BRISTOL VOLUNTEERS FOR DEVELOPMENT ABROAD

Registered Charity no. 1093476

Impact Report

for the year ended 30 September 2016

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Administrative Details

Trustees

Storm Lawrence (Chair)

Eleri Dare-Edwards (Vice-Chair, Monitoring and Evaluation)

Michael Mullally (Treasurer)

Emma Bruce (Committee Liaison)

Suzanne Root (Projects)

Hamish Ferguson (stood down 17/09/16)

Fiona Gaw (stood down 17/09/16)

bvdatrustees@gmail.com

Registered Office

Bristol Volunteers for Development Abroad

University of Bristol Students' Union

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Clifton, Bristol

BS8 1LN

www.bvda.weebly.com

BVDA (Bristol Volunteers for Development Abroad)

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Bristol Volunteers for Development Abroad

A little bit about us…

Our vision is of a global community working together to deliver sustainable positive change.

Our mission is to inspire and enable students to actively engage in sustainable international development.

In 2016…

- **100% of our partners stated the BVDA student project made a positive contribution to the communities they work with.**

"The communities where BVDA volunteers were based now have access to clean water which they didn't previously have. Between the volunteers and the community, 30 fuel efficient stoves were also built" LBA, Uganda.

- **94% of volunteers noticed a positive difference/change in the beneficiaries of the project**

- **As a result of volunteering abroad with BVDA: 94% of volunteers said they felt more confident approaching new challenges and situations, and 94% felt more comfortable dealing with uncertainty.**

Having been immersed in and worked in a culture that is worlds apart from what we find in the UK, we had to pick up things from the language and greetings to subtleties of table manners in order to fully integrate with the community, solidify relationships and ensure that all of the skills and information we presented were received well". Uganda Volunteer 2016

"I am much more sensitive about issues that affect people all over the globe". Malawi Volunteer 2016

Introduction

The trustees present their Annual Report and the independently examined receipts and payments accounts for the year ended 30th September 2016. There is no requirement for audit owing to the charity's size and absence of any specific requirement in the charity's governing document.

Status and Governance

The charity is constituted by a deed of trust dated 10th July 2002. This is the charity's governing document. The charity is registered with the Charity Commission under charity number 1093476.

Trustees are appointed by a resolution of existing trustees (of which there must be a minimum of three). All Trustees serve for a term of two years and may be re-appointed for a further annual term at each Annual General Meeting.

The Trustee Board seeks to ensure the sustainability and effectiveness of the Charity through diversity of skills and experience on the Trustee body. Trustees are given our governing document upon joining the board and they go through an induction process with an existing Trustee.

Charitable Objects

The objects of the charity are as follows:

"The advancement of education, the relief of poverty, sickness and distress in developing countries"

Public Benefit

In planning the charity's activities for the year, the Trustees referred to the Charity Commission guidance on public benefit. To ensure that activities are in line with the charitable aims and objectives of BVDA the trustees:

- maintain a clear strategy - a new three year strategy was developed in October 2015.
- implement a monitoring and evaluation initiative to effectively appraise our projects

Trustees' Report 2015-16

2015-16 has been another successful year for Bristol Volunteers for Development Abroad and we would like to thank everyone that has played a part in the achievements and activities outlined in this report. A special thanks goes to our exceptional student-run volunteer committee who manage the day-to-day operations of the charity alongside their studies at the University of Bristol. To each donor, volunteer and community partner, thank you. It's been a pleasure for us as trustees to work with such a passionate and committed network.

This has been an exciting year for BVDA with the establishment of a new three-year strategy to guide our activities. More information on this can be found below but we're thrilled to include within our objectives a specific focus on building our activities in the UK, recognising that we have a role to play in raising awareness of international development and sustainable volunteering among the student body.

In summer 2016, we supported four partners overseas to run seven projects with thirty-nine student volunteers (an increase of sixteen volunteers from the previous year). After being unable to send volunteers to work with our partner in Nepal last year due to an earthquake that struck the country we were glad to support them once again this year, sending eleven students to volunteer. Furthermore, we developed a pilot project with a new partner in India. This was a new approach for BVDA as alongside a non-profit organisation, the project also involved working with a large corporate partner. Finding new suitable projects that satisfy all our criteria can be difficult and this was no exception but despite some initial challenges the volunteers were able to complete a successful project,

We hope you will find this report a useful introduction to our work,

With thanks,

BVDA Trustees

Our Strategy and Objectives

In October 2015, the trustees and committee reviewed and evaluated our previous three-year strategy and began the process of developing a new one for the next three-year period.

In the process of defining a new strategy we consulted our existing overseas partners in order to understand their priorities for the coming years, and for us to endeavour to address the needs of the communities we support. We also reviewed the context BVDA works within; we explored the development sector, social action and student volunteering, and then international volunteering in particular.

Following this review, we updated our objectives to clarify and reflect our priorities and we set out a comprehensive and ambitious three-year plan to help us reach these and our overall vision.

The trustees signed off the new strategy on the 30th January 2016. Each trustee is responsible for a particular strand of the strategy so that each area can be promoted, supported and held to account.

Objectives

Led by students we:

- Work in partnership with communities and non-governmental organisations. We aid the sustainable development of a community by delivering education, capacity-building, water, sanitation and health initiatives.

- Provide a platform for meaningful discussion around international development.

- Give students the opportunity to develop skills for the future through international volunteering, empowering them to become active citizens

Strategy Overview

- Our strategy focuses on 'Projects and Partnerships', 'Quality Volunteers', 'Brand and Communications' and 'Organisational Development'.
- Underpinning each area is 'Monitoring and Evaluation' as we recognise the importance of appraising our activities and ensuring they help us to reach our overall objectives.
- Our strategy includes achievable aims and incremental steps to focus our annually changing student committee and encourage progress year on year.

Strategy Spotlight

Projects and Partnerships

Strong Partnerships

BVDA is only as successful as the partnerships it holds. We feel it is of utmost importance to develop strong partnerships with NGOs who work closely with their local communities. We understand partnership is two ways and so we prioritise open communication with our partners to ensure our projects meet their needs, and we integrate this into our training and policies.

While we pride ourselves on our long-standing relationships with three partner organisations (PSD, NAYO and LBA) we also recognise the need to develop new partnerships to lower our risk profile. In 2015/16 this led us to work with a new partner in Northern India to run a pilot project over the summer.

Quality projects

The quality of the projects we choose is integral to achieving BVDA's aim. Projects need to be beneficial to communities, sustainable, as well as safe for our volunteers and we are committed to reviewing project proposals from partners each year against a set of pre-defined criteria. After each project we also conduct thorough evaluations and feedback recommendations sensitively to our partners so the projects may improve year on year.

Variety of projects

As mentioned above, we recognise the importance of developing a variety of projects. With an assortment of projects we can attract volunteers seeking different project opportunities and destinations, and we can have a greater impact in communities across the globe. In particular we are keen to look into the possibility of offering longer-term projects to students. We invite proposals from new partners each year and have a dedicated member of the student committee whose role it is to seek out new opportunities.

Brand and Communications

Over the years BVDA's brand and presence at the University of Bristol has gone from strength to strength. However, we appreciate we must continue to adapt to a dynamic audience and we are therefore committed to reviewing our brand and communications regularly. In particular we wish to focus on

developing our audio-visual offering, our social media presence and our relationships within the University of Bristol community.

In 2015/16 we improved our associations with organisations such as Bristol Hub and the International Affairs Society to progress our position as a reputable and knowledgeable organisation on the topic of international development. We think it is important to engage the wider student community with international development and this year we spoke at several events debating international volunteering and sustainable development. Ultimately we hope that by engaging students in these discussions they will be more likely to participate and get involved in the future.

Quality Volunteers

Attracting quality volunteers is essential for BVDA. Not only do our volunteers enable us to support communities oversees but they ensure the sustainability of our organisation for the future; many volunteers go on to hold positions on the student committee who run our operations on the ground.

Recruitment and Diversity

Each year we evaluate our application process to ensure it does not preclude students from applying to or taking part in our projects. We are committed to removing barriers to entry and are keen to increase the diversity of the applicants by implementing targeted strategies to under-represented groups in BVDA, such as BAME and male students as well as students from low-income households.

This year we set up an action group who are responsible for researching and proposing new initiatives to encourage access and diversity in BVDA.

Training

Once students have been through our rigorous selection process they then attend weekly training sessions to prepare them for their projects oversees. We place great importance on ensuring we send skilled and prepared volunteers to work with our partners. This year we reviewed our training programme to ensure there was a particular consideration for transferable skills and a focus on responsible volunteering. In the coming years we also hope to involve our alumni in delivering elements of our training to ensure we are providing a high quality service to our volunteers and ultimately our beneficiaries overseas.

Organisational Development

We continue to strengthen our internal processes and ways of working to ensure BVDA's long-term future. In particular we are focusing on our governance, our alumni and our reserves.

In 2015/16 we explored the possibility of incorporating BVDA and will be taking this forward as a project for the coming year. We are also keen to develop our alumni network with the aim of utilising our alumni's skills and resource to support BVDA into the future.

Monitoring and Evaluation

We recognise the importance of measuring the impact of our work. We are keen that each of the strategy areas outlined above is underpinned by good monitoring and evaluating (M&E) to ensure we can track and report on our progress.

In 2015/16 we overhauled our impact measurement framework and systems and developed key outcomes to achieve and measure, for each of the three charitable aims. We also updated the M&E processes for our summer projects. This is the first year we will be using these measures and so for 2016/17 we will be analysing the results, refining our data collection and planning how best to store the data so it can be utilised and compared year on year to track progress.

BVDA Projects 2016

Malawi Project with NAYO (Nancholi Youth Organisation)

For 7 weeks in the summer of 2016, 12 volunteers from BVDA worked with the Nancholi Youth Organisation (NAYO) in Southern Malawi. The project involved a number of tasks, including running youth workshops in order to raise awareness and answer questions surrounding HIV/AIDS, spraying houses in local villages with Fendona in order to protect inhabitants from Malaria-carrying mosquitos, planting Moringa trees to be used for water purification and distributing chlorine to be used to make water safe to drink.

Volunteer-led HIV/AIDS session

An activity at the Gender Empowerment Workshop

Volunteers taught in two local schools – Midland Academy and St Kelmon's – for the duration of the project. At the end of the 7 weeks students were tested on what they had learnt from the volunteers and in some cases moved up a class as a result of this.

The volunteers also supported NAYO by carrying out some administrative tasks such as proofreading funding proposals and running the NGO's Facebook page.

Additionally, the volunteers planned and ran their own Gender Empowerment Workshop for local youths, which were a great success.

The volunteers were all very proud of the work they did and felt warmly welcomed by all they worked with. There was a great sense of achievement and of genuine and useful cultural exchange.

A volunteer with her fourth form English class (photo taken with permission of the class)

Nepal Project with Partnership for Sustainable Development (PSD Nepal)

In summer of 2016, 11 volunteers from BVDA headed to Ilam (east of Nepal) to work with PSD. PSD provided the volunteers with 4 days of language and cultural training before sending 5 volunteers to Chamaita village and 6 volunteers to Iroutar village to carry out their respective projects.

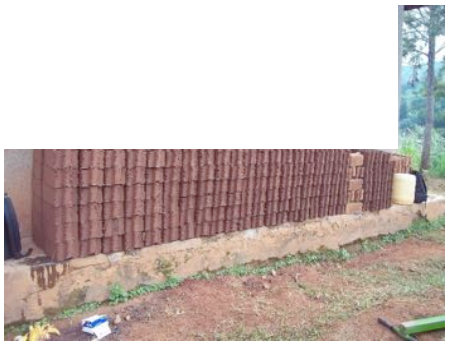
The main focus for both projects was to work with women's groups and to assist in the construction and repair of a community building in the village. In Chamaita, volunteers participated in the construction of a new community building and helped with the establishment of a brand new women's group.

In Iroutar, volunteers enthusiastically took part in building a new extension of an existing community building and worked tirelessly with the existing women's group to generate new ideas and provide support and training.

Throughout their projects both groups were also involved in teaching several classes in schools within the villages. These classes included arts and crafts, basic conversational English as well as songs and games.

Volunteers were warmly welcomed by their respective Nepalese communities and were actively engaged in village socials, festivals and activities.

Uganda Project with Little Big Africa (LBA)



In the summer of 2016, 11 BVDA volunteers took part in two projects, for Little Big Africa. Each project had four aims.

1. Construction of a 10,000-litre water tank for the children of a local primary school. The volunteers and local engineer made 500 bricks out of cement and sand as well as plastered and painted the tank.

2. Construction of a protected water source – this provided nearby access to clean water for local village residents.

Fuel-efficient stove

3. Volunteers had training to learn how to make fuel-efficient stove. They built stoves, and taught members of the community how to build these stoves. The stoves are designed to use less fuel, and reduce health risks from breathing in smoke.

Ruby with the brick machine

4. Volunteers taught health and sanitation lessons in the local community primary school, and engaged with adults in church, health groups, and community meetings to teach further sanitation lessons.

For each component of the projects, volunteers set up committees to help ensure sustained continuation of the four aims, and the after-care of the water tank and water source.

10,000 litre water tank

India with A Ray Of Hope (AROH)

In the summer of 2016, 5 volunteers from BVDA worked with A Ray of Hope Foundation (AROH), with support from Angelique International, to carry out a project in Northern India. Project funds were used to build toilets in the homes of local women and the volunteers created and taught WASH programmes in nearby village schools, as well as running hygiene sessions with local women, and teaching English at a nearby school. Volunteers created a large written resource document including lesson plans for all the sessions they taught which were translated into Hindi and given to teachers at the school. In this way they tried to ensure that the project was as sustainable as it could be.

The WASH workshops sought to not only teach about the fundamental importance of hand washing, water filtration and using toilets, but to expand into areas addressing the importance of diet and basic first aid. Volunteers sought to focus on explaining the link between germs and health as they found that children knew they should carry out proper hygiene practices but they didn't know why. Volunteers found that by explaining this link the children were much more likely to embrace the new habits.

Volunteers did little in terms of the practical building of the toilets, as the engineers provided from Angelique offered a much better skillset, as well as a system in which the man of the beneficiary's family was able to contribute to the building. This did a lot to tackle the stigmas associated with charity and toilet use in India, on top of being a more efficient way to build. To counteract the lack of building however, volunteers ran sessions with the female beneficiaries in order to try and tackle the stigmas associated with toilet use and other WASH practices.

Volunteers lived in a central village called Ujhani, and travelled to the various villages in which they were working. They found that they were welcomed in by the owner of the house and enjoyed many evenings in his company, surrounded by their partners from both AROH and Angelique. They formed a strong relationship with their partners and are particularly grateful to the housing and general support given by Angelique International.

BVDA UK Based Activities

Fundraising

Fundraising is integral to BVDA and enables us to deliver what we do. Our committee and volunteers put in a tremendous amount of effort each year and 2016 was no exception with over £20,000 raised.

Each volunteer is given a fundraising target to aim for, and a dedicated member of the committee, the Fundraising Coordinator, supports them. The Fundraising Coordinator organises events for the volunteers to get involved in as well as providing advice and guidance on writing to trusts and rotary clubs. So committed and successful were our volunteers that many raised over the fundraising target of £699.

Between February and April 2016 there were 8 street bucket-collecting events and 2 bar-to-bar collections organised by the Fundraising Co-ordinator. The street collections were at locations with a high footfall in Bristol. These events were popular and most volunteers took park in bucket collecting to help reach their target. Many volunteers had lots of original ideas for individual fundraising including a sponsored silence, dressing up for a week in different fancy dress outfits and a 3 hour-long sponsored skip outside a central university building. Other fundraising initiatives included cake sales, giving the opportunity for volunteers to fundraise together, and a charity gig night with performances from students.

Volunteers also took on personal challenges such as the Bristol 10k and used an online fundraising platform to encourage donations from friends and family.

Thank you to all our donors and fundraisers this year, your support goes a long way!

Risk Management

The responsibility for the management and control of the charity rests with the trustee board, and all trustees are involved in key aspects of risk management. Where appropriate, elements of the risk management process are delegated to members of the student committee. In all situations, the trustees remain informed of the risk management process.

A comprehensive risk register is maintained, following the Charities Commission's guidance for assessing risk, with risks assessed using likelihood/impact map and categorised. A full risk review takes place each year and the charity level risk register is assessed at each trustee meeting and any risks are communicated back to the committee ahead of the accompanying timeline.

