

**THE LIGHTHOUSE – APPLICATION FOR FINANCIAL ASSISTANCE**

<b>Executive Summary</b>	
<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 £20,000 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 2019/20 as the previous year, with revenue support of £18,200.</p>	

<b>Recommendations</b>	
The Executive is requested to:	<b>RESOLVE That</b> 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><b>Accounts.</b> 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><b>Monitoring Information.</b> 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><b>Publicity.</b> Where possible, the Organisation is required to publicise the support received from Woking Borough Council, including on all literature and leaflets produced.</p> <p><b>Payments.</b> 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><b>Payment Period.</b> Final quarter claims must be made by the second</p>

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	<p>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> <p><b>Joint Working.</b> 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><b>Homelessness Reduction Act 2017.</b> 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><b>Venue Hire.</b> 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"> <li>• Basic details should be recorded to include speakers address, mobile phone number &amp; organisation details.</li> <li>• Has the identity of the speaker been confirmed &amp; is their organisation bona fide? Are they known to you?</li> <li>• Is the speaker from the area? Are they UK citizens or from overseas &amp; will they travel specifically for this event?</li> <li>• Consider checks on the internet to confirm the status of speaker to include website, YouTube or social media sites.</li> <li>• How many people are likely to attend (check previous or similar events either locally or online).</li> </ul>
Performance Indicators	<p><b>Users.</b> The Organisation to provide a breakdown of the users in the past quarter.</p> <p><b>Activities.</b> The Organisation to provide details of activities and events held during the last quarter.</p> <p><b>Enquiries.</b> The Organisation to provide a breakdown of the enquiries received during the last quarter.</p> <p><b>Publicity.</b> The Organisation to advise how the Council's support has been publicised over the last quarter.</p> <p><b>Statement of Use.</b> 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 2019/20 does not</p>

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imply that a similar application in 2020/21 would be supported. In particular, it is emphasised that the Council is unlikely to be in a position to award any sums above the 2019/20 levels.

In view of this, the applicant is to be advised to ensure that contingency plans for the Group's operations for 2020/21 have been drawn up in the event that the Council is unable to continue its support beyond April 2020. 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:**

2019/20 Application Form.

### **Reporting Person:**

Douglas Spinks, Deputy Chief Executive  
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### **Contact Person:**

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Doug Davern, Democratic Services Officer  
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### **Portfolio Holder:**

Cllr Ayesha Azad  
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### **Shadow Portfolio Holder:**

Cllr Ian Eastwood  
Email: cllrian.eastwood@woking.gov.uk

### **Date Published:**

4 December 2018

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<b>1.0 Summary of Application</b>	
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>5, comprising a Director and Operations Manager of Emmaus Road Church and three 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>110. 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"> <li>○ Foodbank - Sorting food donations and serving clients</li> <li>○ Jigsaw - Sort and organise donations received. When clients visit The Lighthouse they help them to find the relevant clothes and/or equipment</li> <li>○ 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</li> <li>○ The Cosy - Serving customers in the social enterprise cafe</li> <li>○ Foodwise - Teach a cooking class, involving food hygiene and kitchen skills. They arrive early to do the food prep and also clean up.</li> <li>○ Breadmaking - Teach a bread making class, providing social interaction whilst baking</li> <li>○ Maintenance - Assist in maintaining the building eg. refuse removal, replacing lightbulbs, minor repairs etc</li> <li>○ Creative Art Workshop - running sessions using art for self-expression and building personal self-confidence</li> <li>○ Refugee support - helping refugees improve their language skills by participating in and benefiting from the various projects such as Jigsaw, Esteem Ahead, etc</li> <li>○ Buggy Repair Project – repairing and restoring buggies and car seats for donation</li> <li>○ Community Lunch – cook and serve lunch for the local community</li> </ul>

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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>2,800 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	£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: 80%;">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;">£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;">£8,600</td> </tr> <tr> <td>Part-time building manager</td> <td style="text-align: right;">£15,600</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;">£7,500</td> </tr> <tr> <td>General expenses</td> <td style="text-align: right;">£9,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£132,700</b></td> </tr> </table> <p>The cost breakdown set out the total operating costs, towards which a grant of £20,000 is being requested.</p>	Director of Lighthouse (met by Emmaus Road)	£35,000	Operations Manager (met by Emmaus Road)	£23,000	Coordinator of Esteem Ahead	£12,000	Coordinator of Jigsaw	£12,000	Coordinator of Foodbank	£8,600	Part-time building manager	£15,600	Building costs - utilities	£4,000	- insurance, maintenance	£6,000	Project expenses (training, networking days, resources etc)	£7,500	General expenses	£9,000	<b>Total</b>	<b>£132,700</b>
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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"> <li>○ Families in need with children 0-5 – the Group intends to increase this to 400 for next year.</li> <li>○ Families needing emergency food supplies - in 2017 fed 2,600, to help as many as require assistance.</li> <li>○ Vulnerable women seeking employment - in 2017 100 women were assisted.</li> <li>○ Unemployed (Jobclub) - currently there are 35 members.</li> <li>○ Community Lunches – increasing to three per week due to need.</li> </ul> <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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<b>2.0 Financial Background</b>	
2.1 Budget	<p>At the time of the application, the Group held £38,280 in the bank. The sum of £19,200 is reserved for projects including Jigsaw (£7,145), Outside Light (£3,947), Buggy Repair (£3,536), Cosy Café (£1,258) and Refugee Programme (£955).</p> <p>The Group has submitted a budget for 2019/20 which shows an anticipated income of £115,700 against an anticipated expenditure of £113,475, resulting in an anticipated surplus of £2,225.</p> <p>Anticipated income includes Donations (£38,700), WBC Grant (£25,000), Cosy Café (£23,000) and Other Grants (£10,000). Items of expenditure include Salaries (£54,000) and General Expenses.</p>
2.2 Accounts	<p>The Group has submitted accounts for 2017/18 which show an income of £103,784 (£147,795 in 2016/17) against expenditure of £107,725 (£142,400 in 2016/17), resulting in a deficit of £3,941 (a surplus of £5,395 in 2016/17). The sum of £43,509 was carried forward at the end of the 2017/18 year.</p>
2.3 Support over the past five years	<p>2018/19 – £18,200                  2017/18 – £18,200                  2016/17 – no grant awarded.</p>

<b>3.0 Assessment of Application</b>					
3.1 Key Information	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px dashed black;">○ Constitution</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="border-right: 1px dashed black;">○ Registered Charity</td> <td style="text-align: right;">Yes</td> </tr> </table>	○ Constitution	Yes	○ Registered Charity	Yes
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	<ul style="list-style-type: none"> <li>○ VAT Registered</li> <li>○ Equal Opportunities Policy</li> <li>○ Safeguarding Policy</li> <li>○ Reserves Policy</li> <li>○ Quality Mark</li> <li>○ Other funding sources pursued</li> <li>○ Other support by the Council</li> <li>○ Fundraising</li> <li>○ Two quotes</li> <li>○ Regular monitoring provided previously</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>No</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>N/A</li> <li>Yes</li> </ul>
<p>3.2 Consultee Comments</p>	<p><u>Adam Thomas:</u></p> <p>The Lighthouse are requesting £25,000 to fund operational costs that span the various projects and support that is offered. I note that the strategic oversight costs for the Lighthouse are covered elsewhere and the day to day operations are largely run by a substantial group of local volunteers, including a mix of men and women and the organisation offers support to a significant population of Woking residents each year.</p> <p>Members of my team in both the Family Support and Syrian Resettlement functions access the services very regularly with Woking residents. The Esteem Ahead project helps women to access employment and is unique in the way it adopts a holistic approach to its clients. The foodbank is well organised and Jigsaw has become a necessity for many Woking families who have young children. The site also hosts regular community meals and a bread-making group for women that is both fun and therapeutic. The services have become a central hub for support for families and other residents.</p> <p>As a team from the Council, we not only refer families to these services but some families are able to volunteer and give back themselves to the community through the Lighthouse. The space has also created a safe and welcoming area for our refugee families and we run a weekly drop-in session at the premises which is a great success. This is a cost-effective and successful operation and one that benefits many Woking residents. This funding bid would help to sustain its operations.</p> <p><u>Sylvie Marshall:</u></p> <p>The Lighthouse, part of Emmaus Transformation is a hub providing practical help, training and compassion to individuals in the heart of Woking. 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, community lunches and support for refugees.</p> <p>Funding requested would be used to fund the costs of the Lighthouse relating to staff, project coordination, facilities and expanding the use of the building to offer further services to the community. They will also be looking to increase their presence locally this year, engaging with more local partners and increasing awareness amongst people in</p>	

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	<p>the community who could utilise services.</p> <p>The Lighthouse has requested a grant of £25,000 for its operational costs in 2019/20; however I would recommend that as the previous year, revenue support of £18,200 be awarded.</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 £20,000. The Charity provides a number of valued services to the community:</p> <ul style="list-style-type: none"><li>○ 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.</li><li>○ 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.</li><li>○ 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.</li></ul> <p>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 Lighthouse supports and assists Syrian refugees who have been re-located to Woking through the Government's refugee resettlement scheme.</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>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 2019/20 as the previous year, with revenue support of £18,200.</p>

REPORT ENDS