

Main Grants Programme 2019 - 2022 Assessment Sheet

Section 1 – Core Information

Name of applicant	
Contact	

Is the applicant eligible to apply for a main grant	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Reasons for ineligibility or any further comments

Is the application for Core or Project funding	Core	<input checked="" type="checkbox"/>	Project	<input type="checkbox"/>
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Which main grant theme is being applied for	
	Strong and cohesive communities
X	Communities that care
	Access to advice
	Widening access to sports
	Widening access to sports

Annual amount requested
£65,382

Application Form Question 25.	Details of any funding from Lewisham Council within the last 3 years?
Main Grants	

Section 2 - Deliverables

Application Form Question 7	<p>Tell us the issue you are seeking to address.</p> <p>Please ensure you are clear why this issue is Lewisham specific and why you feel the need is not met by the existing assets in the community whether they be people, services (both commissioned and non-commissioned) or available funding.</p>
Score	4
Comments	<p>A clear articulation of the need they are seeking to address.</p> <p>The organisation offers support to families with disabled children, working closely with a number of other organisations in the borough, none of which offer the level and type of support offered by the applicant. They state that the parents that they work with are provided with support in tackling issues relating to benefits and support that they are entitled to, with most of their new parents being referred by word of mouth. The organisation further works with families who are experiencing social isolation.</p>
Word count (400)	327

Application Form Question 8	<p>Tell us the assets you will be seeking to engage and mobilise to assist you.</p> <p>These assets could include individuals, groups, buildings or any or specific strengths that already exist within your community including the lived experiences of those within it.</p> <p>Tell us the other organisations working in this area and how you will avoid duplication and add value.</p>
Score	4
Comments	<p>The application outlines the various partnerships that Contact is involved with, including statutory and voluntary groups. The organisation runs drop-in sessions at Kaleidoscope and is a member of the Children's and Young People's Forum where they represent their client groups.</p> <p>They state that their service is complementary to other activities and that they fill gaps, suggesting that there is no duplication. They highlight the value of their national helpline and online service, which provides integrated advice service for families with disabled children seeking advice on education, health, social care and child benefits.</p>
Word count (400)	346

Application Form Question 9	<p>Please tell us what you will seek to achieve over the next three years both with and without the funding you are applying for.</p> <p>Please include details of how many extra people you would expect to work with, the outputs you will deliver and the outcomes you will seek to achieve.</p> <p>Please tell us how your service differs from those that are already delivered or commissioned by the council.</p>
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	<p>You should state the level of funding that you would anticipate attracting during this period both with and without Lewisham's core support.</p> <p>As you are applying for Core Funding this section should set out your ambitions as an organisation and what Lewisham's funding will help you achieve rather than simply what 'we are paying for.'</p> <p>NB – this details in this section will form the basis of the monitoring of your organisation although the exact details will be agreement with once the grant has been awarded.</p>
Without core funding from Lewisham:	
Comments	The organisation states that without core funding, and also because their current Big Lottery funding is due to end, they would not be able to guarantee a physical presence in Lewisham. However, their helpline and online advice would remain available.
Word count (500)	412
With core funding from Lewisham:	
Score	3
Comments	<p>With core funding, the organisation states that it would provide advice for 125 families, provide workshops reaching 60 carers, provide four coffee mornings and eight outreach activities per year reaching 670 unique partner carers. The organisation also refers to its quarterly steering group and its quarterly newsletter, which is distributed to 850 families.</p> <p>The applicant identified the outcomes that would be achieved with their continued presence in the borough as a result of Lewisham core funding, including increased family independence and the leveraging of additional funding from other funders.</p> <p>There is a question of Value for money in the application given that the £65,382 will only fund a total of 1 FTE post but overall the outputs and outcomes are good.</p>
Word count (500)	410

Application Form Question 10.	Please state how far your service offer is scalable. Please indicate below what percentage of your requested amount would still be feasible in terms of service delivery. Please tick all that apply
75%	<input checked="" type="checkbox"/>
50%	<input type="checkbox"/>
Other	<input type="checkbox"/>
Comments on value for money of revised offers	The organisation states that it would scale down its delivery to run fewer events and advice sessions and respond to fewer telephone enquiries and deal with fewer referrals. They state that they believe that the lower level of funding might mean that certain family types, particularly those who are harder to reach, might be overlooked. Representation on Strategic Boards would be reduced.

