

The City Bridge Trust

Investing In Londoners: Application for a grant



About your organisation

Name of your organisation:		Aston-Mansfield
If your organisation is part of a larger organisation, what is its name?		
In which London Borough is your organisation based?		
Newham		
Contact person:	Position:	
Miss Briony Fleming	Fundraising and Communications Officer	
Website: http://www.aston-mansfield.org.uk		
Legal status of organisation:	Charity, Charitable Incorporated Company or company number:	
Registered Charity	220085	
When was your organisation established? 31/10/2000		

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 skills in financial management
Please describe the purpose of your funding request in one sentence.
To up-skill and develop small and emerging Voluntary and Community Sector groups, to provide skills, knowledge and resources around successful financial management.
When will the funding be required? 31/07/2017
How much funding are you requesting?
Year 1: £48,210
Year 2: £46,731
Year 3: £48,555
Total: £143,496

Aims of your organisation:

Our aim is to create stronger communities in Newham. To create a strong and inclusive society in which all are free to participate and to deliver the space, connections and developmental experiences to enable people, facing some of the worst poverty in England, to thrive and flourish

Main activities of your organisation:

Aston-Mansfield has been working in the heart of east London for over 130 years. We provide a wide range of community development support and activities in the London Borough of Newham, directly delivering services to around 1000 people and 900 organisations each year. Our two centres are open twelve hours a day, seven days a week, with some 2000 people participating in activities. Our services bring together people from diverse backgrounds to tackle poverty and deprivation. We aim to improve people's lives: working with children, young people and families, whilst also developing community groups and the voluntary sector. We create the space, connections and developmental experiences to enable people, facing some of the worst poverty in England, to thrive and flourish

Number of staff

Full-time:	Part-time:	Management committee members:	Active volunteers:
8	0	10	50

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

Project aims: We will work with small and developing VCSE organisations to give them the skills to understand, record and control their finances. We will aim to help organisations better understand financial practices and what they must do to be financially viable. We will create a pool of resources to help groups upskill their staff teams and put in place effective financial procedures - leaving a long lasting and effective legacy for the project. We will deliver 1:1 sessions, outreach and group training and workshops to ensure effective learning environments that work for each organisation

Need for Project: As an infrastructure organisation we work with almost 200 new and developing groups a year. When supporting groups with funding applications we are aware that many do not have sound finance systems that are robust enough to create a viable audit trail once they are successful with external funding. We run a seed grant programme for our sister charity Aston-Mansfield Charitable Trust and are aware of the poor quality of financial reporting on the end of grant period. We are currently the only capacity building organisation working with small and emerging groups in Newham. Groups often come to us when contact with other agencies alerts them to the fact that they are not managing their finances effectively: funders requesting information they do not have, or official bodies unsatisfied with annual accounts. Groups commonly make contact when wanting to apply for funding and discover in the process that they have no financial systems in place or no idea how to budget for their project.

How the work will be delivered: The project will recruit two workers responsible for: outreach & 1:1 work with small-medium VCSE groups; development and piloting of a finance toolkit and fact sheets; organising and delivering a programme of training sessions and events (supported by corporate partners and our own staff/contacts). We will recruit volunteers who will bring specialist financial expertise to the project. The project will develop a range of resources including a finance toolkit for new groups. This toolkit would include templates, model policies and procedures and the software to run a simple petty cash and financial recording system for a small start up group. Other resources would be developed to meet the needs of organisations at different points of their journey. Resources will offer information in straightforward language and template spreadsheets and policies for groups to tailor for their own use.

Why our organisation: We are well connected - we have a mailing list of nearly 700 local groups that we contact monthly with information on local events and updates on the voluntary sector. We have been working in this arena for the last 25 years and our organisation has been around for over 100 years. We delivered a community accountant project that closed about 8 years ago but still signpost groups looking for financial services to accountants. In a recent impact survey for CIU users 37% of the suggestions for future training were linked to funding or finance.

How will it meet the trust's outcomes and principles of good practice: Both volunteers and users are integral to our project and its ongoing success. Users have already been consulted on their organisational needs and we will continue to consult and evaluate the experience of users to ensure the project stays responsive to need. Volunteers will be sought out and relationships developed to create an effective two-way learning process with all the work AM delivers, our project will target and work with groups that fully reflect the diverse demographics of Newham.

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 are an Investors in People qualified organisation. Our buildings are OFSTED registered and our children's play project is rated as Outstanding. We are a Living Wage employer and our Youth Programme is currently working towards a nationally recognised quality mark for youth provision.

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.

Outreach and 1:1 sessions with new and developing groups - to help them assess gaps in their knowledge and understanding and help them recognise what they need to learn and develop.

Deliver training sessions to upskill and share knowledge and learning with VCSE organisations in Newham.

Plan, research and develop a range of tools and fact-sheets which can be used by VSCE organisations to continue and share their learning and ensure their organisations are financially stable.

