



UK - Butterflies LTD

UK Butterflies LTD

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4 Eldon Place, BD1 3AZ Bradford West Yorkshire United Kingdom
Registration nr 08676364



UK BUTTERFLIES LTD (UKB) BUSINESS PLAN

1. Executive summary:

The UK BUTTERFLIES LTD (UKB) aims to support residents of BRADFORD and the surrounding area who are in material or social need and to promote integration and community cohesion. In particular, our organisation offers support to individuals and families who live in the area. These are largely EU Citizens from Poland, Slovakia (mainly Roma), Lithuania, Romania, Italy, Latvia, Lithuania.

UK Butterflies is a Non-Profit organisation limited by guarantee.

We run different projects including educational projects. We also work with different European countries working around transnational projects together.

We care about Polish language, Polish history, Polish geography, tradition, culture and heritage, human rights, education, equality and diversity. We offer wide trainings for professionals, parents, young people (bespoke training too).

To integrate Central European communities to live safely in Bradford we organise a range of community cohesion events, promotion of healthy living and well-being through short courses, workshops, conferences including international youth exchange, immigration advice sessions in terms of EUSS Settled Status run by local advisers.

Our vision is of Bradford being home to Central European migrants where they can make choices about their families, work and homes, immigration status and live fulfilled lives as respected members of local communities. Our mission is to support migrants from Central Europe in order to help them to make choices about their lives and realise their potential as equal members of communities.

We also work with schools, foster homes, key organisations in UK, Poland, Italy, Ireland, Czech Republic, Hungary, Slovakia in regards to anti hate crime and equality and diversity in multicultural environment by research and implementation of different methods which has been used in the UK (Good Methods Practice)

All of the activities of our organisation are planned with reference to the guidelines regarding public benefit, which is supported through the development of individual skills and understanding, and through activities to promote integration and community cohesion.

Planned Further Developments:

- To register UKB to provide advice on immigration issues (initially limited to the EU Settlement Scheme);
- To extend education provision;
- To broaden social and community activities;
- To widen the availability of current services.
- To co-manage EU Settlement Network Champions Groups managed by Bradford Metropolitan District Council representatives
- To run awareness sessions for schools with the highest number of EU Citizens living in Bradford (We identified 12 schools so far)



2. Organisation Details:

UK BUTTERFLIES LTD (UKB)

Registration Number 08676364

4 Eldon Place

BD1 3AZ Bradford

West Yorkshire

www.uk-butterflies.com

euss@uk-butterflies.com

Mobile 074 532 78 703

Landline 01274968046

What the Organisation Does:

1. Charitable Purposes

To develop the capacity and skills of the members of the socially and economically disadvantaged EU community living in Bradford; particularly children and families from Central & Eastern Europe including Roma Community, in order that they may be able to become active and fully participant members of our society.

2. Our Vision

The promotion of integration and cohesion where society where all can feel of value and worth and are valued equally; where newcomers can feel welcome and where the established population welcomes strangers and the diversity which EU Citizens

2. Our Mission

To promote integration and inclusion through the provision of education, support, and advice; and to promote community cohesion through social activities. Also to raise an awareness around the EU Settled Status and the need of application to prevent undocumented stay in the UK after BREXIT

3. Our Values

Respect for the dignity and rights of every individual with full participation in a common culture enriched by diversity.

4. Public Benefit

All of the activities of UKB are planned with reference to guidelines regarding public benefit, which is supported through the development of individual skills and understanding, and through activities to promote integration and community cohesion.



5. Background & Achievements to Date:

UK Butterflies LTD was created in 2011 in Bradford and registered with Companies House as a limited company by Guarantee in 2013. We are 6 years old now. During the time we supported over 5000 service users.

We provide services in Polish, English, Slovak.

Many of our service users has very little knowledge of English language; they found education, health, housing and benefit systems difficult to navigate; they were unclear about their rights and distrustful of formal social and civic agencies (especially the police); and so they could easily fall foul of the law through ignorance.

In the time of Brexit our service users find the EU Settlement Scheme very difficult to navigate especially those who do not have an access to phones, computers, laptops and those who do not have any valid documents.

We have 4 trustees in our organisation and we are mainly supported by volunteers to deliver services.

Our mission is to integrate communities, put domestic abuse and hate crime at the forefront of efforts to reduce opportunity for crime, fear, isolation and to minimise an impact of any form of violence within communities.

We also run international projects based on new methods implemented in different European countries around multiculturalism in preserving identity, new media in education, tools and programmes for professionals, youth exchange, workshops and training for professionals in Polish and English.

Our contractors are experienced project managers (we run 12 projects in last 3 years. We won four international ones) .

We run events to integrate communities (coffee mornings, trips, workshops, drama in lifelong learning etc, seminars, conferences, presentations) to help people integrate, reduces stress, minimise loneliness and prevent crimes including cyber-bullying and bullying.

Multicultural environment, education, national identity plays a vital role in our research.

We work close to Polish Consulate in Manchester and Polish Embassy in legal matters.

Our vision is to be recognised as a leading organisation supporting and enabling Eastern European mainly Polish – adults and children to play an active role in British society.

We are a part of international cooperation where we promote active role of Europeans.

We create tools and resources in Polish&English for a public benefit.

Our current premises are in the Centre of Bradford, one of the most socially deprived areas in the Bradford Metropolitan District, and our organisation now provides support to a diverse community, including the local original residents of this former Local Authority housing estate.



6. Main activities:

- Developing and creating bilingual materials for EU countries funded by the European Union funding which are then implemented in EU Countries as a free of use tools in the professional capacity
- Organising International meetings funded by EU
- Organising EU mobilities funded by EU
- Online Safety Awareness Sessions in partnership with West Yorkshire Police Cybercrime Team
- Equality and Diversity Sessions in partnership with Bradford Metropolitan District Council
- Hate Crime Prevention sessions in partnership with Bradford Metropolitan District Council
- Brexit and Settled Status Awareness Sessions in partnership with Bradford Metropolitan District Council for the community
- Brexit and Settled Status Awareness Sessions in partnership with Bradford Metropolitan District Council for schools (parents of EU pupils and students)
- EUSS Champions Network Groups for Professionals working with EU Citizens in partnership with Bradford Metropolitan District Council
- Community Cohesion and Integration events
- Mental Health Support Group
- 1:1 counselling
- Trainings and workshops for professionals working with EU Citizens
- English language lessons
- Drop-in advice: a secure and welcoming environment where advice can be sought on a range of issues including employment applications, school places, health matters, housing, hate crime reporting and workplace discrimination (for most service users this can be in their home language).
- Shared meals/events to celebrate and share aspects of immigrant culture with established residents.
- Conferences (e.g. Community Partnership, Near Neighbours 'Real People, Honest Talk' Forum, the continuing development of school staff, working with children who have English as an Additional Language) and community events.

7 Goals in the next 12 months:

Advice and Guidance:

- To register with OISC in order to provide immigration advice for the EU Settlement Scheme and awareness sessions around BREXIT, free movement and right to reside. There is considerable concern and confusion amongst the local EU Nationals in the local community about Brexit and how their residence, health, education and employment status will be affected. Several have also suffered from Race Hate Crime and seek advice and support as a result. Although the Centre Manager is very experienced in cooperation with the Police, hate Crime Alliance and Bradford Metropolitan District Council as a PhD researcher around EUSS at University of Bradford Aleksandra is our key person to manage the advisers.



- To establish EU Citizens Mental Shelter Support Groups due to stress and anxiety in regards to uncertainty around EU citizens future in the UK in cooperation with Bradford Metropolitan District Council
- To become contact point for people who would like to report the Hate Crime in Polish or Slovak language
- To increase the number of advisers from one to three in order to be able to respond to the increase in the number of people seeking advice and the general increase in numbers coming to Centre for advice, relating to other matters.
- To keep the cooperation with the Polish Consulate and Embassy Ministry of Foreign Affairs in London in order to support the most vulnerable (including the victims of domestic abuse and human trafficking to obtaining documents)
- Due to BREXIT and not clear future around EU funding ins case of no deal which is the only portion of the funding we get, we must identify funding and apply for it from the UK source

8. Longer Term Goals:

- Full registration with OISC at Level 1, proceeding to Level 2.
- To ensure the Centre Manager be trained to OISC Level 2.
- All advisers to receive refresher training at Level 1.
- To develop the Clothing & Furniture Bank to full Charity Shop status, free to those in need.
- To update our IT facility.
- To introduce employment-related education courses in partnership with a registered agencies.
- To employ a qualified PTSD therapist / counsellor
- To apply for UK funding



Below is a summary of the financial projection required to achieve some of these goals over the next few years. Although a small amount of funding has already been secured, the remainder will be sought through applications to the relevant funding organisations.

<u>GSC Forecast Income & Expenditure</u>				
	2108	2019	2020	2021
Income	Total	Total	Total	Total
Grants	£116 450.40	£140 188.00	£80 000.00	£80 000.00
Fund Raising	£500	£1,186.70	£1000	£1000
Capital Grants	£5000	£10 000.00	£5 000	£5 000
Total Income	£ 121 950.40	£151 374.70	£86 000.00	£86 000.00
Expenditure				
Experts wages	£72 300 00	£94 100.00	£55 000.00	£55 000.00
International mobilities	£21 450 00	£24 760.00	£0	£0
Conferences	£8 600.00	£11 200.00	£8 000.00	£8 000.00
Telephone	£600.00	£600.00	£600.00	£600.00
Postage	£172.50	£151.70	£160.00	£160.00
Stationery	£1 477.50	£1 997.40	£1 500.00	£1 500.00
Refreshments	£2 200.00	£3,376.63	£3 000.00	£3 000.00
International meetings	£4 600.00	£4 600.00	£4 600.00	£4 600.00
Insurance	£400.00	£400.00	£400.00	£400.00
Utilities	£6 000.00	£6 000.00	£6 000.00	£6 000.00
Cleaning etc	£1 600.00	£1 600.00	£1 600.00	£1 600.00

Total Expenditure	£119 400.00	£148 785.73	£80 860.00	£80 860.00
Net Reserves	£2 550.40	(£2 588.97)	(£5 140.00)	(£5 140.00)
Bank account	December 2018 £2 550.40	August 2019 (£32 588.97)		

9. Co-operation with other Providers:

UK BUTTERFLIES LTD works in partnership with many organisations in Bradford District including West Yorkshire Police, Hate Crime Section Bradford Metropolitan District Council, Women's Aid, BREXIT strategic Team Bradford Metropolitan District Council, BEAP Community Centre (Bangladeshi Community), St Marys Magdalene Church Muslim Pakistani Community Group. Ravenscliffe Community Youth Club, Community Foundation Bradford City Football Club, Homes4Living Charity, VCS, Bread+Roses Community Cafe, UK SPOT LTD , schools, Polish Embassy Ministry of Foreign Affairs London, Polish Consulate, Bradford University, Birmingham City University. We are the members of Migration Group NW managed by Edge Hill University. We work close with local authorities in Poland (Auschwitz and Cracow) and social services in Poland too.



10. SWOT Analysis:

S

STRENGTH

- Open to everyone incl. all faiths and none,
- Welcoming Atmosphere
- Ethnically diverse
- Working with EU citizens regardless of age, sexuality, gender, nationality, sexual orientation, disability, religion
- Open to every other people who would like to join our service
- Experienced in working with muslim community - mostly with women
- Experienced in working with victims of domestic abuse - mostly with women
- Multilingual

Staff/Volunteers/Trustees

- Drive and enthusiasm of Manager
- Manager's language/translation skills in Polish/Slovak
- Strong and willing body of volunteers
- Committed trustees with range of skills and experience

Facilities & Events

- Drop in sessions for EU Citizens
- Mental Shelter
- Courses for parents and young people including speak easy, family links, antenatal
- Workshops and awareness sessions for Professionals working with EU migrants
- ESOL English teaching courses
- Extensive friendly grounds and woodland

Resources

- Translation service
- Advice Service
- Training service



Reputation and Support

- Growing positive reputation
- Positive endorsements by key people, incl. West Yorkshire Police and Bradford Metropolitan District Council
- Local Police support and regular liaison in regards to cyber safety
- National awareness sessions (domestic abuse, hate crime, child protection, community events)

Links

- Bradford District including West Yorkshire Police,
- Hate Crime Section Bradford Metropolitan District Council,
- Women's Aid,
- BREXIT strategic Team Bradford Metropolitan District Council,
- BEAP Community Centre (Bangladeshi Community),
- St Marys Magdalene Church Muslim Pakistani Community Group
- Ravenscliffe Community Youth Club,
- Community Foundation Bradford City Football Club,
- Homes4Living Charity,
- VCS,
- Bread+R
- UK SPOT LTD ,
- schools,
- Polish Embassy Ministry of Foreign Affairs London,
- Polish Consulate,
- Bradford University,
- Birmingham City University.
- Migration Group NW managed by Edge Hill University.
- Local authorities in Poland (Auschwitz and Cracow)
- social services in Poland
- Slovak Catholic University
- The other Side NGO Italy
- Universities in the UK, Poland, Hungary, Italy, Czech Republic



W

WEAKNESS

Fundraising

- Difficulty raising funds
- BREXIT - the uncertainty of the future funding which we have been receiving for last 5 years
- BREXIT - the uncertainty of the future of connections in regards to cooperation with EU countries and partners from outside of the UK

Facilities

- Ageing fabric and layout of building militates against efficient use
- Toilets need upgrading
- Heating and lighting need upgrading
- Broadband needs upgrading
- Aged IT equipment

Staff/Volunteers/Trustees

- Over-reliance on Manager who is overloaded
- Over-reliance on volunteers



O

OPPORTUNITIES

Property

- Establishing Connections with UK partners
- Become the Mental Shelter and safe place for EU Citizens applying for Settled and Pre Settled Status
- Provide the service in 3 languages
- Proximity to primary school gives potential for further co-operation

Events/Programmes

- School visits and sessions around Brexit in 3 languages

Links

- Further develop links in co-operation with partner organisations
- To source funding from EU Settlement Scheme to 'up-skill' personnel



T

THREATS

Future Viability

- Uncertainty around Brexit
- Lack of funding to cover costs

Staff/Volunteers/Trustees

- Loss of key volunteers
- Difficulty in recruiting sufficient volunteers
- Trustees/volunteers losing enthusiasm or energies diverted to other projects



10. Impact Measurement:

- Pre and post evaluations
- Surveys online
- Complement sleeps
- Individual Depth Interview (IDI)
- Focus Groups
- Board meetings Registration lists of attendees and service users (1381 service users in 2018)

Welfare:

- 1 room with 6 computers, printer, copier, scanning device, laminator 30m²
- 1 room for 1:1 matters and group workshops 40m²
- Kitchen area
- Male and female separate toilets (3 each)

11. Marketing:

Products and Services

In addition to the spectrum of services offered to a wide range of users, UKB offers rooms for hire, computer access, printer, scanning, laminator access

Charges are applied using competitive rates for commercial agencies hiring rooms, or community groups on a concessionary basis. Our charitable status is a positive factor in negotiations with potential users

12. Promotion

Our communications mix comprises:

Public Relations involves networking with its potential publics to promote the Centre. Along with Trustees, The Centre Manager has to date achieved excellent relations with key individuals and organisations in and around the Keighley area and beyond, with continuing efforts being made to widen the awareness of, and interest in, the Centre's activities.

Literature including a periodic Newsletter, posters and flyers advertising specific courses or sources of advice are distributed to identified outlets including places of worship, schools, health and Community centres and businesses, using where appropriate good photographic images to convey the Community aspect and inclusiveness of our work.



Public Talks are delivered to places of worship, community groups and professional bodies, not only promoting the Centre's services but also raising awareness of the needs of EU Citizens

Social Media is a vital communications medium through the centre's up-to-date Website and Facebook pages and Twitter

Additionally, our Annual Report to the Companies House provides an important source of information to grant making trusts.

Place

The majority of activities take place at the Centre's premises, grounds, and BD1 area. These are located just off a busy main bus route with a prominent sign advertising the Centre's presence 10 mins walk from the city centre and bus station and the train station. The space is ground floor located with an easy access to disable people, or people with pushchairs (parents, carers) UKB volunteers take an outreach programme travelling to venues in Bradford and beyond to deliver advice and good practice in our area of activity, thus extending our promotional footprint.

13. Managing Risks:

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's Child Protection Procedures and work at all times towards maintaining high standards of practice;
- Uncertainty around Brexit:
- Cascading information received from local and national government plus information regarding the EU Settlement Scheme.
- Sourcing funding to support Settled Status applications.
- Continued financial viability: Applications to local and national funding bodies; increased availability and attractiveness of premises for function hire; revise charging policy for school support work etc.
- Trustees and Volunteers: Increase number of Trustees ensuring diversity; develop Trustee-Volunteer consultation meetings; enable volunteer and user involvement in policy development.



14. Running the Organisation:

Board of Trustees

UK BUTTERFLIES LTD is a limited company by guarantee established for the charitable purposes of the EU Citizens living in Bradford. We have 10 regular volunteers and 6 freelance staff working as a self employed experts

CEO - Chair Person

Aleksandra Marcinkowska is the Centre Manager (Voluntarily) - Person With Significant Control

She is registered as an Immigration Adviser Level 1 limited to EUSS under the Settled Charity. She graduated from University in London Polish British Strategic Partnership in the EU and NATO, currently PhD researcher at University of Bradford Law Department (research around the EUSS)

Originally from Poland, living in the UK since 2005. Her current role also involves budgeting for the Centre as well as writing funding applications. She graduated from Universities in Poland:

BA degree in Economy, Accounting,

Master's degree in Human Resources, Personnel Management.

Postgraduate studies:

Postgraduate Diploma in Polish British Strategic Partnership in European Union and NATO

Postgraduate Diploma in Teacher Training (QTS) equivalent, Pedagogy Diploma

Postgraduate Diploma in Counselling and Advice with E-counselling.

She also completed courses here in the UK

Working with victims of domestic abuse including children including International jurisdiction and law

Social Support for Families and Children Level 4

RSPH (Royal Society for Public Health) LEVEL 2 Award in Understanding Behaviour Change (Health and Wellbeing)

RSPH (Royal Society for Public Health) LEVEL 2 Award in Understanding Health Improvement

Adult and Child Protection

Working with BME groups - Cultural Awareness

Working with vulnerable communities and victims of domestic abuse



She is a creator and member of British Association of NGOs and Humanities Experts and Modern Social Science Journal (associate editor). She is a member of Advice Board of Polish Embassy in London Foreign Ministry on Polish Affairs. She works closely with the Polish Consulate in Manchester, Cracow and malopolska council and MPs, Auschwitz county council, social services in the UK and Poland, Polish and Slovakian Universities. She's also a member of SET - Society for Education and Training. She offers services that include strategic and developmental plans, conducting research, using project method in the research based on different methods of education.

Piotr Starzec - trustee

Piotr has extensive international experience in EU community cohesion and integration through sport activities. He graduated from University and completed Master Degree in Physical Education and research including consulting and advisory work. He is also a very active member go British Association of NGO supporting the most vulnerable Citizens. He is a business owner and works as a freelance expert in international educational projects. He is interested in supporting local groups in an administrative capacity, having worked for different businesses and charities in that area. As well as general reception and admin work, He promoted and organised events, hosted community meetings, and been a public speaker in my working roles. He also volunteered in London in the past with hands on events e.g. homeless engagement through sport. He has also been trustee with several local charities, and is able to offer some support and advice in that capacity e.g. trustee liabilities, trustee recruitment etc. He is happy to work with any group part time, ideally close to the areas specified. He is a happy and sociable person, who is comfortable working with or supporting people of any age, gender, race, sexual orientation. He is the key contact person when engaging with different communities.

Dominika Marcinkowska - trustee

Originally from Poland, moved to the UK with Polish parents when she was 5. Bilingual community engagement coordinator, International project coordinator, translator, interpreter. Currently she is a Criminology and psychology BA student in Leeds. At a young age she has developed a great passion for helping others and resolving problems. She has 5 years of experience of working with the Eastern and Central European community and organising events. In 2016, she became self-employed and currently organises events including conferences on an international level. In her current role she volunteers at UK Butterflies LTD and provides support around the EUSS. She also works as a freelance translator and her work includes translating documents and Erasmus+ funded projects. She has a lot of experience in the translation field as well as drafting official letters and coordinating projects.



On 23rd of January 2019 she organised a session around BREXIT and Settled Status at BEAP Community Centre in Bradford. The event proved to be very successful with a range of different nationalities attending and the discussion was very fruitful.

She has a very strong understanding of law and pre-settled and settled status. She is bilingual which makes her engagement with communities much easier. Being of young age she is completely aware of the newest social media marketing strategies as well as being able to operate a range of computer programs including the full Microsoft package.

She is dedicated to helping others, especially the vulnerable community. Many people do not class students as a vulnerable community, however she is a strong advocate of students. They are highly at risk because no information is widely broadcasted across universities. She feels that as a student herself and being at a potential risk of losing a student loan or not being able to enrol at university would be a huge problem faced by many within the Leeds and Bradford area. She is strongly competent in providing students with the relevant information that is needed to obtain pre-settled or settled status. She is the key person of working with pupils and students.

Karolina Dybała - Trustee

Originally from Poland, living in the UK since 2007. She is committed and organised person with a strong passion for helping others to overcome their problems. She has more than 6 years of experience in helping individuals and families from Eastern & Central Europe including Roma Community. She worked in family support department for last 6 years. She started her journey as a volunteer in Woodroyd Children's Center and that have lead to employment as family support assistant. She is an experienced engagement worker, with experience in Perinatal support Family Action and her work was mainly based on working with Eastern and Central European women with postnatal depression or low mood. She is experience workshop facilitator around community cohesion, integration, pregnancy provision including human rights, rights to reside, no recourse to public fund. She works as a pregnancy prevention project coordinator for "Choices " and provides support for EU families with " speakeasy " courses that build the confidence of the parents to talk about difficult subjects like puberty and contraception . She runs focus groups for teenagers from EU community in Youth clubs. She speaks Polish, English and Slovak using her language and networking skills to build the stron community and to offer support to other organizations . She feels able to identifying EU citizens and their family members who will have to go through the process of applying for Settled or Pre-Settled Status under the Immigration Rules. She is fully committed volunteer and trustee to everything she does and progressing in her career . Courses, trainings and work experience has given her the knowledge and understanding to underpin her current practice. It has allowed her to reflect on her strengths and weaknesses.



Waheed Hussain - Trustee

British Muslim as he identifies himself. Key person to connect us with the largest community in Bradford - the Muslim Community. Waheed supported UK Butterflies firstly as a volunteer and then he became one of the board trustees. In his job he develops long-term development projects aimed at providing sustainable living for poor communities and survivors of domestic abuse as well as providing emergency relief. He fills many niches and give special emphasis to capacity building, economic empowerment, education and improving child and women health. He is open to anybody who need the support regardless of their ethnicity, citizenship, religion etc. He's been supporting EU Citizens since 2009 while working with his brother for other charity when he started organising ,feeding homeless” project in Bradford. He quickly discovered that most of the service users are from EU Countries and he asked us, if we can partner. He then became UK Butterflies LTD volunteer which led to becoming the trustee.

Management

UK BUTTERFLIES LTD provides also one to one advice in issues relating Health, Education, Housing and Employment. (When OISC registered the Manger will provide advice for the EU Settlement Scheme).

The Manager directs a team of volunteers who support all the group activities at the centre. The Trust Chair person is already registered as an Immigration Adviser Level 1 Limited to EUSS under the Settled Charity and works with the most vulnerable Roma Community. One of the volunteers, Mrs Dorota Plata is also registered with OISC and her The Good Shepherd Centre provides EUSS advice and service in Keighly.



Policies & Procedures

The UKB organisation has the following Policies & Procedures in place. Several policies are in process of being revised and updated. The date stated is that of the latest revision.

Safeguarding Children & Young People	04-Sept-18
Safeguarding Vulnerable Adults	04-Sept-18
Data Protection	04-Sept-18
Volunteering	04-Sept-18
Health & Safety Policy	04-Sept-18
Confidentiality Policy	04-Sept-18
Complaints Policy & Procedure	04-Sept-18
Equal Opportunities Policy	04-Sept-18

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