

THE LIGHTHOUSE – APPLICATION FOR FINANCIAL ASSISTANCE

Executive Summary	
<p>The Lighthouse is a project of the 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 £20,000 to assist with the costs of the Centre, including staff costs, project coordinators, facilities and expanding the use of the Centre.</p> <p>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>It is proposed that the application from The Lighthouse for its operational costs is approved on the same basis for 2018/19 as the previous year, with revenue support of £18,200.</p>	

Recommendations	
Reasons 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
The Executive is requested to:	RESOLVE That a grant of £18,200 be awarded towards operational costs.
Conditions	<p>Accounts. The Organisation must submit audited 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 all literature and leaflets produced.</p> <p>Payments. Unless exceptional circumstances exist all invoices must be received quarterly with details of the costs incurred and monitoring information for the previous quarter.</p> <p>Payment Period. Final quarter claims must be made by the second week in March. 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>

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	<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. With the introduction of new legislation from April 2018, the council will expect 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 will be 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 you hire out your venue/s you should ensure you have good processes in place for record keeping and checking if they are an appropriate group to be making the hire arrangements. The following are some of what should be considered:</p> <ul style="list-style-type: none"> • Basic details should be recorded to include speakers address, mobile phone number & organisation details. • Has the identity of the speaker been confirmed & is their organisation bona fide? Are they known to you? • Is the speaker from the area? Are they UK citizens or from overseas & will they travel specifically for this event? • Consider checks on the internet to confirm the status of speaker 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 in the past quarter.</p> <p>Activities. The Organisation to provide details of activities and events held during the last quarter.</p> <p>Enquiries. The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p>Publicity. The Organisation to advise how the Council's support has been publicised over the last quarter.</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 2018/19 does not imply that a similar application in 2019/20 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2018/19 levels.</p>

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In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2019/20 have been drawn up in the event that the Council is unable to continue its support beyond April 2019. 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:

2018/19 Application Form.

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Date Published:

6 December 2017

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1.0 Summary of Application	
1.1 Status and Aims	<p>The Lighthouse is part of Woking Vineyard, 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>1, comprising a part-time member of staff to manage the Foodbank. All the services at The Lighthouse are essentially delivered by volunteers, managed by self-employed coordinators. It is anticipated that 2 directors/ coordinators will have their costs supported by Emmaus Church.</p>
1.3 Volunteers	<p>94. 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.
1.4 Clients/Users	<p>2,000, comprising:</p> <p>900 male</p> <p>1,100 female</p> <p>120 disabled</p>

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	<p>800 ethnic minority</p> <p>2,800 resident in Woking</p> <p>500 aged 0-5</p> <p>150 aged 5-10</p> <p>50 aged 11-18</p> <p>850 aged 19-65</p> <p>50 aged 65+</p>																						
1.5 Members	None.																						
1.6 Sum Requested	£20,000 (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 wants to increase their liaison with frontline agencies, also by using newsletters and open days. They 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 person</p>																						
1.8 Cost breakdown:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Director of Lighthouse</td> <td style="text-align: right;">£35,000</td> </tr> <tr> <td>Operations Manager</td> <td style="text-align: right;">£23,000</td> </tr> <tr> <td>Coordinator of Esteem Ahead</td> <td style="text-align: right;">£12,000</td> </tr> <tr> <td>Coordinator of Jigsaw</td> <td style="text-align: right;">£12,000</td> </tr> <tr> <td>Coordinator of Foodbank</td> <td style="text-align: right;">£5,720</td> </tr> <tr> <td>Part-time maintenance manager</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Building costs - utilities</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td style="padding-left: 20px;">- insurance, maintenance</td> <td style="text-align: right;">£6,000</td> </tr> <tr> <td>Project expenses (training, networking days, resources etc)</td> <td style="text-align: right;">£7,310</td> </tr> <tr> <td>General expenses</td> <td style="text-align: right;"><u>£9,300</u></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><u>£120,330</u></td> </tr> </table> <p>Please note - these are the total operating costs, towards which we are requesting a grant of £20,000.</p> <p>These costs also exclude contributions from the various projects to the Lighthouse toward the overheads such as utilities etc, which are shown in the budget, under separate cover.</p>	Director of Lighthouse	£35,000	Operations Manager	£23,000	Coordinator of Esteem Ahead	£12,000	Coordinator of Jigsaw	£12,000	Coordinator of Foodbank	£5,720	Part-time maintenance manager	£6,000	Building costs - utilities	£4,000	- insurance, maintenance	£6,000	Project expenses (training, networking days, resources etc)	£7,310	General expenses	<u>£9,300</u>	Total	<u>£120,330</u>
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1.9 Community Benefit	The Lighthouse assists people of all ages, gender, religion and ethnicity. For example;																						

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	<ul style="list-style-type: none"> ○ Families in need with children 0-5 - in 2016 helped 381 families, they hope to increase this to 400-500. ○ Families needing emergency food supplies - in 2016 fed 2,400 people with a 65% increase May 2017 vs May 2016 - to help as many as require assistance. ○ Vulnerable women seeking employment - in 2016 46 started employment and 23 gained sustainable employment - to increase these numbers. ○ Unemployed (Jobclub) - currently have 27 members, 11 have found work - to add to these. <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>
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2.0 Financial Background	
2.1 Budget	<p>At the time of the application, the Group held £28,375 in the bank. The sum includes restricted funds for projects, including Woking Vineyard Church (£6,536), Jigsaw (£6,022), Esteem Ahead (£1,213), Refugee project (£955), 24/7 life coaching (£1,225), Drama Group (£540) and the Cosy Cafe (£702).</p> <p>The Group has submitted a budget for 2018/19 which shows an anticipated income of £135,900 against an anticipated expenditure of £134,530, resulting in an anticipated surplus of £1,370.</p> <p>Anticipated income includes: donations £8,800 (including foodbank donations), Gift Aid (£2,300), contributions to use of facilities (£15,600), Cosy café takings (£12,000), Emmaus Support/general (£60,500), and grants (including WBC) (£29,500). Items of expenditure include salaries (£93,720), building costs (including insurances/equipment, travel) (£19,300), rental (£14,200), and project expenses/training (£7,310).</p>
2.2 Accounts	<p>The Group has submitted accounts for 2016/17 which show an income of £147,795 (£118,597 in 2015/16) against expenditure of £142,400 (£149,444 in 2015/16), resulting in a surplus of £5,395 (a deficit of £30,847 in 2015/16). The sum of £42,055 was carried forward at the end of the 2016/17 year.</p>
2.3 Support over the past five years	<p>2017/18 – £18,200 2016/17 – no grant awarded.</p>

3.0 Assessment of Application					
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;">○ Constitution</td> <td style="width: 50%; border: none; text-align: right;">Yes</td> </tr> <tr> <td style="border: none;">○ Registered Charity</td> <td style="border: none; text-align: right;">Yes</td> </tr> </table>	○ Constitution	Yes	○ Registered Charity	Yes
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	<ul style="list-style-type: none"> ○ 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"> No Yes Yes Yes No Yes Yes Yes N/A Yes
<p>3.2 Consultee Comments</p>	<p><u>Officer Comment</u></p> <p>The Lighthouse is a local charity, created and developed by Woking residents, that operates in Woking Town Centre; providing support to children, families and adults who need help. The charity has requested £20,000 to fund operating costs and development of its provision.</p> <p>The Lighthouse is well known to both residents and professionals in Woking who support families and individuals who need help. Woking Borough Council family and housing support teams direct residents to the Lighthouse on an almost daily basis and we receive regular positive feedback regarding the quality provision and care that is provided. The charity offers clothing for children in families with low incomes and toys and books as well as running the Food Bank, community lunches, debt advice, job club, therapeutic activities including bread making, a social enterprise café and support for women to access employment, coaching and volunteers who are available for general support for people who need to talk. In my experience visiting the centre, it is well run and the support is highly accessible for residents who are welcomed by staff and volunteers in its friendly and empowering environment. Woking's Syrian Refugee families have also benefitted from the Lighthouse and volunteer in various roles which helps them to build on their confidence and feel that they can give something back to the community.</p> <p>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. I support this work and I hope to see it continue to develop.</p>	
<p>3.3 Assessment</p>	<p>In line with Woking's Community Strategy, The Lighthouse supports:</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 	

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employment through Esteem Ahead and the Jobclub and teach useful skills in the Foodwise classes - all of which could be increased and expanded.

The Child Poverty Act 2010 requires local authorities and partner organisations to work to tackle child poverty and its effects, an issue which affects approximately 23,000 children and young people in Surrey. The charity's services are appreciated and supported by many frontline agencies and social services and it is vital that we continue to provide this support. The Lighthouse supports not only Woking's Community Strategy but also Surrey County Council's objectives.

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.

It is proposed that the application from The Lighthouse for its operational costs is approved on the same basis for 2018/19 as the previous year, with revenue support of £18,200.

REPORT ENDS