

nexus



nexus Grants Programme

Supporting the Rural Regeneration Zone in the West Midlands

Application Form 2009 - 2010

Before sending in your completed application form please contact your local outreach and support worker who is required to counter sign the application to evidence that they have offered you appropriate advice, provided links with other local initiatives and are aware of the final submission of your application.

For assistance with your application form contact:

Sophie Mead

Nexus Grants Programme

C/o Community First, 41a Bridge Street, Hereford, HR4 9DG

Tel: 01432 267820 (Monday – Wednesday and Friday) or 01684 312734 (Thursday)

E-mail: sophiem@comfirst.org.uk

Your unique reference number is:

Please complete every question with as much detail as possible remembering the assessment panel will not know your group/organisation or project idea and will rely on the quality of the data you provide to make informed decisions about who to support. **Use the guidance notes to assist your thinking and refer to the original aims and objectives of the fund to ensure your idea is appropriate. For free advice and guidance, contact your local outreach and support worker.** Please type/write clearly using black ink. Attach additional sheets if required.

Section One – About your group/organisation

1a. Name of the organisation applying for the grant...Oswestry and Shropshire Citizen Advocacy.....

Address.....The Memorial Hall, Smithfield Street, Oswestry, Shropshire

.....Postcode... SY11 2EG

Wards in Rural Regeneration Zone...All eligible wards in RRZ.....

Website address..... www.citizenadvocacyshropshire.org.uk

Name of main contact..... Annabel Boyce.....

Role in organisation.....Co-ordinator.....

Address of main contact (if different from the above).....As above.....

..... Postcode.....

Contact Tel...01691 - 671700

Email... annabel@citizenadvocacyshropshire.org.uk

1 b. Tell us about your group/organisation

Oswestry and Shropshire Citizen Advocacy was set up in 1994 to recruit , train and support volunteers to become Citizen Advocates, to support and represent people with learning disabilities, (Partners) and ensure that their voice is heard, in line with the Government White Paper of 2001, 'Valuing People' . We also provide issue based advocacy with paid staff, when a suitable volunteer is not available or in emergencies.

OSCA currently provides support for approximately 120 Partners across Shropshire. It does this principally by recruiting and training volunteer advocates who provide one – to – one support for Partners, to assist them to lead lives which are as independent and integrated into society as

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possible. In addition to training and recruiting volunteer advocates, the core staff of OSCA also undertake some more extensive support for clients, for example where a person with learning disabilities needs support to contact a solicitor regarding legal matters.

OSCA has regular working contact with other county agencies, as listed in section 2f below.



1 c. Please select the most appropriate from the questions below:

Tick which ever best describes your organisation:

- | | |
|---|---|
| <input type="checkbox"/> Statutory Authority (<i>includes Parish Councils</i>) | <input type="checkbox"/> Charity and private company limited by guarantee |
| <input type="checkbox"/> Unincorporated Association – charity registration number if applicable | <input type="checkbox"/> Private company limited by shares |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Public limited company |
| <input type="checkbox"/> Industrial and Provident Society | <input type="checkbox"/> Community interest company |
| <input checked="" type="checkbox"/> Charitable trust | <input type="checkbox"/> Limited liability partnership |
| | <input type="checkbox"/> Sole trader |
| | <input type="checkbox"/> Social enterprise |
| | <input type="checkbox"/> Other, please state |

1 d. What is your annual financial turnover?

- £0 - £100,000
- £101,000 - £250,000
- £251,000 - £500,000
- £501,000 - £1m
- in excess of £1m

1 e. How many staff do you employ?

1 f. How many volunteers work in your organisation?

Your unique reference number is:

1 g. Tell us about the makeup of your Board or management committee

The Board of Trustees consists of 8 members, 3 female and 5 male, ages ranging from approximately 50 to 65. Their skills and experience include former manager of a learning disabilities centre, former staff member of the Community Council of Shropshire, college lecturer, and teacher. The Chair of Trustees is a retired business administrator.

The Management Committee consists of the Trustees together with 8 Partners with learning disability, 6 female and 2 male.



Section Two – About your project

Remember the strategic RRZ priority all projects should seek to: *“reduce poverty, value diversity and promote social inclusion and community cohesion by allowing full access to services”*

2 a. How will your project tackle economic exclusion in your community?

