

# The City Bridge Trust

## Investing In Londoners: Application for a grant



### About your organisation

Name of your organisation: <b>CVS Brent</b>	
If your organisation is part of a larger organisation, what is its name? <b>n/a</b>	
In which London Borough is your organisation based? <b>Brent</b>	
Contact person: <b>Ms Jagruti (k/a Anju) Bhatt</b>	Position: <b>Chief Executive Officer</b>
Website: <b><a href="http://www.cvsbrent.org.uk">http://www.cvsbrent.org.uk</a></b>	
Legal status of organisation: <b>Registered Charity</b>	Charity, Charitable Incorporated Company or company number: <b>1147186</b>
When was your organisation established? <b>11/11/2011</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 improved capabilities in monitoring, evaluation and impact reporting</b> <b>More equalities organisations with enhanced voice, advocacy and representation skills</b>
Please describe the purpose of your funding request in one sentence. <b>The request is to fund the project costs of the CVS Brent Monitoring and Evaluation and Demonstrating Impact Project, including salaries and running costs.</b>
When will the funding be required? <b>10/09/2018</b>
How much funding are you requesting? Year 1: <b>£43,008</b> Year 2: <b>£37,758</b> Year 3: <b>£44,000</b>  <b>Total: £124,766</b>

**Aims of your organisation:**

The aim of CVS Brent is to create an independent, inclusive, trusted and sustainable organisation that will enable Brent's voluntary and community sector (VCS) to further develop and contribute to a diverse and thriving civil society. This is achieved through the provision of capacity building services, such as support for fund raising, project planning, management of staff and volunteers, financial management systems and networking opportunities and facilitating voluntary and community sector representation on local strategic partnerships.

**Main activities of your organisation:**

Our main activities ?

- ? Bespoke fund raising support, including advice, information and guidance and training.
- ? Governance support to voluntary and community organisations (VCOS), as well as start up support to local individuals wishing to set up organisations.
- ? Intensive one-to-one support for organisations to develop their organisation, for example working with management committees.
- ? Organising themed events on topics on issues that impact on local communities and VCS, such as safe guarding.
- ? Facilitating the involvement of local VCS in local partnerships, in order that the views of their users/communities are taken into account in local decision making via Brent META Network.
- ? Providing opportunities for networking, both between the VCS and with local statutory and private sectors.
- ? Providing information on new policies and initiatives for voluntary and community organisations via monthly newsletters and email shots.
- ? Working in partnership with the Brent Advice Partnership providing small grants administering support and IT support to local advice agencies.

**Number of staff**

Full-time:	Part-time:	Management committee members:	Active volunteers:
<b>2</b>	<b>7</b>	<b>6</b>	<b>2</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>17/10/2018</b>

## **Summary of grant request**

The need for this Project has been identified through CVS Brent's capacity building services delivered over the last 4-5 years, which identified that local voluntary and community organisations lack awareness, knowledge, understanding and skills around choosing the relevant quality assurance systems for the work and services they provide, user involvement methods and the need to measure impact. Additionally, the results of our last 2 annual user surveys show that one of key areas of support stated by our members is monitoring and evaluation systems. Further, this gap has also been highlighted by both trust funders and local commissioners in our liaison work with them. There is also a need for more bespoke and intensive 1-2-1 support to enable small community organisations to ensure and enable them to be more sustainable within the current changing and complex environment.

The work to address the above needs will be delivered through the provision of advice, information, tailored training and support to organisations, including identifying relevant quality assurance systems, providing ongoing bespoke support to develop and implement their systems through 1-2-1 sessions, tailored training, outreach to small civil society organisations, cross referral to CVS Brent's general capacity building services, Brent META Network for opportunities to influence at strategic levels, Volunteering Brent for support to recruit and manage volunteers and exploring with participating organisations the feasibility of forming consortiums.

The main aim of this project is to build and develop the capacity and sustainability of Brent's voluntary and community sector to continue to deliver effective and efficient services to their communities and enabling them to advocate and influence to improve the quality of life for Brent's residents.

We believe that we are best placed to deliver the above project as a civil support organisation which is embedded within the local voluntary and community sector -

? Experience of managing projects such as Brent META Network and Social Isolation in Brent Initiative (SIBI).

? Providing capacity building support to organisations, such as fundraising and governance support through training and one-to-one support.

? Partnership working with a wide range of organisation, both within the voluntary and community sector, local statutory agencies and sub regionally via the West London Network.

? Facilitating and enabling the involvement of organisations at a strategic level to influence policy.

The Project meets the Programme outcome through the provision of information and support to identify, develop and implement the appropriate monitoring and evaluation systems and skills to interpret and present the data collected to develop an evidence base for income generation and to demonstrate the effectiveness and impact of their services.

The Project also meets the Trust's outcomes of:

? More equalities organisations with enhanced voice, advocacy and representation skill to be linked to local networks to influence local strategies.

? More organisations with skills to improve their volunteer management and financial management through referrals to CVS Brent's general capacity building service and other specialist support organisations.

*Continues overleaf*

*Continued from previous*

?Principles of Good Practice?:

? We will track the cascade benefit of the support-service through number of groups successfully achieving an accredited quality mark and renewing their quality marks, assessing whether achieving quality marks has increased their income generated.

