

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: Upper Room (St Saviour's with St Mary's)	
If your organisation is part of a larger organisation, what is its name?	
In which London Borough is your organisation based? Hammersmith & Fulham	
Contact person: Mr Michael Buraimoh	Position: Projects Director
Website: http://www.theupperroom.org.uk	
Legal status of organisation: Charitable company	Charity, Charitable Incorporated Company or company number: 1004354
When was your organisation established? 11/12/1990	

Grant Request

Under which of City Bridge Trust's programmes are you applying? Resettlement and Rehabilitation of Offenders
Which of the programme outcome(s) does your application aim to achieve? More ex-offenders successfully and sustainably resettled in the community and re-offending rates reduced
Please describe the purpose of your funding request in one sentence. UR4Driving project costs, break the cycle of re-offending and long-term unemployment by giving ex-offenders the motivation and employability skills necessary to secure and sustain employment.
When will the funding be required? 01/02/2017
How much funding are you requesting? Year 1: £35,000 Year 2: £35,700 Year 3: £36,414 Total: £107,114

Aims of your organisation:

The Upper Room started as a soup kitchen in 1990 but it now runs three inter-linked projects which focus on giving the disadvantaged the tools or skills they need to improve their social and economic situation. Its mission statement is 'improving lives'.

UR4Meals aims to alleviate hunger of those experiencing food poverty by providing evening weekday meals for the homeless and socially disadvantaged.

UR4Jobs is a multilingual employment support and job training facility for economic migrants from Central/Eastern Europe. It aims to break their circuit of unemployability and homelessness by providing personalised support and entry-level skills training to help them become job ready.

UR4Driving's overall aim is to break the cycle of re-offending and long-term unemployment among ex-offenders by giving them the motivation and requisite employability skills necessary to secure and sustain employment. This assists their re-integration into society and helps them to turn their back on crime. It gives them 'hope for a better future'.

Main activities of your organisation:

UR4Meals provides three-course meals to 80-120 people, five evenings a week, as well as providing clothing, bedding, volunteer opportunities, support with health and housing and onward referrals. It is the entry point to our range of employability focussed projects which assist their reintegration into society and towards economic independence.

UR4Jobs delivers entry-level skills training e.g. weekly ESOL classes and multilingual CSCS training for jobs in construction. It also provides one-to-one case work to help remove people's barriers to work e.g. self-employment registration, obtaining a NI number, replacing lost/stolen ID. Its Jobs Club is open two afternoons a week and access is by appointment only on other days. The Project Manager also provides individual and group bilingual counselling sessions. UR4Jobs provides financial assistance to cover travel costs or to purchase essential clothing for a job, at the PM's discretion.

UR4Driving teaches ex-offenders to drive in return for undertaking 80 hours of voluntary participation, personal development and employability workshops.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
3	5	8	180

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	5 years and 7 months

Summary of grant request

Our work with ex-offenders has revealed that they are excluded from mainstream society by their criminal history which severely damages their employability, social standing and life chances. Approximately 90% of them have been long-term unemployed. Many lack basic relationship networks necessary to rebuild their lives after serving a prison sentence. Evidence shows that ex-offenders have a high risk of re-offending if their complex needs are not addressed.

Ex-offenders have a much higher-than-normal tendency of becoming increasingly less employable the longer they remain unemployed. A valid driving licence opens up employment opportunities within the transport sector. This provides ex-offenders with a strong chance of being gainfully employed and avoiding re-offending in the long-term.

Delivery:

- Recruit 180 ex-offenders via Probation, Youth Offending Services, housing groups, Only Connect and drug/alcohol treatment centres.
- Referral partners provide a Risk Assessment for each applicant. The interview includes a needs assessment to determine eligibility, suitability, and level of support requirements.
- Successful candidates are inducted, compile a personalised Action Plan, and sign a Code of Conduct.
- Beneficiaries must engage in 80 hours of voluntary work.
- Beneficiaries attend personal development workshops (motivation, money management, anger management).
- Beneficiaries attend CV-writing, Interview Skills, Disclosure workshops.
- Beneficiaries attend weekly to study and practise for their Theory Test. Having passed their Theory, and completed their 80 hours, they commence driving lessons.
- Beneficiaries are entitled to 40 hours of driving instruction and two practical tests.
- On completion they attend an exit interview and are offered support into work via UR4Jobs. Suitable candidates are invited to become volunteer mentors.
- Participants are tracked 6-12 months after completion.

UR4Driving's overall aim is to break the cycle of re-offending and long-term unemployment among ex-offenders by giving them the motivation and requisite employability skills necessary to secure and sustain employment. This assists their re-integration into society and helps them to turn their back on crime. It gives them 'hope for a better future'.

UR4Driving achieves this and meets the Programme Outcome by:

- Improving ex-offenders' life/work skills through voluntary work and personal development/employability workshops.
- Encouraging ex-offenders to make a positive contribution to society through volunteering.
- Improving their confidence/self-esteem.
- Reducing their risk of substance misuse.
- Enabling ex-offenders to gain practical driving skills.
- Improving ex-offenders' employment prospects.
- Significantly reducing their risk of re-offending.

The Upper Room has been supporting the homeless and ex-offenders for over 25 years. Staff have the relevant skills and experience to offer holistic and personalised support to empower individuals and help restore their dignity.

Since 2010, 147 ex-offenders have obtained a driving licence. Approximately half have found work, or entered into further education, within 6-9 months of completing the programme.

A recent Evaluation showed that 70% of participants did not re-offend within a five-year period.

UR4Driving has won many awards - Andy Ludlow Award for Best Use of Volunteers (2011), Big Society Award for Outstanding Contribution to The Community (2013).