By ensuring Partners are able to access the range of benefits and support services to which they are entitled. As Partners are often unable to communicate easily, either verbally or in writing, advocacy ensures that this difficulty is overcome.

2 b. What is the key activity your project will address (please tick one):

- | | |
|--|--|
| <input type="checkbox"/> health | <input type="checkbox"/> leisure |
| <input checked="" type="checkbox"/> counselling/support services | <input type="checkbox"/> training and learning |
| <input type="checkbox"/> ICT (Information and communications technology) | |

2 c. Which does your application seek to do:

- the adaptation of buildings and/or purchase of equipment to provide new service provision

- X the establishment or enhancement of outreach services to improve accessibility for rural communities

Your unique reference number is:

2 d. What need have you identified and how have you identified it?

We have identified a need for support and advocacy to be provided for parents with learning disabilities. OSCA currently runs an advocacy service for people with learning disabilities, most of whom are able to access Community Services due to being within an 'eligibility criteria' of IQ level and vulnerability, approx 1200 people. OSCA also assists anyone in the county with a learning disability outside of this strict criteria, (approx 8000) who needs a voice and support in life when a crisis occurs, such as parents who find themselves going through formal child care procedures. Parents with learning disabilities often do not have the knowledge or confidence to speak up for their rights and question what is happening, and are sometimes not offered the support services that other families would expect of right. An advocate will ensure that their views and wishes are taken into account, decisions explained and support offered if necessary.

This has been identified via referrals from the Children's Social Services within Shropshire and other services such as Surestart and solicitors. The majority of the referrals are being made in respect of clients in the RRZ areas (80% of referrals from RRZ areas such as North Shropshire, Market Drayton, Wem, Whitchurch). It is believed that this higher rate of referral may be due to their rural situation leading to greater difficulty accessing other support services which tend to be located in areas of higher population density.

Other agencies have also made referrals to our service, (Adults community services, doctors and friends refer). We currently have a waiting list for 42 clients for advocacy overall and due to underfunding this financial year, our service has been stretched . Due to the amount of time that we predict will have to be expended when we take on a parent with learning disabilities going through child care procedures, we cannot undertake the additional cases without further resources. Regular statutory meetings, solicitors meetings and court hearings all take a disproportionate time to our 'normal' advocacy service, and impact on advocacy for others.

Details of most referrals must be kept confidential, however some non-identifiable letters of support and thanks are attached as examples of the needs that we are working to address.

A part time advocate will have their job safeguarded by this funding.

2 e. Briefly tell us about your project idea and make clear how it meets the need

Advocacy will be provided via both paid and volunteer advocates, ensuring that parents with learning disabilities have full access to support services and benefits, especially those in the more rural area of the county, and also to legal advice with advocacy to explain and speak up for them. This will be provided throughout the case and even in the event of the child/ren being permanently removed from the family unit, support to follow through continuing contact if allowed, will be provided if that is what the parent wishes. There is also an important aspect of having emotional support at what can be an extremely difficult time.

Because OSCA is based in Oswestry, and many of our potential clients live in the outlying parts of the county, we will visit them in their homes to ascertain that they wish us to support them through advocacy, and help them to investigate the options available to them and their families. Hopefully not all cases end up in the court system, which is distressing and costly, and with the intervention of an advocate, a constructive and meaningful support package can be put in place to keep the family unit together safely.

Your unique reference number is:

OSCA covers the whole of Shropshire, so all wards of RRZ will be serviced, and subject to referrals at the present rate, up to 10 people will benefit by end of March 2010.

2 f. How will your project target beneficiaries within the RRZ?

By specifically promoting the service to beneficiaries within the RRZ area via Children’s Services, and solicitors, and below-the-line promotional work via other agencies with whom beneficiaries are likely to come into contact, such as Homestart, SureStart, housing departments, benefits advice and furniture schemes.

2 g. What will the Nexus grant pay for?

Salary costs for OSCA advocate (part-time) and travel expenses (to facilitate delivery of the advocacy service to Partners in their home locations, away from OSCA office base), volunteer advocate out –of – pocket and travel expenses, volunteer training, admin support costs.