? Setting up a Project steering group comprising of participant organisations, to ensure that all feedback from organisations is continuously fed back into reviewing and improving the Project's services.

? Improve access by smaller, less well-resourced organisations through outreach work across the borough.

? Learning from this Project to be shared through regular project updates via networks highlighting issues raised and how these can be addressed and disseminating the findings of the Independent evaluation of the Project.

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 in the process of working towards PQASSO quality mark.**

### **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.

**Undertaking organisational health checks for 120 civil society organisations.**

**One-to-one bespoke support to 30 small community organisations with identifying and developing relevant quality assurance systems on a bi-monthly basis, that is 540 sessions in total.**

**Providing ongoing tailored support to 30 participating organisations to ensure that they are maintaining their quality assurance systems, on a quarterly basis, that is 360 sessions in total.**

**Provision of bespoke training 12 sessions on specific aspects of quality assurance.**

**6 meetings to explore the feasibility of participating organisations of setting up consortiums to bid for local service delivery.**

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.

**Improved monitoring and evaluation systems of voluntary and community organisations, which will enable organisations to provide appropriate and effective services to their communities.**

**Increasing the sustainability of local organisations through enabling organisations to both collect and interpret data to produce an evidence base, which will support their income generation strategies.**

**Increasing/improving the capability of organisations to demonstrate the impact of the services/activities they provide to their communities.**

**Civil society organisations run effectively and efficiently through having developed organisational policies and procedures to meet their legal and other responsibilities.**

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?

**CVS Brent will continue the activity beyond the grant period by looking for alternative funders, as well as ensuring that some aspects of the project the work undertaken becomes part of the general capacity building activities, such as incorporating monitoring and evaluation as part of our developing projects training and the intensive fund raising support for organisations.**

## Who will benefit?

### About your beneficiaries

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

**120**

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

**Brent (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**

**White (including English/ Welsh/ Scottish/ Northern Irish/ British; Irish; Gypsy, Traveller or Irish Traveller; Any other White background)**

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
Staff Salary (Incl. EMP. NI and pens. conts)	31,129	32,063	33,025	96,217
Staff training/recruitment/travel costs	4,100	2,472	2,546	9,118
Premises Costs	1,976	2,033	2,093	6,102
Office Running Costs	5,675	5,841	6,011	17,527
Venue and Consultant Costs	6,660	2,225	6,792	15,677
Central Support Costs @ 7%	3,468	3,124	3,533	10,125
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>53,008</b>	<b>47,748</b>	<b>54,000</b>	<b>154,766</b>

### What income has already been raised?

Source	Year 1	Year 2	Year 3	Total
None	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### What other funders are currently considering the proposal?

Source	Year 1	Year 2	Year 3	Total
The Tudor Trust	10,000	10,000	10,000	30,000
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL:</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>30,000</b>

### How much is requested from the Trust?

Expenditure heading	Year 1	Year 2	Year 3	Total
Staff Salary Costs	31,129	32,063	33,025	96,217
Staff training/recruitment/travel costs	4,100	2,472	2,546	9,118
Premises Costs	1,619	1,626	2,093	5,338
Office Running Costs	4,653	4,671	4,930	14,254
Venue and Consultant Costs	6,660	2,225	6,792	15,677
Central Support Costs @7%	3,371	3,014	3,457	9,842
<b>TOTAL:</b>	<b>51,532</b>	<b>46,071</b>	<b>52,843</b>	<b>150,446</b>

## 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	196,309
Activities for generating funds	
Investment Income	49
Income from charitable activities	284,831
Other sources	
<b>Total Income:</b>	<b>481,189</b>

Expenditure:	£
Charitable activities	441,964
Governance costs	0
Cost of generating funds	0
Other	0
<b>Total Expenditure:</b>	<b>441,964</b>
<b>Net (deficit)/surplus:</b>	<b>39,225</b>
<b>Other Recognised Gains/(Losses):</b>	<b>0</b>
<b>Net Movement In Funds:</b>	<b>39,225</b>

Asset position at year end	£
Fixed assets	4,902
Investments	0
Net current assets	154,163
Long-term liabilities	0
<b>*Total Assets (A):</b>	<b>159,065</b>

Reserves at year end	£
Restricted funds	39,831
Endowment Funds	0
Unrestricted funds	119,234
<b>*Total Reserves (B):</b>	<b>159,065</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?  
61-70%

### Organisational changes

Describe any significant changes to your structure, financial position or core activities since the date of your most recent accounts: Over the last 6-8 months CVS Brent has undergone staff changes with recruitment to the posts of chief executive officer, operations manager, capacity building and project support officers. Other key changes is securing a one extension of funding from Brent Council for our core services to March 2019 and securing funds to continue to deliver the Social Isolation in Brent Initiative.



### 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	179,359	298,528	221,034
London Councils	77,928	0	18,810
Health Authorities	0	0	52,987
Central Government departments	20,142	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.

<b>Name of Funder</b>	<b>Year 3 £</b>	<b>Year 2 £</b>	<b>Most recent £</b>
Big Local Wembley Central	11,000	0	0
Wembley National Stadium Trust	0	6,000	8,000
Trust for London	30,000	30,000	30,000
	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: **Jagruti (k/a Anju) Bhatt**

Role within                      **Chief Executive Officer**  
Organisation: