

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>Refugee Action Kingston</b>	
If your organisation is part of a larger organisation, what is its name? <b>No</b>	
In which London Borough is your organisation based? <b>Kingston</b>	
Contact person: <b>Mr Fazil Kawani</b>	Position: <b>Director</b>
Website: <b><a href="http://www.refugeeactionkingston.org.uk">http://www.refugeeactionkingston.org.uk</a></b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1013841</b>
When was your organisation established? <b>22/08/1991</b>	

### Grant Request

Under which of City Bridge Trust's programmes are you applying? <b>English for Speakers of Other Languages</b>
Which of the programme outcome(s) does your application aim to achieve? <b>More people with improved English language skills</b> <b>More people accessing mainstream services</b>
Please describe the purpose of your funding request in one sentence. <b>To deliver ESOL Language courses that enables learners to build their language skills for improving their access to mainstream services and engaging with local communities.</b>
When will the funding be required? <b>10/09/2018</b>
How much funding are you requesting? Year 1: <b>£64,681</b> Year 2: <b>£67,933</b> Year 3: <b>£0</b>  <b>Total: £132,614</b>

**Aims of your organisation:**

Refugee Action Kingston (RAK) is a well-established charity dedicated to supporting refugees and asylum seekers in the Royal Borough of Kingston and neighbouring boroughs. Since its foundation in 1991, RAK has been the main provider of direct services to refugees and asylum seekers as well as promoting refugee rights. RAK was registered with the Charity Commission on 24 August 1992 since then the organisation has grown to currently offering holistic services capable of fulfilling organisation's mission.

RAK's aim is to support refugees through the process from their initial reception through to final integration into the local community in order to enable them to live a fulfilling life and become accepted and active participants in our local communities. We achieve this by accomplishing a variety of outcomes for refugee and asylum-seeking families through delivering a holistic service including advice, information, counselling, education, training, and assistance in access mainstream services and employment opportunities to help them rebuild their lives.

**Main activities of your organisation:**

? Provide free and independent information, advice and support on immigration to the OISC level 3, welfare benefits, housing, education, training, health and social care.

? Deliver ESOL as well as a variety of other training workshops such as citizenship courses, and Life in the UK courses, fitness classes, health and other information sharing days and outings.

? Provide Advice, Information & Guidance (IAG) on employment, the programme focuses on careers guidance for employment, work placement and volunteering opportunities.

? The counselling service assist clients coming to term with trauma and loss, to cope better with the hardship of life in exile.

? The Time Bank project enable refugees to exchange skills and create networks of friends.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>3</b>	<b>13</b>	<b>11</b>	<b>91</b>

**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?
<b>Rented</b>	<b>Renewed annually</b>

## Summary of grant request

? The project addresses key issues facing our clients which were also identified in the independent research into needs of Kingston refugees and migrants, including Language & Communication, Mental Health & Social Exclusion, and Employment.

? There has been a high-level demand from our clients for ESOL classes because many of our clients can't attend mainstream ESOL providers due to their personal circumstances. In addition, ESOL provided by RAK helps to reduce isolation and provide much-needed foundation before learners move into mainstream provision.

? Action for ESOL's Manifesto and the Mayor's London Enriched identified the language as an integration tool; The Manifesto highlights: ?There is a well-established correlation between poor English language skills, low pay, unemployment, poor housing, poor health, and poverty?.

The project will deliver ESOL classes at levels Pre-Entry ? Entry 3 Inclusive. The ESOL programme will consist of roll on roll off classes, clients can attend 2 or 4 mornings a week in a community venue. In addition, we deliver literacy workshop for those who need additional help with writing and spelling and crèche on 2 mornings a week. Afternoon session focusing on short courses and skills linked to language development and wellbeing including yoga, IT, driving theory, sewing and crafts.

The aim of the project is to facilitate cohesive communities by connecting individual refugees with members of the wider community through improving their English language and confidence skills.

RAK has over 20 years of experience delivering English language classes for refugees and asylum seekers with a thorough knowledge of their needs, considerable experience of the engagement of volunteers and the challenges of integration. In addition to delivering ESOL classes, the project will create a range of opportunities to practice and develop language skills whilst at the same time widening participation in UK life and building social networks. In addition, RAK provides an appropriate response to the needs of our client group is to use methodology and environment of the Learning Centre which is more suited to their needs.

According to Nicola Bamford (the Head of Section ? ESOL and EFL at Kingston College) RAK's learning centre is a valuable project filling a gap: ?It provides an invaluable service to its students, most of whom are unable to access mainstream courses?.

The project meets the Trust's programme outcomes by improving client's English language skills which is an essential component in facilitating integration into the wider community and improves access to mainstream services.

1. RAK service users are directly involved in the management of charity through their representation on the board of trustees. The director, three members of staff and many volunteers who are directly involved in the running of the services are also from the refugee background.

2. RAK encourages its employees, volunteers; trustees and clients to contribute to an environment in which people feel comfortable expressing how they feel and what they need knowing they will be treated with respect and that their contribution will be valued. The organisation will endeavour to deliver services in a way that genuinely recognises the importance of an inclusive society that brings opportunities and access, not barriers to individuals.

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3. RAK values volunteer's contribution to the charity because they are a vital part of RAK's direct services. In addition to Induction programme every volunteer receives a planned 1:1 support session on a regular basis, training sessions for their personal development, organise social events and involve them in all other activities.

4. RAK has Environmental Policy, and it is the policy of RAK to comply with relevant environmental legislation and to strive for environmental best practice in all we do.

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?

**Refugee Action Kingston (RAK) holds an Advice Quality Standard (AQS) accreditation to provide advice on social welfare issues, renewable every two years and Kingston Quality Award in managing volunteers. RAK is also registered with the Office of the Immigration Service Commissioner (OISC) to provide immigration advice on level 1, 2, and 3, renewable every year. RAK successfully continue to meet the Code of Standard required by these regulated authorities.**

## **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.

**Deliver 14 ESOL classes per week ranging from 'pre-entry' level to level 3 four days per week for those who have little or no English language skills, to more advanced English. The language practice will be integrated into opportunities to learn more about life and opportunities in London.**

**Deliver 12 one-day workshops about mainstream public services for refugees to inform them about their entitlement, how the system works and improving their confidence to enable them to access these services.**

**Deliver 20 creative activity sessions for specific creative skills as well as improving the confidence to help them engage with local communities at the same time widening participation in the UK life and building social networks through a variety of practical, creative activities.**

**Organise 12 English language group discussion sessions, volunteers will introduce participants to opportunities in the local community, engage in intensive and extensive dialogue in English. Develop a varied, innovative and engaging programme such as conversation clubs about local public services, introduction to social media, citizenship and Life in the UK.**

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.

**320 refugees who attended ESOL classes improved their English language skills and they are more confident in using public services and engaging with local communities.**

**180 refugees improved their understanding of the mainstream public services, aware of their rights, know how the system works and able to access these services.**

**160 newly arrived refugees improved their creative skills, they are more confident in speaking English language and developing relationship with their peers, and they are less isolated.**

**240 refugees become more active in their community through engaging in local community activities, and they have improved their knowledge about life in the UK, citizenship, cultural, social, economy and leisure activities, and they are less isolated.**

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 are planning to continue the activity beyond the period because learning English language is a foundation for refugee integration in the United Kingdom. RAK will develop other plans and funding strategy which will be implemented before this project comes to an end. This is likely to involve approaches to other charitable trusts and foundations.**

## Who will benefit?

### About your beneficiaries

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

**160**

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

**Kingston (70%)**

**Richmond (10%)**

**Merton (10%)**

**Sutton (10%)**

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?

**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
salaries, NI and pensions	55,225	55,777	0	111,002
Books and Materials	250	250	0	500
Refreshment	500	500	0	1,000
Training events	3,000	3,200	0	6,200
Volunteer expenses	2,400	2,400	0	4,800
Venue rent	5,760	5,760	0	11,520
evaluation	0	2,500	0	2,500
stationery, print and photocopies	2,500	2,500	0	5,000
Overhead costs	5,156	5,156	0	10,312

<b>TOTAL:</b>	<b>74,791</b>	<b>78,043</b>	<b>0</b>	<b>152,834</b>
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### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
	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
A.B Charitable Trust	10,110	10,110	0	20,220
	0	0	0	0
	0	0	0	0
	0	0	0	0

<b>TOTAL:</b>	<b>10,110</b>	<b>10,110</b>	<b>0</b>	<b>20,220</b>
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### How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Salaries, NI and Pension	45,115	45,667	0	90,782
Books and Material	250	250	0	500
Refreshment	500	500	0	1,000
Training events	3,000	3,200	0	6,200
Volunteer expenses	2,000	1,500	0	3,500
Venue rent	5,760	5,760	0	11,520
Evaluation	0	2,500	0	2,500
Volunteer training	2,500	2,500	0	5,000
Overhead costs	5,156	5,156	0	10,312

<b>TOTAL:</b>	<b>64,281</b>	<b>67,033</b>	<b>0</b>	<b>131,314</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>2017</b>
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Income received from:	£
Voluntary income	13,886
Activities for generating funds	37,272
Investment income	462
Income from charitable activities	290,164
Other sources	0
<b>Total Income:</b>	<b>341,784</b>

Expenditure:	£
Charitable activities	292,777
Governance costs	
Cost of generating funds	5,624
Other	0
<b>Total Expenditure:</b>	<b>298,401</b>
<b>Net (deficit)/surplus:</b>	<b>43,383</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement in Funds:</b>	<b>43,383</b>

Asset position at year end	£
Fixed assets	2
Investments	0
Net current assets	177,430
Long-term liabilities	
<b>*Total Assets (A):</b>	<b>177,432</b>

Reserves at year end	£
Restricted funds	77,829
Endowment Funds	0
Unrestricted funds	99,603
<b>*Total Reserves (B):</b>	<b>177,432</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?  
51-60%

### Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts: This past year we have built on the foundation laid the previous years. We have been able to plan ahead, strengthen the Board of Trustees, ensure sound finances, expanded office space to our client needs, upgraded telephone system and Internet network to improve RAK's IT infrastructure, and changed RAK's legal structure to a Charitable Incorporated Organisation (CIO).



## Previous funding received

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

	<b>Year 3 £</b>	<b>Year 2 £</b>	<b>Most recent £</b>
City of London (except City Bridge Trust)	0	0	0
London Local Authorities	151,603	140,314	152,703
London Councils	10,500	10,500	10,500
Health Authorities	10,148	11,838	41,691
Central Government departments	0	0	0
Other statutory bodies	0	0	3,276

## 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.

<b>Name of Funder</b>	<b>Year 3 £</b>	<b>Year 2 £</b>	<b>Most recent £</b>
Henry Smith Foundation	45,000	30,000	0
Lloyds TSB Foundation	15,300	0	0
Big Lottery Fund	0	72,133	73,439
A.B. Charitable Trust	10,000	0	0
BBC Children In Need	4,940	7,237	5,921

## 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: **Fazil Kawani**

Role within                      **Director**  
Organisation:

**Refugee Action Kingston 14578**

Revised project budget request sent 11.06.18

<b>Budget Items</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Salaries, NI, and pensions	31,095	31,376	31,689	94,160
2 part time posts				
Books and materials	250	250	250	750
Refreshment	500	500	500	1,500
Training events (group discussions *6 and mainstream services *6)	3,000	3,000	3,000	9,000
Volunteer expenses (2 volunteers for 3 days a week, 40 weeks per year)	2,400	2,400	2,400	7,200
Venue rent (4 days, 3 hours per day, £10.82 per hour for 40 weeks)	5,194	5,194	5,194	15,582
Evaluation	0	2,500	0	2,500
Stationery, print, photo copies	2,500	2,500	2,500	7,500
Overhead costs	3,683	3,719	3,756	11,158
<b>Total</b>	<b>48,622</b>	<b>51,439</b>	<b>49,289</b>	<b>149,350</b>