

THE LIGHTHOUSE – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>The Lighthouse is a project of the Emmaus Transformation Trust (formerly Woking Vineyard), through which a derelict building has been transformed into a Centre providing practical help, training and compassion to individuals. This includes emergency food parcels, children's clothing and toys, baby equipment, cooking classes, confidence coaching, a CAP Jobclub, job interview preparation and clothing, social enterprise opportunities, creative art workshops, support for refugees, and much more.</p> <p>The Lighthouse has applied for funding of £25,000 to assist with the costs of the Centre, including staff costs, project coordinators, facilities and expanding the use of the Centre. The Charity engages with a high number of users from Woking including those from different cultural backgrounds and ages, and its broad and diverse offer of support for the community has meant that The Lighthouse has become a local hub for people in Woking who need help.</p> <p>Taking into account the supportive consultee comments, it is proposed that the application from The Lighthouse for its operational costs is approved on the same basis for 2020/21 as the previous year, with revenue support of £18,200.</p>	

Recommendations	
The Executive is requested to:	RESOLVE That a grant of £18,200 be awarded towards operational costs.
Reason for Decision	To enable the charity to continue to engage with a high number of users from Woking including those from different cultural backgrounds and ages, with its broad and diverse offer of support for the community and for people in Woking who need help.
Legal Authority	S142 Local Government Act 1972
Conditions	<p>Accounts. The Organisation must submit accounts for the year in which the grant is awarded, including an income and expenditure account and balance sheet. Please note that accounts for other years may also be required.</p> <p>Monitoring Information. The Organisation must submit quarterly monitoring information as a measure of its achievements. Failure to provide details will jeopardise the award. E-mail requests will be sent to the applicant on a quarterly basis.</p> <p>Publicity. Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on websites and literature / leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with monitoring information for the previous quarter.</p> <p>Payment Period. Final quarter claims must be made by the second</p>

The Lighthouse – Application For Financial Assistance

	<p>week in April. Unclaimed awards will not be available at a later date unless exceptional circumstances can be demonstrated to the Council before the end of the award year.</p> <p>Joint Working. WBC expects the Organisation to engage positively on health and wellbeing multi-agency joint work affecting Woking. Groups which refuse may place their Council support at risk, e.g. grant, concessionary rent and other assistance.</p> <p>Homelessness Reduction Act 2017. Following the introduction of new legislation from April 2018, the Council expects the support of partner agencies in identifying people at risk of homelessness as early as possible to maximise the opportunities to prevent such. Partner agencies / organisations are expected to be engaged in joint working arrangements to assist in finding suitable housing and support solutions, and where appropriate to undertake and respond to the new 'duty to refer'. Groups which do not support this new legislation and way of working positively may put their Council support at risk.</p> <p>Venue Hire. Woking Borough Council has a duty to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. This duty extends to organisations that work with the local authority so this includes recipients of any grants from Woking Borough Council. If Groups hire out their venue(s) they should ensure good processes are in place for record keeping and checking if hirers are appropriate groups to be making the hire arrangements. The following are some areas which should be considered:</p> <ul style="list-style-type: none"> • Basic details should be recorded to include speaker's address, mobile phone number and organisation details. • Has the identity of the speaker been confirmed and is their organisation bona fide? Are they known to the hirer? • Is the speaker from the area? Are they UK citizens or from overseas and will they travel specifically for this event? • Consider checks on the internet to confirm the status of speakers to include website, YouTube or social media sites. • How many people are likely to attend (check previous or similar events either locally or online).
Performance Indicators	<p>Users. The Organisation to provide a breakdown of the users.</p> <p>Activities. The Organisation to provide details of activities and events held.</p> <p>Enquiries. The Organisation to provide a breakdown of the enquiries received.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised.</p> <p>Statement of Use. The Organisation to provide a statement stating the use to which the grant money has been put.</p>
Future Support	<p>The financial pressure on the Council's budgets is expected to continue in the coming years and accordingly the overall level of support available in future years may be reduced. The applicant is therefore to be advised that the award of funding for 2020/21 does not imply that a similar application in 2021/22 would be supported. In particular, it is emphasised that the Council is unlikely to be in a</p>

The Lighthouse – Application For Financial Assistance

position to award any sums above the 2020/21 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2021/22 have been drawn up in the event that the Council is unable to continue its support beyond April 2021. All applicants are strongly recommended to pursue alternative sources of funding and are encouraged to approach Woking Borough Council's Community Support Team for advice and support.

