

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Kingston Voluntary Action	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Kingston	
Contact person: Ms. Kate White	Position: Superhighways Manager
Website: http://www.superhighways.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 257551
When was your organisation established? 07/03/1968	

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 deliver expert advice, training & support to voluntary organisations in south London to better use digital tools to improve monitoring, evaluation & impact reporting.
When will the funding be required? 01/12/2016
How much funding are you requesting? Year 1: £80,997 Year 2: £80,990 Year 3: £0 Total: £161,987

Aims of your organisation:

Kingston Voluntary Action is the infrastructure and umbrella organisation for voluntary and community organisations in the Borough of Kingston. We work to improve the quality of life for all of Kingston upon Thames' communities, by supporting voluntary and community action in the Borough.

Organisations we support include charities, community, faith and sports groups, and social enterprises. To achieve our aims, we also work closely with local public sector organisations and business partners.

Kingston Voluntary Action (KVA) has three strategic objectives:

1. To improve the capacity of the voluntary and community sector
2. To strengthen community representation and engagement
3. To ensure sustainability of KVA

Main activities of your organisation:

KVA's areas of activity include:

- support and development services including: liaison, capacity building, community engagement;
- representation and partnership working;
- tech & comms support and training;
- advice on funding sources;
- subsidised training;
- co-ordination of projects including: Volunteer Centre and Eco-op project

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
7	17	7	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?
Leased	1 year

Summary of grant request

Project need

Small local voluntary organisations lack knowledge and skills required to utilise a range of free and low cost digital tools that could help improve monitoring, evaluation and impact reporting. Through our Impact Aloud project 2013/16, we have developed a programme of training and support to meet these needs and address barriers of time, money, skills and fear / resistance to change (delivered in Richmond, Kingston, Merton, Sutton, Croydon and Bromley). A recent Impact Aloud external evaluation evidenced continued need, and additional boroughs of Wandsworth, Lambeth, Southwark and Lewisham have contributed new data in support of this premise.

Project delivery

The project will build on the last 3 years, widening our area of delivery to include 4 new boroughs and engaging with the tech and education sectors to increase its sustainability. We will deliver awareness raising sessions - standalone and at borough VCS network and forums, and develop and deliver bespoke training sessions (entry level and new higher / next steps) - both open group and targeted 1:1 onsite sessions. We will also provide much needed follow up 1:1 support - either remotely or via face to face digital surgeries, and continue our hugely successful annual event, bringing industry professional speakers to the local sector e.g. NPC and DataKindUK.

Project aims:

Impact Aloud will continue to strengthen the voluntary sector, building knowledge, capacity and skills in small local charities so they can utilise digital tools for more effective and efficient monitoring and evaluation, becoming more data driven in their outlook. Robust data capture (e.g. using audio and tablet survey apps) and analysis (e.g. using Excel pivot tables) will help groups target resources and develop high quality services according to need. Better impact reporting and presentation of outcomes data (e.g. infographics, mapping, audio-slideshows) will result in increased engagement with supporters - attracting new funding, volunteers and beneficiaries.

Why are we the right organisation:

Superhighways has been supporting the sector maximise benefits that technology can bring for 17 years. We understand the environment small groups operate in and can pitch our support and training for optimal outcomes.

Our Impact Aloud evaluation highlighted the strength of our team "Respondents valued the flexibility, responsiveness and reliability of their practical support along with the softer skills such as the reassurance, encouragement and creativity that the team offered" Other reasons organisations chose to engage with the project were: financial, practical, reputational, insight and unique offer.

Our Theory of Change (work in progress) shows huge added value from our other services: digital inclusion and basic digital skills and tech support and best practice.

Impact Aloud is a unique project. We have good relationships with local CVSs and other infrastructure agencies through which we will continue to reach groups, but also support these agencies themselves which in turn increases our impact. "It means we're better positioned to help local groups because we've been through the same process" CVS worker.

Principles of good practice:

We have shown during 2013-16, that we meet the principles of good practice.

- We track the cascade benefit of the project e.g. magnification & increased reach from CVS development workers or a group sourcing new funding as a result of the project
- We involve the feedback from groups e.g. developing new training courses based on evaluation feedback
- We improve access to smaller, less well-resourced groups e.g. maintaining free awareness raising sessions & 1:1s plus plans for evening / weekend sessions
- We share learning with the wider sector e.g. articles in our eNews and plans to share more widely via social media and linking with pan-London infrastructure e.g. GLV & LVSC

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?

Kingston Quality Mark (for Volunteering Good Practice)

Healthy Workplace Charter

NAVCA - we are currently working towards renewal of this award

We are a Microsoft Small Business Partner and Registered Refurbisher

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.

24 digital tools awareness raising sessions with demos & practical hands on opportunities - standalone (24) & at borough VCS network / forum meetings (30). Sessions will include 1) Top digital tools for monitoring and evaluation 2) So you need a database? 3) Top digital tools for communicating impact.

