



2019/20

ANNUAL REVIEW





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I am pleased to present this year's report detailing the work carried out by Community Foundation to our members, volunteers and all our stakeholders. It has been yet another busy year for us. I will highlight some of the key areas of work that have taken place this year. Our Education, Training and Employment services have continued to provide a range of different services for the young and old. Our early year's provision has been very active and innovative in the range of educational activities that were on offer for children. Parents were delighted to see their children take part in outdoor activities, workshops and the performances at the graduation ceremony. Our parent's day and open days were a good opportunity to showcase our children's achievements to parents. A big well done to our nursery staff who worked very hard to secure the Startwell Award which we received in November 2019.

Our Work Programme in particular has been reaching the mark in supporting young people improve their opportunities to get their feet into the world of work. This year we supported 9 young adults through our Work Programme who were on placement with us from various schools, colleges and university. Participants at this year's Youth Connections project enjoyed an eleven days international training programme in Turkey. We have supported a number of groups through our Organisational Development Programme, offering a range of bespoke training to staff and trustee to up skill them on essential knowledge in running a charity.

We were very fortunate to secure a rent free premises in January, which has now become our administrative headquarters in Quayside Tower on Broad Street in the heart of Birmingham city centre. Our front line services will continue to operate from Lozells.

The end of the year was very unusual to say the least, for the first time in living memory the UK went into lockdown which meant our offices and all services coming to a grinding halt. The outbreak of the pandemic created an unprecedented set of challenges, the scale of which we could not have been foreseen, and the impact of which has reverberated right across the world.

Our heartfelt condolences go out to all the people who died after contracting the virus and the anguish of the near and dear family members who were unable to say their final goodbyes. A number of people we worked with from partner organisations and service users are no longer with us. This was a sudden event that touched the lives of many people, particularly those from the BAME communities who come from a higher risk group.

Following government guidelines, we took the decision to close the charity on 20 March. However soon thereafter we noticed there was a need to continue services to support people experiencing new challenges due to the lockdown. Our volunteers were engaged to provide services remotely to people who were isolated or shielding. We realized that a new challenge had emerged with thousands of households affected due to being isolated or not knowing what was happening around them. Young people were also not heading the government's advice in staying indoors and not socializing, thus increasing the risk of transmission to others. As a result, we have all had to make significant changes to how we operate. This was reflected by the alternative plans we had to devise and implement at short notice to ensure that we were still able to carry out essential new services. We decided to engage our volunteers to support us meet this new challenge. We have been working very hard during the lockdown to reach communities.

Community Foundation supported a number of families and young people in Birmingham who required emergency financial assistance due to Covid-19. Emergency Resilience Funding support was made available to young people and families by Birmingham City Council. The funding was strictly for emergencies due to Covid-19 and payments were usually made within 2 days of application. Community Foundation also supported University College London institute of Child Health conduct an online study looking at how COVID-19 is affecting the lives, mental health and wellbeing of young people aged 16-24.

None of our achievements would have been possible without your support and the hard work, dedication and commitment of our staff, trustees and volunteers. In closing, I would like to thank our sponsors, funders, volunteers and all the staff for their support in making our work possible and as you read our report, remember, as we do, that it's all about people in the community- the little we do, can and does make a big difference in improving their lives for the better.



Bashir Ahmed MBE
Chairman



Nozmul Hussain
Chief Executive

About Community Foundation

OUR MISSION

Community Foundation's mission is to improve the quality of life of hard to reach and marginalised communities living in areas of multiple deprivations. We do this by setting up creating new projects to develop communities to help themselves.

The concept of helping others to help themselves is an ancient notion; our core philosophy is based on an old Chinese proverb:

'Give a person a fish and they will eat for a day. Teach them how to fish and they will eat for a lifetime.'

OUR WORK STREAMS

- Develop projects and services to address underlining issues of social exclusion, crime, homelessness, health inequality, unemployment and educational under achievement.
- Encourage civic participation and engagement of marginalised communities.
- Build capacity of individuals and organisations to help them improve themselves, their organisation and their community.

OUR VALUES

- **Community Outreach:** We engage with our communities, meaning we do not work in isolation. We practice our problem-solving abilities, share our knowledge, and give our time and resources to make concrete, positive contributions to our communities.
- **Empowerment:** Choose to empower while resourceful. Instead of simply providing resources, our work focuses on developing an individual's capacity and confidence.
- **Cooperation & Partnership:** We value the opportunity to work together with a common purpose so that we can work towards a common goal. We recognize and value the strengths and expertise of others and seek to work with a diverse range of people to improve quality of life for everyone in the community.
- **Achievement:** We value and recognise that when people accomplish something, they have set out to do so through their skills, practice, perseverance or exertion. We value making a tangible difference to our community whilst ensuring that we complete what we set out to do.
- **Creativity:** We value dreaming of what is possible. We look for innovative and different ways to do our work more efficiently whilst valuing imagination, experimentation and fun in serving our community.

Education Training & Employment

- Rainbow Day Nursery
- Life Skills English Programme
- Apprenticeship Programme
- Community Work Programme
- Work Experience Programme
- Employment Workshops
- Organisation Development

Youth & Community Services

- Community Inspiration Awards
- Youth Leadership Scheme
- Youth Connections
- Youth Service
- Community Service
- Community Economic Development Programme

Community Reassurance & Wellbeing

- Pride in our Neighbourhood Campaign
- Community Question Time
- Canal Adoption Scheme
- Community Awareness Workshops
- Coffee Mornings



Our Staff & Volunteers

Community Foundation has a unique staffing arrangement. Most of our admin and project staff consists of people who have been out of work for a long time or have not been able to secure a job due to limited experience of work. As part of our Education, Training and Employment programme we have been able to offer a number of apprenticeships, work placements for undergraduates and post graduates, traineeship as well as work experience for children from local secondary schools.

We support all our staff with monthly development training to enhance their confidence, skills and knowledge to better undertake their job roles. Our staff comes from diverse backgrounds and there is a real mixture of ethnicity, age, ability and gender. People on work placement go through an intensive on the job training to quickly learn essential work skills to successfully carry out their tasks. Quality time is given by the Chief Executive on a 1-1 basis regularly to all staff to support and motivate them to lead and deliver their projects successfully.

We seek to instill a sense of ownership and 'can do' attitude in our staff and giving them the platform and encouragement for them to reach their full potential. This approach has received a lot of positive feedback from all the past and present staff who go on to do new and varied work, which without the opportunity at Community Foundation they would not have realised.

Community Foundation's volunteers are major contributors to our projects and services, without whom we would struggle to carry out the range of services we provide. This year, great strides were made to optimise the recruitment processes and volunteer development programme to better match their interest with our projects. As part of this process, a new volunteer agreement has been introduced that outlines the expectations we have of our volunteers and what they can expect from us in return.

The charity is very involved in the community and relies heavily on voluntary help. Besides our staff, over 20 regular volunteers assist with running our projects and services, enabling us to offer so many services and projects with minimal staffing costs than would otherwise be the case.

RAINBOW DAY NURSERY

Rainbow Day Nursery was set up as a not-for-profit fulltime early year's provision for children aged 2-4 years old. Following OFSTED registration in 2015 we have been enrolling children and providing them with free full-time nursery places. The nursery has been well attended and feedback from parents continues to be very positive.

Ofsted carried out their first inspection in February 2017 and have recognised the hard work of our staff and the support of our parents to award us a 'Good' rating for our early years' provision. Last year from April 2019 to July 2019 we had 45 children and between. Between September 2019 to December 2019 we had 33 children. And between January 2020 to April 2020 we had 23 children enrolled in the nursery. In addition to our full time staff we also had two college students Asia Yunus & Rukhsar Khatun on placement with us. We also had Areej Rafique and Tasha Kaur who completed their level 3 Nursery Nurse Apprenticeship with us. The Apprentices and students support nursery staff, work with parents, help organise snacks and meals, help with children's activities and ensure the nursery is clean and tidy.

Rainbow Day Nursery is happy to announce that we received the Startwell Award in November 2019. The hard work and dedication of our staff to implement the programme and getting all parents on board is a testimony to the nursery's success in helping children develop and grow healthy. Startwell is a new national child health and wellbeing development programme. It is based on 7 key messages to support early years setting, parents and health professionals creating a healthier environment for our children and families. Our nursery has implement all the 7 key messages of the programme, ensuring our children are eating healthy and doing the recommend physical activities every day. For more information, please see our nursery website.

The end of the spring term was very different to anything that we ever experienced. Parents started to become wary of the Coronavirus outbreak and attendance reduced significantly from end of February. Following government guidelines we closed the nursery in mind March 2020 and waited for further guidance when to reopen and the precautions needed to be taken for the safe return of children and staff. Due to Covid-19 our nursery was closed from 20th March 2020. During the lockdown, we ensured that regular contact was made with parents and children; this was done through fortnightly safeguarding calls. From 1st June 2020 parents were given the opportunity to bring their child back to nursery for a phased return. Rainbow day nursery ensured the safety of children returning by limiting resources that would be used, ensuring a deep clean is carried out on a daily basis, embedding social distancing through 2 metre floor markings and maintain high levels of hygiene through regular hand washing. Those parents who decided against bringing their child back as of yet, were still supported through the fortnightly safeguarding calls.

ACTIVITY THEMES

Summer 2019: The theme was based on outdoors, Children learnt about letters and words making word trails, talking about what they can find outdoors and taking part in fun and exciting sensory activities outdoors, watering plants, visiting the park, talking about different textures and light and dark. We also had a graduation day on the 12th July celebration the children's talents. Children, parents and staff all enjoyed it this end of year event which was a great success. All images and information are available on our nursery website. Our Main EYFS Link for this term was Expressive Art & Design (EAD).

Autumn Term:

September was the time for children to settle in to the nursery, making them feel welcome, our theme was based on encouraging and supporting children to feel at home,

comfortable, safe, encouraging them to make friends get to know their key workers and staff members and making them feel at home in the nursery. We also marked different faiths and festivals. Children enjoyed the topics and activities that were planned. Our main EYFS link for this term was Physical, Social and Emotional Development.

Spring: Children were learning about what they can find outdoors, talking about the weather, Seasons, talking about mini beasts and finding different types of insects. They also looked at what they can find in the garden, visited the local park, taking part in exciting scavenger hunts, and talking about dinosaurs. Our main EYFS link for this term was Understanding of the World and Expressive Arts and design.



Education, Training & Employment

KEY ACTIVITIES AND LEARNING

Following each theme, the children carried out a variety of different activities. During the autumn term children have taken part in activities based around themselves and their families, in order to feel more at home within the nursery. During the spring term children have taken part in activities linked to outdoors, whilst taking part in planting activities and looking at and creating their own mini-beasts.



Throughout the sessions children are constantly learning new things; this is done through circle time, adult-led activities and outdoor play, where children are learning through play and trial and error. This is recorded through observations, which are filed in the children's learning journals. Through these practitioners can acknowledge children's achievements and areas which they need further support, which is carried out through next steps, which are termly reviewed.

Throughout the nursery there were a variety of displays based on each of the topics the children have been looking at. These displays contain children's work and are accessible for parents to view. Throughout the nursery there are also a variety of different information displays such as safeguarding, SEN and Startwell, these are for parents and visitors to gain an insight of what policies and procedures the nursery adheres to.