Recruit a pool of volunteers with financial expertise to help expand and develop the reach of the programme.

Deliver activities which are tailored to each individual organisation and help them move forward against their own goals.

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.

By the end of the project participants will: have improved knowledge and expertise in financial management from writing budgets to managing and recording income and expenditure. As a result their organisations will be more accountable and sustainable.

By the end of the project participants will: have customised financial policies and procedures in place in their organisation that they use to effectively manage their finances and can demonstrate this effective financial management to others.

By the end of the project participants will: have attended workshops that enhance and broaden their understanding of managing finance and the financial requirements of running a charity (SORP). The organisations they lead will therefore be more effectively managed and more accountable.

By the end of the project participants will: be more aware of good practice and legal requirements in relation to financial management and be able to call on a pool of corporate mentors and advisors to help groups improve their organisation's financial learning and capacity where needed.

By the end of the project participants will: Have access to resources that can be used to ensure they can establish sound financial systems from the beginning of their existence.

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?

At the end of the project we will have a cohort of experienced volunteers and established a reputation&expectation of this service within the CIU. We will establish a programme of work, toolkits and factsheets, a rigorous and successful induction and training plan for volunteers. Our volunteer coordinator could maintain this service with management input from core staff in the CIU.

Who will benefit?

About your beneficiaries

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

200

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

Newham (100%)

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 Costs (Project Lead, Project Worker& Volunteer)	31,122	31,429	31,738	94,289
Staff Recruitment	300	0	0	300
Staff& Volunteer Training	1,000	1,000	1,000	3,000
Staff and Volunteer Travel Costs	468	468	468	1,404
Events and Training (inclusive of room hire, materials, refreshments& publicity)	1,940	1,740	1,740	5,420
Venue Hire and Office Accommodation	5,040	5,040	5,040	15,120
Production of resources (Inclusive of FactSheets and Toolkit, and including monitoring, evaluation and final impact report)	1,100	250	1,750	3,100
Running Costs (inclusive of stationary, photocopying, telephones etc.)	1,600	1,150	1,150	3,900
Overheads (management& supervision, HR, IT and finance support)	5,640	5,654	5,669	16,963

TOTAL:	48,210	46,731	48,555	143,496
---------------	---------------	---------------	---------------	----------------

What income has already been raised?

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

TOTAL:	0	0	0	0
---------------	----------	----------	----------	----------

What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
	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
f Costs (Project Lead, Project Worker& Volunteer)	31,122	31,429	31,738	94,289
Staff Recruitment	300	0	0	300
Staff& Volunteer Training	1,000	1,000	1,000	3,000
Staff and Volunteer Travel Costs	468	468	468	1,404
Events and Training (inclusive of room hire, materials, refreshments& publicity)	1,940	1,740	1,740	5,420
Venue Hire and Office Accommodation	5,040	5,040	5,040	15,120

Production of resources (inclusive of FactSheets and Toolkit, and including monitoring, evaluation and final impact report)	1,100	250	1,750	3,100
Running Costs (inclusive of stationary, photocopying, telephones etc.)	1,600	1,150	1,150	3,900
Overheads (management& supervision, HR, IT and finance support)	5,640	5,654	5,669	16,963
TOTAL:	48,210	46,731	48,555	143,496

Finance details

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

Financial year ended:	Month: March	Year: 2016
-----------------------	------------------------	----------------------

Income received from:	£
Voluntary Income	7,752
Activities for generating funds	42,663
Investment Income	0
Income from charitable activities	1,255,068
Other sources	17,626
Total Income:	1,323,109

Expenditure:	£
Charitable activities	1,226,187
Governance costs	30,874
Cost of generating funds	78,201
Other	0
Total Expenditure:	1,335,262
Net (deficit)/surplus:	-12,153
Other Recognised Gains/(Losses):	0
Net Movement in Funds:	-12,153

Asset position at year end	£
Fixed assets	1,852,334
Investments	0
Net current assets	213,644
Long-term liabilities	3,123
*Total Assets (A):	2,062,855

Reserves at year end	£
Restricted funds	57,294
Endowment Funds	1,609,470
Unrestricted funds	396,091
*Total Reserves (B):	2,062,855

* 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?
1-10%

Organisational changes

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

We are undertaking a new strategic direction to make our core service areas more integrated/joined up for our clients, with an anticipated 3 year transition period. Our board agreed upon using a set amount of reserves to implement this. This will be monitored by the board at bimonthly meetings. The monitoring will take the form of a financial statement and progress against the agreed plan.

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	28,190	6,111	6,924
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 £
Aston-Mansfield Charitable Trust	494,000	375,000	400,000
Heritage Lottery	0	18,050	0
East End Community Foundation	0	7,000	9,400
London Catalyst	0	8,000	5,000
Children in Need	0	2,891	6,957

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: **Briony**

Role withIn **Fleming**
Organisation: