

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation: All Hallows Bow	
If your organisation is part of a larger organisation, what is its name? No	
In which London Borough is your organisation based? Tower Hamlets	
Contact person: Ms Sara Brayford	Position: Fern Street Settlement Project Manager
Website: http://www.fernstreet.org.uk	
Legal status of organisation: Registered Charity	Charity, Charitable Incorporated Company or company number: 1153020
When was your organisation established? 31/07/2013	

Grant Request

Under which of City Bridge Trust's programmes are you applying? English for Speakers of Other Languages
Which of the programme outcome(s) does your application aim to achieve? More people with improved English language skills More people accessing mainstream services
Please describe the purpose of your funding request in one sentence. A community ESOL programme enabling 110 adults in Bow, East London to develop basic English language skills, improve health, access mainstream services, further training, volunteering and employment.
When will the funding be required? 01/05/2017
How much funding are you requesting? Year 1: £48,305 Year 2: £40,891 Year 3: £0
Total: £89,195

Aims of your organisation:

Vision: To see families in Bow, LB of Tower Hamlets living 'life to the full' by working with our local community to create opportunities for families to flourish, children to thrive and our community to connect.

Aims:

- a) Foster strong and nurturing family relationships that create loving, safe and emotionally healthy environments, especially for children and young people.
- b) Enable children to achieve at their full potential through early learning opportunities, quality out-of-school activities and by equipping parents to support their children's learning and development
- c) Develop family resilience by developing parents' basic skills, building family support networks and working with partners to connect families to specialist support and advice.
- d) Empower families to transform their community by actively involving parents, children and young people in shaping our projects.

Main activities of your organisation:

We carry out a wide range of inclusive community development work that engages hundreds of local adults, children and families across ethnic and faith boundaries every year, including:

- a) ESOL programme focused on the needs of adults with the lowest levels of language and literacy and with limited support networks
 - b) Individual family support, group parenting courses and workshops and parent support groups
 - c) Family learning and play activities that promote the emotional, social and language development of young children.
 - d) After-school and holiday clubs
 - e) Youth mentoring, youth groups, street youthwork
 - f) Partnership work for families to access to specialist advice and support
 - g) Activities and events to build community cohesion and active citizenship such as the Lincoln Light Parade, Celebrate a Neighbour, BBQ on the Green, Big Lunch initiatives
- In early 2014, in recognition of the value of our work, we were invited by historic charity Fern Street Settlement to adopt their premises to use their premises as an additional base for our community activities.

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
3	3	14	80

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?
Rented	5 years

Summary of grant request

1. Target group:

The project recruits and delivers community-based ESOL provision at pre-entry and entry-level to 110 BME(100%) adults with acute ESOL needs and/or currently not accessing mainstream ESOL provision. The majority are Muslim women from Bangladeshi (c80%) and other (c20%) backgrounds with dependent children. They will be offered personalised support with parenting concerns and to progress into further learning, volunteering, job search.

2. Project aims: 110 adults experiencing social exclusion due to limited English language skills (including some pre-literate learners) will

- a) Improve their confidence
- b) Improve their access to further/accredited ESOL
- c) Reduce barriers to employment, other training
- d) Improve engagement with mainstream services.

3. Needs and barriers:

Our local neighbourhood ranks in the top 10% most deprived neighbourhoods in the UK. Residents in target group face a range of barriers to participation in learning, services and labour market including acute ESOL needs, poor mental health, low self-esteem and childcare.

4. Recruitment:

Our outreach strategy includes: a) Outreach through local partner services and centres: primary schools, health centres, libraries, playgroups and family fun days. b) Word of mouth: current/previous learners are most effective at recruiting other learners c) Door-to-door outreach and leafleting (in community languages where appropriate).

5. Delivery:

Learners attend an initial assessment with our qualified ESOL tutors, at which other barriers to learning such as child care are also identified to ensure learners access class/group appropriate to their needs. Timetables are designed around the needs of our target groups. Some groups are women-only to encourage participation of Muslim women. All sessions are accessible to the disabled. The project will be managed by the Project Manager and delivered by 1 ESOL teacher with 5-10 volunteers. We undertake continuous internal reviews to evaluate our performance, establish progress against targets and improve quality of our provision.

6. Why AHB?

- a) Our provision is good value for money.
- b) We enjoy high levels of trust in our community
- c) This project has been developed through consultation with service users, local residents and partners through interviews, questionnaires and discussions.
- d) We provide family friendly, culturally and religiously sensitive support.
- e) We are flexible and design timetables and groups around learners' needs
- f) Learners are able to access support with family and parenting concerns
- g) We emphasise and offer opportunities for learners to make new friends and develop their social network including outside their own language/cultural community
- i) We will offer drop-in sessions during and after the courses, where learners can visit access support around application forms and CVs.