The Executive has authority to determine the above recommendations.

Background Papers:

2020/21 Application Form.

Reporting Person:

Ray Morgan, Chief Executive
Extn: 3333, Email: ray.morgan@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
Extn: 3012, Email: frank.jeffrey@woking.gov.uk
Doug Davern, Democratic Services Officer
Extn: 3018, Email: doug.davern@woking.gov.uk

Portfolio Holder:

Cllr Ayesha Azad
Email: Cllrayesha.azad@woking.gov.uk

Shadow Portfolio Holder:

Cllr Will Forster
Email: cllrwill.forster@woking.gov.uk

Date Published:

18 February 2020

The Lighthouse – Application For Financial Assistance

The Lighthouse – Application For Financial Assistance

1.0 Summary of Application	
1.1 Status and Aims	<p>The Lighthouse is part of Emmaus Transformation Trust (formerly Woking Vineyard Christian Fellowship), a charity established in 1997. The Lighthouse project was started in 2011, transforming a derelict building into a base to serve those who need practical support. This hub meets the many and varied needs of people, providing practical help, training and compassion to individuals. This currently includes emergency food parcels, children's clothing and toys, baby equipment, cooking classes, confidence coaching, a CAP Jobclub, job interview preparation and clothing, social enterprise opportunities, creative art workshops, support for refugees, and much more.</p> <p>The Lighthouse works in an area that is culturally diverse, multiracial and is able to benefit all people in the community. There is a lot of collaboration and cross-referral between projects at The Lighthouse.</p>
1.2 Employees	<p>6, comprising a Director and Operations Manager of Emmaus Road Church and four part-time members of staff to manage the Foodbank and Jigsaw, and manage the building. All the services at The Lighthouse are essentially delivered by volunteers, supported and managed by employees of The Lighthouse and Emmaus Road Church.</p>
1.3 Volunteers	<p>150, the volunteers support the coordinators and project managers of the various projects operating at The Lighthouse, for example:</p> <ul style="list-style-type: none"> ○ Foodbank - Sorting food donations and serving clients ○ Jigsaw - Sort and organise donations received. When clients visit The Lighthouse they help them to find the relevant clothes and/or equipment ○ Esteem Ahead - Sorting donated clothing and assisting clients with choice of wear for job interviews and preparation for the interview, supporting vulnerable women back into work ○ The Cosy - Serving customers in the social enterprise cafe ○ Foodwise - Teach a cooking class, involving food hygiene and kitchen skills. They arrive early to do the food prep and also clean up. ○ Breadmaking - Teach a bread making class, providing social interaction whilst baking ○ Maintenance - Assist in maintaining the building eg. refuse removal, replacing lightbulbs, minor repairs etc ○ Creative Art Workshop - Running sessions using art for self-expression and building personal self-confidence ○ Refugee support - Helping refugees improve their language skills by participating in and benefiting from the various projects such as Jigsaw, Esteem Ahead, etc ○ Buggy Repair Project – Repairing and restoring buggies and car seats for donation ○ Community Lunch – Cook and serve lunch for the local community ○ Step up – Leading exercises on step machines and facilitating