2 h. Tell us about any partners involved and their role

OSCA currently interacts with the following organisations in its’ core work;

“Taking Part” – self advocacy group, sharing an advocacy for young people ‘in transition’ project with OSCA

Citizens Advice Shropshire – assistance with provision of legal and debt advice - referrals

Shropshire Housing Partnership – provision of housing advice- referrals and CRB umbrella

Homestart – support for maintaining family units- referrals

Oswestry Community Action, Community Council of Shropshire– recruitment and training of volunteer advocates.

LANDAU – ‘World of Work’ programme, helping people with learning disabilities to enter the workforce

Shropshire Council – OSCA assisting with the pilot project of CAF (Common Assessment Framework)

2 i. Tell us about the people or communities that will benefit

The people who will benefit are principally the learning-disabled adults themselves, and their children. The project will increase the likelihood of some family units remaining together, and where this is judged to be impracticable, maintaining contact between parents and their children when the latter need to be taken into some form of care. The benefit of knowing that your voice has been heard by ‘officialdom’ and being able to understand the reasons why decisions are taken, whether they are in your favour or not, are far more favourable than having no control over your family’s life at all.

This service will be available, and is expected to be delivered, in any eligible part of rural Shropshire. OSCA currently has potential clients in the Market Drayton, Whitchurch, Wem and Ludlow areas, but is currently unable to provide a sustainable service because of a lack of capacity of existing staff and volunteers.

Volunteers will also benefit from specialist training if they wish to undertake it.

Your unique reference number is:

2 j. What do you expect your project will achieve?

Better access to services generally regarded as being 'of right' to those in need, but which are evidently frequently not being accessed by those members of the community whom OSCA serves. There are many support agencies for families that are not accessed unless you know they are available and that you can get to – an advocate can ensure you know what is available, and help you ask for it. If you are unable to communicate very easily, these apparently simple tasks are difficult .

From the time a parent with learning disabilities is referred to OSCA, dialogue is set up with the Childrens Team to confirm what they see the problems are, legal advice is sought with an appropriate solicitor, meetings are attended with the parents to ensure they fully grasp the situation and what is required of them by Childrens services, other agencies are approached for support as required, such as ALD speech and language team, OT (to help with household tasks) CAB for debt problems and other groups such as Homestart for practical parenting support. Once cases reach court stage, advocacy is essential to ensure their voice is heard and that they understand proceedings and can instruct solicitors in their wishes.

Nexus funding will allow OSCA to take on more referrals of this nature. At present we are having to ask referrals to wait due to the length of time they take and the extra cost of travel, when OSCA is underfunded for this financial year. At present we are using reserve funds, pending other funding bids. These bids will hopefully bring longer term funding, to sustain the project.

2 k. How will you know if the outcomes are met?

By maintaining records of the additional financial benefits which are received by Partners who have received the outreach service.

By maintaining records of visits, enquiries and referrals

Records of personal outcomes will be maintained

Due to the low literacy of a lot of our clients, few written customer feedback details are expected.

2 l: When will your project start?.....ASAP..... and finish?...March 2010.....

Your unique reference number is:

Section Three - Outputs

The Nexus fund aims to address Social Exclusion in the Rural Regeneration Zone (RRZ) by achieving a number of outputs. Please show which of these output(s) your project would be able to deliver. Priority will be given to projects that can deliver outputs in one or more of the core categories shown below. If you obtain a NEXUS grant you will be required to produce supporting evidence to show how outputs have been achieved and part of the grant may be conditional on providing the evidence. Details of the evidence required will be finalised when the terms and conditions of a grant are agreed.

3 a. RRZ Core Outputs

RRZ output	Output description	Output evidence needed	Description and estimate of numbers
People supported to find work	Individuals supported in their search for work	For each individual supported you must provide - Full contact details; date of birth; National insurance number; employment status at time of assistance, confirmation of actual assistance given and when	
Jobs created	Permanent, paid and filled position equivalent to 30hrs per week or more and expectancy to last longer than 12 months	For each post you must provide - Confirmation of job title, start date of employment, expected duration (min of 12 mths), hrs of work, evidence that position is a permanent paid post and as a result of the project funded through Nexus	
Jobs safeguarded	Post forecast to be lost within 12 months without intervention	For each post you must provide - Confirmation of job title, start date of employment, expected duration (min of 12 mths), hrs of work, evidence that position is a permanent paid post and is at risk and will be lost without intervention from Nexus	OSCA co-ordinator 1 post (part-time, 25 hrs per week)

Your unique reference number is:

Business supported	One day or more of consultancy advice/other non financial assistance	For each business supported you must provide - Full name and contact details of business assisted, details of type of support provided and how it is expected to improve the business, dates and number of hours given	
Business created	New businesses (social enterprises) created and demonstrating growth after 12 months	For each business created you must provide - Full name and contact details of business created, date the business started trading and confirmation that at least 12 months trading has occurred, company registration / VAT number	
People assisted to improve skills	Staff, volunteers or service users achieving NVQ Level 3 or equivalent	For each individual supported you must provide - Name of person assisted, their contact details, name of training provider, course details, level of training, evidence of dates and time spent (must be at least 6 hrs). If training is below NVQ level 3 or equivalent then an explanation of how the training is filling a skills / training gap and why they are the best placed organisation to deliver this training required by their beneficiaries	

Your unique reference number is:

3 b. Secondary Outputs

(Evidence must record beneficiaries Names (or initials) and postcode or area they are from)

Secondary outputs	Description	Numbers
No. of additional community groups or trusts set up		
No. of people using new-improved facilities - such as a building, a meeting room, a kitchen, a new hall. If it is an improved facility, you can only count the number of additional people expected to use it; do not include those that were using it before it was improved		
No. of people using new/improved services - this would be something for general benefit, e.g. doctor's surgery/CAB Outreach/mobile library. If it is an improved service, you can only count the number of additional people expected to use it; do not include those that were using it before it was improved	More people using improved service	Up to 10
No. of additional childcare places created.		
No. of additional people entering further learning or volunteering (informal or formal)	More people volunteering	2
No. of additional people engaging with community leisure activities		
No. of community facilities established/created - buildings, meeting rooms, kitchens, halls or specific areas expected to be established or created for social and / or recreational purposes		
No. of community services established/improved - In this instance, a service is would be the provision of assistance or something for general benefit, e.g. doctor's surgery/CAB Outreach/mobile library	1 –outreach service	10 people, receiving on average 5 outreach sessions of average 3 hours duration each

Your unique reference number is:

Section Four - Project Costs

4. Project costs

Please give details of each activity to be resourced and how you have calculated the cost. The revenue component of this grants programme is much larger than the capital component, so please bear this in mind in planning your application. You may apply for up to £5,000 but your project should also have **at least** 25% match funding (50% if you are a commercial organisation). Please indicate all match funding, the source and amount and whether it has already been secured, and the support now required from Nexus. The assessment panel will expect to see the match funding amount column to total **at least** 25% (50% for commercial organisations) of the total cost column.

Activity	Calculation	Capital	Revenue	Total cost
1)Advocacy salary	12 hours pw x £15 x 16 weeks		2880	2880
2)Admin salary	4 hours pw x £10 x 16 weeks		640	640
3)	(above include emps NI)			
4)Travel	2100 miles @ 40p per mile		840	840
5)				
Total project cost		£	£4360	£4360
Match funding amount	Calculation	Source of match funding	Match funding progress	In cash or in kind
£1090	25% x £4360	Shropshire Council	confirmed	cash
Total match funding				BOX B £1090
Total project cost (as box A)		£4360		
Total Match funding(as box B)		£1090		
% match funding (= Box B ÷ Box A × 100)				25%
Total Nexus grant requested (= Box A – Box B)		£3270		

Your unique reference number is:

Section Five - Capacity and Experience

5 a. Please outline your organisation's experience and capacity to deliver the project for which you are applying

OSCA has been operating successfully for some 14 years, using funding from such sources as National Lottery, Shropshire County Council, Lloyds TSB Foundation, Comic Relief, Sobell Foundation, Trust House Charitable Trust, Waterloo Foundation, BILD (British Institute for Learning Disabilities). Management arrangements which have successfully administered these funds and delivered target outputs and outcomes will continue.

Previous Nexus project was to encourage people with learning disabilities to join our management committee to run OSCA, and successfully has 8 members with LD now, all increased their confidence and low level skills, one going on to paid employment recently as a result.

The two co-ordinators who work directly with the Partners, volunteer advocates and outside agencies are supported by one part-time administrator who manages the office and generates publicity material.