7. Meeting CBT programme outcomes:

- a) More people with improved language skills: This project creates tailored ESOL learning opportunities for 110 individuals with extremely low levels of English.
- b) More people accessing mainstream services: 110 individuals will develop language skills

to confidently and independently access services such as GPs, Job centre etc.

8. Principles of good practice:

a) We involve service users at all stages. The project addresses users' identified needs and we continuously collect feedback, monitor and evaluate our projects b) We welcome people of all backgrounds and value diversity: our outreach strategy targets universal services such as schools, health centres and uses volunteers with knowledge of community languages to reach all sections of the community, and specifically targets under-represented groups c) we value and support volunteers: 5-10 volunteers will be recruited and will be supported with training, expenses and references d) We are taking steps to reduce our carbon footprint: we involve staff to understand and implement our environment policy; we are replacing inefficient light bulbs, recycle and switch everything off at the end of the day. We will work on Green mark from 2017/18. e) our teachers have a recognised ESOL qualification. All our staff are paid the London Living Wage as minimum.

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?

None. We are planning to start the process for achieving PQASSO, Matrix, Investors in people, Green Audit by 2017/18. We have appointed a Development Manager to work on these and other capacity building activities.

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.

Set-up: Project manager in place (0.4), recruit ESOL teacher(0.5), Administrator (0.1), and 5-10 volunteers and 110 learners (over 2 years) excluded from mainstream ESOL provision due to poor literacy (leading to high drop-out rate of entry level provision), low confidence to travel/enter new environments, childcare needs, health issues)

Deliver Pre Entry ESOL, 2 hrs per session x 2 times weekly x 36 weeks per year x 2 years, 2 cohorts of 12 learners, 24 learners total

Deliver ESOL Conversation Cafe (fun practical conversation sessions focused on accessing services, developing knowledge of British culture, pre-employment support, and building confidence); Roll-on roll-off, 1hr per session, weekly x 72 weeks; 80 learners engaged total (of which 50 also engaged in other elements of the project).

Deliver Fun Family English (story/song based ESOL session for parents and their 0-5s); 2 hrs per session x 12 weeks; 4 cohorts of 8 learners (plus 10 children aged 0-5); 32 learners total

Deliver ESOL for Health-1. with St Paul's Way Health Centre, building confidence to dialogue with health professionals and manage own/children's health in English; 2 hrs per week x 8 weeks; 2 cohorts of 12 learners;

Deliver Parents Cook and Eat sessions, creating social opportunities to use English and learn about healthy eating

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.

110 adults (80% women) have improved English language and communication skills resulting in improved confidence to interact which in turn contributes to improved proficiency.

110 adults improved confidence to independently access public services with resulting economic, social and health benefits for these individuals and at least 250 dependant children.

110 adults enabled to access further learning, volunteering and employment opportunities: at least 80-90 move on to further ESOL or other learning, 20 to volunteering and 5 to part or full time employment.

110 adults (mainly women) show increased personal independence, motivation and self esteem, and feel more confident to pursue and achieve personal goals including work and further training.

110 adults are more socially integrated in British society: they feel more connected and more positive to their local community, have developed new relationships and friendships with those outside their own language community and feel more positive about British culture and customs.

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. 1)Our current partnership with Fern Street Settlement is being formalised and will give us free/subsidised access to training room/cooking facilities. 2)we will meet with key funders such as London Community Foundation, city corporations, and other grant-makers 3) we will start a fund raising campaign, marketing what our Community ESOL project has achieved.

Who will benefit?

About your beneficiaries

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

85

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

Tower Hamlets (100%)

What age group(s) will benefit?

16-24

25-44

45-64

What gender will beneficiaries be?

Male

Female

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%

Subsequently Revised - see further.

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 Cost: Project Manager, Tutor, Administrator, volunteers	32,535	33,185	0	65,720
ESOL for health-DIY Health facilitators	600	612	0	1,212
Room hire/rent: Flat rate	9,000	9,180	0	18,180
Child care	2,880	2,938	0	5,818
Publicity/ marketing/stationary	1,300	1,326	0	2,626
Teaching Resources/videos/books/cooking materials	400	408	0	808
Utilities, Insurance, Audit fee	1,590	1,622	0	3,212
Evaluation	0	800	0	800
TOTAL:	48,305	50,071	0	98,375

What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
Fern Street Settlement Contribution- Rent free 2nd year	0	9,180	0	9,180
	0	0	0	0
TOTAL:	0	9,180	0	9,180

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
N/A	0	0	0	0
	0	0	0	0
TOTAL:	0	0	0	0

How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff Cost	32,535	33,185	0	65,720
ESOL for health-DIY Health facilitators	600	612	0	1,212
Room hire/rent	9,000	0	0	9,000
Child care expenses- beneficiaries	2,880	2,938	0	5,818
Publicity/Marketing/Stationary	1,300	1,326	0	2,626
Teaching materials/Videos, Cooking materials	400	408	0	808
Utilities/Insurance/Audit	1,590	1,622	0	3,212
Evaluation	0	800	0	800
	0	0	0	0
TOTAL:	48,305	40,891	0	89,195

Finance details

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

Financial year ended:	Month: December	Year: 2015
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Income received from:	£
Voluntary income	0
Activities for generating funds	244,726
Investment Income	5,482
Income from charitable activities	5,653
Other sources	0
Total Income:	255,861

Expenditure:	£
Charitable activities	223,854
Governance costs	0
Cost of generating funds	3,000
Other	1,204
Total Expenditure:	228,058
Net (deficit)/surplus:	27,803
Other Recognised Gains/(Losses):	7,348
Net Movement in Funds:	35,151

Asset position at year end	£
Fixed assets	5,380
Investments	114,998
Net current assets	141,350
Long-term liabilities	
*Total Assets (A):	261,728

Reserves at year end	£
Restricted funds	52,584
Endowment Funds	113,679
Unrestricted funds	95,465
*Total Reserves (B):	261,728

* 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:

None

Previous funding received

Please list the funding received by your organisation from the following statutory sources during the last THREE years.

	Year 3 £	Year 2 £	Most recent £
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	6,000	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	Year 3 £	Year 2 £	Most recent £
Diocese of London	26,000	0	17,500
Tudor Trust	0	27,000	27,000
Company of Mercers	0	15,000	15,000
Fern Street Settlement	35,000	35,000	35,000
Company of Basketmakers	2,500	2,500	5,000

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: **Sara Brayford**

Role within **Fern Street Settlement Project Manager**
Organisation:

REVISED REQUEST / COSTINGS

Community ESOL project		Year 1	Year 2	Year 3	Total
Cost Involving	Description				
Staff Cost:					
Project Manager and Tutor		£ 13,631	£ 13,904	£ 14,321	£ 41,856
ESOL Teacher	2 dys per week (0.4 equivalent)= £34078 FT	£ 15,150	£ 15,452	£ 15,916	£ 46,518
Admin/finance	2.5 days per week (0.5 FT equivalent)= £30299k FT 1 day per week (0.2 FT equivalent)= £23140 FT	£ 4,628	£ 4,721	£ 4,862	£ 14,211
Volunteers:					
DIY Health Facilitators:	Substance allowances: £20 per week x 2 volunteers per week x 36 weeks per year	£ 1,440	£ 1,469	£ 1,513	£ 4,422
Room hire / rent:	8 sessions x £75 per session	£ 600	£ 612	£ 630	£ 1,842
Child care/creche:	Fiat rate of £250 per week x 36 weeks	£ 9,000	£ 9,180	£ 9,455	£ 27,635
Publicity/Marketing/Stationary/teaching materials:	8 hours per week x £10ph x 36 weeks per year	£ 2,880	£ 2,938	£ 3,026	£ 8,843
Publicity/ marketing including translation	£500 per year x 2 years	£ 500	£ 510	£ 525	£ 1,535
Stationary/printing/photocopying	£200 per quarter x 8 quarters	£ 800	£ 816	£ 840	£ 2,456
Teaching Resources/DVDs/books/cooking materials	£400 per year x 2 years	£ 400	£ 408	£ 420	£ 1,228
Utilities					
Insurance	£350 per annum (apportioned)	£ 350	£ 357	£ 368	£ 1,075
Audit Fee	£490 per annum (apportioned)	£ 490	£ 500	£ 515	£ 1,505
Evaluation:	£ 750 per year (apportioned)	£ 750	£ 765	£ 788	£ 2,303
TOTAL	Final evaluation standard rate 4 days x £200	£ 50,619	£ 51,631	£ 53,980	£ 156,230
	Amount requested from CBT (without 1st year room hire/Rent)				£ 147,230
<p>Note: Year 2 costs are inflated by 2% inflation rate, and year 3 by 3% on year 2 costs</p>					

20.05.2019
11.05.2019