The Lighthouse – Application For Financial Assistance

	discussion about mental wellbeing.																									
1.4 Clients/Users	<p>2,000, comprising:</p> <p>900 male</p> <p>1,100 female</p> <p>120 disabled</p> <p>800 ethnic minority</p> <p>2,000 resident in Woking</p> <p>500 aged 0-5</p> <p>50 aged 6-10</p> <p>50 aged 11-18</p> <p>1,200 aged 19-65</p> <p>200 aged 65+</p>																									
1.5 Members	None.																									
1.6 Sum Requested	£25,000 (Revenue)																									
1.7 Project	<p>The funding would be used to fund the operational costs of The Lighthouse relating to staff, project coordinators, facilities and expanding the use of the building to offer even more help and services.</p> <p>The Charity would like to increase its liaison with frontline agencies, also by using newsletters and open days. It would like to enhance management and support of the volunteers and train them in safeguarding and health and safety matters. The Charity will maintain its database of beneficiaries and provide a broader range of support and networking for the people needing assistance.</p> <p>The Lighthouse will conduct research and survey the opinions of both referrers and beneficiaries to ensure that measures of success are achieved. The Charity will increase funding/donations through fundraising activities, grant applications and establishing corporate partnerships to ensure the continued sustainability of The Lighthouse. This would all require additional hours worked by coordinators and project managers, as well as a part-time building maintenance manager.</p>																									
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Director of Lighthouse (met by Emmaus Road)</td> <td style="text-align: right;">£35,000</td> </tr> <tr> <td>Operations Manager (met by Emmaus Road)</td> <td style="text-align: right;">£23,000</td> </tr> <tr> <td>Coordinator of Esteem Ahead</td> <td style="text-align: right;">£5,000</td> </tr> <tr> <td>Coordinator of Jigsaw</td> <td style="text-align: right;">£6,300</td> </tr> <tr> <td>Assistant Co-ordinator of Jigsaw</td> <td style="text-align: right;">£5,100</td> </tr> <tr> <td>Cosy Manager</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Part-time Building Manager (contribution from Emmaus Road)</td> <td style="text-align: right;">£15,000</td> </tr> <tr> <td>Foodbank Manager</td> <td style="text-align: right;">£15,000</td> </tr> <tr> <td>Building overheads & utilities</td> <td style="text-align: right;">£7,000</td> </tr> <tr> <td>Insurance & maintenance etc</td> <td style="text-align: right;">£6,500</td> </tr> <tr> <td>Accounting</td> <td style="text-align: right;">£3,000</td> </tr> <tr> <td>Project expenses (training, networking days,</td> <td style="text-align: right;">£7,200</td> </tr> </table>		Director of Lighthouse (met by Emmaus Road)	£35,000	Operations Manager (met by Emmaus Road)	£23,000	Coordinator of Esteem Ahead	£5,000	Coordinator of Jigsaw	£6,300	Assistant Co-ordinator of Jigsaw	£5,100	Cosy Manager	£6,000	Part-time Building Manager (contribution from Emmaus Road)	£15,000	Foodbank Manager	£15,000	Building overheads & utilities	£7,000	Insurance & maintenance etc	£6,500	Accounting	£3,000	Project expenses (training, networking days,	£7,200
Director of Lighthouse (met by Emmaus Road)	£35,000																									
Operations Manager (met by Emmaus Road)	£23,000																									
Coordinator of Esteem Ahead	£5,000																									
Coordinator of Jigsaw	£6,300																									
Assistant Co-ordinator of Jigsaw	£5,100																									
Cosy Manager	£6,000																									
Part-time Building Manager (contribution from Emmaus Road)	£15,000																									
Foodbank Manager	£15,000																									
Building overheads & utilities	£7,000																									
Insurance & maintenance etc	£6,500																									
Accounting	£3,000																									
Project expenses (training, networking days,	£7,200																									

The Lighthouse – Application For Financial Assistance

	<p>resources etc)</p> <p>General expenses <u>£12,000</u></p> <p>Total £146,100</p> <p>The cost breakdown set out the total operating costs, towards which a grant of £25,000 is being requested.</p>
1.9 Community Benefit	<p>The Lighthouse assists people of all ages, gender, religion and ethnicity. For example:</p> <ul style="list-style-type: none"> ○ Families in need with children 0-5 – the Group intends to increase this to 400 for next year. ○ Families needing emergency food supplies - in 2017 fed 2,600, to help as many as require assistance. ○ Vulnerable women seeking employment - in 2017 100 women were assisted. ○ Unemployed (Jobclub) - currently there are 35 members. ○ Community Lunches – increasing to three per week due to need. <p>The Lighthouse would like to increase the number of referrers which would give them access to more people in need in the community and enable them to be an additional supportive service and a stronger resource than they already provide to these frontline agencies.</p> <p>Recruiting additional volunteers and providing new and existing volunteers with training and support will also enhance the service they provide.</p>

