

Creative Hands Foundation

Annual Report and Financial
Statements for the Year Ended 31
March 2016

Creative Hands Foundation
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The following pages do not form part of the statutory financial statements:

Statement of financial activities per fund	10 to 12
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Creative Hands Foundation
Reference and Administrative Details

Charity name Creative Hands Foundation

Registered Charity Number 1129887

Principal Address Creative Hands Foundation
Cariocca Business Park
Unit 39
Hellidon Close
Ardwick
Manchester
M12 4AH

Trustees Miss E Mafogang
Mr J Ayavoro
Mr S Maitland
Mr I Igbino

Independent Examiner TNN Chartered Accountants
328 Platt Lane
Fallowfield
Manchester
M14 7DA

Creative Hands Foundation

Trustees' Report

The Royal Brewery Fund

The Royal Brewery Award enabled us to offer 12 women the opportunity to continue coming together to support and motivate each other as well as learn new techniques to develop and improve their network. This project motivated and increased women's aspirations and confidence to continue with their creative practice and their businesses. The project enabled the women to explore new techniques and materials, design and create arts and crafts products. The women took part in 12x2hrs of creative art sessions once a week term time only.

‘‘ I learn so many new techniques, I enjoyed working in 3D doing relief sculpture. It'd be nice if it could continue as a regular class. I love creating and I've met new people' - Marlous.

One of the main strands of our work is to provide a holistic space for creative women to pursue and further their careers in the arts. We devised and delivered an accredited course by AQA Unit Award Scheme. 'Setting up and running a mini enterprises'. We were inundated with interest, we interviewed and recruited 18 women. They studied and produced written work about branding, marketing, costing a product, financial forecast, bookkeeping, how to use social media to promote your business and writing a business plan. The women had practical hands –on-experience learning new arts and crafts techniques and creating arts and crafts products. They displayed and sold their products at Castlefield Artisan Market and Manchester Crafts and Design Centre. At the end of the project, we hosted a celebratory event at Manchester Craft and Design Centre. The women displayed and sold their products to the general public, family and friends. The women shared their experiences, received feedback from public and celebrated their achievements.

Mentoring Project

Creative Hands foundation provided 1-1 mentoring support for 17 women. We designed and produced a toolkit for the mentors and mentee. We recruited 7 established arts and crafts entrepreneurs to use the toolkit and provide one to one mentoring sessions. Each mentor was matched with 2-3 women and used the tailored mentoring tools to support their mentoring relationship.

The mentoring programme ran alongside our Creative Business for women programme, which included a 14week accredited course in 'Setting Up and running a mini enterprise in arts and crafts', mentoring support from arts and crafts entrepreneurs and monthly network networking events at the Whitworth Art Gallery. The course was aimed at women who were creating arts and crafts products in employment. They learnt and produced written work about branding, marketing, costing, financial forecast, bookkeeping, how to use social media to promote your business and writing a business plan. Sessions were delivered by experienced specialists. The women had practical hands on experience learning new arts and crafts products. They displayed and sold their products at the Castlefield Artisan Market Craft and Design Centre.

At the end of the project, we held a celebratory event at the above mentioned market. The women displayed and sold their products to the general public, family and friends.

The women displayed shared their experiences, received feedback and celebrated their achievements.

Oxfam Project

The project attracted further support and funding from Oxfam to provide mentors for the women and monthly networking event until February 2016. This also included holistic support using a sustainable livelihoods approach. This project raised the women aspirations, improved their personal well-being and built their confidence to start their arts and crafts enterprises.

The project enabled 18 women to create and sell their products. Increased 18 women's confidence aspirations and self-esteem. Enabled 18 women to learn new skills in market research, branding, marketing, costing a product, cash flow forecasts, bookkeeping promotional materials, using social media to promote your work and presentation. 13 women achieved a certificate in 'How to set up and run a mini enterprise in arts and craft'. 18 women felt an improvement in their personal wellbeing. 18 women formed new relationship with each other, invited guest speakers, mentors, specialist facilitators and gained new experiences.

The mentoring programme had a very strong impact on the mentees and mentors. It enhanced the likelihood women completing the course as it provided broader support. The women gained knowledge working with

Creative Hands Foundation

experienced professionals in the field. The mentors supported and encouraged the women to set realistic goals and targets on a weekly basis. The women were supported to achieve their set goals and aspirations. Having someone to talk to on a regular basis about their businesses kept them on track and focused. As they achieved their goals, it increased their confidence and self-reliance. They improved their skills and developed clear directions to achieving their aspirations.

‘The mentoring programme is an excellent way to sound out your thoughts and ideas with who has experience of having their own business. It’s a great way to gain more confidence in discussing, describing and explaining your business to an unbiased person which has helped me to gain confidence about my business in general.

Discussing my business with someone helps me to focus on my short-term and long-term goals.’ Persia Smith.

Another woman said:

‘‘The mentor and the programme has helped me to find again my creativity and helped find my confidence again. I know there’s still more work to do, but at least I’ll be able to achieve. I have now started taking and producing pictures to expand my portfolio. I have now started to look for commissions and competitions again and making a prototype of a light box show to a gallery and possibly hospitals and restaurants and buildings. ‘’ Fabienne Perugia.

Fabienne volunteered with us after the programme to deliver photography training to a group of other volunteers. Lorraine Wilson, a previous participant from Creative Business For Women 2014 was one of our mentors.

WHAT WE DID

- Provided 1-1 mentoring support for 18 women
- Designed and produced a tailored mentoring toolkit which included mentor and mentee handbook
- Advertised the mentor role through Arts Jobs
- Created a mentor profile form
- Interviewed mentors
- Provided training for 7 arts and crafts entrepreneurs
- Matched mentors to mentee
- Delivered 6 arts and crafts workshops

OUTCOMES

- Recruited 7 mentors
- 17 women received one to one mentoring sessions to 17 mentees.
- 17 mentees achieved an accredited AQA certificate in ‘Setting up and running mini enterprises in arts and crafts.
- Displayed their finished crafts at Castlefield Artisan market and Manchester Craft and Design Centre.
- Celebrated their achievements

Heritage Lottery Fund Project

Creative Hands Foundation received funding to document ‘The history of West African textiles designed and produced by ABC Wax in Manchester from the 1900’s till the present day, and the link to Akosombo Textiles Ltd in Ghana.

The resources provided from the Heritage Lottery Fund has enabled us to educate people in Manchester and West Africa about the authenticity of wax print textiles. It has also facilitated further opportunities for us to empower, teach, and inform people through sharing and preserving craft. Our shared background is arts, craft, and design, together with our interest in supporting peoples' development by giving them the means to create their work and take pride in doing it has been our motivation. This project is an expression of this passion as it could not have been achieved so successfully without the collective creative input of our volunteer team and dedicated staff.

- 52 Volunteers learned new skills in film-making, photography, oral history recording, workshop facilitation, book writing and took part in documenting the heritage, learning about the Manchester’s link to West African wax print through ABC wax, Hyde.
- Volunteers shared their knowledge of the meaning of motifs and patterns enshrined on the fabric with families, friends and helped in putting together a final celebratory and exhibition event at the Whitworth.

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- School children and local women learn took part in series of workshops which enhances the school curriculum and help local people to learn new skills. Their appreciation and knowledge of wax printed textiles has increased tremendously.
- Participants took part in a series of practical workshops, develop skills and competence in West African textiles, patterns and motif making, and produce their own wax printed textiles using traditional techniques.
- Over 300 people from wider community learned more about the heritage of Manchester and have access to watch the film, read the book and see collections of the textiles at the Whitworth, MOSI, ABC wax in Hyde and at the Central Library, Manchester.
- On our websites and on social media sites, over 450 people have seen images and learn about the history of ABC wax and Akosombo textiles industry and its link to Manchester as well as the wax printed textiles.
- Our published book, DVD titled 'Cross Cultural Textiles' and tour to different cultural venue showcasing the wax printed textiles, will enable people to be better equipped and engaged with the heritage of Manchester through wax printed textiles.
- The project has strengthen our link with the Whitworth, Museum of Science and Industry, ABC wax, Hyde Manchester, Northwest Film Achieve, community groups in Manchester, local schools, cultural institutions in Manchester and Ghana.
- We have seen increased interest in our work from international audience and widen our contact base.
- The general public will have access to the materials for screenings (public, educational, non-paying audiences) in the region at the North West Film Archive.

The Stroke Society art project

Creative Hands Foundation worked with people with stroke-related patients to deliver art, craft and music workshops. The project was attended by 7 local residents in Hulme, Moss Side, Rusholme, and Longsight.

Recent developments

In August 2015, we moved office to Carioca Business Park in Ardwick.

We were also part of a pilot project with Manchester University Working with a PHD student. The Sustainable Livelihoods Analysis Toolkit has been developed by Manchester Metropolitan University with assistance from Church Action on Poverty and Oxfam GB, in order to empower voluntary and community organisations to carry out their own evaluations. We also held a workshop with our stakeholders facilitated by a community researcher at MMU, in order to further test the toolkit so that we can best respond to the challenges of austerity.

The workshop was an opportunity to use an asset-based Toolkit to evaluate our strengths and vulnerabilities and develop sustainable strategies for the future. We looked at our assets from the prospects of five themes i.e. Financial, Physical, Social, Human and Public. These themes were considered together in order to build our understanding of possible livelihood strategies and potential opportunities in the future.

We have been assigned a mentor from the business growth hub to support our development and new strategies.

Independent Examiner's Report to the Trustees of Creative Hands Foundation

I report on the accounts of the Trust for the year ended 31 March 2016, which are set out on pages 4 to 9.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- 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. 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 statement below.

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 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

TNN Chartered Accountants

8 August 2016

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Statement of Financial Activities for the Year Ended 31 March 2016

		Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	-	41,540	41,540	28,152
Other incoming resources	4	4,641	-	4,641	9,939
Total incoming resources		<u>4,641</u>	<u>41,540</u>	<u>46,181</u>	<u>38,091</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	5	-	40,871	40,871	14,671
Other resources expended	5	6,271	-	6,271	9,306
Total resources expended		<u>6,271</u>	<u>40,871</u>	<u>47,142</u>	<u>23,977</u>
Net movements in funds		(1,630)	669	(961)	14,114
Reconciliation of funds					
Total funds brought forward		<u>1,696</u>	<u>15,485</u>	<u>17,181</u>	<u>3,068</u>
Total funds carried forward		<u>66</u>	<u>16,154</u>	<u>16,220</u>	<u>17,182</u>

The notes on pages 6 to 9 form an integral part of these financial statements.

Creative Hands Foundation
Balance Sheet as at 31 March 2016

		2016	2015
	Note	£	£
Current assets			
Cash at bank and in hand		16,385	17,339
Creditors: Amounts falling due within one year	7	<u>(165)</u>	<u>(157)</u>
Net current assets		<u>16,220</u>	<u>17,182</u>
Net assets		<u><u>16,220</u></u>	<u><u>17,182</u></u>
The funds of the charity:			
Restricted funds		16,154	15,485
Unrestricted funds			
Unrestricted income funds		<u>66</u>	<u>1,697</u>
Total charity funds		<u><u>16,220</u></u>	<u><u>17,182</u></u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The notes on pages 6 to 9 form an integral part of these financial statements.

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Notes to the Financial Statements for the Year Ended 31 March 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 9.

Incoming resources

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Grants				
Grants - other agencies	-	41,540	41,540	28,152

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Notes to the Financial Statements for the Year Ended 31 March 2016

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3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Grants - other agencies	-	41,540	41,540	28,152

4 Other incoming resources

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Other income				
Other income	4,641	-	4,641	9,939

5 Total resources expended

	Grants £	Other income £	Total £
Direct costs			
Fundraising costs	27,242	2,600	29,842
Cost of goods sold	757	488	1,245
Employment costs	1,115	-	1,115
Establishment costs	3,688	-	3,688
Printing, posting and stationery	60	-	60
Sundry and other costs	560	-	560
Travel and subsistence	2,112	-	2,112
Advertising and promotion	546	-	546
Legal and professional costs	2,275	-	2,275
	38,355	3,088	41,443
Support costs			
Establishment costs	-	2,663	2,663
Office expenses	2,516	282	2,798
Printing, posting and stationery	-	64	64
Advertising and promotion	-	9	9
Accountancy fees	-	165	165
	2,516	3,183	5,699
	40,871	6,271	47,142

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Notes to the Financial Statements for the Year Ended 31 March 2016

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6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

7 Creditors: Amounts falling due within one year

	2016	2015
	£	£
Accruals and deferred income	<u>165</u>	<u>157</u>

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Notes to the Financial Statements for the Year Ended 31 March 2016

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8 Related parties

Controlling entity

The charity is controlled by the trustees.

9 Analysis of funds

	At 1 April 2015	Incoming resources	Resources expended	At 31 March 2016
	£	£	£	£
General Funds				
Unrestricted income fund	1,696	4,641	(6,271)	66
Restricted Funds				
Big Lottery	3,706	-	(3,706)	-
Other restricted funds	11,779	41,540	(37,165)	16,154
	15,485	41,540	(40,871)	16,154
	17,181	46,181	(47,142)	16,220

10 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
Current assets	231	16,154	16,385	17,339
Creditors: Amounts falling due within one year	(165)	-	(165)	(157)
Net assets	66	16,154	16,220	17,182

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Statement of financial activities by fund Year Ended 31 March 2016

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
Incoming resources		
Other incoming resources	4,641	9,939
Total incoming resources	<u>4,641</u>	<u>9,939</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	-	-
Other resources expended	6,271	9,326
Total resources expended	<u>6,271</u>	<u>9,326</u>
Net movements in funds	(1,630)	613
Reconciliation of funds		
Total funds brought forward	1,696	1,084
Total funds carried forward	<u>66</u>	<u>1,697</u>

This page does not form part of the statutory financial statements.

Creative Hands Foundation
Statement of financial activities by fund Year Ended 31 March 2016

..... continued

	Big Lottery 2016	Big Lottery 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	-	9,982
Total incoming resources	-	9,982
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	3,706	6,276
Total resources expended	3,706	6,276
Net movements in funds	(3,706)	3,706
Reconciliation of funds		
Total funds brought forward	3,706	-
Total funds carried forward	-	3,706

This page does not form part of the statutory financial statements.

Creative Hands Foundation
Statement of financial activities by fund Year Ended 31 March 2016

..... continued

	Other restricted funds 2016	Other restricted funds 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	41,540	18,170
Total incoming resources	<u>41,540</u>	<u>18,170</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	37,165	8,225
Other resources expended	-	150
Total resources expended	<u>37,165</u>	<u>8,375</u>
Net movements in funds	4,375	9,795
Reconciliation of funds		
Total funds brought forward	11,779	1,984
Total funds carried forward	<u>16,154</u>	<u>11,779</u>

This page does not form part of the statutory financial statements.