Independent examiner's report to the trustees of BVDA

I report on the accounts of the charity for the year ended 30 September 2016, which are set out on page 21.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10(1)(d) of The Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 (the 2005 Act)
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- To state whether particular matters have come to my attention

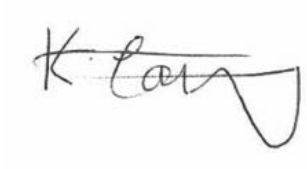
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission and is in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention: (1) which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 130 of the 2011 Act and section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44(1)(b) of the 2005 Act and Regulation 9 of the 2006 Regulations
- Have not been met or (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Name: Kimberley Taylor, (Chartered Accountant, ICAS)
Address: Parsons Green, London
Date: 16/07/2017

Receipts and Payments Accounts

Receipts and payments

		FY 2016			FY 2015
		Restricted Funds	Unrestricted Funds	Total	Total
Receipts					
	Voluntary income		27,171	**27,171**	**26,417**
	Fundraising sales	-	141	**141**	**555**
	Deposits and grant income	12,500	-	**12,500**	**9,200**
Total Receipts		**12,500**	**27,312**	**39,812**	**36,172**
Payments					
	Fundraising costs	-	(1,094)	**(1,094)**	**(1,166)**
	Project expenditure	-	(30,035)	**(30,035)**	**(41,273)**
	Administrative costs	-	(363)	**(363)**	**(528)**
	Insurance	-	(1,138)	**(1,138)**	**(597)**
	Deposits and grant income	(11,499)	-	**(11,499)**	**9,007**
Total payments		**(11,499)**	**(32,631)**	**(44,129)**	**(34,557)**
Net of receipts/(payments)		**1,001**	**(5,318)**	**(4,317)**	**1,614**
Transfers between funds		(4,200)	4,200	**-**	**-**
Cash funds from last year end		**4,854**	**19,692**	**24,546**	**22,932**
Cash funds this year end		**1,655**	**18,574**	**20,229**	**24,546**

Statement of assets and liabilities

	FY 2016			FY 2015
	Restricted Funds	Unrestricted Funds	Total	Total
Cash funds	1,655	18,574	**20,229**	**24,546**
Net assets and liabilities	**1,655**	**18,574**	**20,229**	**24,546**

The accounts on page 20 together with the related notes on pages 21 and 22 were approved by the trustees on 17 June 2017 and were signed on their behalf by:

Michael Mullally
Treasurer

Storm Lawrence
Chair

Notes to the Financial Statements for the Year Ended 30 September 2016

Basis of accounting

The financial statements are prepared on a 'receipts and payments' basis.

Receipts

The charity's policy on restricted funds is to separately record donations, grants and other sources of fundraising where restrictions are imposed that are narrower than the charity's overall objectives.

In addition, volunteers provide deposits to BVDA prior to fundraising. These deposits are recorded as restricted voluntary income when received and restricted direct project expenditure when returned to the volunteer.

Volunteers who do not reach their fundraising target waive their right to the deposit, so a transfer is made at year-end from restricted funds to unrestricted funds representing the balance of deposits that remains with BVDA. Deposits still owed to volunteers at year end but not yet repaid remain within restricted funds.

Fundraising sales represent the income made from sales of charity goods.

Payments

Fundraising costs represent the costs associated with the income from fundraising sales. Charitable activities are split between direct project expenditure and administration costs. Volunteers do not receive payments for their services.

Governance costs and Trustees' expenses

Governance costs represent the costs of the charity's insurance and the costs associated with meetings of the Trustees.

Neither the trustees, nor any members of the committee, receive any payment for their involvement with the charity.

Reserves

During the year the Trustees undertook an exercise to review the charity's reserves. It was established that BVDA needs to retain £11,000 - £13,000 in reserves. Hence, we continue to hold a level of reserves in excess of those likely to be required. One of the charity's objectives for the next 3-year strategic period is to deploy these excess reserves to deliver our charitable aims.

Foreign currencies

Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. Bank fees incurred are recorded as direct project expenditure.

All bank accounts are held in pounds sterling.

Taxation

BVDA is a registered charity, and as such is entitled to certain tax exemptions including Gift Aid.

BVDA is not registered for VAT and accordingly, all expenditure is recorded inclusive of any VAT incurred.

With thanks

BVDA would like to thank all of its partners, supporters and donors for another successful year of overseas projects.

BVDA would also like to acknowledge the incredible contribution that our student committee and volunteers make – your enthusiasm and dedication never ceases to amaze us. Thank you, and well done.