Bespoke training sessions with comprehensive handouts and follow up support provided e.g Excel, Case Studies, Audio, Mapping:

- **Group training in accessible venues for all 10 boroughs (72)**
- **Bespoke onsite training for staff / trustee / volunteer teams (20)**
- **Developing new training sessions / resources (6)**

1:1 support to groups to support implementation of new tools / systems

- **Remote support - email & phone (260)**
- **Face to face support - onsite & digital surgeries (140)**
- **Projects e.g. audio slideshows (20)**
- **Systems support - fit for purpose databases / Excel set ups (30)**

Development of customised support resources pitched at small local charities

- **Identify, research and test new apps / digital tools**
- **Develop new step by step resources as session / 1:1 'takeaways'**
- **Create articles on website and in eNews**
- **Promote widely via our new blog & social media**

Engaging with CVSs & potential Tech / Education partners

- **CVS Comms workers network**

Meetings with

- **Development workers / other CVS staff**
- **Tech initiatives e.g. Croydon TechCity**
- **App developers**
- **Colleges / universities**

And developing volunteering / intern programmes for young people

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.

VCOs become more aware of a range of digital tools that can support them better:

Monitor - collect robust data and capture outcomes stories

Evaluate - analyse data to evidence success and identify trends

Communicate impact - present data in an engaging way to attract supporters, source funding, improve sustainability

VCOs gain the skills and confidence to implement new digital tools to improve data capture for monitoring & evaluation and become more data driven - choosing and implementing fit for purpose systems & analysing data to inform decisions relating to new services, targeting resources & improving sustainability.

VCOs implement digital tools to better communicate the impact of their work to attract funding, volunteers and beneficiaries. Creating engaging content, clearly presenting the change their activities and services are bringing about (including audio, visuals & mapping) and sharing extensively will reach a wider audience and illustrate impact more effectively.

CVSs will embed tools / skills acquired from attending training and 1:1 support, amplifying outcomes and extending reach of the Impact Aloud project. They will incorporate lower level digital advice into their own development work with groups and refer organisations for more advanced assistance and evidence and promote the benefit.

Increased engagement with the tech & education sectors will unlock assets resulting in VCOs benefitting from new and local tech expertise, targeted app & system development, and pro bono support. Young people will benefit from the opportunity to gain practical digital work based experience in the charity 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. Sourcing contributions from each borough and a mixture of sponsorship & partnership working with the tech sector as well as continuing to generate income by charging for training delivered (a new sliding scale will be implemented to remain accessible to small groups, but increase income from larger)

Who will benefit?

About your beneficiaries

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

250

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

Kingston (15%)

Croydon (15%)

Lewisham (15%)

Southwark (15%)

London-wide (40%)

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
Staff salaries & recruitment	73,333	76,517	0	0
Consultants / speakers	3,000	3,000	0	0
Travel costs	1,000	1,000	0	0
Volunteer expenses	400	400	0	0
Staff training / development	1,200	1,200	0	0
Room hire & refreshments & printing (training & conference)	8,070	8,070	0	0
Capital equipment & digital tools	2,000	2,000	0	0
Monitoring & evaluation	0	1,500	0	0
Overheads	8,050	8,050	0	0

TOTAL:	97,053	101,737	0	0
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What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Training & conference income (projected)	11,994	11,994	0	0
Contribution from KVA London Councils repatriated funding	4,186	7,400	0	0
Training & conference income (carried forward?)	0	0	0	0

TOTAL:	0	0	0	0
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What other funders are currently considering the proposal?

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

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff salaries & recruitment	69,147	67,640	0	0
Consultants / speakers	1,000	1,000	0	0
Travel costs	1,000	1,000	0	0
Volunteer expenses	400	400	0	0
Staff training / development	600	600	0	0
Room hire & refreshments (training & conference)	1,000	1,000	0	0
Capital equipment & digital tools	0	0	0	0
Monitoring & evaluation	0	1,500	0	0
Overheads	7,850	7,850	0	0

TOTAL:	80,997	80,990	0	0
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Finance details

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

Financial year ended:	Month: April	Year: 2015
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Income received from:	£
Voluntary income	0
Activities for generating funds	0
Investment income	614
Income from charitable activities	976,046
Other sources	0
Total Income:	976,660

Expenditure:	£
Charitable activities	993,927
Governance costs	6,281
Cost of generating funds	0
Other	0
Total Expenditure:	1,000,207
Net (deficit)/surplus:	-23,547
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	23,547

Asset position at year end	£
Fixed assets	0
Investments	0
Net current assets	265,079
Long-term liabilities	0
*Total Assets (A):	265,079

Reserves at year end	£
Restricted funds	102,237
Endowment Funds	0
Unrestricted funds	162,842
*Total Reserves (B):	265,079

*** 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?
51-60%

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	600,976	580,011	446,769
London Councils	0	0	0
Health Authorities	73,844	78,192	66,162
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 £
Big Lottery Fund	130,887	0	0	
Tinder Foundation	3,500	1,715	1,000	
London Community Foundation	0	0	2,500	
Forbes Trust	0	510	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: **Kate White**

Role within **Superhighways Manager**
Organisation: