk management, and M&E geared to improving impact assessment.
- Emphasis on larger/more established groups sharing specialist expertise with smaller, less well-resourced (and often purely volunteer led) groups.
- Dedicated worker will support these activities through networking, training and outreach.

Direct beneficiaries: smaller, less well-resourced gardens/farms throughout the capital. Groups providing advice and support themselves gain from new ideas, information and inspiration from those they work with to develop greater capabilities in delivering such interventions. All will benefit from communications and networking activities. 218 gardens/farms will directly benefit over 2,600 people. Indirectly, beneficiaries will include individuals from diverse, often minority groups in primarily disadvantaged neighbourhoods; they will benefit from sustainable facilities and services provided by community gardens/farms. Around 0.75m people are likely to indirectly benefit from the improvements.

Delivery: Key training, management, development of advisory material, networking and communications will be delivered both by a dedicated Development Worker and senior staff from more established/better resourced groups. These projects will effectively act as hubs of excellence sharing their knowledge and expertise and guiding/supporting others. Training will follow a tiered model: smaller/newer groups receiving training which is introductory/offers broad perspective on an issue, larger/established groups ore in-depth training. The worker will also assess quality standards being used, share good practice, and lead in collating, interpreting and disseminating M&E and impact assessment data on achievements and impact across London. Pro bono assistance will also be sought.

Right organisation: FCFCG has 36years experience with a broad and deep wealth of expertise, member-led both strategically and operationally, with key decisions made by the member-led London Advisory Group. Altogether FCFCG is the only sector-specific second-tier organisation in the capital with the broad range of specialist skills and expertise required to support the broad diversity of community gardens/farms.

Programme outcomes: The project aims to develop the skills and capabilities within community gardens/farms throughout London in thematic areas which have been identified as priorities; these closely correspond with those identified as priorities by CBT. We will disseminate the learning to the wider community growing sector within London and beyond.

Good Practice Improving access to services by smaller, less well-resourced organisations: is at the core of our delivery model. We will also improve M&E to improve impact assessment at the level of individual gardens/farms and collectively as a movement across London. We will track the cascade benefit of the support services we provide; including eliciting

feedback from those smaller groups in which we aim to build skills and capacity. We will share learning with the wider sector by disseminating the results of our activities.

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 adopted the European Foundation for Quality Management (EFQM) Excellence Model, with both trustees and staff currently working through how best to apply the principles to manage and develop improvement in all our activities, including our service delivery to member groups. We also review using the NVCO Governance Wheel and other tools.

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.

Training, networking and ongoing support in volunteer and volunteer programme management (including in appropriate support mechanisms) for 80 city farms and community gardens, plus a model volunteering contract which can be adapted by individual organisations to suit their own particular circumstances.

Training, networking and ongoing support in financial - and associated risk - management and income diversification for 80 city farms and community gardens, including specific guidance on fundraising, securing contracts and other means of generating income (to include signposting and access to the Federation-led Growing Together BIG Lottery funded project).

A guide to monitoring, evaluation and impact assessment specifically for 240 London-based city farms and community gardens, including details of alternative models and tools, selection and egs of practical implementation in the form of London-focused case-studies. Training, networking and ongoing support for 80 farms and gardens in these activities.

A growing body of increasingly comprehensive monitoring and evaluation information to demonstrate the value and impact of 100 individual city farms and community gardens and the movement collectively across London in terms of social engagement, health and well-being, education / skills and/or employment prospects, etc.

A more developed network of around 250 city farms and community gardens regularly and actively communicating/meeting, sharing information and expertise and practically supporting each other's endeavours, with an emphasis on the dedicated worker facilitating larger, better-funded groups to assist those who are smaller and less well-resourced.

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.

Training, networking and ongoing support will enable staff to better manage collective volunteer programmes and individual volunteers to contribute to efficiently and effectively running city farms and community gardens. This will help staff to achieve their stated project and organisational aims, thereby ultimately enhancing both the operational and strategic sustainability.

Enable staff to comprehensively understand the financial framework and funding climate within which they operate, to more effectively meet relevant legal, regulatory and contractual requirements and to plan and implement funding/income generation and other policies and processes to enhance their financial credibility and viability.

Signposting, and use of, monitoring and evaluation tools (which they can select and customise as appropriate) to demonstrate the impact and value of the work of their individual group, in order to secure additional income and reinforce the legitimacy and financial viability of their organisations.

Individuals across London volunteers, clients and visitors, including those from various minority / disadvantaged backgrounds, will continue to enjoy access to both existing and newly diversified and enhanced facilities and services and to benefits this engagement delivers (including enhanced social engagement, health and well-being, education / skills and employment prospects).

Enhanced viability and sustainability of community farms/gardens across London, located primarily in areas of disadvantage and functioning as hubs / beacons of community engagement, will help development of the diverse communities in which they operate: social inclusivity, health and well-being, skills, employment prospects, and deliver a more green environment locally.

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?

Continue to support city farms/community gardens to diversify their income base, including self-generating more from paid-for services, which we would then seek to (support our members to) continue to deliver. Review our membership fees structure to contribute additional funding. Build relationships with other relevant funders - grant, corporate and individual - to defray some costs of the initiative's ongoing activities.

Who will benefit?

About your beneficiaries

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

2,600

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

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?

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
Salary @0.6fte, recruitment, training/welfare, ad hoc admin	22,700	20,800	21,000	64,500
Office costs (rent, phone, IT, stationary, post)	5,200	4,700	4,750	14,650
8 Hubs: @6 days advic each & recruitment & asesment costs	14,240	13,440	13,440	41,120
4 hubs delivering 3 training @1.5 days inc prep & training costs	1,900	7,350	1,900	11,150
Hub networking/mutual support expenses	1,600	800	800	3,200
Travel & subs: Worker + Advisers + hubs	2,200	2,300	2,400	6,900
Advice materials (writing & design), reports & dissemination events	2,500	3,900	4,300	10,700
External expertise as required (mainly evaluation)	1,500	3,000	4,000	8,500
FCFCG overheads, management, web/comms, bookkeeping, contributing to materials etc & contingency	8,000	8,750	8,750	25,500

TOTAL:	59,840	65,040	61,340	186,220
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
TOTAL:	0	0	0	0

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
£15-25/training place fees to cover catering/materials	300	1,200	300	1,800
Yet to be raised (or from reserves)	0	1,200	1,200	2,400
	0	0	0	0
	0	0	0	0
TOTAL:	300	2,400	1,500	4,200

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Salary @0.6fte, recruitment, training/welfare, ad hoc admin	22,700	20,800	21,000	64,500
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4 hubs delivering 3 training @1.5 days inc prep	1,900	6,000	1,250	9,150

& training costs				
Hub networking/mutual support expenses	1,600	800	800	3,200
Travel & subs: Worker + Advisers + hubs	2,200	2,000	2,100	6,300
Advice materials (writing & design), reports & dissemination events	2,500	3,700	4,300	10,500
External expertise as required (mainly evaluation)	1,500	3,000	4,000	8,500
FCFCG overheads, management, web/comms, bookkeeping, contributing to materials etc & contingency	7,700	8,200	8,200	24,100
TOTAL:	59,540	62,640	59,840	182,020

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	28,252
Activities for generating funds	196
Investment income	1,809
Income from charitable activities	965,567
Other sources	0
Total Income:	995,824

Expenditure:	£
Charitable activities	950,268
Governance costs	17,652
Cost of generating funds	0
Other	0
Total Expenditure:	967,920
Net (deficit)/surplus:	27,904
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	27,904

Asset position at year end	£
Fixed assets	179,641
Investments	0
Net current assets	336,103
Long-term liabilities	0
*Total Assets (A):	515,744

Reserves at year end	£
Restricted funds	118,090
Endowment Funds	0
Unrestricted funds	397,654
*Total Reserves (B):	515,744

*** 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?
0%

Organisational changes

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

The Trustees have been prudent and agreed to use some reserves during 2015-16 to ensure some key services were maintained and new website developed, whilst also reducing office and other costs and not renewing unfunded fixed term contracts as they expired.

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	0	0
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 £
Ellerman Foundation	0	0	51,856
Esmee Fairbairn Foundation (projects)	50,000	50,000	0
Tudor Trust (for CLAS)	0	37,500	28,125
Esmee Fairbairn (for CLAS)	45,833	35,138	0
Tudor Trust (projects)	50,000	10,500	24,500

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: **Ian Egginton-Metters**

Role within **Assistant CEO**
Organisation: