









# Contents

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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.

2020 was indeed a year to set all other years apart and will go down in history as a time when social interaction became remote, face masks became the norm, and online video conference meetings entered our bedrooms. Ramadan, Eid and Christmas celebrations took place without the usual joy and festivities in socially distanced online gatherings away from our loved ones. However, despite these 'new normal', the community rose above all odds to find out who our neighbours are and how they were doing. We realised how indebted we are to our public services, especially those who work for the NHS, by risking their lives to save ours by putting their lives on the line exhibiting saintly selflessness. We were in a national lockdown until mid-February. Covid-19 cases were rising rapidly across all areas. The single most important action people took was to stay at home to protect the NHS and save lives. We all did this to protect each other and prevent our health service from being overwhelmed. We have had to quickly adapt to a new lifestyle which we could not have predicted. Alongside this, we've had to dead with establishing new and different boundaries and tackling challenges head-on at home and work.

Despite the lockdown and long periods where staff were furloughed, nonetheless it has been yet another busy year for us. We will highlight some of the key areas of work that have taken place this year.

We were very fortunate to secure a rent-free premises in January. Quayside Tower on Broad Street in the heart of Birmingham city centre has now become our administrative headquarters. Our front-line services still continue to operate from Lozells. We also secured a rent free premises in London Victoria. Our first social enterprises- a trendy café was established at this site providing employment opportunities for young people and selling healthy food.

Our Education, Training and Employment services have continued to provide a range of different services for the young and old. Our Work Programme 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 8 young people through our Work Programme who were on placement with us from various schools, colleges and universities. We also provided a number of Development Programme to organisations offering a range of bespoke training to staff and trustee to up skill them on essential knowledge in running a charity, this year the training was mainly on safe access to premises, lock down rules implementation and carrying out risk assessments.

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. Several 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 several 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 two 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, We 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 is 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.

## **OUR SERVICES AND ACTIVITIES**

Education
Training
&
Employment

- Rainbow Day Nursery
- Apprenticeship Programme
- Traineeship Scheme
- School Work Experience
- College Placement
- Graduate Internship Scheme
- Voluntary Work Programme
- Employment Workshops
- Life Skills English Programme
- Job Club
- Suited and Booted
- Social Enterprise Programme
- Community Economic Development

Community
Reassurance
&
Wellbeing

- Pride in our Neighbourhood Campaign
- Community Question Time
- Neighbourhood Watch Scheme
- Canal Adoption Scheme
- Community Awareness Workshops
- Coffee Mornings
- DBS Check Service
- Picnic in the Park
- Community Needs Survey
- Know your Neighbour
- Medina Food Bank
- Healthy Living

Youth & Community Services

- Community Inspiration Awards
- Organisational Development
- Youth Leadership Scheme
- Youth Connections International
- Children & Youth Services
- Summer & Winter Holiday Scheme
- Youth Residential/camp
- Family Day Trips
- Deen Academy
- KidsSports Day in the Park



## **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 postgraduates, 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 successful carry out them 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 instil 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 is a not-for-profit full-time 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 30 hours full-time nursery places, even though we only receive funding for 15 hours part time. 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.

Rainbow Day Nursery was happy to receive the Startwell Award. 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 implemented all the 7 key 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 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 During the lockdown, we ensured that regular contact was made with parents and children; this was done through fortnightly safeguarding calls.



Unfortunately, again due to COVID-19, the country went into another lockdown in January 2021, which meant that the nursery could not reopen.

### **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 2 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 daily. In house trainings and regular updates are provided for all staff for them to support children and ensure that they are reaching their full potential.

#### Partnership Work

Rainbow Day Nursery has close partnership with several 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.

#### **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.

Since 2011 we have been running our 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 several 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.

#### **COMMUNITY TRAINING**

### MOSQUE RE-OPENING TRAINING

Community Foundation ran a one-day training course on the 4th July, to prepare mosque staff, volunteers and trustee with essential knowledge and skills in reopening mosque after the lockdown. The training was attended by representatives from various mosques in Birmingham and delivered by Nozmul Hussain Chief



Executive of Community
Foundation at the Jami
Mosque and Islamic Centre
in Small Heath. Participants
learnt about all the things
that needed to be done
before reopening the
mosque such as carrying
out a risk assessment,
drafting a Covid-19 policy
and guidelines, making
changes to premises and
operating times to reduce
risks. Participants also

learnt about legal duties and role of trustee, staff and volunteers and keeping premises safe for employees and visitors. The session ended with some practical workshop on how to take temperature reading, crowd control whilst maintaining social distance and what to do if a visitor has Covid-19 symptoms.

### YOUTH COVID-19 RESPONSE PERSONAL EXPERIENCE STUDY

Community Foundation supported University College London institute of Child Health conduct an online study in June looking at how COVID-19 is affecting the lives, mental health and wellbeing of young people aged 16-24.

The study sought to understand what the needs are now and moving forward for policy and healthcare. Young people are a particular vulnerable group as they tend to fall between the cracks in terms of health provision but also having a voice.

#### **COMMUNITY & ORGANISATION MESSAGES**

Due to the constant changes to the law and government guidance, we regularly communicated to the public and community organisations via social media and also put out simplified guidance posters to alert people to the new requirements.

### **SOCIAL ENTERPRISE**

### **CAFÉ VICTORIA**

We were very fortunate to secure a rent-free premises in London Victoria. Our first social enterprises- a trendy salad, coffee and desert bar, which was established in July 2020 providing access to employment opportunities for young people and those long term unemployed and selling healthy food.







#### **SALT & PEPPER**

We established our second social enterprise in Cannock town centre through another rent free premises we secured in December. In partnership with Sandwell Council and the Cannock Job Centre we have provided employment opportunity to four young people though the government Kick Start Scheme.









## **Youth & Community Services**

#### 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. Due to Covid restrictions we decided to not take part in any International youth programmes this year. We sadly had to turn done a 10 days youth training programme in Turkey in April. Our next youth exchange in partnership with 8 other European countries will take place in March 2022 in Greece.

#### **UK YOUTH ACHIEVEMENT AWARDS**



Community Foundation partnered with UK Youth to run the FutureProof Youth Achievement Awards, from November 2020 – Feb 2021 online via Zoom. An electronic tablet was also issued to a number of young people to give them access to join the programme online. The programme was ASDAN accredited and was open to young people aged 9 -25 years. 30 young people completed the programme which was designed to:

- Improve their emotional & social capabilities
- increase their motivation & self-esteem
- increase their understanding of different perspective
- improve their ability to form and express your views
- Increase their knowledge of how to get involved and make positive changes in your community



#### **COVID-19 RESPONSE**

Towards the end of the year, for the first time in living memory, we all witnessed the social and economic 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. Several 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.

#### EMERGENCY RESILIENCE FUNDING FOR FAMILIES AND YOUNG PEOPLE





Community Foundation supported several 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.

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.

#### **NEIGHBOURHOOD WATCH SCHEME**

Community Foundation has set up a Neighbourhood Watch Scheme covering most of the Lozells Area. All residents of the area are able to become a member of the scheme and help in making sure that the area is strong, clean, and a safe place to live.

The purpose of the Neighbourhood Watch Scheme is to:

- Reduce / prevent local crime & disorder
- Reduce fear of crime
- Address antisocial behaviour
- Create safer neighbourhoods
- Build community spirit and cohesion
- Reassure members of the public
- Improve quality of life and the local environment
- Create a cleaner environment





#### **ACTION AGAINST FLY-TIPPING**

Our Neighbourhood Watch run a campaign in March to stop Fly-tipping and litter dropping as it was a major concern for residents in Lozells. The situation has grown from bad to worse. We publicised the Council's fly-tipping report number and informed people that fly-tipping is a serious criminal offence with unlimited fines and up to 5 years in prison.

The message we gave was that if residents don't look after their area then nobody else will. Together we can stop this problem and make the area pleasing to live and work for all.

#### **CENSUS 2021**

Community Foundation registered to become an approved ONS approved Census Support Centre to help people complete their Census application online. The census is a survey that happens every 10 years and gives a picture of all the people and households in England and Wales for policy-makers and services providers to plan accordingly. Our advisors were ready to support anybody not confident in completing the census online, or did not have access to an online device, we helped them complete the questionnaire. Our census support service was available 5 days a week from 1st March to 4th May 2021.



#### **DBS ELIGIBILITY CHECKS**

Community Foundation registered to be able to processes applications to check eligibility for DBS check, to help those that were required by law to verify they were able to work or volunteer with children and/or vulnerable adults.

#### **EASYFUNDRAISING**

Community Foundation registered for easyfundraising to get a donation every time somebody registered on the scheme did online shopping. Our supporters and well-wishers who joined the scheme helped us to raise over £100 without them having to pay a penny.

### Question Time with Andy Street, Mayor of West Midlands Combined Authority

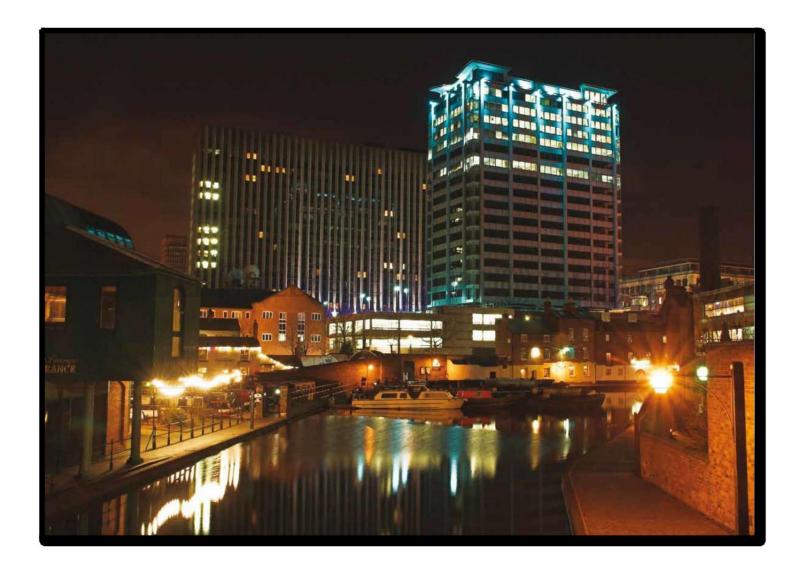
Community Foundation organised a Community Question Time session with Andy Street the Mayor of West Midlands Combined Authority.



The online session on Zoom was attended by over 30 community organisations from across West Midlands who joined to hear the work undertaken by the Mayor and his plans for the future. The event was hosted by the Chief Executive of Community Foundation. A range of important questions were posed to Andy to explain how you will make positive improvements to the area's economy, housing, skills and transport. In addition specific questions were also asked on how he will improve community cohesion, reduce hate crime against the Muslim community and tackle youth unemployment.

### **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. 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.



Our 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 23<sup>rd</sup> March 2010 and applied for charity registration on 23<sup>rd</sup> 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 Chairman

Mr Abdullah Mohammad Ismail Vice Chairman
Mrs Jessica Hope Saunders Secretary
Mr Gaus Uddin Treasurer

Mrs Irmana Parvin Asst. Treasurer

Ms Haleema Jabbar

### **Principle Appointed Officer**

Mr Nozmul Hussain Company Secretary

#### **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.

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#### 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 all operational matters.

#### 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.

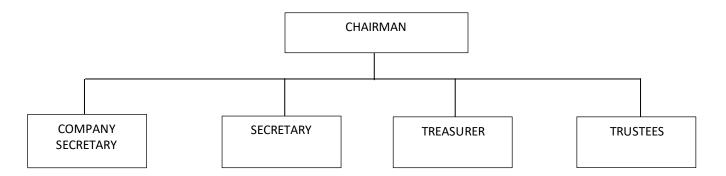
#### Trustees' responsibilities in relation to the financial statements

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).

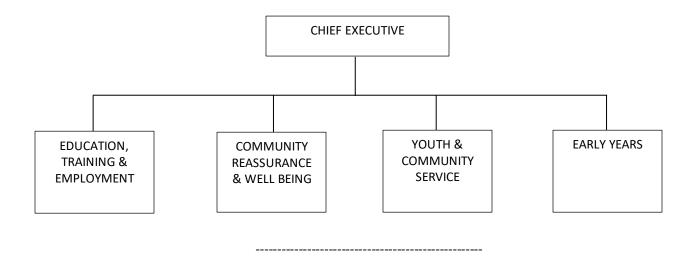
Community Foundation was established and registered in March 2010.

- We are registered as a company limited by guarantee in England, Registration Number 7199617.
- We are registered with the Charity Commission as a non-profit charity, Registration Number 1155455.
- We are registered with Ofsted for the Compulsory and Voluntary part of the Child Care Register,
   Registration Number EY486400
- We are registered with Department for Education, DfE Unique Reference Number 613732
- We are registered with the Food Standards Agency for the Food Premises Registration Regulation EC 852/2004
- We are on the Register of Training Organisation (ROTO), UK Provider Reference Number (UKPRN)
   10041870

### **Our Governance Structure**



### **Our Management Structure**



Company Registration number: 7199617

Date of Registration: 23rd March 2010

**Charity registration number**: 1155455

Registered as a company limited by guarantee in England

### **Head Office**

6<sup>th</sup> floor Quayside Towers 252 – 260 Broad St Birmingham B1 2HF

### **Registered and Principal office:**

20 St. Silas Square Birmingham B19 1QW

### **London Social Enterprise**

Cafe Victoria 8a Artillery Row, SW1P 1RZ

### **Cannock Social Enterprise:**

Salt & Pepper 1a Market Hall Street, Cannock, WS11 1EB

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# **Sponsors, Partners & Funders**

