The administrator also manages the accounts on a day to day basis, supported by a self-employed book-keeper (1hr per week average).

OSCA also employs a learning-disabled person to act as publicity assistant and for other light office duties (also part-time).

Oversight of the day-to-day management of OSCA, and long-term planning, is in the hands of the Trustees and Management Committee.

OSCA is currently working towards achieving the PQASSO quality assurance system for small organisations.

A paper copy of the 2008 – 2009 annual report is attached with this application; this report, including summary financial statement, has been passed as required to the Charity Commission.

5 b. How will this grant make a difference in the longer term?

The additional benefits which Partners will receive are likely to continue beyond the end of the grant period. The additional skills and knowledge gained by the volunteers through training and experience will continue to be available to OSCA for a future period.

Your unique reference number is:

5 c. Detail the potential risks you have identified for delivering the project successfully and how you will manage them

Principal risk is that case load is more intensive than predicted. We will be identifying suitable volunteers to train to assist, by advertising and word of mouth. Existing volunteers often help in a crisis and whilst we hope to recruit new volunteers, we will be able to offer immediate assistance whilst looking for a suitable long term advocate.

OSCA makes CRB checks on staff and volunteers

Relevant policies insurance etc are in place (OSCA has been operating for 15 years)

5 d. What efforts will you make to ensure your project is available to everyone?

The nature of OSCA as an organisation is that it supports a section of the community with specific needs. Within this section of the community, OSCA is available for support and advice on demand, subject to staff and volunteer advocate capacity to meet the need.

OSCA advertises its services throughout the county and is available to anyone with a learning disability.

5 e. Tell us what consideration you have given to the environmental impact of the project

It is not expected that this project will have any significant positive or negative environmental impact, other than that provision of the outreach support service will require some additional private car journeys to be made to visit Partners at their home (public transport will be used wherever practicable).

Your unique reference number is:

Section Six – Referee

6. Reference details

Please provide contact details for a professional who would be able to comment on your organisation, track record of delivering projects and the project idea. This should not be someone employed by or volunteering with your organisation or a member of your Board of Trustees.

Referee Name: Liz Brooks

Referee Job title: Development Manager

Referee Organisation: BILD (British Institute of Learning Disabilities)

Referee Address: Campion House, Green Street, Kidderminster, DY10 1JL

Referee Tel: 07740 959333/ 01562 723010

Email: l.brooks@bild.org.uk

Referee Role: Formerly Manager of Advocacy Projects (lead commissioner)

Your Relationship: Was Commissioner of OSCA's citizen advocacy service under the Department of Health's Advocacy Grant Scheme for Learning Disabilities. This Scheme ran from March 2007-March 2009.

Your unique reference number is:

Your unique reference number is:

BID AUTHORISATION

We require the lead or senior member of your organisation to authorise the content of this application and confirm the authenticity of its detail. If you are a voluntary group, we would expect the chair of your management committee or Board to countersign the application.

The outreach and support worker is not endorsing the application, but is required to counter sign the application to confirm that they have offered you appropriate advice, provided links with other local initiatives and are aware of the final submission of your application.

Signature of Lead applicant:

Name: Annabel Boyce
 Job title: Co-ordinator

Signature of Trustee: (where appropriate)

Name: Val Hanover
 Job title: Trustee

Sign: _____ Date: 20.10.09 Sign: _____ Date _____

Signature of Nexus Outreach and Support worker:

Name: _____ Sign: _____ Date: _____

We also require the following documentation to support your application. Any applications received without this information will not be submitted and will have to wait for the next panel round. If you have enclosed the item please ✓ the middle column. If you have not enclosed the item please X the middle column and give the reason for not including it in the end column.

Document	✓ or X	Reason for non inclusion
Letter of partner endorsement / support, (see Section 2i)	x	
Latest annual accounts or copies of last two bank statements	x	
Proof of secured match funding	x	
At least 2 quotes for capital works		
Documents showing evidence of need, (see Section 2d – e.g. Parish Plan, questionnaires, etc)	x	
Constitution	x	
Other (e.g. Planning permission)		

Your completed application form and supporting documentation in its entirety should be sent by post to Sophie Mead at Community First in time for the deadline.

Your unique reference number is: