



2018/19

Annual Report

ANKARA

KALKINMA AJANSI





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Welcome from the Chairman and the Chief Executive

I am pleased to present this year's report to our members, volunteers and all our stakeholders detailing the work carried out by the organisation. It has been yet another busy year for us here at Community Foundation. Staff and volunteers have continued to deliver excellent services with the limited funds available. Full details of these projects and services are detailed in our annual report. 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 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 18 people through our Work Programme.

The Community Inspiration Awards ceremony has yet again been the highlight for the year. Like all years we received nominations for some incredible individuals and organisations, which created a real challenge for our panelist to shortlist the best from the best. I would like to once again thank all our VIP award presenters for taking out their valuable time to give an award on the night.

Our youth programmes have also been very engaging. The youth residential like previous years was oversubscribed. Participants at this year's Youth Connections programme enjoyed a week long study programme in Turkey. We have supported a number of organisations through our Organisational Development Programme, offering a range of bespoke training to staff and trustee to up skill them on essential knowledge for running a charity organisation.

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.

Handwritten signature of Bashir Ahmed MBE.

Bashir Ahmed MBE
Chairman

Handwritten signature of Nozmul Hussain.

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.



Services and Activities

Education Training & Employment

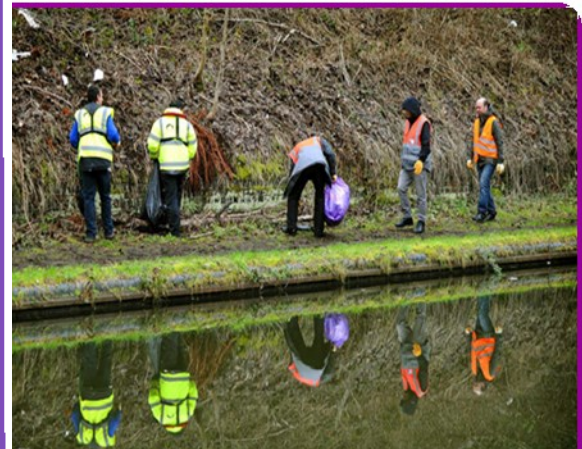
- Rainbow Day Nursery
- Life Skills English Programme
- Apprenticeship Programme
- Community Work Programme
- Work Experience Programme
- Money Workshops
- Organisation Development

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





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 years 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 we had 42 children enrolled in the nursery and we have taken on 2 nursery apprentices, 1 university student and 2 college students on nursery placements. The Apprentices and university 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.





Life Skills English Course

Community Foundation has been successfully running the women-only Life skills English Class since 2014. This year marked the completion of another group of students who attended the one day a week classes from 13 Nov 2017 - 23 April 2018. One of our university placement student from University College Birmingham managed the Life skills English course where she helped non-English speakers learn the basics of the English Language. Participants gained invaluable confidence building skills to allow them to talk and understand every day conversation when out shopping, visiting their GP or just chatting with their neighbours.

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.

Nine years ago 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 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:

Work Experience

Ahmed Hussain 29/10/2018 - 02/11/2018 Holte School
Yasmin Begum 24/06/2019 - 28/06/2019 Holte School
Beenish Nasear 24/06/2019 - 28/06/2019 Holte School
Sovera Aakif 01/07/2019 - 04/07/2019 Holte School
Salina Hussain 01/07/2019 - 04/07/2019 Holte School

Traineeship

Muhammed Hussain 05/11/2018 - 19/12/2018 Protocol Skills
Kasim Ahmed 11/03/2019 - 16/05/2019 Protocol Skills
Abiba Bakari 17/04/2018 - 11/05/2018

College Student Placement

Aatia Butt 14/01/2019 - 15/01/2019 South and City College
Tasnia Arob 19/10/2018 - 21/12/2019 Walsall College

University Student Placement

Hungsoo Kim 15/10/2018 - 26/03/2019 University of Birmingham (
Faiza Akhtar 23/10/2018 Birmingham City University

Apprenticeship

Tasha Kaur 05/11/2018 – 30/10/19 Childcare level 3
Alexander Weir 1/10/2018 – 30/9/2019 Business Administration level 3
Areej Rafique 11/02/2019 – present Childcare level 3

Volunteer

Sofia Khan 30/05/2018- 20/07/2018
Momina Kauser 30/01/2019 - present



Job Club

Community Foundation ran weekly Job club sessions every Monday afternoon providing job advice, interview techniques, confidence building and CV development guidance. In addition we also assisted a number of clients with completing job applications and offering opportunities to volunteer with us.





Organisation Development Training

Community Foundation facilitated a two days training programme on the 4th – 5th February 2019 for mosque trustee and senior staff at the Markfield Conference Centre in Leicester. Participants spent the first day learning about trustee duty role of board and senior management team. As well as role and remit of charity commission and good practice guidelines skills audit was also undertaken for trustee and senior staff along with detailed assessment of the board. The second day was spent doing organisation review, SWOT analysis and strategic planning with long term goal setting. Defining vision and mission statement during this session trustee learnt the importance of demography. The role of mosque and understanding challenges and opportunities before setting strategic priorities.





Community Reassurance & Wellbeing

Canal Adoption Scheme

Community Foundation started a new fishing project in partnership with the Canal and River Trust encouraging people to fish and help others learn how to fish through angling. The programme was oversubscribed and everyone who attended thoroughly enjoyed the sessions and requested more sessions be booked.





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.

Delegation from Community Foundation took part in a week long study visit to Ankara, Turkey from 3 - 8 November 2018. The study visit hosted by Turkey was organised in partnership with Community Foundation from the UK, and organisations from Germany, Italy, Slovenia, Slovakia, Bulgaria, and Macedonia. The delegation of 28 people from across the eight countries spent time learning about youth and community development, Education, governance and humanitarian relief work. Presentations and briefing were given to the delegation by senior staff from the World Bank, Turkey International Development Agency, Kecioren Municipality, Ankara Metropolitan Municipality, Red Crescent, and the Middle East Technical University.

The last day was spent sightseeing and visiting historical sites and sampling even more Turkish delicacies, more tea and plenty of sweet deserts during stop overs.





Youth & Community Services

Community Day Trip

For this year's day trip, participants voted to go to Barry Island in Wales. We took 50 people from across Birmingham including young and old as well as people from different ethnic background during the summer holidays on Sunday 19th August 2018.





Youth Residential

This year we took 25 children from the age of 9-14 years of age, on the annual four day residential holiday to Great Hucklow in Derbyshire during the summer school holiday from 24th July till the 27th July 2018. Young people took part in cross country walks across picturesque Dovedale streams and hills. They tried out their marksmanship skills on archery and rifle shooting. Confidence booster was gained through climbing the 30 feet high ropes cube. The weather was also pretty good throughout the stay which added to the children's week long enjoyment.





Community Inspiration Awards

The 8th Community Inspiration Awards ceremony was held on Friday 6 July 2018 at Al Miraj Banqueting Suite in Birmingham. The awards ceremony was hosted by Nozmul Hussain founder and chief executive of Community Foundation. This year's award presenters included Lord Mayor of Birmingham Councillor Yvonne Mosquito, Neena Gill MEP, Dawn Baxendale Chief Executive Birmingham City Council, Jane Bailey Superintendent West Midlands Police, Councillor Waseem Zaffar Cabinet Member Birmingham City Council, Claire Bent from University of Birmingham, Steve Taylor WM Fire service Area Commander, Peter Mathews CMG Chairman Black Country Metals Trading Ltd.

Details of those finalist and winners were as follows:

PUBLIC SERVICES CATEGORY

Health and Wellbeing Award

Award presenter: Claire Bent University of Birmingham

Finalist: Looking Forward | Murray Hall Community Trust

Winner: Adam Pullen & Sophia Smith

Education Services Award

Award Presenter: Neena Gill | Member of European Parliament West Midlands

Finalist: Sarah O'Boyle | Galton Valley Primary School

Winner: Dr Raj Ramachandram | NHS Birmingham South Central Clinical Commissioning Group

Community Reassurance Award

Award Presenter: Jane Bailey | Superintendent West Midlands Police

Finalist: DI Jennifer Pearson | West Midlands Police

Winner: Chris Hoare | Birmingham South West Residents Group

Fire Fighter Award

Award Presenter: Steve Taylor | Area Commander WM Fire Service

Finalist: John Conway | West Midlands Fire Service

Winner: Neil Spencer & Gemma McSweeney | West Midlands Fire Service



Youth & Community Services

Business & Enterprise Award

Award Presenter: Peter Mathews CMG | Chairman Black Country Metals Trading Ltd

Finalist: Paul Street - Soho Road Business Improvement District (BID)

Winner: Spice Leaf

Community Organisation Award

Award Presenter: Dawn Baxendale | Chief Executive Birmingham City Council

Finalist: Shades of Black – Mrs Eunice McGhie Belgrave

Winner: Sean Flynn | New Heights Warren Farm Community Project





COMMUNITY CATEGORY

Lifetime Achievement Award

Award Presenter: Claire Bent University of Birmingham

Finalist: Valerie Tonks | Earlswood Village Museum

Winner: Mrs Eunice McGhie Belgrave | Shades of Black

Bringing People Together Award

Award Presenter: Jane Bailey Superintendent West Midlands Police

Finalist: Dosti Group - Yasmin Akhtar | Dosti Group

Winner: Mica Elliot | The Feast

Environmental Champion Award

Award Presenter: Cllr Waseem Zaffar | Cabinet Member Birmingham City Council

Finalist: John Tidmarsh | The Wildlife Trust for Birmingham and the Black Country

Winner: Friends of Jubilee Park

Volunteer Award

Award Presenter: Peter Mathews CMG | Chairman WM Canal and River Trust

Finalist: Ray Radford | Safeside - West Midlands Fire Service

Winner: Cape Community Care Day Centre

Education Achievement Award

Award Presenter: Dawn Baxendale | Chief Executive Birmingham City Council

Winner 1: Aminur Rahman – BA Hons

Winner 2: Abdikarim Mohamed – BA Hons



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 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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Birmingham B1 2HF

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Twitter: [comm_foundation](https://twitter.com/comm_foundation)



Funders & Sponsors