Education, Training & Employment

CHILDREN'S PLAYS AND WORKSHOPS

Rainbow Day Nursery planned a variety of stimulating workshops and children's plays for parents and children. In December we planned a Healthy Eating workshop which were a great success and the parents and children all enjoyed it. We did the following activities:

- Making different types of sandwiches,
- making smoothies,
- information table with key facts about nutrition, sugar intake etc.
- Creative table, activity tables and support table for parents that wanted to have a chat and to complete feedback and evaluation.

For Christmas, we planned a Christmas play where all children and staff took their time to rehearse and plan a very exciting and entertaining play which included dancing to children's favourite Christmas songs. After the play, the children all met Santa at the Rainbow Day Nursery Grotto, which was beautifully decorated and the children and parents were super excited and had a lovely time.



Linking with Valentine's Day, Rainbow Day Nursery planned a workshop to appreciate children's family members which was called, '**I love my family Workshop**'. Parents and children took part in a variety of fun activities with their children making flower bouquets, cards, frames with their family photos. We received some very good feedback from all parents.

Education, Training & Employment

During the previous terms children have taken part in other events such as world book and red nose day. For world book day children have come into nursery dressed as their favourite book character, children have had the opportunity to talk about the character and look at a variety of different story books related to this. For red nose day children have worn red and baked cakes, to help raise awareness and money for charity.

Parents Evening

At the end of each term parent's evenings are carried out, through which parents have an opportunity to have a one to one with their child's keyworker. Parent evenings are a chance for parents to look at their child's learning journals and assessments and see what progress their child is making within the nursery and also learn about what topics their child has taken part in at nursery. Key workers have the opportunity to learn the child's home life and what they enjoy doing at home and how this can be embedded within the nursery.



Open day

In December we organised an Open Day to promote the nursery to attract residents in the area. Rainbow Day Nursery teamed up with Muslim Aid, a national charity to raise money. All the donation received was given for good cause. We planned a variety of fun activities which included, Face painting, Nail art, sensory activities, Creative table which included making masks, drawing, painting etc. We had a large indoor bouncy castle which the children loved. We provided parents with some activities such as, 'Guess the sweet jar' and also had hot food available and a variety of cupcakes. We had a special surprise from 'Mickey and Minnie Mouse' inviting more potential parents and children to attend the open day and also our local PCSO Rob Capella attended our open day giving Parents some leaflets about the area.

Education, Training & Employment

Partnership Work

Rainbow Day Nursery has close partnership with a number of schools to ensure that the children have a smooth transition to their new schools as much as possible including children with SEN. Meetings with schools have been undertaken to ensure all key information and documents are passed on.

Rainbow Day Nursery ensures regular contact with our Area SENCO Natalie Cook so that all SENCO work is carried out and checked to ensure all information is sent out on time and key information is up to date etc. Regular contact with the SEND team to ensure all information and files are up to date.

We have also been in close contact with the Startwell team to ensure that all targets have been made and work has been completed and implemented in the nursery. Observations were undertaken by 'Theresa' to finalise all information and we received our Startwell Award.

Throughout this year rainbow day nursery have organised external agency visits for the children such as a visit from the police, firemen and Startwell. During these visits children have had the opportunity to learn about the roles of people who help us and had the chance to take part in role play activities and act out being police and firemen. Through Startwell visits children and practitioners have gained knowledge on healthy eating and what changes can be made within the nursery in order to implement a healthier lifestyle for the children. Through this the nursery has also gained a Startwell award.



Special Education Needs Support

Rainbow day nursery caters for all children including those with Special educational needs (SEN) this is demonstrated through our policies and procedures. Currently within the nursery we have 3 SENCO'S (Special Education Needs Co-ordinators) and an Area SENCO (Natalie Cook), who works alongside the setting to support children with SEN. Monthly SEN meetings are carried out which involve parents to review support plans that are in place, which involve targets that key workers implement and evidence on a daily basis. In house trainings and regular updates are provided for all staff in order for them to support children and ensure that they are reaching their full potential.



Staff training

During this Academic year staff have undertaken the following training:

1. Regular in-house trainings on our policy and procedures for staff during inset days and staff meetings.
2. Autism Support from the Autism Outreach Surgery.
3. Food Safety
4. Startwell Training- 2 staff members
5. Oral Health Training
6. Early Years Showcase
7. Autism Training and seminar
8. Fussy Eating Training
9. DSL Refresher Training

WORK PROGRAMME

Community Foundation offers formal and non-formal education, training and work opportunity for youth and adults to enhance their employability and provide essential office work skills such as handling telephone calls, sorting mail, drafting document, filing, preparing invoices, researching, etc.

We provide the following opportunities:

- Work experience for secondary school students usually lasting 1-2 weeks
- Work placements for college and university students usually lasting 6 – 18 months
- Traineeships for young people to usually lasting 6-8 weeks
- Voluntary roles for adults and young people to experience a new area of work.
- Apprenticeships to gain practical experience and a qualification in business administration or early years.
- Internships for graduates to become work ready.

In 2011 we set up our very own work programme for local people. Every year we undertake a special recruitment drive to offer various work opportunities. Protocol Group, Aspiration Training and Cracker Jack Training is our registered training provider who we have been in partnership with for a number of years. Through our programme, the apprentices successfully attained essential practical skills in their chosen career as they completed each module. They managed to develop their self-confidence and key presentation skills through their day to day work as an apprentice. The work environment allowed them to experience working as an actual member of staff and by having set tasks and deadlines, they learnt to meet the expectations employers would have of an employee and prepare them for the real world of work.

List of students and volunteers with us this year:

University Student Placement

Jioong Han 3/12/19 – 20/3/2020 University of Birmingham Masters Programme

Joong Kang 3/12/19 – 20/2/2020 University of Birmingham Masters Programme

Apprenticeship

Medina Mulla 9/12/2019 – present, Business Administration Level 3

Areej Rafique 11/2/19 - 20/3/2020 completed Nursery Nurse level 3

Tasha Kaur 5/11/18 -30/9/2019 completed Nursery Nurse level 3

College Student Placement

Nicoleta Chiriac 17/12/2019 – 17/1/2019 South & City College Birmingham

Nhi Tuyet 31/01/2020 – 20/3/2020 South & City College Birmingham

Asiya Yunus 17/10/2019 – 13/3/2020 South & City College Birmingham

Rukshar Khatun 6/2/2020 – 6/3/2020 South & City College Birmingham

Education, Training and Employment

COMMUNITY TRAINING

Community Foundation offered a number of free courses in March – April 2020, where participants received nationally recognised qualification.

The following courses were offered this year:

Paediatric First Aid level 3.

This course provided valuable training to people who work with children to understand application of first techniques.

Food and Hygiene level 2

Participants learnt about food safety and hygiene including food storage, cross contamination and good hygiene practices.

Behaviour Management

This course was designed to improve knowledge and skills to deal with challenging behaviour and help children to express their emotions and support managing their behaviour.



Health and Safety Level 2

This training was designed to enable participants to fully understand importance of health and safety and how to undertake risk assessment and promote the safety of children.

YOUTH CONNECTION



Youth Connections is a platform for young people to work together with other young people from across Europe and surrounding countries to discuss issues of common interest, share experiences and learn from each other and come up with thoughts and ideas to better respond to them.

Community Foundation took part in the Reconnection 11 day training course in Ankara, Turkey from the 25 August to 4 September 2019. The programme was attended by 35 Youth Leaders from across the UK, Bulgaria, Denmark, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Spain and Turkey.



COVID-19 LOCKDOWN

Towards the end of the year, for the first time in living memory, we all witnessed the social and economical impact of the Coronavirus. This was indeed a very testing time for the charity, our staff, and all our users. Our heartfelt condolences go out to all the people who died after contracting the virus and the anguish of the near and dear family members who were unable to say their final goodbyes. A number of people we worked with from partner organisations and service users are no longer with us. This was a sudden event that touched the lives of many people, particularly those from the BAME communities.

Following government guidelines, we took the decision to close the charity on 20 March. However soon thereafter we noticed there was a need to continue services to support people experience new challenges due to the lockdown. Our volunteers were engaged to provide services remotely to people who were isolated or shielding.

Due to COVID-19 topics had to be altered, our main focus was Hygiene and having an understanding of what's going on around the world. Supporting parents, staff and children as much as possible and keeping in contact with them to ensure they kept updated on latest government advice and information. We also ensured all new government guidelines are being met and keeping up to date with new and current information that was changing all the time.

EMERGENCY RESILIENCE FUNDING FOR FAMILIES AND YOUNG PEOPLE

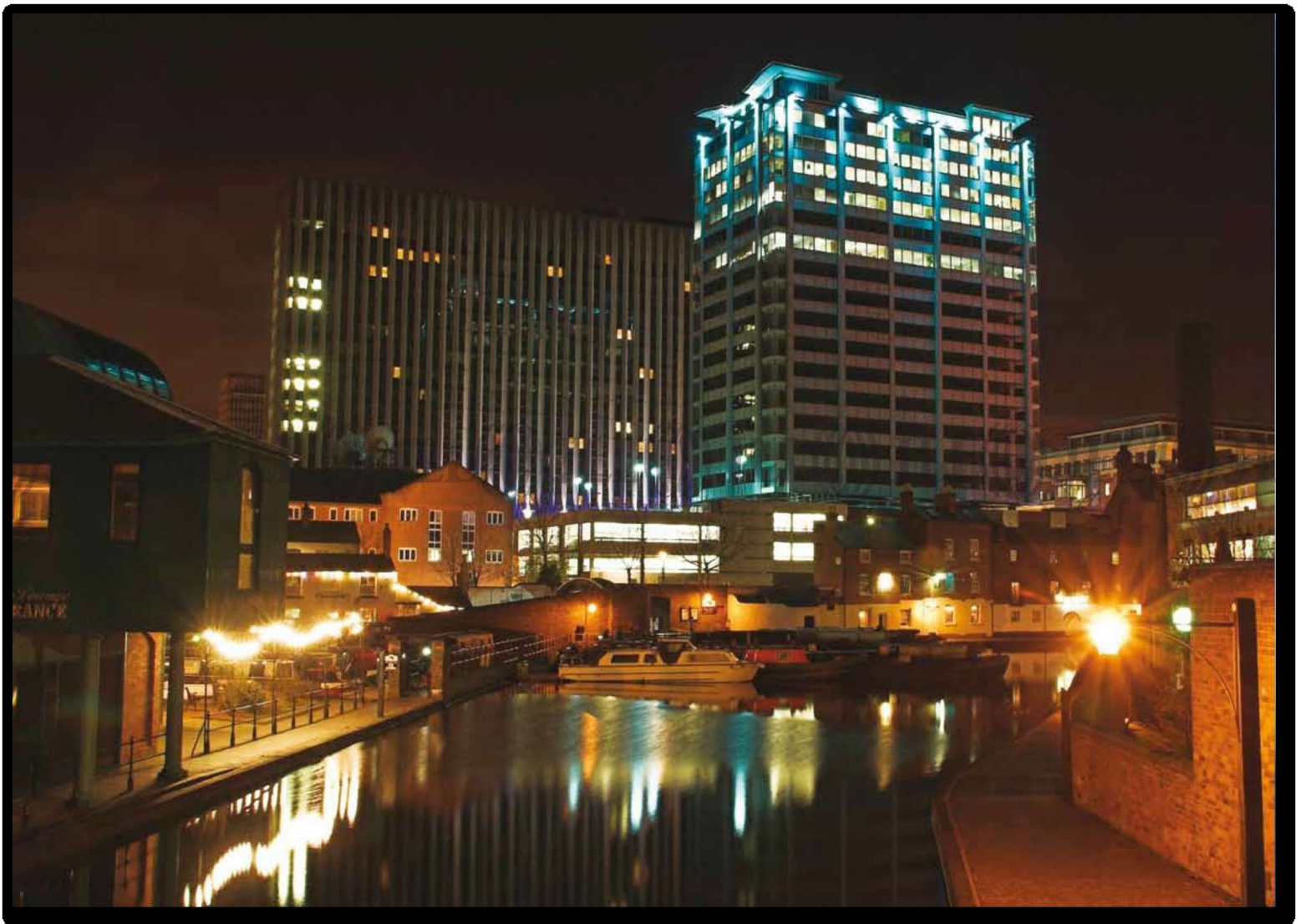
Community Foundation supported a number of families and young people in Birmingham who require emergency financial assistance due to Covid-19. Emergency Resilience Funding support was made available to young people and families by Birmingham City Council. The funding was strictly for emergencies due to Covid-19 and payments were usually made within 2 days of application. The emergency funding was used for families in hardship, for example to buy food, medicines, nappies and other supplies or to pay for emergency fuel, white goods or internet access.

YOUTH COVID-19 RESPONSE PERSONAL EXPERIENCE STUDY 18-24 YEAR

Community Foundation supported University College London institute of Child Health conduct an online study looking at how COVID-19 is affecting the lives, mental health and wellbeing of young people aged 16-24. The study was really important to understand what the new needs were and moving forward for policy and healthcare as they are a particular vulnerable group who tend to fall between the cracks in terms of health provision

NEW HEADQUARTERS FOR COMMUNITY FOUNDATION

Community Foundation main headquarters moved to Quayside Tower on Broad Street in the heart of Birmingham commercial district and city centre in January 2020. Our central administrative office moved from St Silas Square in Lozells to the new 6th floor Quayside Tower, however our front line services will continue to operate from Lozells. In addition to our administrative office at Quayside Tower, we will also have a meeting/training room to accommodate 30 people and access to a conference/event rooms for up to 300 people.



The charity is controlled by its governing document, a memorandum and association and article of association, and is set up as a not for profit company limited by guarantee and not having a share capital. The company was first registered on the 23rd March 2010 and applied for charity registration on 23rd January 2014.

Community Foundation is a grassroots voluntary organisation which seeks to improve the quality of life of marginalised and hard to reach communities living in areas of multiple deprivations. We set up initiatives and projects to develop communities to help themselves.

The charity is organised with a management committee (Board of Trustees) who oversee the overall activities and one of the committee member is nominated as a chairperson, to monitor the day to day running of the charity.

The following officers served in the Board of Trustees for the current year:

Mr Bashir Ahmed MBE	Chair
Mr Abdullah Mohammad Ismail	Vice Chair
Mr Gaus Uddin	Treasurer
Mrs Irmana Parvin	Asst. Treasurer

Principle Appointed Officer

Mr Nozmul Hussain	Company Secretary
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Trustee Induction and Training

New trustees undergo an orientation day to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The board of trustees administers the charity. The board normally meets quarterly. The Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Chief Executive has delegated authority, within terms of delegation approved by the trustees, for operational matters including expenditure as set in the budget and recruitment.

Remuneration

All trustees (directors) give of their time freely and no director received remuneration in the year.

Risk management

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focused on non-financial risks arising from fire, health and safety, safeguarding and food hygiene. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

1. Select suitable accounting policies and apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether the policies adopted are in accordance with the Charities SORP, the regulations made under section 44 of the charities act and applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
4. Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that

The financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Company Registration number: 7199617

Date of Registration: 23rd March 2010

Charity registration number: 1155455

Registered as a company limited by guarantee in England

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Funders & Sponsors