2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £43,735 in the bank. The sum of £21,711 is reserved for funding specific projects.</p> <p>The Group has submitted a budget for 2020/21 which shows an anticipated income of £118,500 against an anticipated expenditure of £172,465, resulting in an anticipated surplus of £9,035.</p> <p>Anticipated income includes Contribution towards expenses from Emmaus Road (£63,000), Donations (£36,200), Cosy Cafe (£25,000), Other Grants (£13,500), and WBC Grant (£25,000). Items of expenditure include Salaries (£110,400) and General Expenses (£62,065).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2018/19 which show an income of £103,591 (£103,784 in 2017/18) against expenditure of £82,912 (£107,725 in 2017/18), resulting in a surplus of £20,679 (a deficit of £3,941 in 2017/18). The sum of £64,156 was carried forward at the end of the 2018/19 year.</p>
2.3 Support over the past five years	<p>2019/20 – £18,200 2018/19 – £18,200 2017/18 – £18,200 2016/17 – no grant awarded.</p>

The Lighthouse – Application For Financial Assistance

3.0 Assessment of Application		
3.1 Key Information	<ul style="list-style-type: none"> ○ Constitution ○ Registered Charity ○ VAT Registered ○ Equal Opportunities Policy ○ Safeguarding Policy ○ Reserves Policy ○ Quality Mark ○ Other funding sources pursued ○ Other support by the Council ○ Fundraising ○ Two quotes ○ Regular monitoring provided previously 	<ul style="list-style-type: none"> Yes Yes No Yes Yes Yes No Yes Yes Yes N/A Yes
3.2 Consultee Comments	<p><u>Adam Thomas, Family Support Manager</u></p> <p>The Lighthouse are requesting £25,000 revenue funding to continue to deliver their services in Woking. The Lighthouse deliver a range of services in the town centre including support for women to access employment and vulnerable families including Jigsaw and the Foodbank.</p> <p>The Lighthouse is regularly used by families who have been identified as requiring Early Help and Specialist intervention and staff from the Family Support Programme, Refugee Resettlement, Family Centres and Housing Support teams regularly access the services with Woking families.</p> <p>I support this application and consider this service to local families as being invaluable.</p>	
3.3 Assessment	<p>The Lighthouse has applied to extend its funding awarded over the past few years at the slightly higher level of £25,000. The Charity provides a number of valued services to the community:</p> <ul style="list-style-type: none"> ○ The provision of resources and facilities for the local community to help themselves. Donations are accepted from the community which are then sorted and distributed to those in need in the community. ○ Accessible services for disadvantaged vulnerable members of the community. The Lighthouse provides this successfully but would like to increase this with the help of this grant. ○ Lifelong Learning. The Lighthouse help people back into employment through Esteem Ahead and the Jobclub and teach useful skills in the Foodwise classes - all of which could be increased and expanded. <p>The Child Poverty Act 2010 requires local authorities and partner organisations to work to tackle child poverty and its effects, an issue</p>	

The Lighthouse – Application For Financial Assistance

which affects approximately 23,000 children and young people in Surrey. The Lighthouse supports and assists Syrian refugees who have been re-located to Woking through the Government's refugee resettlement scheme.

The Charity engages with a high number of users from Woking including those from different cultural backgrounds and ages, and its broad and diverse offer of support for the community has meant that The Lighthouse has become a local hub for people in Woking who need help.

Taking into account the consultee comments, it is proposed that the application from The Lighthouse for its operational costs is approved on the same basis for 2020/21 as the previous year, with revenue support of £18,200.

REPORT ENDS