

London Borough of Harrow



GRANTS ADVISORY PANEL

MONDAY 15 SEPTEMBER 2003

7.30 PM

PANEL AGENDA (ADVISORY)

COMMITTEE ROOM 1 & 2
HARROW CIVIC CENTRE

MEMBERSHIP (Quorum 3)

Chair: Councillor Harrison

Councillors:

Bluston
Ismail
N Shah
Thammaiah

Arnold
Marilyn Ashton
Mrs Joyce Nickolay
Anjana Patel

(none)

(none)

Reserve Members:

1. Mrs R Shah
2. Omar
3. Lavingia
4. Idaikkadar
5. O'Dell

1. Billson
2. Myra Michael
3. Mary John
4. Janet Mote

(none)

(none)

Issued by the Committee Services Section,
Law and Administration Division

Contact: Heather Smith, Committee Administrator
Tel: 020 8424 1785 E-mail: heather.smith@harrow.gov.uk

***NOTE FOR THOSE ATTENDING THE MEETING:
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

LONDON BOROUGH OF HARROW

GRANTS ADVISORY PANEL

MONDAY 15 SEPTEMBER 2003

AGENDA - PART I

1. **Attendance by Reserve Members:**
To note the attendance at this meeting of any duly appointed Reserve Members.
2. **Declarations of Interest:**
To receive declarations of interest (if any) from Members of the Committee arising from business to be transacted at this meeting.
3. **Arrangement of Agenda:**
To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.
- Enc. 4. **Minutes:** (Pages 1 - 4)
That the minutes of the meeting held on 28 July 2003, having been circulated, be taken as read and signed as a correct record.
5. **Public Questions:**
To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel Procedure Rule 15 (Part 4E of the Constitution).
6. **Petitions:**
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel Procedure Rule 13 (Part 4E of the Constitution).
7. **Deputations:**
To receive deputations (if any) under the provisions of Advisory Panel Procedure Rule 14 (Part 4E of the Constitution).
8. **References from Council/Cabinet:**
To receive references (if any) from Council or Cabinet.
9. **References from other Committees/Panels/Forums:**
To receive the following reference and any other references from other Committees, Panels or Forums.

Enc. (a) Reference from the meeting of the Lifelong Learning Scrutiny Sub-Committee held on 30 June 2003 - Youth Service Plan (Pages 5 - 8)
- Enc. 10. **Reserved Grants 2003/04:** (Pages 9 - 16)

Report of the Chief Executive.

- Enc. 11. **Monitoring of Grant Funding Allocated in 2002/03:** (Pages 17 - 36)
Report of the Chief Executive.
- Enc. 12. **Grants to Voluntary Organisations - new funding priorities:** (Pages 37 - 40)
Report of the Chief Executive.
- Enc. 13. **Harrow Agenda 21 - Progress Report:** (Pages 41 - 48)
Report of the Chief Executive.
- Enc. 14. **Street Collections 2003:** (Pages 49 - 56)
Report of the Chief Executive.

AGENDA - PART II - NIL

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CABINET

VOL.4 GAP 25

GRANTS ADVISORY PANEL

28 JULY 2003

Chair: * Councillor Cyril Harrison

Councillors: * Arnold * Anjana Patel
* Billson (1) * Thammaiah
* Bluston * N Shah
* Mrs Joyce Nickolay * Lavingia (3)

* Denotes Member present
(1), (3) Denote category of Reserve Member

PART I - RECOMMENDATIONS

RECOMMENDATION 1 (to Portfolio Holder): Grants to Voluntary Organisations 2003/04 - Reserved Grants

The Panel received a report from the Assistant to the Chief Executive, which provided further information on 2003/04 grants that were currently reserved.

Harrow African Caribbean Association: Members agreed that the reserved grant of £2,500 be released to HACAS to enable them to appoint a voluntary co-ordinator, pending the outcome of an application to the ALG. Members requested that they be informed of the outcome of the application.

Harrow In Europe: The organisation had provided a re-designed application form but was not yet in a position to give details of individuals assisted. Members agreed to continue to defer release of the reserved grant of £2,500.

Harrow Women's Centre: The organisation had recently moved into new premises and would be in a better position to estimate running costs when they had occupied the building for at least six months. Members agreed to continue to reserve an additional sum of £5,000.

Harrow Kuwaiti Community Association: Members agreed to continue to reserve a grant of £1,000. The organisation was newly funded in 2002/03 and officers were monitoring their progress.

TIPTO: The project, renamed 'Kids can Achieve', had been successful in attracting funding from other sources. Members agreed that the reserved funding of £2,000 be retained in the grants budget.

Resolved to RECOMMEND: That (1) the reserved grant of £2,500 be released to Harrow African Caribbean Association;

(2) grants to Harrow In Europe, Harrow Women's Centre and Harrow Kuwaiti Community Association continue to be held in reserve pending further information;

(3) funding reserved for TIPTO be retained in the grants budget.

REASON: To finalise the allocation of grants to voluntary organisations for 2003/04.

RECOMMENDATION 2 (to Portfolio Holder): Community Premises Applications

The Panel received a report from the Assistant to the Chief Executive, regarding a deferred accommodation application from the Harrow Youth & Community Project and a new application for accommodation from the Association of Senior Muslim Citizens. Members considered the applications and agreed to recommend that they be approved.

Resolved to RECOMMEND: That the applications from Harrow Youth & Community Project and the Association of Senior Muslim Citizens be approved for casual use, subject to a six-month probationary period.

REASON: To enable the two groups to improve their infrastructure and services by making use of the facilities offered at the Community Premises.

RECOMMENDATION 3 (to Portfolio Holder): Harrow Local Agenda 21 (Environmental Forum)

The Panel received a report from the Assistant to the Chief Executive, which detailed activities and projects undertaken or planned by Harrow Agenda 21 (HA 21).

A Member expressed concern that Harrow's lack of progress in comparison with other boroughs was due to the lack of a dedicated officer to support the organisation. Members were advised that an officer had been appointed to work with the organisation to assist with the implementation of their work programme. Officers were unable to confirm whether HA 21 was the new officer's sole responsibility. HA 21 had unfortunately lost their Schools Environmental Liaison Officer. Officers advised that the Council's relationship with HA 21 was a matter that did not fall within the remit of the Panel.

Resolved to RECOMMEND: That (1) the organisation's reserved grant of £1,500 from this financial year's grant aid budget be released to enable Harrow Agenda 21 to carry out the activities outlined in the officer report;

(2) the outstanding grant of £1,000 from last year's budget remain reserved until Harrow Agenda 21 produces invoices/receipts of expenditure relating to funded activities in 2002/03 and that the organisation be given until the end of October 2003 to provide this information.

REASON: To enable Harrow Agenda 21 to carry out its planned activities for the remainder of this financial year.

RECOMMENDATION 4 (to Portfolio Holder): Council Support to Harrow's Neighbourhood Watch

The Panel received a report from the Chief Executive, detailing a proposed joint project between Harrow Council, Harrow Police and Harrow Neighbourhood Watch, using funds previously reserved for Harrow Neighbourhood Watch.

Members were advised that it was intended to run a project to assess the contribution Neighbourhood Watch could play in helping the Council to meet the objectives of the New Harrow Project.

Resolved to RECOMMEND: That (1) the grant reserved for Harrow Neighbourhood Watch be released for the purposes of the proposal for Harrow Neighbourhood Watch Action Teams in South and West Harrow, as set out in the officer report;

(2) Individual Portfolio Holder Decisions be used to release small sums from the budget to meet the expenditure of Harrow Neighbourhood Watch, within existing budgets.

REASONS: (1) to re-energise the role of the Watch, reflecting the priorities of the New Harrow Project; (2) to facilitate community involvement in community safety and the New Harrow Project.

PART II - MINUTES

51. **Appointment of Chair:**
RESOLVED: That the appointment at the meeting of Cabinet held on 20 May 2003 of Councillor Cyril Harrison as Chair of the Panel for the Municipal Year 2003/04 be noted.

52. **Attendance by Reserve Members:**
RESOLVED: To note the attendance of the following duly constituted Reserve Members:

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Ismail	Councillor Lavingia
Councillor Marilyn Ashton	Councillor Billson

53. **Arrangement of Agenda:**
RESOLVED: That (1) all items be considered with the press and public present;

(2) under the provisions of the Local Government (Access to Information) Act 1985 the following information be admitted to the agenda as a result of the special circumstances and reasons for urgency set out below:

Agenda Item 12 – Local Agenda 21

Special Circumstances: Officers had been unable to meet with the organisation in

question until after the despatch of the original agenda.

Urgency: To enable the Panel to decide whether the organisation's reserved grant should be released.

54. **Appointment of Vice-Chair:**

Councillors Joyce Nickolay and Thammaiah were nominated and seconded for the position of Vice-Chair of the Panel. Upon being put to the vote it was

RESOLVED: That Councillor Thammaiah be appointed as Vice-Chair of the Panel for the Muncipal Year 2003-04.

55. **Minutes:**

RESOLVED: That the minutes of the meeting held on 6 March 2003, having been circulated, be taken as read and signed as a correct record.

56. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

57. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of Committee Procedure Rule 13 (Part 4E of the Constitution).

58. **Deputations:**

RESOLVED: To note that there were no deputations to be received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

59. **Application of Advisory Panel Procedure Rule 14 on Deputations:**

Members were requested to consider whether the former policy of not receiving deputations on individual grant applications had merit, and whether steps should be taken to re-establish the policy. Rule 14 of the new Constitution, which came into effect in May 2002, provided for deputations to be made to Advisory Panels.

A Member reminded the Panel that the decision as to whether to allow a deputation at a meeting was at the discretion of the Panel, and an appeal procedure for grant submissions was available to applicants. He advised that Panel Members were in any case prepared to hear from applicants on an individual basis should applicants wish to approach them.

A Member proposed that rather than not receiving deputations at all on individual grant applications, the procedure be varied to reduce the length of a deputation to a Grants Advisory Panel meeting to three minutes. The proposal was seconded, and on being put to the vote was not carried.

[Note: Councillors Arnold, Billson, Mrs Joyce Nickolay and Anjana Patel requested that their votes in favour of the proposal be recorded.]

A Member proposed that a consultation meeting be set up to enable local voluntary groups to meet the Panel on an informal basis, as well as a means through which information relating to alternative sources of funding could be spread. The proposal was seconded and Members agreed that this course of action be followed.

RESOLVED: That (1) it be agreed in principle to reinstate the previous policy for deputations not to be received by the Panel relating to individual grant applications;

(2) a consultation meeting be arranged for Autumn 2003 and that the previous policy of holding such a consultation meeting in June/July each year be reinstated.

60. **Grants to Voluntary Organisations 2003/04 - Reserved Grants:**

See Recommendation 1.

61. **Community Premises Applications:**

Further to Recommendation 2, a Member raised the matter of the length of time that groups were entitled to be accommodated within the community premises, given that there was demand for accommodation and a limited supply. The Chair advised that groups were expected to find alternative premises after a period of three years. An officer advised that the issue had been raised at a community premises user group

meeting and again at a later special meeting, but that no notices had been issued. Only three groups were currently unaffected. A Member was of the view that each affected group would need to be considered on its own merits.

62. **Council Support to Harrow's Neighbourhood Watch:**

Further to Recommendation 4, the officer report provided details of a project proposal for Harrow Neighbourhood Watch Action Teams. The project would provide a dedicated team of volunteers who would raise awareness of crime reduction and neighbourhood watch issues in the local community and would consist of a Motor Vehicle Initiative and a Burglary Initiative. Volunteers would distribute relevant leaflets as well as reporting any suspicious activity. The project would to promote community involvement in community safety issues.

Members welcomed the appointment of a borough-wide co-ordinator, who had been appointed by the Police, and would be in post by September.

RESOLVED: That project proposal be noted.

63. **Local Agenda 21:**

See Recommendation 3.

(Note: The meeting having commenced at 7.30 pm, closed at 8.09 pm)

(Signed) COUNCILLOR CYRIL HARRISON
Chair

LONDON BOROUGH OF HARROW

GRANTS ADVISORY PANEL

MONDAY 28 JULY 2003

Reference from the Meeting of the Lifelong Learning Scrutiny Sub-Committee on 30 June 2003: Youth Service Plan

1. At the meeting of the Lifelong Learning Scrutiny Sub-Committee on 30 June 2003, the Sub-Committee received the findings and recommendations arising from the meeting of the Youth Service Plan Working Group, which had been constituted to consider the contents of the Youth Service Plan. The relevant minute is attached as Appendix A.
2. **The Sub-Committee resolved, inter alia, that Recommendation (i) (below) be forwarded to the Grants Advisory Panel for consideration.**
 - (i) that the Lifelong Learning and Youth Service Manager and the Education and Lifelong Learning Portfolio Holder be requested to examine ways in which the grants process could be simplified for applicants.

Reason for Reference: To enable the comments of the Lifelong Learning Scrutiny Sub-Committee to be taken into account during the Grants Advisory Panel's review of the grants process.

FOR CONSIDERATION

Background Papers: Minutes of the Lifelong Learning Scrutiny Sub-Committee on 30 June 2003.

Contact: Sam Johnson, Law and Administration Division. Tel: 020 8424 1264.
E-mail: samantha.johnson@harrow.gov.uk

Extract from the Minutes of the Meeting of the Lifelong Learning Scrutiny Sub-Committee on 30 June 2003: The Youth Service Plan

12. The Sub-Committee received the findings arising from the meeting of the Youth Service Plan Working Group, which was constituted to consider the contents of the Youth Service Plan. Councillor Williams led the review of the Youth Service Plan but was unable to attend the meeting. The Lifelong Learning and Youth Service Manager informed Members that the Group discussed the key issues raised by the plan and formulated provisional recommendations, contained within the minutes, for the Sub-Committee to endorse.

In addition, the Lifelong Learning and Youth Service Manager informed Members that Cabinet agreed the Plan at its meeting on 20 May 2003 and that the Plan had been forwarded to the Government Office for London for approval; the Lifelong Learning and Youth Service Manager was currently awaiting a response from the government in relation to the contents of the Plan. The Chair discussed the process by which the plan was analysed by the Group and stated that this was an efficient and effective way of reviewing statutory plans prior to their consideration by the Committee as a whole.

A Co-opted Member requested, on behalf of Councillor Williams, that recommendation (i) be extended; that the Sub-Committee recommend that it be given financial control over grants to youths and voluntary/community organisations. The Chair advised that this was not within the Sub-Committee's remit, as the Grants Advisory Panel dealt with grant applications and that the Lifelong Learning and Youth Service Manager had been dealing with other available funds for such groups.

In response to a question from a Member, the Lifelong Learning and Youth Service Manager clarified the funding available directly through the Service, which was approximately £4,000 for funding for organisations, e.g. for equipment and £10,000 for individuals; a limit of £100 was supplied to each successful applicant.

The Chair requested that recommendation (i) therefore be amended to read: that the Lifelong Learning and Youth Service Manager and the Education and Lifelong Learning Portfolio Holder be requested to examine ways in which the grants system could be simplified for applicants. Members also agreed that the Grants Advisory Panel be informed of this recommendation in order for it to be taken into account during their review regarding the grants process.

Members requested information relating to the number of applications received by the Lifelong Learning and Youth Service Manager for funding. The Lifelong Learning and Youth Service Manager confirmed that the budget received for this type of funding was always allocated to applicants and that there was seldom surplus funds at the end of the financial year. Members were informed that applicants did not have to live in Harrow to secure funding, however, their business or activities had to take place in Harrow.

The Chair highlighted recommendation (iii); that young people with disabilities were not emphasised enough in the Plan and that it should be ensured that next year's Plan addresses this issue. The Sub-Committee agreed that the recommendation contained within the report, as amended, be forwarded to the Education and Lifelong Learning Portfolio Holder for a response.

RESOLVED: (1) That the recommendations of the Youth Service Plan, as amended, be endorsed by the Sub-Committee and forwarded to the Education and Lifelong Learning Portfolio Holder for a response: -

- (i) that the Lifelong Learning and Youth Service Manager and the Education and Lifelong Learning Portfolio Holder be requested to examine ways in which the grants process could be simplified for applicants.
 - (ii) That the Youth and Connexions Service support voluntary sector organisations in applying for grants.
 - (iii) That young people with disabilities, who did not fall within the scope of the 13-19 age category, receive adequate support from the Youth and Connexions Service and that this provision be highlighted in the Plan.
 - (iv) That Members' involvement with the work of the Corporate Parenting Group be highlighted in the Plan.
 - (v) That it be recognised that young people need access to parks and open spaces in order to carry out leisure pursuits and for this to be taken into consideration in relation to future planning applications.
 - (vi) That young people be included in the consultation process for the redevelopment of parks and open spaces.
 - (vii) That young people be consulted on facilities being developed exclusively for them and that future developments consider a range of age appropriate facilities.
 - (viii) That the Sub-Committee receive annual updates on the Plan.
- (2) that the Grants Advisory Panel be informed of recommendation (i) in order for it to be taken into account during their review regarding the grants process;
- (3) that information relating to the number of applications received by the Lifelong Learning and Youth Service Manager for funding be sent to Members of the Sub-Committee;
- (4) that the minutes of the meeting of the Youth Service Plan Working Group, held on 13 May 2003, be noted.

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Meeting:	GRANTS ADVISORY PANEL
Date:	15 SEPTEMBER 2003
Subject:	RESERVED GRANTS 2003 / 04
Key decision:	NO
Responsible Chief Officer:	CHIEF EXECUTIVE
Relevant Portfolio Holder:	PARTNERSHIP AND PROPERTY
Status:	PART 1
Ward:	N / A
Enclosures:	APPENDIX A – HARROW KUWAITI COMMUNITY ASSOCIATION - PROGRESS REPORT

1. **Summary/ Reason for urgency (if applicable)**

1.1 This report provides an update on the reserved grants to Voluntary Organisations 2003/04.

1.

2. **Recommendations (for decision by Portfolio Holder)**

2.1 That the reserved grant of £1,000 be released to the Harrow Kuwaiti Community Association.

2.2 That the reserved grant of £2,500 for Harrow in Europe and the reserved grant of £5,000 for the Harrow Women’s Centre remain reserved.

REASON: To enable the Harrow Kuwaiti Association to improve its services by utilising the reserved grant. To give Harrow in Europe and Harrow Women’s Centre time to provide the required information.

3. **Consultation with Ward Councillors** – Not applicable

4. **Policy Context (including Relevant Previous Decisions)**

4.1 Grants Advisory Panel 6 March 2003 – Members concluded their decisions on grants for 2003/04, but reserved a number of grants pending receipt of further information.

4.2 Grants Advisory Panel 28 July 2003 - Members agreed to release some reserved grants, but decided that the reserved grants for Harrow in Europe, Harrow Kuwaiti Association and Harrow Women's Centre remain reserved until more information is provided by these groups.

5. **Relevance to Corporate Priorities**

5.1 This report addresses the Council's stated priority of "strengthening Harrow's local communities by promoting social inclusion amongst all Harrow residents both young and old, by seeking to eradicate poverty and by reducing the fear of crime".

6 **Background Information and options considered**

6.1 Harrow in Europe: The organisation has not yet provided details of individuals assisted. Harrow in Europe at the monitoring meeting on 11th August 2003 were advised that this information is crucial to the release of the reserved grant of £2,500. They promised to provide it, but it has not been received yet.

6.2 Harrow Kuwaiti Community Association: The organisation has made significant progress (please, see attached progress report). The organisation has received funding of £5,000 from Peabody Trust for a newsletter, which has been produced and a grant of £1,500 from Renewal for a computer. Financial records and systems are now in place and the organisation has provided casework records for 2002 / 03 (dealt with 134 cases).

6.3 Harrow Women's Centre: Members were informed at the last meeting that the Harrow Women's Centre will not be in a position to ascertain the true running costs until they have been in the new premises for at least six months. It is hoped that the situation will become clearer during the monitoring meeting in October.

7. **Consultation** - Not applicable

8. **Finance Observations**

8.1 None

9. **Legal Observations**

9.1 None

10. **Conclusion**

10.1 There is sufficient information to justify the release of the reserved grant of £1,000 to the Harrow Kuwaiti community Association, but the reserved grant of £2,500 to Harrow in Europe and the reserved grant of £5,000 to the Harrow Women's Centre cannot be released at this stage.

11. **Background Papers**

11.1 None.

12. **Author**

- 12.1 Zach Stavrinou – Temporary Grants Officer, Chief Executive’s Dept. Ext. 2335. E-mail: zacharias.stavrinou@harrow.gov.uk

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HARROW KUWAITI COMMUNITY ASSOCIATION PROGRESS REPORT

Constitution and accounts for 2002-2003 previously submitted directly to Civic centre.

Minutes produced for Management Committee meeting held in April 2003.

Additional funding received from:

Peabody Trust (£5K for a newsletter)

Renewal (£1500 for a computer)

Eid Mubarak social gathering (20-25 people) held in Feb 2003.

Casework expenses per visit agreed by Management Committee and minuted.

Casework expenses claim form being used.

Casework analysis provided for 2002-2003.

Accounts system being used following consultation with Joe Ramalho of CASH.

Invoices used.

(£1031.25 carried over from end of March 2003 which includes the £1000 grant)

(Balance of £76.78 as at end July 2003 - ie previous year's grant spent.)

CASE WORK from April 2002 to March 2003

Months	Clinic	Hosp	College	Benefit	A.Bearue	Housing	H.O.	Lawyers	InfoJob	Total
April	7	3		1				1		12
May	4	2	1						1	8
June	6	1		1	1					9
July	1	4		1		1	1	1	1	9
August	5					1	1			6
September	7	8		2	1				3	21
October	1	2							1	4
November	1	2		3	1				1	8
December	3	2	1	3					2	11
January	5	7							1	13
February	5	5	1	2		2				15
March	7	5	3	1		1	1		1	18
Total =	52	41	6	14	3	5	5	1	11	134

HARROW KUWAITI COMMUNITY ASSOCIATION

Community Premises, 27 Northolt Road, South Harrow, Middlesex. HA2 0LH.

VOLUNTEER'S CLAIM FORM

Section 1 – to be completed by volunteer:

Name of Volunteer:	
Home address:	
Telephone no:	

I certify that I have carried out the assignment as stated below and wish to claim expenses of £5.00.

Volunteer's signature:

Section 2 – to be completed by volunteer:

Client's name:	
Client's address:	
Client's telephone no:	
Nature of assignment:	

Section 3 - to be completed by agency conducting interview/appointment:

Date:	<input type="text"/>	Signature:	<input type="text"/>	Official stamp (or business address if stamp not available):
Time:	<input type="text"/>	Position:	<input type="text"/>	<input type="text"/>

Section 4 - to be completed by HKCA management committee member:

Claim authorised by (print name):	<input type="text"/>
Position in organisation:	<input type="text"/>

By signing this claim, you are authorising that expenses of £5.00 should be paid to the volunteer for this assignment.

Signature:

Date authorised:

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Meeting:	GRANTS ADVISORY PANEL
Date:	15 SEPTEMBER 2003
Subject:	MONITORING OF GRANT FUNDING ALLOCATED IN 2002 / 03
Key decision:	NO
Responsible Chief Officer:	CHIEF EXECUTIVE
Relevant Portfolio Holder:	PARTNERSHIP AND PROPERTY
Status:	PART 1
Ward:	N / A
Enclosures:	APPENDIX A - LIST OF ORGANISATIONS THAT SUBMITTED MONITORING & ASSESSMENT FORMS APPENDIX B – SUMMARIES OF MONITORING FORMS APPENDIX C – LIST OF ORGANISATIONS WHICH RECEIVED A MONITORING VISIT

1. **Summary/ Reason for urgency (if applicable)**

- 1.1 This report presents Members with the monitoring information supplied by organisations in receipt of grant funding in 2002/03.
- 1.2 Monitoring forms for 2002/03 were sent to 36 organisations (see list at Appendix A). The deadline for the receipt of these forms was Friday 23rd May 2003. Whilst all organisations returned their forms, only 19 did so by the deadline, despite reminders and duplicate forms sent to some of the groups.
- 1.3 Appendix B contains brief summaries of the monitoring information supplied by the groups. The information is only quantitative, without any qualitative assessment.

2. Recommendations (for decision by Portfolio Holder)

2.1 To note the monitoring and assessment information submitted by organisations in receipt of funding in 2002/03.

2.2 To consider setting specific outcomes for each funded organisation and for the monitoring in future to concentrate on the agreed outcomes which will be supported by documentary evidence.

REASON: To enable the Council to carry out a more meaningful monitoring of the organisations it funds and to be able to ascertain that the funding provided meets specific objectives and targets in line with the Council's priorities.

3. Consultation with Ward Councillors - Not applicable

4. Policy Context (including Relevant Previous Decisions)

4.1 Grants Panel 19 June 2002, minute 1: It was resolved that officers should write to organisations informing them that, if they failed to return their monitoring and assessment forms, Members would take this into account when considering future funding applications.

4.2 Grants Advisory Panel 25 September 2002, recommendation 3: ... "Members questioned the validity of the Monitoring & Assessment Forms and whether they needed reviewing. ... Members expressed the need to update the Monitoring & Assessment Forms, the mechanism for assessment and the grant thresholds, which would trigger officer visits in the context of current and proposed practices."

5. Relevance to Corporate Priorities

5.1 The report addresses the Council's stated priority of "strengthening Harrow's local communities by promoting social inclusion amongst all Harrow residents both young and old, by seeking to eradicate poverty and by reducing the fear of crime.

6 Background Information and options considered

6.1 The London Borough of Harrow is empowered to make grants to voluntary organisations under Section 42 of the Local Government Act 1972 and various other statutes. Under the 1972 Act, a voluntary organisation is defined as "a body the activities of which are carried out otherwise than for profit." As from April 1990, the Local Government and Housing Act 1989 came into effect and included specific reference to the accountability of organisations to their local funders. Section 37 of the Act requires voluntary organisations receiving financial assistance of £2,000 or more to furnish a statement in writing of the use to which the assistance has been put within 12 months of the date when assistance was provided. Sub-section 37(4) states that an annual report of accounts containing the information required will be sufficient.

6.2 The former Grants Panel had agreed that all organisations should account for the grant funding received, irrespective of the amount. Grant-aided organisations are therefore

required to complete a “Statement of Achievement” that is included in a monitoring and assessment form. The forms are presented to the Grants Advisory Panel without any real analysis or auditing. Groups that fail to return their form are advised that this failure could jeopardise consideration of any future grant applications made by them.

6.3 Whilst all funded groups provide annual accounts and monitoring forms, it needs to be noted that the information contained in the monitoring forms tends to be repetitive and does not provide a clear and accurate picture of the performance of organisations. Because groups are not required to produce documentary evidence to support their statement of achievements, in order for any meaningful conclusions to be drawn on the success or otherwise of funded organisations, there may be a need to agree in advance with all funded groups a list of outcomes on which the monitoring should concentrate. Organisations should be required to support any statement they make on achievement with some form of documentary evidence to be agreed when the outcomes are set. The number and complexity of agreed outcomes must take account of the size of the organisation and of the level of the Council’s funding.

6.4 Monitoring visits to organisations in receipt of grant aid of £3,500 and over take place every year (please see Appendix C for the number of monitoring visits carried out so far this year). Standard guidelines for monitoring visits for voluntary organisations have been in operation for about 5 years. A standard monitoring report form is completed after each visit and a copy is given to the group for comment. The report may be amended to take account of the comments made by the group. If the monitoring visit reveals any problems within an organisation or any likely breach of the conditions of grant the organisation is given a deadline to rectify the situation. Serious breaches of the funding conditions are reported to Senior Management and to Members. So far this year, no serious problems have been identified.

7. **Consultation** - none

8. **Finance Observations**

8.1 None

9. **Legal Observations**

9.1 None

10. **Conclusion**

10.1 The monitoring of grant-aided organisations as practised currently complies with relevant legislation. However, the quality of the information provided in the Monitoring & Assessment Forms by most organisations is not sufficiently high and this may be due to the inadequacy of the form used. In order to make the monitoring and evaluation more robust and meaningful, there is a need to introduce a system of setting agreed outcomes for each funded organisation and for these to form the basis of the monitoring.

11. **Background Papers** – none

12. **Author**

12.1 Zach Stavrinou – Temporary Grants Officer, Chief Executive’s Dept. Ext. 2335. E-mail: zacharias.stavrinou@harrow.gov.uk

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GRANTS ADVISORY PANEL – 15 SEPTEMBER 2003

APPENDIX A

LIST OF MONITORING FORMS RECEIVED

ADHD Support Group (Harrow)
Afghan Association
Asian Elderly Group
Carramea
Community Accountancy Self – help
DeafPLUS
East African Welfare Development Concern
Harrow Agenda 21 Environmental Forum
Harrow Anti- Racist Alliance
Harrow Churches Bereavement Visiting Scheme
Harrow Citizens Advice Bureau
Harrow Community Transport
Harrow Council for Racial Equality
Harrow Gingerbread
Harrow Heritage Trust
Harrow Iranian Community Association
Harrow Pensioners Action Association
Harrow Public Transport Users Association
Harrow Refugee Forum
Harrow School of Gymnastics
Harrow Special Olympics
Harrow Travellers Youth Work Project
Harrow Victim Support Scheme
Headway Harrow
Jaago Punjabi Womens Group
Kala Anjali Arts Circle
Kurdish Association
Nettlefold Festival Trust
Parkinson's Disease Society
Racial Harassment Sub Group
Russian Immigrants Association
Special Connection
Tongues on Fire (Asian Images Ltd)
UK Asian Womens Conference
Winged Fellowship Trust
Woodcottes Youth Club

Total received: 36

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GRANTS MONITORING FORM SUMMARIES

APPENDIX B

A.D.H.D SUPPORT GROUP (Harrow) ---- £ 2,460

OBJECTIVES - To educate parents and carers in the management of sufferers of ADHD through support group meetings, behaviour management and a limited information library.

- The primary objective was to convey information about ADHD in the form of a booklet. The main reasons for the grant was for the publication & prints of books about parent training and anger management courses.
- The targets were met via the establishment of the above courses.
- A significant achievement that was made was that the organisation was able to move to new premises, and now is able to offer a place for parents to come and receive information & support. Also a 'lending library' has been started so more information and advice may be obtained about ADHD.

AFGHAN ASSOCIATION OF LONDON (HARROW) ---- £ 3,584

OBJECTIVES - To continue to provide a professional and effective advice service to Afghan refugees and asylum seekers in Harrow, on issues such as immigration, health, housing, education and employment.

- Also, to provide mother tongue and English supplementary school facilities for the Afghan community.
- The grant was needed to financially support and promote these services. It was also needed for general running costs, publicity, educational & health projects and women's group activities.
- Many of the targets had been met; major achievements were the Quality Mark award. Funding has also been secured from other funding sources. Many of the translation and interpretation classes are continuing and the seminars as well.
- Also, an additional office has been opened in Wembley, to serve clients in Brent. The grant was used for running costs and general services.

ASIAN ELDERLY GROUP (Harrow) ---- £ 1,670

OBJECTIVES - To strengthen the voice of elderly Asians in Harrow, by supporting them through their needs & aspirations.

- The grant was needed to provide a suitable venue for members to come together & socialise at organised events, while their carers could have a break.
- Also to allow Elderly Asian people to gain self-confidence and achieve a feeling of belonging. A grant was required for part-time staff, day to day admin and to pay the rent of a hall.
- The major achievement was the securing of a venue (Gateway House, North Harrow) where clients could meet up for social & cultural activities.

- At this venue assistance was provided to those members who were Illiterate in English. The grant was originally required for salaries & running costs, but the bulk of it, i.e. £ 1545 was used to pay for the rent of the hall.

CARRAMEA ---- £ 2,400

OBJECTIVES– To provide to members of ethnic minority backgrounds (including refugees, disabled people, students & unemployed people) with the opportunity to develop ICT skills at a variety of levels in a confidence – building environment. This would allow participants to move on to work-experience placements with CARRAMEA member- organisations.

- Many of the targets were successfully achieved; ICT skills were developed for the target groups (statistics are available). At the same time a confident and welcoming environment was created by those involved.

- With the help of the grant, expenses were covered for the volunteers who delivered & managed the training project. The grant also contributed towards software, equipment, fax, Internet and e-mail facilities.

COMMUNITY ACCOUNTANCY SELF-HELP (C.A.S.H) ---- £ 1,000

OBJECTIVES– To support Harrow's voluntary sector, encourage community development, self-help and enterprise by empowering groups with community accountancy skills.

- To strengthen the voluntary and community sectors by increasing their level of financial skills at volunteer, finance & trustee levels.

- The grant was needed for community accountancy advice to groups, training sessions, management committee training sessions & CASH News.

- A lot of the objectives were met. Evidence shows advice was provided to more than 15 groups, 4 days of training had been carried out; evening training sessions for 2 management committees and CASH News was distributed to 400 Harrow voluntary organisations.

- The grant was spent on salary costs and the CASH news. CASH has become more established in Harrow and is recognised as the voluntary sector's main source of help with financial & accountancy matters.

DeafPLUS ---- £ 500

OBJECTIVES– DeafPLUS mobile advisory service is a Resource centre 'on wheels' for deaf & hard of hearing people.

- Their main aim was to provide deaf & hard of hearing people with the means to achieve their potential through information services, training programmes & one-to-one support.

- The grant was needed for advice & information which was to be given on a wide range of issues both on a local and national level. Also for equipment which was specially designed for deaf & hard of hearing people.

- Moreover with help towards running costs, volunteer expenses, printing/publicity etc.

- A lot of the objectives were met, the grant was used towards the running costs of the MAS (Mobile Advisory Service), the cost of literature, equipment, demonstrations and advice.

EAST AFRICAN WELFARE & DEVELOPMENT CONCERN ---- £ 1000

OBJECTIVES – The main aims were to provide essential services to clients such as, interpreting, translating and housing. Also to assist unemployed Somali people with their search for employment.

- The grant was needed for paying volunteers expenses and to cover the running costs of the office.
- The grant was spent on admin, volunteers & running costs.
- Their major achievements were that 1 part-time personal advisor was employed, supplementary classes were established & ESOL classes have begun.

HARROW AGENDA 21 ENVIRONMENTAL FORUM ---- £ 1,500

OBJECTIVES– Harrow Agenda 21's main purpose was to work with various organisations (LBH, the private sector & voluntary organisations), in order to develop & implement practical projects to progress the goals of sustainability, with significant emphasis on environmental issues.

- The grant was needed for a borough wide conference for all voluntary groups in 2002, to identify concerns and develop plans for applications for new opportunity funds. It was also needed to support admin costs, preparation of publicity material for the conference & the annual report.
- A lot of the objectives were achieved, a half-day event was organised on 6th June 2002 in Harrow Civic Centre, with the AGM meeting being held in the evening.
- Also a 'Green Advice' newsletter was produced, Annual Report Artwork and leaflets were produced by the Transport & Air Pollution group. A significant achievement was the start-up of the London Green website Project.

HARROW ANTI-RACIST ALLIANCE ---- £ 1,500

OBJECTIVES – Harrow ARA is a multi-ethnic organisation which supports people subject to racial discrimination/harassment. This is done by providing advice, guidance & support to people and families experiencing social exclusion and racial harassment.

- Also by providing work experience, NVQ skills & ICT training.
- The grant was to be used for volunteer & administrative expenses to sustain, develop and expand the teams that carry out their activities.
- Many of the targets were achieved; many beneficiaries participated in the Harrow fora including MAF, HPCCG, HIAP etc. Support was provided to more than 70 cases subject to racial harassment /discrimination. Moreover, work-experience was provided for 20 unemployed people.
- The grant also helped towards administrative costs (telephone, fax, Internet), travelling expenses for volunteers, the set-up of a web-site for the 'Our Harrow' project and expenditure for training.

HARROW CHURCHES BEREAVEMENT VISITING SCHEME ---- £ 6,688

OBJECTIVES – The main aim was to relieve the suffering and distress caused by bereavement among the inhabitants of the London Borough of Harrow and the surrounding areas.

- This was done by offering support, increasing public awareness of the needs of bereaved people, training & supervising suitable volunteers and offering training to other agencies engaged in similar work.
- The grant was needed for the continuation of the training programme, the training of new volunteers and the annual conference. It was also needed for running costs, such as premises, insurance, photocopier and office costs.
- A lot of the targets were met in the form of the training programme being continued. Figures showed that 65 people attended courses in 2002 and 12 new experienced visitors had further training particularly in relation to children. Also as requested the grant was used to cover core costs. In 2002 there were 272 referrals and over 1000 people had been contacted with an offer of support.
- Major achievements were the appointment of a Children's Advocate, the development of links with ethnic minorities, training targeted towards those with learning difficulties & special needs and an increase in accessibility for children.

HARROW CITIZENS ADVICE BUREAU ---- £ 84,750

OBJECTIVES – To provide a free, independent, advice service to the Harrow community. The service is staffed by voluntary advisors and managed by paid workers.

- The grant was used for general advice to the public regarding employment, immigration, welfare benefits & general advice.

HARROW COMMUNITY TRANSPORT ---- £ 5,000

OBJECTIVES – To provide reasonably priced specially adapted transport for people with disabilities who cannot use public transport.

- The grant was to be used for administration expenses and maintenance of the vehicles.
- The grant was spent on meeting expenses and servicing vehicles.

HARROW COUNCIL FOR RACIAL EQUALITY ---- £ 39,804

OBJECTIVES– HCRE 's main aim is to eliminate racial discrimination and to promote racial equality within Harrow. They work with and provide support to the local community organisations and individuals from Black and other minority groups as well as to offering advice, support, assistance and representation under the Race Relations Act.

- A lot of the targets were met. The grant was used to employ administrative staff and to meet the cost of the overall running of the office.
- The organisation was awarded Quality Mark Status; it is now authorised to provide Immigration advice and services.
- It has also played an active role in the Junior Citizen Scheme run by the Met Police in which 10 schools in Harrow took part, advocacy work in education, support for black /ethnic minority carers and support for Asian victims of domestic violence.

HARROW GINGERBREAD ---- £ 1,325

OBJECTIVES – The main aims of this organisation were to provide a meeting place for lone parents and their children.

- To provide information and advice through moral and emotional support and to give practical help to all those involved.
- The grant was needed for a recruitment drive, IT training (Internet access), and a new and improved newsletter.
- Most of the targets were achieved, but there were some that were not. A lot more of the communication taking place has now become computerised, there has been an increase in membership conversion (in 70 enquiries, 11 joined).
- The grant was spent on IT equipment. The presentation & publicity of promotional materials has become much more professional. The literature has increased and children are much more involved through the newsletter. The most important achievement was obtaining Community Premises as their office base.

HARROW HERITAGE TRUST ---- £ 8,800

OBJECTIVES– To continue to expand & create the numerous services that are already provided by this organisation. It encourages school children, to enjoy the environment & heritage, through their ‘Work with young people’ programme. It has also administered a historic buildings grant scheme.

- The grant was needed for the maintenance and general up keeping of the environment for all members of society (irrespective of their backgrounds).
- A lot of the targets were met, through events such as ‘walks & study days’, work days & heritage trails. Other achievements were the one-day conference organised by the Harrow Nature Conservation Forum entitled ‘Harrow Grey on Green’ and the ‘Kick- start’ of the restoration of the West House, Pinner.

HARROW IRANIAN COMMUNITY ASSOCIATION ---- £ 3,375

OBJECTIVES – Providing a point of reference, for all newly arrived Iranian refugees and providing all types of support services to the Iranian community (e.g. social events, mother – tongue classes, home visits to elderly and handicapped persons).

- The grant was intended for running the office for 32 hours per week, escorting refugees & non English-speaking clients to GP and solicitors and providing English classes for adults.

- Many of the targets were met, such as the continuation of ESOL classes, obtaining Quality Mark Status, developing the Website and printing bi-lingual leaflets and circulars.
- Much of the grant was spent on refugee assistance, also on telephone, postage and other office expenditure.
- The major achievements were the increase in the number of students in Saturday School, organising single mother's club, extending partnership and services to other refugee organisations and organising gym classes for girls.

HARROW PENSIONERS ACTION ASSOCIATION ---- £ 385

OBJECTIVES/TARGETS – To assist all pensioners in Harrow with any problems, and help to improve their living standards.

- This was done by providing facilities & support services to all pensioners and a place where all members could meet up and visit places of interest.
- The grant was needed for running costs, outings and IT equipment.
- The targets were met. Most of the grant was spent on rent for a meeting hall for all the members; the rest was spent on affiliation fees to others that advised the organisation and its members.

HARROW PUBLIC TRANSPORT USERS' ASSOCIATION ---- £ 250

OBJECTIVES - To contribute towards the cost of running a Public Transport Users' committee and to look after their interests in the borough of Harrow. -

- The grant was needed for the advisory service, running costs and public meetings.
- The targets were met; the grant was also used for running costs such as postage, stationery etc.

HARROW REFUGEE FORUM ---- £ 2,550

OBJECTIVES – To develop the Harrow Refugee Forum further, provide a single coherent voice for the refugee & migrant population and to influence decisions and issues aimed specifically at the refugee population in Harrow.

- The grant was needed towards support for local refugee organisations and to improve the quality of the services they provide.
- The funding was directly used towards the co-ordinator post and one-to-one support for Refugee community organisations and groups. A number of quarterly meetings & regular workshops were held during the year and a management committee was established. The grant was also spent on volunteer expenses and running costs.
- Major achievements were the employment of a temporary administrator, the organisation of funding seminars for the Refugee community organisations, servicing the West London Refugee standing committee 'away day' & the first ever Refugee Week celebration in Harrow by promoting positive images of Refugees & Asylum seekers.

HARROW SCHOOL OF GYMNASTICS ---- £ 1,500

OBJECTIVES– To provide training & fitness (at all levels) to children & young people in gymnastics.

- The grant was needed to provide support for families, who were having difficulty meeting costs of training & competing. It was also needed as a form of a fee reduction and support with travelling, clothing and other running costs.
- A lot of the targets were met. A new application form was designed and a new approval procedure was started. Now every grant is documented by the organisation.
- The grant was spent on subsidising or waiving fees for families who could not afford them. Major achievements during the year were the Commonwealth Men's Champion 2002, introduced gymnastics for children with disabilities and success in regional and national competitions.

HARROW SPECIAL OLYMPICS ---- £ 1,500

OBJECTIVES– To continue to expand the sporting activities for the people of Harrow with learning disabilities.

- The grant was needed for the cost of travel and comprehensive insurance.
- Major achievements were that more invitations were being accepted for participation in Local & Inter-region events, which enabled some of the athletes to qualify for Special Olympics National Championships in August 2003.
- In 2002 some athletes were very successful at the London Athletics Championships.

HARROW TRAVELLERS YOUTH WORK PROJECT ---- £ 5,000

OBJECTIVES– To engage with small groups of young Travellers.

- Many of the targets were met through the provision to young Travellers of opportunities to learn new skills, embrace talent and engage in diverse experiences.
- Also by focusing groups of young Irish Travellers into engaging with activities that make positive use of their leisure time. The grant was used towards the employment of 2 Youth & Community Youth Workers for 12 months.
- The Young Irish Travellers were represented on the Harrow Young People's Forum. A major achievement was the development of links with high schools and the Education Social Work Team in the borough, with direct regard to the inclusion and participation of Young Irish Travellers.

HARROW VICTIM SUPPORT ---- £ 15,183

OBJECTIVES– To provide emotional support, advice & information to victims of crime living in Harrow. The establishment of a Witness Service in Harrow Magistrates Court.

- The grant was needed for general advice, and accompanying victims to court and police stations (including members of Black and Asian communities).
- The grant contributed towards the set-up and development of a full working Witness Service in the Magistrates' Court. A regular drop-in at Northwick Park Hospital has also been set up for Harrow residents. Continued publicity within the community, distribution of literature and developed partnership with Youth Offending Team to support victims of crime. The grant directly contributed towards salaries & other running costs.
- Major achievements have been the continued support to 4,236 referrals that included 716 domestic violence and 180 racist crimes. The witness service supported 262 witnesses in the Magistrates' Court. Also a lot more drop-in centres have been set up in various areas within the borough.

HEADWAY HARROW ---- £ 900

OBJECTIVES– To provide support, advice and information to the Acquired Brain Injured and their carers in the Harrow area. It was originally set-up as a self-help group; this was done by holding meetings, social events and physical activities to increase public awareness.

- The grant was needed for the continuation of the meetings held at the regional rehabilitation unit at Northwick Park Hospital and also for community publicity. It was also needed for affiliation fees, room hire, administration and social activities.
- The targets started to be met through the process of monthly meetings. The grant was directly used towards fundraising/publicity, meeting expenses, printing and postage.
- The major achievements include the possibility of setting up of a 'Headway House' in Harrow, for people with Acquired Brain Injuries. Also through consultation and partnership arrangements between Primary Care Trust & London Borough of Harrow Social Services Dept, they have identified the need for more support for those suffering ABI.

JAAGO PUNJABI WOMEN'S GROUP ---- £ 2,750

OBJECTIVES– The aim is to provide a meeting place for Punjabi women to socialise and promote the Punjabi language. Special functions are organised to encourage children to learn about their culture. The grant was needed for the expenditure of these classes and for the rent for the room at the Vaughan Centre.

- The grant was used entirely to pay for the rent at the Vaughan Centre.

KALA ANJALI ARTS CIRCLE ---- £ 1,500

OBJECTIVES– To promote South Asian songs, drama, dance, literature in the U.K. via schools and the community in order to provide Equal Opportunities in the Arts.

- Also to promote 'Cultural Identity and enrichment' via the Arts. The grant was needed for workshops in schools, community venues and community schools. It was also needed directly for equipment, administration, travel and resources.

- Many of the projects tried to emphasise the concept of 'community', instead of being 'school based'.

- The targets met included many cultural and religious activities that took place in schools. The grant was also used for training volunteers and musical instruments. Major achievements, have been the networking with Arts Organisations and partnerships and the promotion of good practice in valuing cultural diversity.

KURDISH ASSOCIATION ---- £ 2,166

OBJECTIVES– To respond to the increasing demands of the Kurdish youth who live in Harrow. To solve general and specific problems, and to provide advice to families concerning Kurdish children and youth matters.

- The grant was needed for running the centre and 'Mother-tongue', supplementary and Art classes and to hold meetings and seminars to enhance the users' and their parents' awareness.

- The targets were met successfully, via the classes held at Whitmore High School, where the targeted group could come together and learn through cultural and social activities. The Harrow Kurdish youth participated actively in the Harrow Refugee Week that was organised by the Harrow Refugee Forum and Harrow Racial Equality Council.

- The grant was spent on running the Mother - tongue and supplementary classes, also towards general staff costs and running costs. Main achievements have been the survival of the organisation despite the financial crisis that it was facing, securing important external funds and constantly developing and extending services to more groups within the Kurdish Society.

NETTLEFOLD TRUST - ----£ 2,000

OBJECTIVES– To present a Colourscape festival in Harrow.

- To present 2 full days of workshops for priority Harrow schools.

- To present Special Needs workshops.

- The Harrow Colourscape Festival took place in Roxeth Recreation Ground in early July 2002. Intended outcomes were that new skills were to be given to classroom teachers through colour, art and music to take on to future classes.

- The targets were met.

- Achieved a 4 day Colourscape festival.

- 2 days of workshops and all special needs schools targeted attended the workshops.
- The major achievement was that lottery funding was raised and 5 Colourscape Festivals were held.

PARKINSON'S DISEASE SOCIETY ---- £ 1,251

OBJECTIVES– To provide information, support and welfare to people with Parkinson's Disease living in the London Borough of Harrow.

- The grant was needed for the help towards the payment of Salary of the Welfare visitor and running costs.
- The targets were met through visits, published literature and all round emotional support.

RACIAL HARASSMENT SUB-COMMITTEE ---- £ 4,000

OBJECTIVES– The main aim is to combat racial harassment and to encourage publicity so the general public will feel encouraged to report cases.

- The grant was used for a publicity campaign and materials were produced which raised awareness, many cases (67%) referred by the Police were contacted.
- The grant also contributed towards monthly meetings and running costs e.g. phone-calls. The major achievements were that up to 90% of members were satisfied with their services, the constant improvement of the assessment of cases and the set-up of visits to local primary schools.

RUSSIAN IMMIGRANTS ASSOCIATION ---- £ 2,300

OBJECTIVES– To provide an advisory and information service to members of the Russian community, interpreting, mother-tongue classes, counselling and activities for youth & children.

- The grant was needed for meetings, seminars, events and recruitment of volunteers, running costs, cultural events and the interpreting service.
- Many of the targets were met, such as a new newsletter and general support services were introduced and provided successfully.
- Office conditions have improved as has the overall quality of the service, as a result of the grant.

SPECIAL CONNECTION ---- £ 1,575

OBJECTIVES – To continue and expand the running of the integrated drama workshops for children of all abilities by breaking down existing barriers between those with special educational needs and their peers.

- The grant was needed for the running of 2- day workshops, where groups of young people from both main stream & special schools worked together to produce a play.
- All the targets were met, the workshops were carried out successfully. Plans have been made for future workshops to take place, which would be specially designed, for 'profoundly' handicapped and visually impaired students.

- Major achievements have been the involvement of visually impaired young people in the workshops & the start up of 'cross borough' workshops involving Brent & Hillingdon.

TONGUES ON FIRE ---- £ 4,500

OBJECTIVES – To promote Asian Cinema and Arts by working with statutory and voluntary organisations. Also to hold an annual event (festival) of films, cultural and educational activities across London & nationally.

- The grant was needed for the compilation of college students' work (Short Films). At the same time arranging a venue for these to be exhibited, inviting professionals and relevant experts to give advice and comment.

- Many of the targets were met : facilitating network opportunities for young people at the National Film Theatre; the annual Asian Women's Film festival was successfully held and created understanding between different religious & community groups.

- The grant was used directly towards various events. Major achievements included an increase in number of audience, highlighting Asian Filmmakers and bringing cinema experience to marginalised groups

U.K. ASIAN WOMEN'S CONFERENCE ---- £ 2,345

OBJECTIVES – To help Asian women to cope with their day to day lives and problems arising from living in a joint family system, the generation gap, change of country & new environment. They do this by providing support, information & advice and by encouraging women to mix with other community members. They also organise cultural and social events, outings, visits and relaxation classes. The attendance of all these events and of the drop-in-centre is very good.

- The grant was directly used towards the rent of the room.

WINGED FELLOWSHIP TRUST ---- £ 1,713

OBJECTIVES – To provide quality breaks for people with a disability (based on individual need), to provide planned breaks for carers and to secure the involvement of volunteers.

- Many important targets were met, 83 carer breaks were provided for disabled residents of Harrow and accommodation was given to 11 volunteers from Harrow.

- The grant was used towards the provision of services to Harrow residents. The financial support also allowed disabled people to benefit from a change of environment and routine and access to various arts & environmental events.

- Major achievements included the provision of over 8,000 care breaks for disabled people, and help from over 6,000 volunteers. The breaks were extended to more overseas destinations, breaks to visually impaired & blind people were increased.

WOODCOTTES YOUTH CLUB ---- £ 5,000

- OBJECTIVES** – To strengthen the community, by giving the youth a structured safe place to be, through social interaction, arts, sport and leisure.
- The grant was needed for the project to deliver centre - based youth work and outreach work on 2 estates. It funded 2 part time youth workers, for 6hrs each a week for centre and outreach work on both estates.
 - Many targets were met, the Woodcottes youth project engaged with groups of 8-16 yr olds on a twice weekly basis. These took place between April 2002 & March 2003, various other events also took place.
 - Key information (advice & guidance) was provided to young people in a wide area of subjects that concern their personal/social development.
 - The grant was directly used towards the 2 youth workers who were employed for 6 hours each per week for the duration of 12 months.

GRANTS ADVISORY PANEL – 15 SEPTEMBER 2003

APPENDIX C

MONITORING VISITS CARRIED OUT 2003/04

Afghan Association
Harrow Association of Voluntary Service
Harrow Churches Bereavement Visiting Scheme
Harrow Citizens Advice Bureau
Harrow Community Transport
Harrow Council for Racial Equality
Harrow Crime Prevention Panel
Harrow Heritage Trust
Harrow in Europe
Harrow Iranian Community Association
Harrow Victim Support Scheme
Racial Harassment Sub Group
Women's Aid Harrow

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Meeting:	GRANTS ADVISORY PANEL
Date:	15 SEPTEMBER 2003
Subject:	GRANTS TO VOLUNTARY ORGANISATIONS: PROPOSED NEW FUNDING PRIORITIES
Key decision:	NO
Responsible Chief Officer:	CHIEF EXECUTIVE
Relevant Portfolio Holder:	PARTNERSHIP AND PROPERTY
Status:	PART 1
Ward:	N / A
Enclosures:	NONE

1. **Summary/ Reason for urgency (if applicable)**
2. This report proposes changes to funding priorities and recommends that should Members agree the proposals, they be put to wide consultation with the voluntary sector in Harrow before adoption.

2. **Recommendations**

- 2.1 **That Members approve, in principle, the proposed changes to funding priorities set out in paragraph 6.5 of the report and agree that they should be considered by the forthcoming Grants Review.**
- 2.2 **That subject to 2.1 above the proposed changes do not come into effect until after consultation with the voluntary organisations in Harrow.**

REASON: To ensure that the Council's funding meets identified Council priorities and the quality of services funded by the grants is underpinned by quality assurance systems in most of the organisations funded by the Council.

3. **Consultation with Ward Councillors** - Not applicable
4. **Policy Context (including Relevant Previous Decisions)** - None

5. **Relevance to Corporate Priorities**

- 5.1 The report addresses the Council's stated priority of "strengthening Harrow's local communities by promoting social inclusion amongst all Harrow residents both young and old, by seeking to eradicate poverty and by reducing the fear of crime."

6. **Background Information**

- 6.1 Funding to voluntary organisations in Harrow has been governed by very broad priorities which largely come within the four partnership themes, i.e. strengthening communities, lifelong learning, the environment & the economy, and health social care.
- 6.2 The bulk of the Council's grants budget is allocated to a relatively small number of organisations. Whilst the services provided by these groups may be of high standard and could be shown to meet the council's broad funding priorities, it is nevertheless evident that funding continues to be allocated on a historical basis and does not necessarily lead to the delivery of specific Council objectives and targets.
- 6.3 Developments over the past 12 – 18 months have resulted in some independent identification of need. Two of these initiatives are the Community Legal Services Partnership (CLSP) Strategic plan 2002 – 03 (revised in 2003-04) and the Mapping of funding provided in Harrow by the Council and the Health authority carried out in June 2002. The CLSP Strategic Plan identified the following areas of need: Consumer, Debt, Immigration (Refugees and Asylum Seekers), Housing and Mental Health. The report on the mapping of funding in Harrow identified that most of the funding goes to the Health & Social Care sector. The report recommended that in future priority should be given to groups serving Black & Minority Ethnic communities, Refugees and Asylum Seekers, Women and projects dealing with domestic violence, as these are not well resourced.
- 6.4 In addition to the above developments, the Audit Commission has set up a best value performance indicator (BVPI 177), which requires local authorities to provide the percentage of expenditure on legal and advice services, which is spent on services that have been awarded the Quality Mark and meet a priority legal need identified in the Community Legal Service Partnership Plan. The target for Harrow in 2002/03 was 20.5% of the total grants. The figure achieved is 20%. This figure does not compare well with those of other London authorities. Their scores were: Kingston 57%, Camden 84%, Tower Hamlets 92%, Southwark 100%, Havering 26.1%, Kensington 91%, Redbridge 52.03%.
- 6.5 **Proposed new funding priorities:** It is recommended that in addition to the broad priorities linked to the four partnership themes, the Panel and the Cabinet are requested to agree in principle the following funding priorities:
- a) In line with the Best Value Performance Indicator 177, priority should be given to groups that have been awarded the Community Legal Service Quality Mark, or to groups that have been awarded other recognised quality marks. Priority may also be given to groups that have applied for a recognised quality assurance award, but their application is still pending.
- b) In response to the findings of the CLSP Strategic Plan, it is recommended that priority be given to projects addressing the identified areas of need, e.g. Consumer, Debt,

Immigration (Refugees and Asylum Seekers), Housing and Mental Health.

c) In order to address the issues highlighted by the funding mapping exercise, it is recommended that groups serving Black & Minority Ethnic communities, Refugees and Asylum Seekers, Women and projects dealing with domestic violence be given priority, if they meet all the other funding conditions.

d) Members are also asked to agree in principle that projects which can demonstrate that they will use the Council's grant to lever funding from other sources should be given priority over groups that rely entirely on the Council for funding. This to apply only to groups applying for grants of £5,000 or more, so as not to disadvantage small / emerging groups.

7. **Consultation**

7.1 No consultation has taken place yet, but it is recommended that, if Members agree these proposals in principle, officers should consult widely before they are formally approved with whatever amendments that may result from the consultation.

8. **Finance Observations**

8.1 None

9. **Legal Observations**

9.1 None

10. **Conclusion**

10.1 The Strategic Plan of the Harrow Community Legal Service Partnership and the report on mapping of statutory funding in Harrow have identified the need for a review of the Council's funding priorities. The Audit Commission's Best Value Performance Indicator 177, requiring the Council to provide a certain percentage of its grant budget to legal and advice services that have been awarded the Quality Mark and meet a priority identified in the CLSP strategic plan, provides another justification for a review of the Council's funding priorities. In order to address the issues raised, the Council may need to target specific groups and service areas by inviting grant applications for projects serving the target groups or covering the target service area.

11. **Background Papers**

11.1 Harrow Community Legal Service Partnership: Strategic Plan 2002 /03.

11.2 Funding Arrangements Task Group: Voluntary Sector Funding in Harrow 2001/02.

12. **Author**

12.1 Zach Stavrinou – Temporary Grants Officer, Chief Executive's Dept. Ext. 2335. E-mail: zacharias.stavrinou@harrow.gov.uk

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Meeting:	GRANTS ADVISORY PANEL
Date:	15 SEPTEMBER 2003
Subject:	HARROW AGENDA 21- PROGRESS REPORT
Key decision:	NO
Responsible Chief Officer:	CHIEF EXECUTIVE
Relevant Portfolio Holder:	PARTNERSHIP AND PROPERTY
Status:	PART 1
Ward:	N / A
Enclosures:	APPENDIX A HARROW AGENDA 21 STATUS REPORT APPENDIX B INFORMATION ABOUT LA 21 IN LONDON

1. **Summary/ Reason for urgency (if applicable)**

- 1.1 Members of the Panel at their last meeting on 1st July 2003 requested a progress report by this meeting and information on how Local Agenda 21 is supported in other London Boroughs.

2. **Recommendations (for decision by Portfolio Holder)**

- 2.1 That the progress report be noted.
2.2 Those Members note the information about LA 21 in other London boroughs.

REASON: To help the Council to decide the level of support it needs to provide to Harrow Agenda 21.

3. **Consultation with Ward Councillors** Not applicable

4. **Policy Context (including Relevant Previous Decisions)**

- 4.1 Grants Advisory Panel meeting 1 July 2003 –Recommendation 3 (to Portfolio Holder).

5. Relevance to Corporate Priorities

5.1 This report addresses the Council's stated priority of "strengthening Harrow's local communities by promoting social inclusion amongst all Harrow residents both young and old, by seeking to eradicate poverty and by reducing the fear of crime."

6 Background Information and options considered

6.1 The Panel received a report on 1 July 2003, which detailed the activities and projects undertaken and planned by Harrow Agenda 21 in the current year. Members wanted to be kept informed of progress being made by HA 21 and requested information on how Local Agenda 21 is supported in other London Boroughs.

6.2 HA 21 produced the attached report "Harrow Agenda 21 Status Report", which details the activities and plans of the organisation. They have also carried out a survey of other London Boroughs that show the level of support given to Local Agenda 21.

6.3 Some Members at the last Panel meeting expressed concern that the lack of progress by HA 21 in comparison with other boroughs was due to the lack of a dedicated officer to support the organisation. **The Environmental Services Department provided the following information about the support they give to HA 21:**

6.4 Support given by London Boroughs to Local Agenda 21 organisations and the situation in Harrow.

Since the inception of LA21 in the early 1990's, the approach adopted has been very varied. In a few Boroughs the process introduced was very much Council-led. In others, a more community—led approach has been pursued, more in keeping with the spirit of LA21. Some Boroughs have no formal LA21 organisation. Accordingly, the level of technical and/or administrative support varies widely, usually related to the scale of activities being undertaken. Assistance with accommodation etc is also offered to differing degrees. As such, therefore, there is no typical 'average level of support' which can be used as a reference point. In addition, in recent years activities associated with LA21 have increasingly become mainstream Council activities.

In Harrow, the HA21 Environmental Forum has developed as a community-led organisation. Varying levels of Council support (in addition to the Council Grant) has been provided during the life of HA21, most extensively in the years leading the production of the HA21 Action Plan. As the focus of the Forum's work changed to implementation and action, the scale of Council technical officer support reduced significantly, in line with the scale of work being undertaken by HA21. In the last year, specialist officer support has continued to be provided for the Waste and Transport groups.

Members may be aware that during its early years, dedicated support for HA21 was provided by the Environmental Liaison Officer (ELO). The administrative support was then delegated to another officer in the same office. When the first ELO left the authority in 1999, and at the time the HA21 Action Plan was well developed, the responsibilities of the post were re-focused to firstly reflect the reduced activity of HA21, and secondly, the increased need for the Council to develop and support its own environmental initiatives. However, whilst dedicated technical support from the ELO continued until 2002 when the post-holder left, assistance continued to be provided by the Interim Director (Environmental Services), the Funding Officer, and Group Planner-Planning Services.

Administrative support continued to be given to HA21, together with specialist technical support to HA21 action groups, as and when necessary. Support also continues to be given in terms of accommodation and equipment for HA21 employees (when they have been in post), and volunteers. Administrative support continues to be given by the Senior Information Officer in respect of a range of matters. These include the distribution of minutes; booking of meeting rooms for forum meetings; attendance at EC meetings. organising refreshments, organising displays, printing of the HA21 Annual Report; the distribution of AGM papers to a mail-out of 300; and quarterly returns.

HA21 do not currently have a Chair, and no permanent employees in post. In the light of the resources and staff currently available within HA21, and the current work programme actually being undertaken as indicated in the HA21 Status Report, it is considered that appropriate Council administrative and other support continues to be given to HA21.

7. **Consultation** - Not applicable

8. **Finance Observations**

8.1 None

9. **Legal Observations**

9.1 None

10. **Conclusion**

10.1 HA 21 have begun to make progress in many areas. Officers will continue to monitor the work of HA 21 to ensure that it meets the funded objectives.

11. **Background Papers**

11.1 N / A.

12. **Author**

12.1 Zach Stavrinis – Temporary Grants Officer, Chief Executive's Dept. Ext. 2335. E-mail: zacharias.stavrinis@harrow.gov.uk

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HARROW AGENDA 21 ENVIRONMENTAL FORUM

P0 Box 38, Civic Centre, Station Road, Harrow HA1 2UZ
Tel: 020 8861 3544, Fax: 020 8424 1603
Email: info@ha21.org

APPENDIX A

Harrow Agenda 21 Status Report

22Aug03

Trustees in 2003-4

Since the AGM on 25th June 2003, HA21's Executive Committee has 10 members. These are Caroline Williams (Deputy Chair HA21), John Palmer (Secretary), Sandy Kinnear (Treasurer), David Crouch (Chair of the Waste Group), Madan Badale, Don Liversedge and Councillors Mary John, Jerry Miles, Alan Blann and Clive Harriss.

Overall Aims

We are committed to the Schools Environmental Liaison Officer (SELO) post and are realistic with our available time. We are capable of managing the existing Bridge House Estates funding and of developing a steadily-growing stream of core funding to increase our financial stability in coming years.

Finances

HA21 has £2,500 nett in the bank, after the receipt of the 2003-4 LBH grant.

Fundraising Needs

HA21's priority is to raise £10,000 to fund the salary of the SELO. We already have £10,000 pledged by Bridge Houses Estates Fund towards this salary, but we can only access this grant if we can find £10,000 to match against it. HA21's second priority is to raise the SELO's salary for 2004-5. We also need to cover running costs of about £2000 associated with running the Schools Environment Network, producing annual reports, developing a web site, the Schools Newsletter and general publicity material for new fundraising activities.

Fundraising

The new Secretary will launch a public appeal for donations to support the SELO post, using fundraising experience gained with other environmental charities. Donations will be on a direct debit basis, so that payments accumulate year on year. The Charities Aid Foundation will be used to manage the membership system. Small grant applications will be made to a variety of Charitable Trusts, such as the Shell Better Britain Campaign. A minimum of £2000 will be raised by the end of 2003, £4000 in 2004 and £6000 in 2005. Potentially, far more might be raised, especially if and when other volunteer fundraisers can be recruited.

Website

The Secretary has built on Bernard Burns' Green Map work to produce a website for HA21 that will be launched in September. This will provide a communication focus for HA21's Schools Environment Network, with environmental teaching resources, case studies and online discussion forums for all of Harrow's schools. It will also increase public accessibility to our Transport and Waste Action Groups for people and

Harrow Agenda 21 Environmental Forum is a partnership of community groups, individuals, schools, businesses and the Council committed to making Harrow a more sustainable place to live and work.

Registered Charity Number 1071931 ENTRUST Enrolment Number 591 024

organisations in Harrow. An Information Officer volunteer will be recruited to build content on this website.

Publicity

A Publicity Officer volunteer has been recruited, Mehta Rupal, with journalism experience. HA21's activities will be promoted and public awareness of sustainability issues will be raised through the local media. This work will support the fundraising campaign and the work of the Schools Environment Network.

Schools Newsletter

An autumn term Schools Environment Network Newsletter will be published in September by the deputy Chairperson, Secretary and Publicity Officer. This will describe schools project case studies and will also promote existence of the web site resource to teachers. It will be an important means of maintaining the Schools Environment Network until a new SELO can be appointed.

Harrow in Leaf

HA21 has an ongoing dialogue with the Charity Commission about the status of Harrow in Leaf but this problem was initiated by Harrow in Leaf activities and should not affect HA21's credibility.

Projects

A variety of new projects are in the pipeline. These can only be considered once funding for the SELO post has been secured. A Harrow Green Guide will be produced, building on similar work in Woking. Within any new project, any schools angle will be exploited to support the role of the SELO. These new projects will open up new avenues for grants applications.

APPENDIX 2

Zach

I've just conducted some phone research into funding elsewhere. Hope it's of use. Will be able to build on this next week if you say this is worthwhile. Let me know.

Barnet

There are 3 full time LA21 officers, working on schools education projects and other community awareness raising schemes. Since mid-2003, new recycling initiatives under the new Community Plan (similar to the Community Recycling Officers work) have meant that half the LA21 officers time is now devoted to recycling projects.

£10,000 fund (annual council budget) covers 10 'partnerships' with community areas. This fund covers admin costs such as photocopying, and there is then a small amount left for project work. The fund is not allocated to statutory work, so it is always a target, though there seems to be enough money to support the 10 partnerships. Originally, the fund was much higher and open to all community groups in the Borough, though now it just for the 10 partnerships.

Ealing

Michael Calderbank says: We have seven themed LA21 groups in the borough and an LA21 Chairs group which acts as a Steering Group. Most are constituted, some are not.

The council helps them in a variety of ways but mostly through the exchange of information, the provision of meeting rooms and some admin support (maintenance of mailing lists and mailings) although the groups are encouraged to be as self-supporting as possible. Council officers attend most meetings but not all - there was a time when each group was facilitated by a council officer but this is usually not now the case.

The council does not automatically give the groups grants but the groups are welcome to apply for council grants (mainstream or development grants) through the council's Grants Unit. Four or five of the groups have successfully obtained project funding through this process. Groups have also obtained funding for projects from elsewhere, including a national grant scheme and through supporting bids of other organisations such as Groundwork.

We are now in the process of reviewing our 'community engagement for sustainability' and will be looking at both setting up a Sustainability Forum, hopefully linked to the borough's LSP, and re-branding Local Agenda 21 as Local Action 21 (still LA21, but in line with Johannesburg). One of the aims behind re-branding would be to give us the opportunity to gain wider corporate and LSP buy-in to the process so that a much wider set of activities was seen to be supporting LA21 and hence sustainability.

Hammersmith and Fulham

The LA21 volunteer group has education, air pollution and waste recycling action groups. There is Council Officer support and involvement for each of these groups. The Council provides a

£2000 grant each year to support admin costs. It also pays for various costs associated with publicity, such as (a) the cost of a marquee, food and rent of Fulham Palace for a recent promotional event, (b) leaflet printing, (c) promotional/educational literature to encourage recycling, (d) a car free day.

Greenwich

There is a full time paid LA21 Council Officer. There is also a grants panel providing grants for local sustainability initiatives that local organisations can apply to.

Woking

A Council Officer provides support, worth one quarter of his time. This support includes (a) for meetings of the steering group (focused on education and awareness raising), (b) applying for funding on behalf of the group of 20 or so volunteers. There is a

£2000-

£3000 annual environmental projects budget, with any unspent money carried through to the next year to build up the total. This covers the cost of public meetings and educational and promotional work. A Green guide was produced in Feb 2003 and a lot of Council Officer time was spent to arrange fundrasing, design and printing. The research was carried out by the volunteers.

£2000 funding for the Green Guide was secured from the Lottery and Landfill Tax credits by the Council Officer. A Green Guide was produced for every household in Woking and the council covered the cost of distribution.

John Palmer
Secretary
Harrow Agenda 21
020 8861 3544
info@ha21.org

Meeting:	GRANTS ADVISORY PANEL
Date:	15 TH SEPTEMBER 2003
Subject:	STREET COLLECTIONS 2003
Key decision:	NO
Responsible Chief Officer:	CHIEF EXECUTIVE
Relevant Portfolio Holder:	PARTNERSHIP AND PROPERTY
Status:	PART 1
Ward:	N/A
Enclosures:	APPENDIX A – APPLICATION FROM COMMUNITY AID U. K.

1. **Summary/ Reason for urgency (if applicable)**

2. The report requests Members to consider the application received from Community Aid U.K., a registered charity offering financial support to local hospices, hospitals and individual people with special needs. The matter is urgent because Community Aid U.K. would like to collect between 27th October and 1st November 2003.

2. **Recommendations (for decision by Portfolio Holder)**

- 2.1 To sponsor the application received from Community Aid U.K. to hold a street collection between 27th October and 1st November 2003.
- 2.2 **REASON:** To enable the organisation to make formal application to the Metropolitan Police in order to obtain a permit to collect on the dates specified in the application.

3. **Consultation with Ward Councillors** - Not applicable

4. **Policy Context (including Relevant Previous Decisions)**

- 4.1 Grants Panel – 6 March 2003 – agreed to sponsor applications from the following organisations:

<u>Name of Organisation</u>	<u>Collection Date</u>
Welldon Activity Group	Saturday 16 August 2003
Harrow M.S. Therapy Centre	Saturday 6 September 2003
Michael Sobell House	Saturday 28 June 2003
Hillingdon North Society for Mentally Handicapped Children and Adults (MENCAP)	Saturday 9 August 2003

5. Relevance to Corporate Priorities

5.1 This report addresses the Council's stated priority of "strengthening Harrow's local communities by promoting social inclusion amongst all Harrow residents both young and old, by seeking to eradicate poverty and by reducing the fear of crime."

6. Background Information and options considered

6.1 At their meeting on 11 June 1996, Members of the Grants Sub-Committee were informed that street collections are controlled by government regulations and the Metropolitan Police are responsible for granting licences for street collections in the London area. Members were also advised that proposals contained within the Charities Act 1992 introduced changes in relation to charitable collections made in a public place by means of visits from house to house. Responsibility for street collections and house to house collections would thereby transfer from the Metropolitan Police to Local Authorities. In view of the fact that the implementation date has been successively delayed, the Metropolitan Police have prepared the programme for the whole of 2003. The Council may sponsor a total of 8 organisations in their applications to the Police to hold street collections in the Borough. However, the Police have stated that if there are requests for more collections than the allotted 8, a small number of extra applications would be considered, provided they are within the local appeals periods and are sponsored by the Local Authority.

6.2 The Policy for the administration of street collections states that local organisations wishing to hold street collections in the Borough must supply details of the following:

- Previous flag days including:
- The amount collected on the last occasion that a flag day was held;
- The number of collectors used on that occasion;
- The purposes to which the money was applied;
- Whether the organisation receives income from other flag days (National or London-wide) and, if so, the amount.

6.3 In addition to the four applications approved last March, one application has now been received (Appendix 1) to hold a street collection between 27 September and 1 November 2003. Community Aid U.K. has never applied to hold a street collection before. The organisation aims to donate to hospitals and individuals requiring help toward special operations or special needs equipment.

7. **Consultation-** not applicable

8. **Finance Observations**

8.1 None

9. **Legal Observations**

9.1 None

10. **Conclusion**

10.1 This is the only application received in this period. If Members decide to sponsor Community Aid U.K. there will still be capacity to sponsor three more organisations during 2003.

11. **Background Papers** - none

12 **Author**

12.1 Zach Stavrinou – Temporary Grants Officer, Chief Executive's Department. Ext.2335. E-mail: zacharias.stavrinou@harrow.gov.uk

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**LONDON BOROUGH OF HARROW
APPLICATION TO HOLD A STREET COLLECTION IN 2003**

Appendix A

PART 1 - ORGANISATIONAL DETAILS

Name of Organisation	<input type="text" value="Community Aid U.K."/>		
Name of main contact	Title	First Name	Surname
	<input type="text" value="Ms"/>	<input type="text" value="Joanne"/>	<input type="text" value="Gratze"/>
	Post held in organisation		
	<input type="text" value="Chief Executive"/>		
Correspondence address	<input type="text" value="47 Wescott Way
Uxbridge, Middx UB8 2RF"/>		
Phone number day	<input type="text" value="0208 908 1571"/>		
Phone number evening	<input type="text"/>		

Which of the following best describes your organisation?

Voluntary organisation	<input type="checkbox"/>	A company limited by guarantee	<input type="checkbox"/>
Registered charity - please	<input checked="" type="checkbox"/>	A club or association	<input type="checkbox"/>
give charity number:	1092575	A consortium	<input type="checkbox"/>
(this may be checked)		Other (please state)	<input type="checkbox"/>

Please describe your organisation's aims and objectives

<p>we donate to Hospices, Hospitals & people with special needs</p>

Which districts in the London Borough of Harrow does your organisation serve?

<p>Every where</p>

PART 2 - DETAILS OF STREET COLLECTION TO BE HELD

To which purpose do you intend to apply the money collected on this occasion?

Hospices & Hospitals

How many collectors do you intend to use on this occasion?

MAX 2.

In which areas of the Borough will they be collecting?

Pinner & Harrow

Do you intend to hold any other collections in the Borough in 20 03?

YES

NO

If so, please state where and when:

PART 3 - DETAILS OF PREVIOUS STREET COLLECTIONS

When did your organisation last hold a street collection?

None

How much was collected on that day?

N/A

How many collectors were used on that occasion?

N/A

To which purpose was the money collected on that occasion applied?

N/A.

PART 4 - OTHER INFORMATION

Do you receive income from any other flag days? (National or London-wide)

YES

NO

If yes, please give details:

We fundraise nationally

Have you discussed street collections with any other Council officers?

YES

NO

If yes, please state their name and department:

The Council is only authorised to sponsor eight applications in 2003 during the following periods:

22-28 February
24-29 March
23-28 June

1-29 August
1-6 September
27 October-1 November

Please state your preferred collection date within one of these periods:
(This must be at least 2 months from the date you submit this application)

27 OCT - 1 NOV

Please note that, if your application is successful, every effort will be made to allocate your preferred collection date. However, if this date is not available, you will be offered another date within one of the above periods.

UNDERTAKING

I declare that, to the best of my knowledge, this form has been completed correctly.

Name

Signature

S. Gratzke

Position held

Date

Chief Exec 4-8-03

Please return this form to: Alka Sharma, Policy Unit, P.O. Box 57, Civic Centre, Harrow, Middlesex. HA1 2XF.

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