Application Form Question 11.	User profile – this table is copied directly from the application form	
PROTECTED CHARACTERISTIC	PLEASE TICK	FURTHER DETAIL
Age		
Disability	x	Families with disabled children aged 0-25
Gender		
Gender reassignment		
Marriage & civil partnership		
Pregnancy & maternity		
Race		
Religion & belief		
Sexual orientation		

Application Form Question 11b	If your proposed programme will be aimed exclusively at one specific community please explain the reasons for this. NB – this could be a community of interest or a geographical area not listed above.
Comments	The applicant explains that its support is available to all families with disabled children up to the age of 25. Nationally, it has been in existence for 40 years and has been in Lewisham since 1981, with 70% of its participant families being from BME backgrounds.
Word count (300)	110

Application Form Question 12	Please set out how your proposed programme will engage those who do not traditionally access services. This engage should relate to both the protected characteristics but also other groups.
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Score	4
Comments	<p>The application states that much of its engagement with those who do not traditionally access services would be undertaken through Kaleidoscope. They state that most families with disabled children currently access services through Kaleidoscope. They will use their partnership with Kaleidoscope to advertise their services to parents to help them understand the additional support which Contact can offer to parents and carers which is not available through Kaleidoscope or other child-focused support organisations. They further state that they offer a translation service for families whose first language is not English to minimise barriers to the service.</p>
Word count (300)	88

Section 3 - Track record, finance and governance

Application Form Question 13	<p>Collaboration and delivery: your track record of working in partnership and delivering quality services.</p> <p>Please use this section to outline the partnerships you have developed over the last three years. Please detail who you have worked with and what you have achieved.</p> <p>Please also details the three service achievements during this period of which you are most proud.</p>
Score	3
Comments	<p>The application emphasises the organisation’s commitment to joint working with statutory and voluntary groups in the borough to promote their service. They highlight their work with special schools such as Brent Knoll and Greendale. Their work also includes attendance at SEND Board meetings and other engagement events with statutory partners. Their work further includes raising awareness around the needs and issues of young disabled people. They have also undertaken joint work with Lewisham CAB and with DWP to work to support parents encountering changes to their welfare benefits.</p> <p>They have stated that their proudest achievements have been the higher level of outcomes for parents, supporting the Lewisham Parent and Carer Forum and fundraising activity undertaken by parents and families to enable the organisation to run social activities.</p>
Word count (500)	492

Application Form Question 14	<p>Resources: your track record of attracting resources both financial and human.</p> <p>Please complete the below tables detailing your track record of the following over the past three years:</p> <ul style="list-style-type: none"> • funding applications both successful and unsuccessful • other fundraising activities • volunteer engagement <p>Please add extra rows as required.</p> <p>Please use the space below the tables to provide further details as required (200 words max).</p>
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Total number of funding applications in last 3 years	Level of funding requested	Outcome/level of funding received
2	£679,078	£679,078

Number of fundraising activities undertaken in last 3 years	Level of funding achieved
2	£900

Number of volunteer engagement activity undertaken in last 3 years	Approximate number of volunteer hours delivered
1	120

Score	2
Comments	<p>The organisation has stated that it has undertaken limited funding activities because, since 2016, their work in Lewisham has been fully funded. However, they state that, across the national organisation, they have a good track record of fundraising from wide-ranging funders and that they have established a number of relationships with corporate partners.</p> <p>The fundraising activity in Lewisham needs to be increased as a matter of urgency.</p>

