

**Small Steps  
Trustees Annual Report**  
For the year ended 30 September 2022

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**Strategic Aim 2. To promote good relations through education.**

**Objectives:**

- To promote good relations across the area
- To promote cultural education and understanding
- To promote inter-faith education and understanding
- To build cross-community partnerships

**Activities:**

Inter-faith workshops and visits to faith buildings for adult groups, Cultural Day held for primary school pupils and adult groups, 2 cross community summer schools held for 7-12 year olds, Music & Dance workshops in Primary Schools. Community Impact Ulster Scots Programme delivered across north & west Belfast to schools, individuals and community groups, Music sessions in Care/Residential homes.

**Strategic Aim 3 To promote employability through Education and Training.**

**Objectives:**

- To enhance personal and employability skills
- To develop vocational and educational skills
- To improve access to employment opportunities

**Activities:**

First aid Training, work and volunteer placements provided in our Charity Shop.

**Strategic Aim 4. To promote personal development through education.**

**Objectives:**

- To increase access to culture and the arts
- To promote healthy, active lifestyles
- To promote social inclusion

**Activities:**

Community Impact Ulster Scots Programme delivered across north & west Belfast to schools, individuals and community groups. Senior Citizens Tea Dances, Ulster Scots music and dance tuition for primary school children; Arts & Culture workshops, Visits and Tours; Cultural Identity, Good Relations and Peace & Reconciliation workshops.

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**ACHIEVEMENTS AND PERFORMANCE**

A Strategic plan has been agreed for the 2023-2025 period.

Small Steps has successfully applied for Capacity Building funding from Belfast City Council to deliver a programme of activity to affiliated groups including mentoring, event management, governance & finance workshops, cultural identity workshops and faith visits, training workshops shop in first aid, mental health first aid and food hygiene.

Small Steps has successfully applied to the Ulster Scots Agency for funding for the Community Impact Project to promote Ulster Scots across North & West Belfast and Newtownabbey delivering a series of governance workshops, showcase events, deliver music and dance tuition to community and school groups, assist Duncairn Ulster Scots Society with the planning and delivery of an Ulster Scots Festival, design and deliver Ulster Scots Tours, to community groups and schools.

Small Steps has successfully applied to the National Lottery Community Fund for a Platinum Jubilee Grant to deliver a series of classes to community groups, primary schools and individuals in a range of recycling initiatives including, Container Vegetable Gardening, Mini Micro Forest Planting, Make do and Mend Sewing classes, Upholstery classes, Furniture Upcycling and Cookery Demonstrations.

Small Steps successfully applied to the Ulster-Scots Agency to deliver an Ulster-Scots showcase event in celebration of the Kings Coronation.

Small Steps successfully applied to the Ulster-Scots Agency to deliver two Summer Schemes 1 one-week summer school in July 22 and 1 two-week summer school in August 22.

Small Steps successfully applied to Belfast City Council for a Business Cluster Project to deliver a mural project in the North Queen Street and York Street/York Road area depicting Ulster Scots traditions.

Small Steps successfully applied to Belfast City Council to run a one-week summer scheme providing children with breakfast, snacks and hot lunch each day.

Small Steps successfully applied to Belfast City Council Parks Department to deliver an Eco Education Day for Primary School Children.

Small Steps successfully applied to Community Foundation NI for a grant to deliver Platinum Jubilee Events.

Small Steps successfully applied to the Department for Communities for an Indigenous Language Grant to carry out capital works.

Small Steps works with Probation Board NI to provide placements for Community Service Clients and successfully applied for part funding of salary costs for our Charity Shop Manager who supervises the placements.

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**FINANCIAL REVIEW**

**Financial Position**

**Principal Funding Sources**

Funding in this year came from a number of sources including Belfast City Council Capacity Building Project, Medium Grant, Parks Event Grant, and Summer Funding. The Ulster Scots Agency Community Impact Project, Music and Dance Grants, Small Grants. Probation Board NI, National Lottery Community Fund and The Department for Communities.

**Reserves Policy**

Small Steps set a Reserves Policy which aims to have unrestricted reserves held by the Charity of the equivalent of six months' salary and running cost plus a redundancy costs, replacement IT equipment costs, £14,000.00 match funding per year and repairs and maintenance. This policy was reviewed in 2022 and is currently set at £96,000.00.

Actual reserves at 30 September 22 is £189,366 of which £127,004 is unrestricted and £62,362 is restricted.

**PLANS FOR THE FUTURE**

Small Steps Currently has a number of funded projects at various stages of delivery going forward into 2022. We will seek to secure funding for all of these projects and others for the 2022-23 period.

1. BCC Capacity Building Funding – to deliver a Capacity Building Project for affiliated groups.
2. Ulster Scots Community Impact Project – to promote Ulster Scots in north & west Belfast and Newtownabbey.
3. Probation Board NI – to provide placements for Community Service Clients.

*Staff are currently working of site due to ongoing repairs at our office and it is hoped they will return to the office in early 2023.*


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**Disclosure of Information to Independent Examiner**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the independent examination, but of which the independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiner is aware of such information.

The trustees' report was approved by the Board of Trustees.

  
Mrs H Johnston  
Chairperson

19/4/23  
Date