UR4Driving beneficiaries are integral to the work of the charity through their voluntary work (assisting the chef, serving meals, working alongside a driver redistributing surplus food to homelessness charities). They are encouraged to become volunteer mentors on completion.

Volunteers are inducted, supported and supervised.

Beneficiaries are a diverse ethnic mix and no-one is excluded on account of their race, religion or sexual orientation.

We have appointed an Environment Champion to explore ways of further reducing our carbon footprint.

"Your project is one of the best available to them on release and one of the most constructive ways of progressing into employment." Catherine Andrews, Wandsworth Prison

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?

Working towards PQASSO Level 2. We are awaiting our assessment date.

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.

Recruit and induct 180 ex-offenders (60 p.a.) on a rolling basis. Seek referrals from Probation and specialist groups working with ex-offenders. Approximately one third of places will be reserved for women and young offenders. Obtain Risk Assessment to determine suitability. Conduct an Assessment of Needs and compile individual Action Plan.

Deliver 36 workshops - Personal Development (e.g. motivation, debt management and anger management) Employability workshops (e.g. Criminal Record Disclosure, CV-writing and interview skills) to 180 ex-offenders. To be delivered every six months.

Provide suitable voluntary work placements for 90-180 ex-offenders to gain valuable life/work skills. These may be at The Upper Room assisting the Chef, serving evening meals, during our Harvest Appeal or assisting a driver redistributing surplus food to homelessness charities. Opportunities may also arise with other local voluntary sector organisations.

Provide driving theory test practice and hazard perception, on our in-house computers for 180 ex-offenders (60 per annum). Participants will also be provided with a Highway Code book and suitable apps for their phones. The Project Co-ordinator to assess when they are ready to take their test and book accordingly.

Provide 40 free driving lessons and up to 2 practical tests for 90 ex-offenders (30 per annum). This assumes a 50% drop-out rate in Stage 1. The Driving Instructor to assess when they are ready for their Practical to be booked by the Project Co-ordinator.

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.

90 ex-offenders will have increased life/work skills and improved employability through voluntary work placement and personal development/employability workshops. They will have shown the ability to be punctual, reliable, and able to work in a team, which are all important work-based skills.

90 ex-offenders will report improved confidence and self-esteem, motivation and/or achieved other soft outcomes through referrals to specialist organisations.

90 ex-offenders will have acquired new skills through learning to drive which will dramatically improve their employment prospects.

A minimum of 72 ex-offenders will enter into paid employment or further education, within 6-9 months post-engagement on the project. Participants will be referred to UR4Jobs for assistance in finding work.

70% of participants will not have re-offended six months post engagement with the project. This is of benefit to the ex-offenders, their loved ones, the criminal justice system and the wider community, with fewer victims of crime.

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?

The Upper Room will continue to deliver UR4Driving for as long as there is a perceived need, and adequate funding available. We will continue to apply to grant-giving trusts on a rolling basis. In addition we are investigating other ways of making the project sustainable through income generation - one of which is to create a Driving School.

Who will benefit?

About your beneficiaries

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

60

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?

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
Rent, rates & insurance	5,790	10,779	10,995	27,564
Project Manager/Operations Director (30%)	15,911	16,229	16,554	48,694
Project Co-ordinator (4 days/week)	21,422	21,850	22,287	65,559
Driving Instruction, Test Fees & Resources	47,056	47,997	48,957	144,010
Volunteer Travel Costs	3,000	3,060	3,121	9,181
Office Costs	2,346	2,393	2,440	7,179
Staff development & Travel	600	612	624	1,836
IT Equipment	2,114	660	673	3,447
Overheads	13,891	14,169	14,452	42,512
TOTAL:	112,130	117,749	120,103	349,982

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Patsy Wood Trust	20,000	20,000	6,667	46,667
Henry Smith Charity	26,250	8,750	0	35,000
Pilgrim Trust	6,250	3,750	0	10,000
14 Grants under £10,000	42,001	8,334	0	50,335
TOTAL:	90,335	40,834	6,667	142,002

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
John Lyon's Charity	30,000	30,000	30,000	70,000
	0	0	0	0
TOTAL:	30,000	30,000	30,000	90,000

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Project Co-ordinator	11,000	11,220	11,444	33,664
Driving Instruction	16,710	17,044	17,384	51,138
Test Fees - 10 practical @ £122x2, 10 Theory £31x2	3,060	3,121	3,184	9,365
Resources (Highway Code & Theory Test software)	230	235	240	705
Office Costs	2,000	2,040	2,081	6,121
Overheads	2,000	2,040	2,081	6,121
TOTAL:	35,000	35,700	36,414	107,114

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	231,848
Activities for generating funds	3,704
Investment income	802
Income from charitable activities	699
Other sources	285,273
Total Income:	522,326

Expenditure:	£
Charitable activities	442,658
Governance costs	0
Cost of generating funds	23,588
Other	0
Total Expenditure:	466,246
Net (deficit)/surplus:	56,080
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	56,080

Asset position at year end	£
Fixed assets	11,221
Investments	0
Net current assets	156,881
Long-term liabilities	0
*Total Assets (A):	168,102

Reserves at year end	£
Restricted funds	14,404
Endowment Funds	0
Unrestricted funds	153,698
*Total Reserves (B):	168,102

*** 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:

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)	12,500	29,550	7,500
London Local Authorities	2,900	2,500	5,000
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 £
Big Lottery Fund	74,985	88,228	98,325
Schutz Engel	20,000	25,600	18,100
Henry Smith Charity	30,000	30,000	15,000
Pret Foundation	9,461	15,000	12,413
Trust For London	19,180	14,625	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: **Michael Buraimoh**

Role within **Operations Director**
Organisation: