

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Voluntary Action Islington Limited</b>	
If your organisation is part of a larger organisation, what is its name? <b>Not applicable</b>	
In which London Borough is your organisation based? <b>Islington</b>	
Contact person: <b>Ms Guljabeen Rahman</b>	Position: <b>Chief Executive</b>
Website: <a href="http://www.vai.org.uk">http://www.vai.org.uk</a>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>291890</b>
When was your organisation established? <b>01/02/1971</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>Strengthening London's Voluntary Sector</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More organisations with the skills to improve their volunteer management</b>
Please describe the purpose of your funding request in one sentence. <b>To help local organisations maximise potential from volunteer involvement by providing training, consultancy and resources to managers, staff and volunteers</b>
When will the funding be required? <b>01/09/2017</b>
How much funding are you requesting? Year 1: <b>£52,826</b> Year 2: <b>£0</b> Year 3: <b>£0</b> <b>Total: £52,826</b>

**Aims of your organisation:**

- \* Provide support to our members (voluntary and community organisations in Islington)
- \* Improve the effectiveness of local voluntary and community organisations
- \* Develop the voluntary sector in Islington
- \* Mobilise our members to influence change

**Main activities of your organisation:**

- \* Provide an information service to our members
- \* Provide basic capacity building support, especially to smaller and newly forming groups
- \* Promote and facilitate volunteering
- \* Enable our members to act together to influence change by supporting networks

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
5	2	12	11

**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	7 years and 6 months

## **Summary of grant request**

This request is for a continuation grant for one year, to work with at least 15 community organisations in Islington.

The aim of this project is to develop the knowledge and skills of voluntary organisations to create effective volunteer programmes that enable them to achieve their objectives.

The need for the project has been identified through feedback from local organisations who have found the recruitment and retention of volunteers to be challenging. This is due to the lack of necessary policies and procedures and specific knowledge and skills around volunteer management. Many organisations lack the capacity to supervise volunteers, therefore highlighting the need to create a new role of volunteer supervisor.

We will offer a structured package of advice and support to a minimum of 15 organisations, to meet their specific needs, as well as an open training programme for all participants to attend. VAI's Project Worker will conduct the initial assessment, develop the action plan and offer support throughout the duration of the project. Additional specialist knowledge will be brought in for some of the training sessions, as necessary.

As the membership organisation for local community organisations and the accredited Volunteer Centre for Islington we are the right organisation to deliver this work. One of our core purposes is to improve the effectiveness of local organisations and we have a strong track record in delivering capacity building programmes, particularly with smaller less well-resourced groups.

90% of groups we work with on capacity building programmes say that they are looking for volunteers and many want to develop their existing volunteers to become volunteer coordinators. Local community centres and hubs also depend on volunteers to provide many of their services. They have a lot of interest from residents in volunteering but often people interested in volunteering do not have a very clear understanding about what is involved. Our project request responds to this feedback. It builds on Voluntary Action Islington's track record of working with organisations, including feedback from previous courses that we have run on the management of volunteers.

The Project Worker will use sector knowledge to identify suitable candidates for the programme, and will ensure that smaller, less well-resourced organisations in particular are aware of the project. Bearing this in mind, the project will focus on organisations that have a structure in which the volunteer placements can be supported. This does not exclude smaller organisations, but requires the ability to commit time and any available resources in order to be successful. Ideally, organisations will have a dedicated worker to give them the ability to engage in all aspects of the programme, but this may not always be the case.

We will obtain feedback from participants in the project after each training course and one to one meeting. We will monitor use of the online resources that we develop. We will conduct a survey with the organisations whose personnel have been involved in the project after 12 months to ascertain what changes they have made as a result of taking part and what the impact of this has been on the quality, consistency, and range of services they provide. Once the information is collated, a final report will be compiled, and learning and recommendations will be used to develop and shape future development and delivery of such programmes. Any tools, policies and best practice developed in the course of this programme will be shared with the sector through the Volunteering page on our website. Workshops and masterclasses on volunteer recruitment and management can also be offered to organisations as part of the Volunteer Centre's core offer.

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 Organisation. We are the accredited Volunteer Centre for Islington.**

### **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.

**We will provide one to one advice about volunteer management to staff from 15 local voluntary organisations, including face to face, telephone and email support.**

**We will deliver 6 training workshops on effective management of volunteers, involving 30 staff from 15 organisations**

**We will work with 5 organisations to deliver their own Introduction to Supervision workshops for volunteers who are taking on the supervision of other volunteers.**

**We will deliver introduction to volunteering induction programmes with 15 organisations, involving 60 participants.**

**We will develop resources to share online, to support the 15 organisations that we are working with to share learning, contacts and other relevant information. Resources will be shared on VAI's website and social media for the benefit of other organisations**

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.

**15 local voluntary organisations have improved their policies and practices for inducting, managing and supervising volunteers. This will include at least 8 organisations with no full time staff**

**60 people will have a better understanding about what is involved in volunteering as a result of taking part in Introduction to volunteering induction programmes**

**5 organisations will have increased the sustainability of their volunteer programmes through the introduction of new supervisor roles**

**15 organisations will have better access to information to support the management of volunteers and to improve their policy and practice through online resources. These resources will continue to be used after the project has been completed**

**15 organisations will have increased their service delivery or improved the quality and consistency of their service delivery as a result of taking part in the project.**

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?

**We plan to sustain improvements by producing online resources that can be used after the project is completed and by developing the use of relevant social media so that organisations and individuals can share experiences and collaborate, both during the project and after it has been completed.**

## 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?

**Islington (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?

**21-30%**

## Funding required for the project

**What is the total cost of the proposed activity/project?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Staffing	34,070	0	0	34,070
Premises, Utilities	3,174	0	0	3,174
ICT, Stationery, Postage	1,915	0	0	1,915
Compliance, Insurance, Audit	1,135	0	0	1,135
Management, Administration, Finance	10,234	0	0	10,234
Training	2,400	0	0	2,400
Volunteer Expenses	520	0	0	520
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>52,826</b>	<b>0</b>	<b>0</b>	<b>52,826</b>
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**What income has already been raised?**

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

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**What other funders are currently considering the proposal?**

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

<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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**How much is requested from the Trust?**

Expenditure heading	Year 1	Year 2	Year 3	Total
Staffing	34,070	0	0	34,070
Premises, Utilities	3,174	0	0	3,174
ICT, Stationery, Postage	1,915	0	0	1,915
Compliance, Insurance, Audit	1,135	0	0	1,135
Management, Administration, Finance	10,234	0	0	10,234
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<b>TOTAL:</b>	<b>52,826</b>	<b>0</b>	<b>0</b>	<b>52,826</b>
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## Finance details

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

Financial year ended:	Month: <b>March</b>	Year: <b>2016</b>
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Income received from:	£
Voluntary income	45,136
Activities for generating funds	0
Investment income	10,492
Income from charitable activities	434,395
Other sources	3,604
<b>Total Income:</b>	<b>493,627</b>

Expenditure:	£
Charitable activities	521,312
Governance costs	10,409
Cost of generating funds	3,966
Other	0
<b>Total Expenditure:</b>	<b>535,687</b>
<b>Net (deficit)/surplus:</b>	<b>-58,888</b>
<b>Other Recognised Gains/(Losses):</b>	<b>-16,828</b>
<b>Net Movement in Funds:</b>	<b>-58,888</b>

Asset position at year end	£
Fixed assets	76,326
Investments	333,550
Net current assets	86,782
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>496,658</b>

Reserves at year end	£
Restricted funds	87,348
Endowment Funds	0
Unrestricted funds	409,310
<b>*Total Reserves (B):</b>	<b>486,658</b>

\* 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?  
21-30%

### 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	137,764	135,372	135,136
London Councils	0	0	0
Health Authorities	0	46,733	22,897
Central Government departments	5,000	10,000	15,000
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 £
Henry Smith Charity	25,000	0	0
Big Lottery	0	21,733	0
	0	0	0
	0	0	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: **Guljabeen Rahman**

Role within Organisation:      **Chief Executive**