Application Form Question 15	<p>Overall financial health: Please complete the below table and answer the following questions.</p> <p>What is your reserve policy and current reserves status as a percentage of your turnover?</p> <p>We would expect organisation who are more than three years old to have a minimum of 10% of their annual turnover in reserve.</p> <p>If you are seeking funding and do not meet this threshold please provide a detailed account of why and what you intend to do to bring your reserves to an adequate level.</p> <p>Regardless of your reserve position please explain how your organisation is financially viable.</p>
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The below table is copied directly from the organisation's application form

Year	Income	Expenditure	Surplus/deficit
2015/16	£5,115,842	£5,532,602	-£416,760
2016/17	£4,661,873	£5,099,148	-£437,275
2017/18	£4,772,751	£5,066,436	-£293,685
2018/19 (anticipated)	£4,413,507	£4,614,694	-£201,187

Score	2
Comments	<p>The figures presented are for the national organisation, with no figures disaggregated for Lewisham alone. The organisation has made significant deficits in the past four years which is of significant concern. Their reserves policy is to have free reserves of between £0.4 and 0.6 million, with current reserves at £673,719, which is 14% of their 2017/18 turnover.</p> <p>This reserve total is currently sufficient but clearly if the organisation continues to operate at annual deficits they will be insolvent within a matter of years – this needs addressing as a matter of urgency.</p>
Word count (250)	96

Application Form Question 16	Shared values: Please use this section to demonstrate your commitment to these (London Living Wage, equalities, being Dementia Friendly, ending Modern Slavery and sustainability) and plans to develop these commitments.
Score	3
Comments	The organisation states its commitment to the London Living Wage for all staff, including cleaning contractors, and its commitment to diversity and inclusion. There is no mention specifically of being Dementia Friendly or points regarding modern slavery or sustainability.
Word count (250)	56

Application Form Question 23	Board Statement: Please include a statement from your Board regarding its overall approach to managing the organisation. This should include the details of the most recent skills audit and how the key posts on the Board are recruited to.
Score	3
Comments	<p>The Board Statement provides a clear outline of the trustees' and senior management team's responsibilities, stating that day to day running is by the senior management team and strategy is by the Board. The statement further outlines the recruitment process for trustees and processes for induction and training.</p> <p>There is no specific mention of a skills audit, although the application does state that it selects trustees for their relevant skills and experience.</p>
Word count (250)	213

Has the organisation met all other requirements of the application?		
	Yes	No
Does the organisation have a Board of at least 5 with all major posts filled	X	
Is the organisation currently compliant with filing requirements?	X	
Does the organisation have a reasonable awareness of opportunities and threats?	X	
Does the organisation have all the requested documents available?	X	
Has the organisation attached their accounts for 2017/18 – or most recent set of management accounts if formed after 2017?	X	
Relevant quality assurance systems in place	X	
Comments	The organisation's helpline is accredited and they name a number of internal performance measurement systems and oversight by a medical advisory panel.	

Overall comments/Recommendation
<p>Score = 28</p> <p>This is a mixed application with a strong description of the needs of service users and the operational delivery of the project.</p>

However, the overall financial health of the organisation and the level of fundraising undertaken locally both give cause for concern.

In general the services provided by Contact are rightly recognised as key support for families of disabled children and the application is recommended for funding.

However, overall budget pressure mean that this is at 75% of the amount requested with an acceptance that this will lead to some service reductions as outlined in the application. It is hoped that the fundraising activities highlighted as necessary above will help to bridge this gap.

Elsewhere in the programme officers have secured funding for the Lewisham Parent and Carers' Forum through other routes so it is hoped that this will offset the lack of strategic representation that may result from this reduced allocation.

Contact is recommended to receive £49,100 per annum but the overall financial health of the organisation should be kept under review as part of the monitoring of this grant.