



GRANTS ADVISORY PANEL

TUESDAY 28 JUNE 2005

7.30 PM

PANEL AGENDA (ADVISORY)

**COMMITTEE ROOMS 1&2
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chair: Councillor Mrs R Shah

Councillors:

**Nana Asante
Bluston
Harrison
Thammaiah**

**Arnold
Marilyn Ashton
Mrs Joyce Nickolay
Anjana Patel**

Miss Lyne

Reserve Members:

1. -
2. Lavingia
3. Idaikkadar
4. O'Dell
5. N Shah

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

1. Branch
2. Thornton

**Issued by the Democratic Services Section,
Legal Services Department**

**Contact: Laura Kell, Committee Administrator
Tel: 020 8424 1265 E-mail: laura.kell@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.***

HARROW COUNCIL

GRANTS ADVISORY PANEL

TUESDAY 28 JUNE 2005

AGENDA - PART I

1. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Chair at the start of the meeting.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members present.

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.

4. **Minutes:**

That 1) the minutes of the meeting held on 28 February 2005, having been circulated, be taken as read and signed as a correct record;

2) the signing of the minutes of the meeting held on 9 June 2005 be deferred until printed in the next Council Bound Minute Volume.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum 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 and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

7. **Deputations:**
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

[Note: The Panel's policy (Minute 60: 28.07.03) in principle is not to receive deputations relating to individual grant applications].

- Enc. 8. **Grant Aid Process 2006/07:** (Pages 1 - 32)
Report of the Director (Financial and Business Strategy).
- Enc. 9. **Harvist Trust - Grant Application Process:** (Pages 33 - 40)
Report of the Director (Financial and Business Strategy).
- Enc. 10. (a) **Community Lettings - Grant Application Process:** (Pages 41 - 52)
Report of the Director (Financial and Business Strategy).
- (b) **Member-Led Review of Community Premises:**
Verbal update on the Member-Led Review of Community Premises.
- Enc 11. **HCRE Reserved Grant 2005/06:** (Pages 53 - 66)
Report of the Director (Financial and Business Strategy).
- Enc 12. **Appeals on Grant Decisions 2005/06:** (Pages 67 - 78)
Report of the Director (Financial and Business Strategy).
- Enc 13. **ALG Review:** (Pages 79 - 88)
Report of the Director (Financial and Business Strategy).

AGENDA - PART II - NIL

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Meeting:	Grants Advisory Panel
Date:	28 th June 2005
Subject:	Grant Aid Process 2006/07
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & human Resources
Key Decision:	No

Section 1: Summary

The report outlines the process and seeks the Panel's approval for the timetable of the grant aid process 2006/07.

Decision Required

That Members approve the timetable and the process for funding voluntary organisations in 2006/07.

Reason for report

To enable the Grants Unit to publicise the availability of grants and prepare the grant application packs in time for distribution in July 2005.

Benefits

By agreeing the grant aid process as early as possible, the Panel will enable the Grants Unit to publicise the availability of funding and prepare the grant application packs. It will also give groups more time to prepare their grant applications.

Cost of Proposals

None arising from this report. These will be met from existing resources.

Risks

None arising from the report.

Implications if recommendations rejected

Failure to agree the grant aid process and timetable for 2006/07 will reduce the amount of time voluntary groups will have for returning their grant applications and will delay the consideration of grant applications by the Panel.

Section 2: Report

2.1 Brief History

- 2.1.1 Cabinet 14th October 2004- Approved the new strategy for supporting the Voluntary Sector in Harrow.
- 2.1.2 Grants Advisory Panel 22nd November 2005 - Agreed the grant aid process 2005/06 and decided that 2005/06 would be a transitional year with respect to the implementation of the new strategy for supporting the Voluntary Sector in Harrow. The Panel also agreed that the new strategy would be implemented in full in 2006/07. In line with this, historical funding will come to an end and the grant aid budget for 2006/07 will be open for bidding by all voluntary organisations in Harrow. This means that organisations that are currently in receipt of SLA funding will have to submit a grant application form, like all other applicants, which was not the case in the past.
- 2.1.3 Under the new strategy, organisations applying for funding must meet one or more of the Common Grants Criteria as well as the Grants Conditions. The strategy established a threshold of £10,000 for SLA funding. Grants below this threshold will be subject to a simple funding letter setting out the purpose of funding and reporting requirements. New SLAs (i.e. £10,000 +) will include details of any conditions attached to the funding, objectives and performance measures, clear reporting requirements linked to staged payments and claw-back arrangements. In addition, funding for grants-based SLAs will be based on up to a 3 year term.
- 2.2.1 **Grant Aid Process 2006/07 and timetable:** The draft grant application pack 2006/07 will be presented to the Grants Advisory Panel meeting on 9th June 2005, which is a consultation meeting with the Voluntary Sector in Harrow. Following any amendments resulting from the consultation meeting on 9th June, the final version will be presented to the Grants Advisory Panel on 28th June 2005 for approval.
- 2.2.2 The availability of funding in 2006/07 will be publicised widely in the local press, the Council's website, in libraries, the Community Premises and at Community Centres. We will also publicise the grant aid process in newsletters and circulars issued by umbrella organisations, such as

HAVS, HCRE, HAD Age Concern and Mind in Harrow. The publicity campaign will begin from 4th July 2005 and will be maintained throughout July.

- 2.2.3 Grant application packs will be available for distribution from Monday 11th July 2005. Application packs will be sent automatically to all currently funded organisations. All other prospective applicants will have to request an application pack, which be available in hard copy or electronic form.
- 2.2.4 The proposed deadline for the receipt of completed grant application forms and all supporting documentation is 5 pm on Friday 30th September 2005. Organisations will be advised that late applications will not be accepted.
- 2.2.5 On receipt of the grant applications, officers will check them to ensure that they are fully completed and the supporting documents are attached. In line with the new strategy, officers will discuss and agree with organisations applying for £10,000 or less the outcomes they propose to achieve in 2006/07, as these will be the subject of monitoring later in the year.
- 2.2.6 Again, in line with the new strategy, organisations applying for funding in excess of £10,000 will be recommended for a service level agreement, and if approved by the Panel, they will be issued with a detailed service specification, which will include quantity and quality standards, milestones to be achieved, monitoring and reporting requirements. SLAs will be linked to staged payments and “clawback” arrangements and funding will be provided on a 3- year term.
- 2.2.7 All organisations applying for funding for the first time will be visited by grants officers to pre-assess them in order to ensure that they meet the qualifying conditions and the common grants criteria.
- 2.2.8 According to the new strategy, emphasis may be placed on the following types of organisations and activities:
- Organisations that have been awarded the Community Legal Services quality mark, or any other recognised quality assurance award.
 - Organisations that are proposing projects dealing with consumer advice, debt counselling, immigration, housing, and mental health.
 - Organisations serving disadvantaged groups and communities.
- 2.2.9 It is proposed that individual reports should be written on all grant applications, as opposed to having a composite report as in previous years. It is necessary to present to the Panel full reports on each application received, because the budget is open for bidding and the bulk of the funding will be allocated on a 3-year basis.

- 2.2.10 Applications relating to service departments will be hand delivered to designated officers in those departments with the request that they write the reports for the Panel. However, the Grants Unit will scrutinise all recommendations to ensure that the proposed funding is within budget.
- 2.2.11 It is proposed that all requests for funding will be reported to the Grants Advisory Panel on 21st November 2005. Applications for funding in relation to the Community Premises will be presented to the Panel on 23rd January 2006. It is also proposed that the meeting on 23rd January should deal with any grant applications deferred from the meeting on 21st November 2005.
- 2.2.12 Any outstanding grants issues for 2006/07 can be considered at the Panel meeting on 8th March 2006.
- 2.2.13 Grant applications in respect of Community Lettings could also be considered at the 8th March 2006 meeting, or at the Panel's meeting in June 2006.
- 2.2.14 There is a separate report on the agenda recommending that the Panel should consider grant applications from the Harvist Trust at each of its meetings in this municipal year, i.e. on 5th September 2005, 21st November 2005, 23rd January 2006 and 8th March 2006. The proposals outlined above aim to spread more evenly the Panel's workload and enable groups to know what business would be considered by the Panel at each of its meetings.

2.3 Consultation

- 2.3.1 The draft report was circulated to the umbrella groups for comment. The comments received from HAVS were very positive. No comments were received from HAD, HCRE and HRF.

2.4 Financial Implications

- 2.4.1 There are no financial implications associated with this report.

2.5 Legal Implications

- 2.5.1 No legal implications

2.6 Equalities Impact

- 2.6.1 The proposals in this report aim to make the grant aid process 2006/07 more transparent, reduce officer or Member discretion and, therefore, reduce the possibility of direct or indirect discrimination. Should the proposals be agreed by the Panel, some of the likely beneficiaries would be people from disadvantaged communities in Harrow as well as people served by mainstream organisations.

Section 3: Supporting Information/ Background Documents

APPENDIX 1 – Draft circular to voluntary organisations

APPENDIX 2 – Application pack 2006/07

APPENDIX 3 – Grant Agreement

HARROW COUNCIL LONDON

TO: ALL VOLUNTARY ORGANISATIONS IN HARROW

Dear Colleagues,

RE: GRANTS TO VOLUNTARY ORGANISATIONS 2006/07

As you would be aware, last year the Council carried out a strategic review of grants. The Cabinet approved the new strategy for supporting the Voluntary Sector in Harrow on 14th October 2005. The new strategy is being partially implemented in the current year and the intention is to implement it fully in the coming financial year, 2006/07.

The strategy aims to bring together under the auspices of the Grants Advisory Panel all the funding programmes, i.e. main grants and service level agreements (slas), community lettings grants, Harvist Trust grants and funding for Community Premises accommodation. Organisations applying for funding under any of these funding streams will need to show that they meet the Common Grants Criteria and the Grants Conditions, in addition to any special conditions that may apply to an individual funding programme.

In relation to the main grants, the Council designated the current financial year as the transitional period prior to the full implementation of the strategy. As from April 2006, the whole of the main grants budget will be open up for bidding by all the eligible voluntary organisations in Harrow. This means that historic funding is coming to an end and all organisations, including those currently in receipt of SLA funding, will have to reapply for funding, which may be offered to the successful groups for a three- year period. Funding for up to £10,000 will be given as a grant, funding for £10,000 or more will be offered in the form of a service level agreement.

Community Lettings grants (small annual grants to help with the costs of community lettings) will be considered by the Grants Panel in March 2006 and application packs will be available from the Grants Unit in September / October 2005.

Harvist Trust grants (small one-off grants of up to £5,000 for charitable purposes, targeted primarily, but not exclusively, towards unfunded groups) will be considered by the Grants Advisory Panel at each of its remaining meetings in this municipal year, the first being 5th September 2005. Organisations wishing to apply should contact the Grants Unit on 020 8424 1335 to request a copy of the Edward Harvist Trust Grant Application Process, Information to Prospective Applicants.

The Council is currently carrying out a Member-led review of the use of the Community Premises and, therefore, no applications for funding in respect of accommodation at the Premises can be invited until the review is complete, probably by the end of this calendar year.

I attach the Grants to Voluntary Organisations 2006/07 application pack (main grants) and would like to point out **that applications and supporting documents need to reach the Grants Unit by 5 pm on Friday 30th September 2005. Late applications will not be accepted.**

If you need any further advice or clarification on the issues raised above, please contact the Grants Unit on 020 8424 1335.

Yours sincerely

Myfanwy Barrett
Director Financial & Business Strategy

Grants to Voluntary Organisations

Application Pack 2006-07

Please return to:

**Charlotte Clark, Grants Officer,
Business Connections,
P.O. Box 57, Civic Centre, Station Road, HARROW, Middlesex, HA1 2XF
Tel: 020 8424 1335, Fax: 020 8420 9635.
E-mail: charlotte.clark@harrow.gov.uk**

Grants to Voluntary Organisations 2006/07

Guidance for Fundseekers

1 About Harrow Council

Harrow Council is empowered to make grants to voluntary organisations under Section 48 of the Local Government Act 1985.

The grants process is steered by the Council's Grants Advisory Panel, whose functions are:

1. Taking a strategic view of support to the Voluntary Sector across the council;
2. Promoting the council's role in supporting the Voluntary Sector;
3. Recommending to Cabinet grants and Service Level Agreements (SLAs), allocation of community premises support and community lettings grants.

In pursuit of these objectives, the Council will seek to:

- Ensure that the Council's support for the voluntary sector recognises the cultural diversity of the Borough;
- Identify Council resources available to support the voluntary sector.

2. Funding priorities and Common Grants Criteria

The Grants Advisory Panel will give priority to applications that identify and seek to address areas of identified need within the Borough. The Grants Advisory Panel has agreed a list of priorities, which reflect the Council's Community Strategy priorities. Applicants are advised that the Grants Advisory Panel wish to receive applications for funding in 2006/2007 that focus on one or more of the following priorities:

- **Empowering Local Communities** – to promote the objectives of community cohesion, equality of access to services and life opportunities for all, enhancing the quality of life of older people, working with the voluntary and community sector as equal partners and celebrating the diversity of the communities in Harrow.
- **Safer Harrow** – To promote and increase the safety of the whole community by working in partnership to reduce crime, disorder and the fear of crime; to reduce the incidence of personal, home, fire and road accidents within Harrow.
- **Regenerating Harrow** – To create a more vibrant and sustainable community with a diversity of employment, thriving businesses, a broad range of good quality and affordable homes and a dynamic town centre.

- **Greener Harrow** – To create a cleaner, greener, sustainable and more attractive Harrow in which to live, work and visit.
- **Children and Young People** – To ensure that the life chances of children and young people are enhanced and supported by the provision of universal and targeted services. To ensure that services are provided for children, young people and their families at appropriate times in their development and transition in an accessible, transparent and seamless fashion across all agencies. To ensure that every child has the chance to fulfil his or her potential by reducing levels of educational failure, ill health, substance misuse, teenage pregnancy, abuse and neglect, crime and anti-social behaviour.
- **Learning for All** - To create a borough where everybody has the opportunity to fulfil their potential through improved standards of education and wider participation in lifelong learning.
- **Making ICT Work** – To develop the availability and use of Information and Communications Technology (ICT) across Harrow to enable better and faster access to information and services for the residents of Harrow and facilitate “joined up” working between all partner organisations.
- **Healthy Harrow**- To improve the health of local people by tackling health inequalities and enhancing health and social care.

3 Grants Qualifying Conditions

- The applicant must be a voluntary group based in Harrow, with 80% of its members either living or working in Harrow.
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation.
- The organisation must not promote or oppose any political party.
- The activities the organisation provides must not be of a religious nature.
- The organisation must not be profit making.
- The organisation must demonstrate commitment to the Council’s equal opportunities policy.
- The organisation must set out in its application any existing funding provided, from whatever source.
- For community premises applications - the organisation must have no accommodation of its own. The Council reserves the right to review the tenure after a period of 3 years.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must agree to provide a report on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).
- Organisations in receipt of funding from Harrow Council in excess of £1,000 per annum must display the council logo on their stationery acknowledging they are “supported by Harrow Council”

- Organisations must commit themselves to explore alternative / additional sources of funding.

The Council would place particular emphasis on the following types of organisation and activity, those that:

- Have been awarded the Community Legal Services quality mark, or any other recognised quality assurance award.
- Are proposing projects dealing with consumer advice, debt counselling, immigration, housing, and mental health.
- Are serving disadvantaged groups and communities.

4. *Eligible organisations*

To be eligible for funding, organisations must meet the Common Grants Criteria and comply with the Council's Standard Conditions of Grant Aid.

Organisations in receipt of grants must also agree to:

- have appropriate insurance policies
- arrange for their accounts to be audited or certified by an independent person
- acknowledge the support of Harrow Council in their annual report, annual accounts and publicity;
- the Grants Advisory Panel's monitoring requirements.

The Council will not normally support:

- Sports organisations seeking match funding
- Capital projects (although the revenue costs of such projects might be supported);
- New organisations seeking to duplicate existing grant-aided services or who have not previously discussed a proposed service with the appropriate Council department:
- Services provided on the grounds of religion;
- Organisations which fail to demonstrate that they have appropriate management and financial controls;
- Organisations that fail to undertake to comply with the Council's Standard Conditions of Grant Aid.

We do not give grants to individuals nor will we consider applications for general fundraising appeals.

5 Types of grants

The Council normally provides revenue grants. First time applicants are usually offered small, start-up grants. Funding of up to £10,000 is provided in the form of a grant and funding above £10,000 is offered in the form of a

Service Level Agreement (no upper limit set for SLAs). The Panel also approves applications for Harvist Trust grants (small one-off grants of up to £5,000 for charitable purposes, targeted primarily, but not exclusively, at unfunded voluntary and community groups), community lettings funding (small annual grants to help with the costs of hiring Council premises) and funding/allocation of office space at the Council's Community Premises. Grants are approved on an annual basis, SLAs on a 3-year basis with annual reviews.

6 Monitoring arrangements

- a) Organisations that receive a grant must submit a monitoring and assessment form within eight weeks of the end of the financial year, providing detailed facts and figures about each objective, target and outcome, the needs of clients and the cost of services, including a 'Statement of Achievement' and a statement of income and expenditure.
- b) The Council carries out a programme of monitoring visits to voluntary organisations in receipt of grant aid in excess of £5,000 (grant or Service Level Agreement funding).
- c) All SLAs specify the type and frequency of the monitoring information organisations need to provide to the Council.
- d) All grant decisions will list the outcomes funded organisations will be expected to meet, and these will be monitored during the annual monitoring visits (if the funding is for £5,000 or more).

7 Additional documents

As a pre-condition of grant aid, an organisation must have and submit:

- an adopted constitution or governing document
- an equal opportunities policy
- appropriate procedures for management and financial control
- a full income and expenditure budget for the year in which grant aid is expected;
- a full set of audited/certified accounts for the previous financial year;
- detailed job descriptions for the post(s) to be funded by the grant (if applicable);
- relevant details relating to the employment of persons in the funded post(s) (if applicable).

8. Additional information

The following confidential information is also required which will not be disclosed to the public:

- Names and home addresses of management committee members
- Number of employees, both full-time and part-time
- Number of volunteers, both full-time and part-time
- Number of members and how many are Harrow residents
- Number of users and how many are Harrow residents

- Name of bank account
- Bank/Building society name and address
- Account number and sort code
- Names of main bank account signatories
- List of current grants/funding received from other bodies.

9. Payment arrangements

- a) All grants are paid by bank credit. Grants are usually paid as a lump sum in April. SLAs will be paid in instalments, usually in April, July, October and January.
- b) Organisations must acknowledge the safe receipt of any grant payments.

10. Application procedure

The Council prefers to receive word-processed forms, rather than hand-written ones. The form is also available via e-mail on request. You should keep a copy of your application form in order to refer back to it when asked to complete the monitoring and evaluation form.

Before sending the form, please check to see if you have:

- written the organisation's name on the front page
- completed every question, including the amount of grant you are requesting
- enclosed copies of the enclosures requested
- checked your financial and budget information and ensured that it is realistic and adds up
- signed and dated the form
- checked the correspondent's name and address to which the form was sent and notified us of any amendments
- kept a photocopy of the forms for your own information

The final deadline for returned applications is 5 p.m. on Friday 30th September 2005. Please note that Members have agreed that no applications will be accepted after this time. You are strongly advised to ensure that your application is submitted before this date.

Application form

Application forms for the financial year April 2006 to March 2007 will be sent automatically to groups currently in receipt of grants or SLAs from the Grants Advisory Panel, unless they have failed to comply with the Council's Standard Conditions of Grant Aid or monitoring arrangements. **Organisations in receipt of SLA funding are also required to submit a grant application form this year, because the whole of the grants budget 2006/07 will be open up for bidding in accordance with the new strategy.**

Officers will check all grant applications received to ensure that they have been fully completed and all necessary enclosures have been received. An acknowledgement letter will be sent.

Please note that if your application is successful you will be required to sign the Council's grant agreement, prior to the release of funding.

Assessment

A Grants Officer will review your application and may telephone and/or meet with you to check the information you have provided and/or pre-assess your application (in the case of new applicants).

Officers produce a schedule of recommended grants for all applications. The schedule will contain a brief description of the service to be provided and the grant recommendation, together with any additional conditions of grant aid recommended by officers. The Grants Advisory Panel will consider the schedule at an open meeting in November 2005 and/or January 2006 and make recommendations to the Cabinet. Each organisation will be informed of the recommendation for their application and the date of the meeting at which it will be considered. Organisations wishing to appeal against the recommendation will be asked to give their reasons in writing and these written submissions will be presented to Members with the officer recommendations.

The reports presented to the Grants Advisory Panel will include information about an organisation's activities and finances, which, together with copies of application forms and accounts, become public information. Applicants should be aware of the Grants Advisory Panel's policy of keeping all information open to the public unless there are exceptional reasons for preserving confidentiality. **If an organisation does not wish certain information to become public, it can formally request that it remains confidential.** Officers will consider the request and, if appropriate, make a recommendation to preserve confidentiality to the Grants Advisory Panel. However, the Grants Advisory Panel retains the power to reverse this recommendation in each case at the Arrangement of Agenda item at their meetings. The Panel meetings are open to the press and public, but representatives of groups cannot speak about their application.

Decision

The Grants Advisory Panel considers all applications and makes recommendations to the Cabinet. The Cabinet makes 'in principle' decisions on all applications which are then confirmed when the Council sets its final budget in February / March. A letter is then issued to all applicants informing them of the decisions made on their applications. The letters to unsuccessful applicants state any reasons for the decision and set out the right of appeal.

The Right of Appeal

Organisations may appeal against the Panel's decision only on the grounds that the information presented to the Grants Advisory Panel was incorrect or information was omitted and that this had a material effect on the Panel's decision. The organisation must submit evidence of these grounds in writing within 28 days of the date of the letter advising it of the decision. If an organisation has submitted adequate evidence, it will be presented to the next Grants Advisory Panel meeting for consideration. The decision of the Panel, whether to amend, or not, its previous decision on the basis of the information provided, is final.

Dated: May 2005

Harrow Council London

Grant Application Form 2006/07

Please return completed forms to the Grants Officer, P.O. Box 57, Civic Centre, Harrow, Middlesex. HA1 2XF.

-
- *Please read our Guidance to Fundseekers carefully before completing this form to ensure that your organisation is eligible and the activities for which you are seeking funding match our funding priorities and common grants criteria.*
 - *Please ensure that all sections of this application form are fully completed. It is not sufficient to refer to "see attached documents".*
 - *Please ensure that the form is signed by an appropriate officer of the organisation.*

Name of organisation

Title of proposal or project (if different from above)

Summarise the purpose of the proposal, project, services or activities for which funding is sought.

For funder's use only

Part A. Information about your organisation

1. Name of organisation

2. Name of contact person

3. Position in organisation

4. Address for correspondence

5. Telephone number

Fax

Email

6. What is the legal status of your organisation? (more than one may apply)

Company limited by guarantee

Friendly society

Registered charity

Voluntary organisation

Partnership/ Please describe

Other/ Please describe

Is it part of a larger or national organisation? If so, please describe

7. In which year did your organisation start? _____

8. Does it have a formal constitution setting out its aims and objectives?
yes / no

9. Briefly describe the aims, objectives and activities of your organisation.

10. What is the geographical target area of your organisation's work?

(Central Harrow, Belmont, Stanmore, South Harrow, Rayners Lane, Wealdstone, North Harrow, Pinner, Kenton, Edgware, other areas (please, specify):

Grants Criteria

How your organisation meets the council's funding criteria priorities.

Please indicate which of the following funding criteria your organisation meets and explain how the work of your organisation will fulfil this. (Please refer to section 2 of the "guidance for fundseekers" document. (Continue on a separate sheet if necessary).

1. Empowering Local Communities

How we meet these criteria:

Please tick if applicable

2. Safer Harrow

How we meet these criteria:

Please tick if applicable

3. Regenerating Harrow

How we meet these criteria:

Please tick if applicable

4. Greener Harrow

How we meet these criteria:

Please tick if applicable

5. Children and Young People
How we meet these criteria:

Please tick if applicable

6. Learning for All
How we meet this criteria:

Please tick if applicable

7. Making ICT Work
How we meet this criteria:

Please tick if applicable

8. Healthy Harrow
How we meet this criteria:

Please tick if applicable

9. Hold the Community Legal Services quality mark, or any other recognised quality assurance award.

Please tick if applicable

How we meet this criteria:

10. Propose projects dealing with consumer advice, debt counselling, immigration, housing or mental health.

How we meet this criteria:

Please tick if applicable

11. Will serve disadvantaged groups and communities.

How we meet this criteria:

Please tick if applicable

PART B. Information about the proposal, project, services or activities for which funding is sought

1. What is the evidence that the proposal is needed?

2. What inputs are required? (Who will work on this project? Are these new, or existing staff? Will volunteers be involved – if so, how many? What resources and other materials will be needed?)

3. What activities will be delivered and where? (What will the project do? Describe the activities to be undertaken with the grant requested.) **You need to keep records (e.g. type of activity, numbers attending, frequency of provision etc.) for monitoring purposes.**

4. Intended outcomes? (What do you aim to achieve by the end of the project? What changes will result from the project?) **These outcomes will be monitored and audited.**

5. How will you measure the outcomes? (How will you know if the project is successful in achieving what it sets out to do?)

6. Who do you expect to benefit from the activities/ who are the main target?
You must keep records of numbers as well as equal opportunities data on beneficiaries for monitoring purposes.

7. What methods will be used to ensure that the project, activities or services are of good quality?
(Will you use any systematic approach to quality management?)

8. How do you aim to achieve equal opportunities in your organisation and in the services you provide? **You will be required to produce evidence of this at the end of the year.**

9. How does your organisation encourage the people you aim to help to play a part in the programme?

10. What is the total cost of the project?

Capital (equipment, premises etc)	£	<input type="text"/>
Revenue (running costs, salaries etc)	£	<input type="text"/>
TOTAL	£	<input type="text"/>

11. How much of this has been secured so far?

Government grants	£	<input type="text"/>
Local authority grants	£	<input type="text"/>
Donations from Business	£	<input type="text"/>
Grants from trusts	£	<input type="text"/>
Fundraising	£	<input type="text"/>
Fees, rents, sales, charges	£	<input type="text"/>
National Lottery	£	<input type="text"/>
Other sources	£	<input type="text"/>
TOTAL	£	<input type="text"/>

12. What other applications for funding have been made?

13. How much are you requesting from Harrow Council and on what do you intend to spend this sum?

14. Over what period are you seeking support from Harrow Council?

_____ to _____ .

15. What non-cash support have you applied for?

PART C. General and Financial Information

1. What is the total annual income and expenditure of your organisation?
Please use figures from your most recent annual accounts or projected cash flow forecast if no annual accounts exist.

12 months covered by accounts or forecast from _____ to _____.

Income	Expenditure: principal items of	
expenditure:-		
Government grants	£ <input type="text"/>	£ <input type="text"/>
Local authority grants	£ <input type="text"/>	£ <input type="text"/>
Donations from businesses	£ <input type="text"/>	£ <input type="text"/>
Donations from trusts	£ <input type="text"/>	£ <input type="text"/>
Fundraising	£ <input type="text"/>	£ <input type="text"/>
Rents, sales, charges	£ <input type="text"/>	£ <input type="text"/>
National Lottery	£ <input type="text"/>	£ <input type="text"/>
All other sources	£ <input type="text"/>	£ <input type="text"/>
TOTAL INCOME	£ <input type="text"/>	TOTAL EXPENDITURE
		£ <input type="text"/>

2. What reserves does your organisation hold?

Restricted funds

Unrestricted funds

Checklist

Please ensure that you have:

- answered all the questions and signed the declaration
- enclosed copies of the documents we require which are listed in our Guidance for Fundseekers
- list documents enclosed:
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

DECLARATION

When you have completed this application please sign this declaration.

I _____ am an authorised representative of
_____ (name of organisation). To the best of my
knowledge the information I have provided on this application form is
correct. If Harrow Council agrees to make a grant, this will be used
exclusively for the purposes described.

Signed _____

Position in organisation _____

Date _____

**You must enclose the following documents with your grant application
(please enclose a copy of this completed form)**

Document checklist (please tick boxes):

- Your organisation's adopted constitution or governing document *
- Your organisation's equal opportunities policy *
- A full income and expenditure budget for the year in which grant aid is expected
- A full set of audited/certified accounts for the previous financial year *
- List of current grants/funding received from other bodies (see enclosed form)
- Detailed job descriptions for the post(s) to be funded by the grant (if applicable)
- Relevant details relating to the employment of persons in the funded post(s) (if applicable)
- Names and home addresses of management committee members *
- Number of employees and volunteers, both full-time and part-time
- Number of members and how many are Harrow residents
- Number of users and how many are Harrow residents
- Bank account details, i.e. account name, bank/building society name and address, account number, sort code and names of main signatories *

Name of organisation:

- * If your organisation has already supplied these documents and there have been no amendments made to them, please state 'already supplied – still valid' against each one.

GRANT AGREEMENT

We, (Chairperson)

And (Treasurer)

Duly authorised officers of (The Organisation)
We confirm that we have received and read the Council's Standard Conditions of Grant Aid and hereby agree that our organisation will comply with them.

Signature (Chairperson) Date

Signature (Treasurer) Date

Standard Conditions of Grant Aid

The conditions set out below are the Council's Standard Conditions of Grant Aid. These conditions must be complied with and agreed to by all voluntary organisations receiving financial assistance from Harrow Council, herein after referred to as "the Council". The Grants Advisory Panel, if it wishes, may set additional conditions within their service remits and these additional conditions will always be specified in Committee Reports.

PART ONE

These pre-conditions apply to all grant aid awarded by the Council. Before any part of the agreed grant is paid to a successful organisation:

1. The organisation shall complete and submit to the Council, a signed written undertaking and agreement in respect of the Council's Standard Terms and Conditions of Grant Aid and any additional conditions which may have been set.
2. The organisation shall submit an adopted constitution or governing document which identifies its aims and objectives and provides the mechanism for the appointment of the management committee and the appointment of officers responsible for its proper administration, the provisions of which are acceptable to the Director of Financial & Business Strategy, with the advice of Legal Services as necessary.
3. The organisation shall submit an equal opportunities policy and demonstrate that it does not allow any discriminatory practices in relation to officers, staff, volunteers, members and clients.
4. The organisation shall submit appropriate procedures for the recruitment, training and management of volunteers and for the management of the organisation's finances, which will ensure that there is proper control. The financial regulations should specify internal rules governing financial management and control, including delegated authorities, control of assets and the division of financial duties.

5. All funded organisations should have a management committee or its equivalent and the Council must be notified of the names and home addresses of the Chair, Treasurer and Secretary and the names of all the other members of the management committee. This information must be kept up to date.
6. The Council, when considering funding applications, will give priority to organisations, which serve Harrow residents and actively involve them:
 - a) On the organisation's management committee and
 - b) as members or users of the organisation.
7. All funded organisations must, therefore, supply information on management committee members and users who live or work in the borough.
8. The agenda and minutes of every management committee meeting or Annual General Meeting should be sent to the Council, if requested. Minutes containing confidential client and staff information are excluded from this condition.
9. The organisation must maintain a bank account in the name of the organisation. The organisation must make sure that all cheques drawn on that account are signed by at least two members of the management committee, one of whom should be the Treasurer.
10. The organisation shall submit to the Council:
 - a) **A full income and expenditure budget for the year in which grant aid is expected. This budget shall include all income from other sources (and associated expenditure).**
 - b) **A full set of audited/certified accounts for the previous financial year, signed by two officers of the organisation's management committee of whom one shall be the Treasurer. The condition shall not apply if the organisation supplied these documents to the Council when the application was made or in compliance with paragraph 14 below in respect of the previous year's grant.**
11. The organisation shall satisfy the Director of Financial & Business Strategy, with the advice of Legal Services as necessary, that the activities to be carried out with the Council's grant fall within the ambit of the organisation's constitutional powers.
12. Before that part of the grant which relates to salaries is paid, the organisation shall:
 - a) Submit to the Council detailed job descriptions for the post(s) to be funded by the grant;
 - b) Submit all relevant details relating to the employment of persons in the funded post(s), these details to include name, starting date, salary and

grade and such other details as the Council may request.

PART TWO

All Council grant-aided voluntary organisations must comply with the following terms and conditions of grant aid, where they are applicable.

13. The organisation shall use the grant wholly and exclusively for the purpose(s) specified in the committee report and for the benefit of the inhabitants of the London Borough of Harrow.
14. The organisation shall keep the Council fully informed of all matters relating to the need for and the use of the grant and in particular shall notify the Council in writing of any changes to the factors that formed the basis on which the grant was decided upon.
15. Where the grant awarded is a contribution towards the cost of agreed activities, the organisation shall take all reasonable steps to seek and obtain from sources other than the Council, funding for the organisation's activities (including those that are the subject of this grant).
16. The agreement of the Council to give financial assistance to the organisation is limited to the maximum amount agreed in the committee report and does not imply any commitment or agreement to fund the organisation for more than that amount or for any future period.
17. The organisation shall complete a "Statement of Achievement" within one month of the end of the financial year in which grant was paid showing the use to which the grant has been put. The organisation must submit a detailed written report on the activities of the organisation, in particular those activities in respect of which the grant is used. The report shall include relevant statistics on numbers of persons assisted and details of all steps taken to obtain funding from other sources for the organisation's activities.
18. Organisations in receipt of Council funding in excess of £1,000 will be required to acknowledge the Council's support in their annual report and / or accounts, as well as on their letterhead, leaflets and general publicity (if appropriate) by stating "supported by Harrow Council".
19. Funded organisations should not employ a member of the management committee or a close relative of a member of the management committee. In exceptional circumstances this may be allowed with the Council's written permission. Members of the management committee would be expected to resign if appointed to a post within the organisation.
20. All organisations funded by the Council shall submit statements of accounts to the Council. For all organisations with gross income over £2,000 per annum, the organisation shall submit to the Council as soon as possible, and at least within six months of the end of each financial year, externally and independently audited accounts for the financial year during which any grant is received (or expended) and shall further

provide, on request, such information regarding the organisation's activities as the Council may reasonably require in order to ascertain how the grant or any part of it has been used.

21. For all organisations with gross income of £2,000 or less per annum, the organisation shall submit to the Council within six months of the end of the financial year accounts certified by an independent examiner for the financial year during which any grant is received (or expended). Two persons being officers of the organisation shall sign these statements of account, (one of the two shall be the Treasurer of the organisation).
22. All funded organisations shall afford the Council, such facilities as it may reasonably require to inspect the organisation's records, including its books of account and shall provide the Council on request, with such information as it may reasonably require to satisfy itself as to the manner in which the grant or any part of it has been used.
23. Grants for the acquisition/purchase of equipment, furniture, vehicles and computers:
 - a) For small grants under £1,000 (for equipment, furniture, vehicles and computers), the organisation shall submit, within one month of receiving grant payment all paid invoices for the above items. These invoices shall be to the satisfaction of the Director of Financial & Business Strategy, or her representative.
 - b) For grants of £1,000 and over for the purchase of a single item or related items, the production of receipted invoice(s) shall be a pre-condition for grant payment. Where an organisation has insufficient funds, the Council may pay the supplier(s) direct on the organisation's behalf, at the organisation's written request.
24. The organisation shall keep and maintain an inventory of all assets purchased with grant aid. This inventory shall include a brief description of the asset, serial number, date of purchase and on any sale, date and income received on such sale. The organisation shall not sell, dispose or otherwise part with any item of equipment or furniture, etc., purchased with grant monies without prior written consent from the Council.
25. Where the above items are sold, disposed of or parted with, the organisation shall repay the Council forthwith, on demand, such part of the grant as the Council may determine.
26. The organisation shall take out insurance policies to cover the following risks (as appropriate):
 - a) Public and employer's liabilities
 - b) Fire and other risks to property

- c) Risks arising from the use of vehicles
- d) Theft or damage to property and its contents

27. The Council accepts no liability whatsoever to the organisation or to any third party for any costs, claims, damages or losses however they are incurred.

28. The organisation shall not be, or deemed to be, an agent of the Council and shall not hold itself out to any third party as such.

PART THREE

PAYMENT OF GRANT AID

29. Payment of the grant will normally be made in April or in quarterly instalments on receipt of reasonable evidence of expenditure properly incurred.

30. In the event that the organisation fails to comply with any grant conditions, payments of grant will be withheld or suspended and the organisation will be required to repay to the Council on demand the grant or such part of it already paid to it as specified by the Council.

31. In the event that the organisation is dissolved or ceases to be a voluntary organisation or exist as an association or otherwise no longer exists or operates for the purposes for which the grant was paid, or, being a limited company, goes into liquidation, any of its assets which have been purchased with grant monies and/or any unexpended grant monies shall be returned to the Council, unless the Council agrees otherwise, such agreement to be on terms decided by the Council.

32. If the organisation ceases to be a voluntary organisation as defined under Section 48 of the Local Government Act 1985, or ceases to operate for the purposes in respect of which the grant was paid, it must repay to the Council forthwith on demand the grant or such part specified by the Council.



Meeting:	Grants Advisory Panel
Date:	28 th June 2005
Subject:	Edward Harvist Trust – Grant Application Process
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	No

Section 1: Summary

The report recommends an application process for grants from the Edward Harvist Trust.

Decision Required

Members are requested to agree the proposed grants process.

Reason for report

The Panel needs to adopt a clear and transparent application process, before it considers applications for grants from the Edward Harvist Trust. The agreed process will be disseminated to the Voluntary Sector in Harrow, so that local groups may gain access to this source of funding.

Benefits

A clear defined and transparent application process will: a) enable the Panel to determine grant applications from the Edward Harvist Trust, thus reducing the substantial accumulated balances and b) will give voluntary groups an opportunity to obtain small grants to meet their charitable objectives.

Cost of Proposals

None arising from these proposals, other than publicity costs, which will be met from existing resources.

Risks

None

Implications if recommendations rejected

If the proposals are rejected the Panel will lack a framework for considering grant applications from the Trust. Further delays in the distribution of Trust funds may render the Council in breach of Charity Commission rules.
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Section 2: Report

2.1 Brief History

2.1.1 The Edward Harvist Trust is a charity established from the estate of Edward Harvist, who died in 1609, and its proceeds are divided between the 5 London Boroughs through which the Edgware road passes. Harrow receives 5.594% of the yearly income, which is intended for charitable purposes.

2.1.2 The overriding conditions relating to the use of the distributed income from the Trust are:

- a. The Council, and not the Trustees can approve grants.
- b. The object of the Charity shall be to further all or any of the following purposes:

- The relief of the aged, impotent and poor inhabitants of the London Boroughs of Barnet, Brent, Camden, City of Westminster and Harrow.
- The relief of distress and sickness among the inhabitants of the said boroughs.
- The provision of support (with the object of improving the conditions of life for the said inhabitants in the interest of social welfare) of facilities for recreation and other leisure-time occupation.
- The provision and support of educational facilities for the said inhabitants.
- Any other charitable purpose for the benefit of the said inhabitants, provided always that public funds could be made for such purposes and the expenditure is in addition to that made out of rates or public funds.

2.1.3 In Harrow grant applications from the Trust were until recently decided under delegated authority by officers in People First (Social Services) using the following criteria agreed by the Social Services Committee:

- a. The projects should be of a one-off nature with no (or at least very little) ongoing annual commitment.
- b. There should be a clearly identifiable benefit to a broad-based group of clients.
- c. Projects that generate improved efficiency or a saving in annual expenditure will receive some priority.
- d. There are no alternative funds available within the currently approved Social Services revenue or capital budget.

2.1.4 On 18th December 2003 Portfolio Holders decided that the Grants Advisory panel would be responsible for the allocation of funds from the Harrow element of the Harvist trust.

2.1.5 The Strategic Review of Grants carried out by the Council and agreed by Cabinet on 14th October 2004 envisaged that the Grants Advisory Panel would deal with Harvist Trust grant applications, but no process was proposed for dealing with such applications.

2.1.6 On 22nd November 2004, the Panel agreed the criteria and basic standards of governance approved by the Trustees on 1st November 2004, but again no process was proposed for the handling of grant applications for the Trust. (Appendix 1)

2.2 Options considered

2.2.1 This report proposes a new process for dealing with grant applications from the Harvist Trust, that complies with the Charity's objects (2.2.2 above), with the Council's Common Grants Criteria and Conditions of Funding and conforms to the requirements of the Charity Commission. In seeking Members approval for the proposed scheme (attached at Appendix 2), officers take the view that this would assist the Panel to determine grant applications in a more open and transparent way and would also make it easier for voluntary groups to apply, and therefore benefit from this particular source of funding.

2.2.2 The Council made no payments from Harvist Trust funds in 2004/05 and no allocations so far this year. The distribution of funds for the Trust to Harrow Council in 2005/06 was £10,187.31. The interest accrued was £2,758.01. The total accumulated funds at 31.3.2005 were £70,500.96.

2.3 Consultation

2.3.1 Comments were sought from umbrella groups. HAVS were the only the group to respond. Their comments were positive and have been addressed in the body of the report.

2.4 Financial Implications

2.4.1 There no financial implications.

2.5 Legal Implications

2.5.1 None

2.6 Equalities Impact

2.6.1 The proposed process would make it easier for small voluntary organisations serving vulnerable people from various communities to benefit from these charitable funds. The possible outcome is a reduction in social disadvantage and the relief of poverty and distress, in line with the Charity's objects.

Section 3: Supporting Information/ Background Documents

Appendix 1 – Good Governance Rules, approved by the Trustees on 1st November 2004 and by the Grants Advisory Panel on 22nd November 2004.

Appendix 2 – Proposed Process for dealing with Grant Applications from the Harvist Trust.

Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds

1. No charge whatsoever shall be imposed by the Councils for their own administration or other expense on Harvist money
2. So far as possible, it shall be the objective to distribute or use the Harvist money during the year of receipt
3. Councils shall allow interest to accrue on Harvist money from receipt until use at the average 7 day LIBOR rate
4. Councils must be explicitly clear that Harvist money is further provision in addition to the Councils' own expenditure from their own funds
5. Recipients of grants allocated from Harvist money must be so informed; the trustees' preference is that the Harvist money is a discrete fund/budget to which organisations may apply who would not qualify for an award from the relevant Council's own grants programme
6. If an authority uses Harvist money for expenditure on its own facilities, it must be clear that that expenditure is for an "extra" which simply would not be provided but for the Harvist money, and not simply as a contribution to revenue expenditure which the Council should itself properly bear
7. Each Council must provide a fully reconcilable account of money held and spent whenever required by the trustees or the Hon Treasurer.

HARROW COUNCIL LONDON

The Edward Harvist Trust Grant Application Process

Information for Prospective Applicants

The Harvist Trust is a charity established from the estate of Edward Harvist, who died in 1609, and its proceeds are divided between the 5 London Boroughs, which border the Edgware Road. Harrow receives 5.5945% of the yearly income, which is intended for charitable purposes. The objects of the Charity is to further all or any of the following purposes:

- The relief of the elderly and disadvantaged inhabitants of the London Boroughs of the City of Westminster, Barnet, Brent, Camden and Harrow;
- The relief of distress and sickness among the said inhabitants;
- The provision and support of facilities for recreation and leisure with the aim of improving the quality of life;
- The provision and support of educational facilities;
- Any other charitable purposes.

In addition to the common grants criteria and conditions, the following will apply to grants from the Harvist Trust:

1. Grants are made to organisations rather than individuals.
2. Grants are not offered to cover the costs of any provision the Trustees deem to be a statutory responsibility. Grants can be made to statutory organisations, if Trustees feel that it is for provision over and above the statutory responsibility.
3. The funds are used for one-off revenue or capital grants. In respect to capital grants, preference will be given to items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.
4. Applications are accepted from organisations by letter and must be supported by two written quotations for equipment.
5. The amounts payable are relatively small, **with a maximum grant of £5,000**. Grants are not offered for equipment that has already been purchased or for very small items, such as stationery.

If you would like to make an application, please do so in writing, setting out the following:

1. Name of Organisation:

Name of Organisation and/or project for which funding is being sought
Aims of Organisation and/or project for which funding is being sought

2. Beneficiaries:

Number of users
Proportion of users who are Harrow residents
Main area where organisation works, i.e. Ward, Postcodes etc.

3. What you are applying for and why.

Please include two written quotations if applying for a capital grant.

4. Evidence of any match funding.

5. Financial information:

Income for current year, including name of funder and amount
Copy of latest annual report / annual accounts.

There are four grants rounds for 2005/06. The following table details the deadlines for applications and the assessment and decision-making dates:

Grants Round	Application Deadline	Assessment and Decision Process	Notification of Decision
Round 1	22 nd July	25 th July- 5 th September	16 th September
Round 2	30 th September	3 rd October- 21 st Nov.	5 th December
Round 3	9 th December	12 th Dec.-23 rd January	3 rd February
Round 4	10 th February	13 th Feb. – 8 th March	20 th March

Please send your application to:

The Edward Harvist Trust
Grants Unit
Business Connections
Harrow Council
P O Box 57
Civic Centre
Harrow HA1 2XF

On receipt of your application an acknowledgement will be sent confirming when your application will be assessed and when you can expect notification of the outcome of your application.

If you have any further queries regarding the above, please phone the Grants Unit on 020 8424 1335 or email: charlotte.clark@harrow.gov.uk.

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Meeting:	Grants Advisory Panel
Date:	28 th June 2005
Subject:	Community Lettings Grant Application Process
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	No

Section 1: Summary

The report recommends an application process for grants in respect of Community Lettings

Decision Required

Members are requested to agree the proposed grants process.

Reason for report

The Community Lettings Scheme is due to come on stream from 1st September 2006. Before the scheme is implemented, the Panel needs to adopt a transparent grant application process, which is clearly understood by the voluntary and community sector in Harrow.

Benefits

A clearly defined and transparent grant application process will enable voluntary organisations to decide whether they meet the common grants criteria and would provide the Grants Advisory Panel with the framework for determining such grant applications fairly and objectively.

Cost of Proposals

None arising from these proposals, other than small publicity costs, which will be met from existing resources.

Risks

None

Implications if recommendations rejected

If the proposals are rejected, the Panel will lack a framework for considering grant applications in respect of Community Lettings. Given that the new scheme needs to be understood by all interested parties, any delay in agreeing the process will diminish the length of consultation.

Section 2: Report

2.1 Brief History

2.1.1 Cabinet 15.10.02 – Decided that Education Lettings would be transferred to the Grants advisory Panel as from 1st April 2004.

2.1.2 Cabinet 14.10.04 – Agreed new strategy for supporting the Voluntary Sector in Harrow.

2.1.3 Grants Advisory Panel 22.11.04 – agreed to defer the implementation of the new policy on lettings until 1st September 2005.

2.1.4 Grants Advisory Panel 28.2.05 – Decided to delay the implementation of the policy on Community Lettings until 1st September 2006.

2.2 Options considered

2.2.1 The proposed scheme for considering grant applications in respect of Community Lettings is based on the new strategy and the common grants criteria. Whilst, ultimately, it is envisaged that the new process will become part of the overall grants allocation process, the introduction of the new scheme from 1st September 2006 would mean that the Grants Advisory Panel would need to consider grant applications for Community Lettings in March 2006, in order to enable successful groups to make the necessary bookings with school before the end of the 2005/06 academic year. If that is not possible, the latest the Panel could consider such applications would be the June 2006 meeting, but this would leave little time for groups to secure venues, before schools close for Summer.

2.2.2 In view of the fact that most of the organisations currently using education premises, and, therefore, likely to be applying for small grants for Community Lettings have no other support from the Council, it is proposed that the new scheme should be simpler than the main grants scheme. The proposed scheme attached as Appendix 1 contains a shortened and simplified version of the main grants scheme, both in terms of the information to applicants and the grant application form itself.

2.3 Consultation

2.3.1 Consultation has taken place with the Area Director, People First and the Manager of the Harrow Teachers' Centre. Consultation has taken place with Harrow schools and the proposals contained in this report will be discussed with Headteachers and/or their representatives on 15th June 2005. (These will be outlined below, when received). Consultation has also taken place with the key Umbrella Organisations.

2.4 Financial Implications

2.4.1 There are no financial implications arising directly from this report. However, steps will need to be taken to ensure that at least half of the Education Lettings budget for 2006/07 is reserved to be allocated by the Grants Advisory Panel for the period 1st September 2006 to 31st March 2007.

2.5 Legal Implications

2.5.1 No legal implications

2.6 Equalities Impact

2.6.1 Under the new policy on lettings a number of community groups, especially religious groups, will not qualify for Council support. Many of the groups to be affected will be from Black and Minority Ethnic communities. It is therefore important to ensure that the scheme to be agreed is transparent and enables the Panel to make decisions in accordance with the Council's agreed criteria, thus reducing the risk of discretion and direct or indirect discrimination.

Section 3: Supporting Information/ Background Documents

APPENDIX 1 – Guidance to applicants

APPENDIX 2 – Application form

Harrow Council London

Grants Officer, P.O. Box 57, Civic Centre, Harrow, Middlesex. HA1 2XF.

Tel: 020 8424 1335, Fax: 020 8424 1875.

E-mail: charlotte.clark@harrow.gov.uk

Funding for Community Lettings

Guidance to Applicants

1. Qualifying Conditions:

- The applicant must be a voluntary group based in Harrow, with 80% of its members/users from Harrow.
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation.
- The organisation must not promote or oppose any political party.
- The activities the organisation provides must not be of a religious nature.
- The organisation must not be profit making.
- The organisation must demonstrate commitment to the council's equal opportunities policy.
- The organisation must set out in its application any existing funding provided.
- The organisation must accept all financial transactions from the council electronically.
- The organisation must agree to provide a report on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).
- Organisations in receipt of funding in excess of £1,000 per annum, must display the Harrow Council logo on their stationery, acknowledging they are "supported by Harrow Council".

2. Common Grants Criteria:

Funding proposals must be consistent with one or more of the headings within the council's Community Strategy:

- **Community Cohesion** – A borough where the diversity of all communities is valued and celebrated through the promotion of community cohesion and equality of access and life opportunities.
- **Safer Harrow** – To promote and increase the safety of the whole community by working in partnership to reduce crime, disorder and the fear of crime.
- **Regenerating Harrow** – To create a vibrant and sustainable environment with a diversity of employment, a thriving business community and a range of high quality and affordable housing.
- **Greener Harrow** – To create a cleaner, greener, sustainable and more attractive Harrow in which to live, work and relax.

- **Children and Young People** – To ensure that the life chances of children and young people are enhanced and supported by the provision of universal and targeted services. To ensure that services are provided for children, young people and their families at appropriate times in their development and transition in an accessible, transparent and seamless fashion. To ensure that every child has the chance to fulfil his or her potential by reducing levels of educational failure, ill health, substance misuse, teenage pregnancy, abuse and neglect, crime and anti-social behaviour.
- **Learning for All** - To create a borough where everybody has the opportunity to fulfil their potential through improved standards of education and wider participation in lifelong learning.
- **Making ICT Work** – To develop the availability and use of ICT across Harrow to enable better and faster access to information and services for the citizens of Harrow and facilitate “joined up” working between all partner organisations.
- **Healthy Harrow**- To improve the health of local people by tackling health inequalities and enhancing health and social care.

3. Monitoring arrangements

- a) Organisations which receive a grant must submit a monitoring and assessment form within eight weeks of the end of the financial year, providing detailed facts and figures about each objective and target, the needs of clients and the cost of services, including a ‘Statement of Achievement’ and a statement of income and expenditure.
- b) The council reserves the right to visit all funded organisations to establish that the grant is being used for the purposes given.

4. Additional documents

As a pre-condition of grant aid, an organisation must have and submit:

- an adopted constitution or governing document
- an equal opportunities policy
- appropriate procedures for management and financial control
- a full income and expenditure budget for the year in which grant aid is expected;
- a full set of audited/certified accounts for the previous financial year;

5. Additional information

The following confidential information is also required which will not be disclosed to the public:

- Names and home addresses of management committee members
- Number of employees, both full-time and part-time
- Number of volunteers, both full-time and part-time

- Number of members and how many are Harrow residents
- Number of users and how many are Harrow residents
- Name of bank account
- Bank/Building society name and address
- Account number and sort code
- Names of main bank account signatories
- List of current grants/funding received from other bodies

6. Payment arrangements

- a) Grants are paid by bank credit. Grants are usually paid as a lump sum in April or in instalments, usually in April, July, October and January, if a newly funded organisation or if the grant has been made subject to conditions.
- b) Organisations must acknowledge the safe receipt of any grant payments in writing.

8. Application procedure

The Council prefers to receive word-processed forms rather than hand-written ones. The form is also available via e-mail on request. You should keep a copy of your application form in order to refer back to it when asked to complete the monitoring and evaluation form.

Before sending the form, please check to see if you have:

- written the organisation's name on the front page
- completed every question, including the amount of grant you are requesting
- enclosed copies of the enclosures requested
- checked your financial and budget information and ensured that it is realistic and adds up
- signed and dated the form
- checked the correspondent's name and address to which the form was sent and notified us of any amendments
- kept a photocopy of the forms for your own information

**The final deadline for returned applications is .
Please note that Members have agreed that no applications will be accepted after this time. You are strongly advised to ensure that your application is submitted before this date.**

The application form is received by the Council and checked to ensure that it has been fully completed and all necessary enclosures have been received. An acknowledgement letter will be sent.

Assessment

A Grants Officer will review your application and may telephone and/or meet with you to check the information you have provided and/or pre-assess your application.

Officers produce a schedule of recommended grants for all applications. The schedule will contain a brief description of the service to be provided and the grant recommendation, together with any additional conditions of grant aid recommended by officers. The Grants Advisory Panel will consider the schedule and make recommendations to the Cabinet. Each organisation will be informed of the recommendation for their application and the date of the meeting at which it will be considered. Organisations wishing to appeal against the recommendation will be asked to give their reasons in writing and these written submissions will be presented to Members with the officer recommendations.

The reports presented to the Grants Advisory Panel will include information about an organisation's activities and finances, which, together with copies of application forms and accounts, become public information. Applicants should be aware of the Grants Advisory Panel's policy of keeping all information open to the public unless there are exceptional reasons for preserving confidentiality. **If an organisation does not wish certain information to become public, it can formally request that it remains confidential.** Officers will consider the request and, if appropriate, make a recommendation to preserve confidentiality to the Grants Advisory Panel. However, the Grants Advisory Panel retains the power to reverse this recommendation in each case at the Arrangement of Agenda item at their meetings. The Panel meetings are open to the press and public, but representatives of groups cannot speak about their application.

Decision

The Grants Advisory Panel considers all applications and makes recommendations to the Cabinet. The Cabinet makes decisions on all applications. A letter is then issued to all applicants informing them of the decisions made on their applications. The letters to unsuccessful applicants state any reasons for the decision and set out the right of appeal.

The Right of Appeal

Organisations may appeal against the Panel's decision only on the grounds that the information presented to the Grants Advisory Panel was incorrect or information was omitted and that this had a material effect on the Panel's decision. The organisation must submit evidence of these grounds in writing within 28 days of the date of the letter advising it of the decision. If an organisation has submitted adequate evidence, it will be presented to the next Grants Advisory Panel meeting for consideration. The decision of the Panel, whether to amend, or not, its previous decision on the basis of the information provided, is final.

Dated: June 2005

HARROW COUNCIL LONDON
FUNDING FOR COMMUNITY LETTINGS
APPLICATION FORM FOR 2006/2007

PART: A

Name of organisation:

Address for correspondence:

Contact person:

Position held in organisation:

Tel: Fax: Email:

1. What is the legal status of your organisation?

Registered charity (if registered charity, please give number):

Company limited by guarantee (please give number):

Voluntary organisation:

Other / please specify:

2. When was the organisation set up?

3. Does it have a formal constitution setting out its aims and objectives? (Please, attach a copy).

4. Does it have a management committee?

5. Does it have a bank account in its name?

6. What is the geographical target area of your organisation's work?

PART B

1a. Amount requested: £

1b. Please indicate which type of letting you require (please tick box)

Meeting room Classroom Hall

Other (please specify):

1c. Please state your preferred venue:

2. How do you propose to use the letting for which you are requesting funding?
(Give details of proposed days/ hours/ frequency –number of staff / volunteers / users involved)

3. Explain how this matches one or more of our common grants criteria

4. How will this grant benefit the development of your organisation / community?

5. How will this funding contribute to the promotion of equality of opportunity?

6. What are the expected outcomes?

7. How will you measure and monitor these outcomes?

8. Does your organisation currently use accommodation owned by Harrow Council? If so, provide details, including any charges payable.

--

9. Please give a breakdown of the total costs of your services or activity.

	Actual 2004/ 2005	Original estimate 2004/2005	Projected budget 2005/ 2006
--	----------------------	-----------------------------------	-----------------------------------

INCOME

Harrow Council funding			
London Borough Grants (ALG)			
Other Local Authorities			
Harrow Primary Care Trust (PCT)			
Lottery			
Central Government funding			
Charities, trusts or companies			
Fundraising			
Fees charged			
Subscriptions or membership fees			
Investment interest			
Other (please provide details below)			

Total income			
---------------------	--	--	--

EXPENDITURE

Salaries, wages, other fees			
Travel and subsistence expenses			
Training			
Rent			
Telephone			
General running expenses			
Project or service expenditure			
Other (please provide details below)			

Total expenditure			
--------------------------	--	--	--

Project surplus/(deficit) (Total income – total expenditure)			
---	--	--	--

<p>If you have included income or expenditure as “Other”, please provide details:</p>
--

Please enclose your accounts for 2004/2005 or your last full financial year (if you have not already provided these) and a copy of your latest financial statement for 2005/2006.

10. Please explain why your organisation is unable to meet the expenditure for the letting and provide any additional information either about your organisation or about the activity for which your are requesting funding

UNDERTAKING:

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

NAME **SIGNATURE**
POSITION HELD

Please return completed forms and any supporting documents to the Grants Officer, P.O. Box 57, Civic Centre, Harrow, Middlesex, HA1 2XF

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Meeting:	Grants Advisory Panel
Date:	28 th June 2005
Subject:	Harrow Council for Racial Equality (HCRE)- Reserved Funding 2005/06
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnerships & Human Resources
Key Decision:	No

Section 1: Summary

This report presents to the Grants Advisory Panel more information provided by HCRE in support of their grant application for additional funding for their casework service.

Decision Required

Members are requested to consider HCRE's submission and decide accordingly.

Reason for report

To finalise the grant allocations to voluntary organisations for 2005/06.

Benefits

The additional funding requested by HCRE will enable them to carry out more effectively the monitoring of cases of racial harassment reported to the Police.

Cost of Proposals

Should Members approve this request, the cost to the Council will be £7,000, inclusive of the £4,000 already reserved.

Risks

None arising from this report.

Implications if recommendations rejected

The HCRE may not be able to carry out this work as effectively, if they have to rely on their current resources.

Section 2: Report

2.1 Brief History

2.1.1 Grants Advisory Panel 24.1.05 – The Panel considered the HCRE grant application and decided to offer a grant of £52,795 in 2005/06, inclusive of salary inflation. The Panel also considered a supplementary grant application from HCRE for £14,000 to employ a P/T Caseworker to deal entirely with cases of racial harassment in Harrow. The Panel decided to defer the supplementary grant application pending further information from HCRE.

2.1.2 Grants Advisory Panel 28.2.05 – The Panel considered again the request from HCRE for additional funding in 2005/06 for their casework service. The Panel agreed to reserve £4,000 subject to HCRE producing information on the following:

- A letter of support from the Police.
- How are victims helped?
- What happens to monitoring results?
- How outcomes are monitored?
- What work is being done to assist dissatisfied victims?
- Are cases referred elsewhere?

2.2 Options considered

2.2.1 On 14th March 2005 officers wrote to HCRE informing them of the Panel's decision and requesting the additional information required by the Panel.

2.2.2 On 15th March 2005 HCRE wrote to the Chair of the Panel providing further documentation regarding their supplementary grant application and attaching a letter of support from the Borough Commander, Chief Superintendent Bob Carr. HCRE's letter (attached as Appendix 1) states that they have secured potential match funding for this work of £7,000 and they have revised their request to Harrow Council to £7,000. The Commission of Racial Equality (CRE) will provide the potential match funding. **It needs to be noted that the revised request of £7,000 is much higher than the reserved grant of £4,000 and that the remaining unallocated funds for 2006/07 amount to £6,405.**

2.3 Consultation

2.3.1 None

2.4 Financial Implications

The additional funding requested, if approved, could be met from the unallocated funds of £6,405. However, another item on the agenda may affect this balance.

2.5 Legal Implications

2.5.1 No legal implications

2.6 Equalities Impact

2.6.1 HCRE's aim is to combat racial discrimination and harassment and to promote equality of opportunity and good race relations in the Borough. Monitoring racial harassment cases comes within HCRE's remit as is supporting victims of racial discrimination and harassment. The additional funding, if approved, would enable HCRE to carry out this work more effectively and more efficiently.

Section 3: Supporting Information/ Background Documents

Appendix 1 - Letter from HCRE and supporting documents

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Partnership at work

Harrow Council for Racial Equality

Exchequer Building, Civic Centre, Station Road, Harrow, Middlesex HA1 2UT

T: (020) 8427 6504, (020) 8427 5105 F: (020) 8863 0005 E: hcre@hotmail.com W: http://www.hcre.org.uk

Cllr. Cyril Harrison
Chair, Grants Sub-Committee
Harrow Council
Civic Centre
Station Road, Harrow

Tuesday 15th March 2005

Dear Councillor,

Please find enclosed further documentation regarding HCRE's supplementary application for £14,000 for the funding of a casework service, which was made in December 2004. You will find two detailed reports from HCRE's current caseworker (who is funded out of HCRE's reserve funds) and a letter of support from Harrow Police's Chief Superintendent Bob Carr. I would be most grateful if you could present these at the next meeting of the Grants Sub-Committee; I have taken the liberty of forwarding the two reports to the other Councillors who sit on the Sub-Committee.

HCRE has now secured potential match funding for this work, and we are revising our request to Harrow Council to £7,000. If the Council agrees to grant £7,000, the other £7,000 will be available to carry out the work as detailed in the documents enclosed.

I hope that you will find this information useful in helping you to reach a decision in this matter, and look forward to your positive reply.

Yours sincerely,

Prem Pawar

Director

enc.

cc. Grants Sub-Committee, Charlotte Clark



N200100056

Supported by:



Hon. President: The Mayor of London Borough of Harrow
Chairperson: Mr. Madan Badale; Vice-Chairpersons: Mr. A. Aggarwal, Mr. T. Chisholm; Treasurer: Mr. Zia Baig;
Asst. Treasurer: Mrs. A Diamond; **Director/Secretary : Mr. Prem Pawar**

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**METROPOLITAN
POLICE**

Working for a safer London

**Prem Pawar
Exchequer Building
Civic Centre
Station Road
Harrow
Middlesex
HA1 2UT**

Metropolitan Police Service
Chief Superintendent Carr
Borough Commander

Harrow Police station
74 Northolt Road
Harrow
Middlesex HA2 0DN

Telephone: 020 8423 1212

Direct Line

Your ref: .
Our ref: QA/153/05

02/03/2005

Dear Prem

RE: Letter of support for monitoring Police handling of racial incidents.

Thank you for your letter dated 4th February 2005

I would like to offer my full support to the Harrow Council for Racial Equalities' work in monitoring the police handling of Racial Incidents. I have discussed this matter at length with the officers in the Community Safety Unit at Harrow who investigate all Racial Incidents and they have praised the benefits of the victim survey which provides valuable feedback about the police response and allows supervisors to address any highlighted areas. The information is also supplied to other agencies such as the Multi Agency Forum and it allows them to monitor current issues.

I feel that it is wholly appropriate that the monitoring is carried out independently of the police by a body such as the HCRE. The survey provides reassurance to victims that any criticisms will not initially be viewed by the same police officers they may be expressing their views on. Obviously racial incidents are a partnership responsibility we must be able to provide an appropriate and intelligent response to the issues, which often involve various agencies such as Social Services, Housing, and the Education Service.

Please forward this letter to the chair of the Grants Sub Committee for consideration.

Yours sincerely

**Bob Carr
Chief Superintendent
Borough Commander**

Introduction

The Harrow Council for Racial Equality (HCRE) is fully committed to working with victims of race hate crime. The following report sets out HCRE's aims and objectives in meeting its responsibility to ensure that all victims of race hate crime are treated fairly by the Police and that all victims of race hate crime in Harrow's community feel able to step forward and report such incidents.

In addition, HCRE offers free advice and representation to victims of racial harassment and discrimination in Harrow, and is the only such organisation to offer such a service in the Borough.

Harrow Council for Racial Equality is not currently funded for carrying out either racial harassment casework or the monitoring of Police handling of racial incidents; the work is above and beyond that detailed in our work programme, and we are currently seeking additional funding to further support this work in the future. As will be set out in the more detailed description below, our work in monitoring the Police handling of racial incidents is of great benefit to the community, who often feel they cannot tell the Police directly if they have a problem. Similarly, it assists the Police by obtaining feedback for them from traditionally-reluctant groups.

Aims

Racial incident reporting and monitoring was first introduced in the recommendations of the Stephen Lawrence Inquiry.

All racial incidents that are reported in the London Borough of Harrow are referred by the Police to HCRE; on average, between 25 and 35 reports of race hate crime are passed to HCRE every six weeks.

Prior to the start of monitoring and reporting activities, the member of HCRE staff responsible for the task will have undergone all relevant security and data protection checks through New Scotland Yard. This gives the person the authority

to handle strictly confidential details of all crimes, such as crime reference numbers, names, addresses, telephone numbers, the ethnicity of victims, details of suspects and details of each incident reported.

That member of staff's main duty is to telephone each listed victim and enquire whether or not they are satisfied with the way in which the Police have dealt with the matter; this includes treatment received when reporting the crime (i.e. through '999'), the actions of the Police officers who arrived at the scene and any follow-up actions made or not made by the Police since the initial incident. In addition, they will administrate the research, compiling a grid of information showing who has been contacted and the feedback of the victim regarding their satisfaction with the Police's handling of their case.

Time and costs incurred during the process:

If a client has reported that they are satisfied with the Police and the way that the incident was handled, the telephone call to confirm so will last on average between three and five minutes.

If, however, the victim is uncontactable by telephone or no contact details have been supplied, time and costs are expended in sending the victim a letter introducing HCRE's service in conjunction with the Police and asking for their feedback on the Police's handling of their incident.

If a victim is dissatisfied with the service they received from the Police, a telephone call to them will last on average between ten and thirty minutes, depending upon the depth of the information relayed to HCRE's representative. Experience shows that, where there is a case of long-standing racial harassment between neighbours, calls tend to last longer.

If the victim wishes HCRE to take the matter further by instructing it to act on their behalf, time spent upon casework in each individual case will total on average five hours, excluding meetings attended on behalf of the victim.

Outcomes of Racial Incident Reporting

- Reporting provides a forum for victims to voice their views and concerns if they are dissatisfied with the handling of their case, or - if they are satisfied - to highlight positive aspects of the work performed by the Police.

Monitoring ensures that it can be checked whether the Police are continuing to uphold their duties in treating victims fairly and making sure that all victims of race hate crime are treated fairly by the Police.

Once the victim has reported any opinions and concerns to HCRE, relevant notes are taken and brought to the attention of Harrow Police so they can analyse and act upon the concerns where necessary.

If the victim feels that they are in need of further support they will be offered advice and assistance as appropriate.

HCRE is able to gather statistics on race hate crime and analyse what trends exist and where it takes place; such statistical data is collated and reported to the Multi-Agency Forum (MAF), HCRE's Racial Harassment Sub-Group and the HPCCG.

Case-working with victims of race hate crime

For victims of race hate crime who are not receiving support and wish for HCRE to look into their matter, time is spent as follows:

Attending to the victim(s) - this will usually involve inviting the victim(s) into HCRE's office or making a home visit (with attendant travel costs) to take a statement and complete the Third Party Reporting forms devised by MAF, which will then be photocopied in duplicate. Copies are forwarded to the relevant statutory bodies (i.e. Police Crime Reduction and Anti-Social Behaviour Units). Administration costs are incurred in photocopying, faxing and postage.

Contacting relevant bodies/authorities - HCRE will liaise with other agencies and voluntary organisations to raise awareness of the racial harassment that is taking place towards the victim, and to check the progress of investigations. HCRE liaises with:

- Housing departments
- Housing Associations
- Environmental Health
- Social Services
- Schools
- General Practitioners
- Faith groups
- Police

Both time and administrative costs are incurred in the process of making contact through telephoning, writing letters, faxing, printing, photocopying and posting.

HCRE will assist victims by organising or attending meetings with the victim, e.g. attending the Police Station with the victim to make a statement or take a report. Other meetings may be attended, such as at schools with teachers.

Further to this, HCRE may organise or attend case conference meetings with relevant authorities to discuss action plans and exchange information on a way forward to resolving the harassment. The meetings are usually conducted with the victim not in attendance.

If necessary, HCRE will engage the services of an interpreter

If the victim requires legal action in the form of an injunction, HCRE will refer or signpost them to a solicitor or community law centre.

If legal action is to be taken, HCRE is able to support the victim in Court.

Immediate and future funding needs

In order for police incident reporting to progress, and to maximise potential for information-gathering, funds will be required for the following purposes:

To cover telephone charges for calls made;

To allocate relevant staff member with a mobile telephone to make out-of-hours calls to victims, especially those not at home during working hours;

- To create and design a professional letter, together with a feedback/reply slip for victims to fill out. These items would also need to be created in different languages to comply with equal opportunities policies and promote access for all victims. This would also give rise to translation costs;
- To enable HCRE to send pre-paid envelopes to victims as a courtesy;
- To engage interpreters as and when clients' needs dictate;
- To create and distribute a professional form of publicity so that all victims are fully aware of HCRE's commitment to fighting race hate crime and encourage them to report to HCRE as a third party reporting centre. This will maximise HCRE's potential as a third party reporting centre as set up by MAF, and HCRE will also be better equipped to work with voluntary- and statutory-sector bodies in the London Borough of Harrow.

Further information now follows giving statistics obtained from racial incidents reporting carried out so far.

February 2005

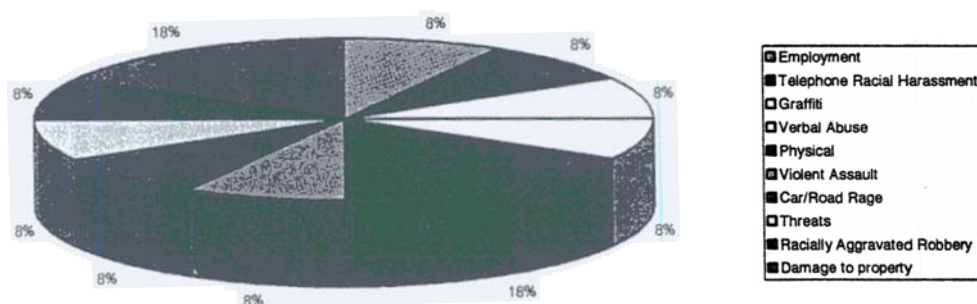
Caseworks Police Incident Reporting Report

September 2004 to January 2005- monthly

September 2004

Total cases reported	12
▪ Clients Satisfied with Police Service	8
▪ Clients Dissatisfied with Police service	
▪ Client Un-contactable	1

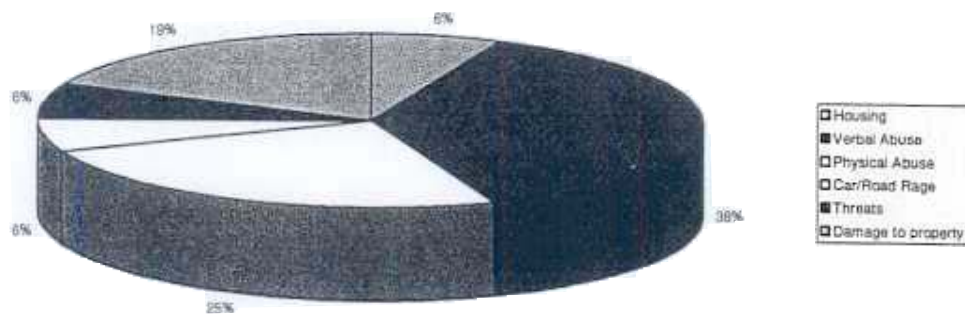
Figures for types of Racial Incidents Reported this month:



October 2004

▪ Total cases reported	13
▪ Clients Satisfied with Police Service	9
▪ Clients Dissatisfied with Police service	3
▪ Client un-contactable	1

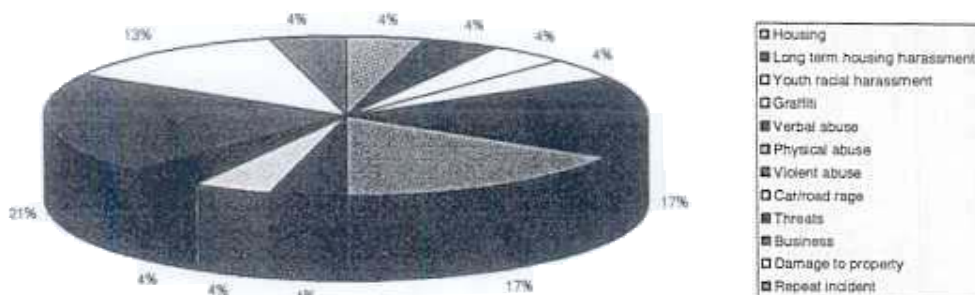
Figures for types of Racial Incidents Reported this month:



November 2004

- Total cases reported 15
- Clients Satisfied with Police Service 12
- Clients Dissatisfied with Police service 3
- Client Un-contactable 0

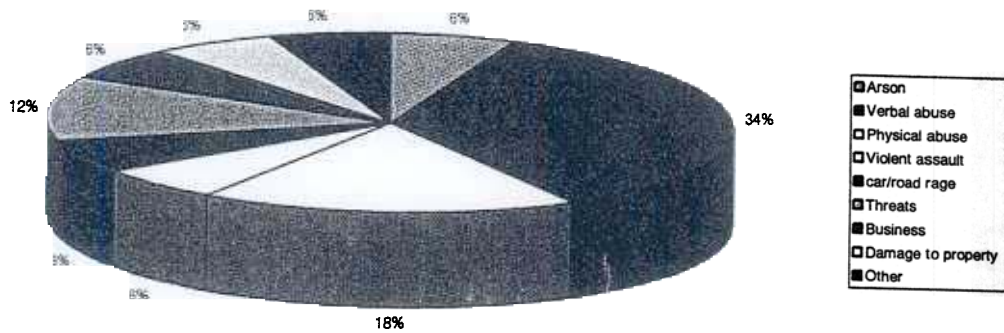
Figures for types of Racial Incidents Reported this month:



December 2004

▪ Total cases reported	16
▪ Clients Satisfied with Police Service	12
▪ Clients Dissatisfied with Police service	4
▪ Client Un-contactable	0

Figures for types of Racial Incidents Reported this month:





Meeting:	Grants Advisory Panel
Date:	28 th June 2005
Subject:	Grant Appeals 2005/06
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	No

Section 1: Summary

This report summarises correspondence received from Middlesex Association for the Blind and Harrow Bengalee Association regarding their grant applications for 2005/06.

Decision Required

Members are asked to consider awarding Middlesex Association for the Blind a grant of up to £2,500 for 2005/06, which is the same amount that the organisation received in 2004/05.

Members are asked to consider awarding Harrow Bengalee Association a further grant of £1,500, in addition to the £1,500 already awarded for 2005/06.

Reason for report

Correspondence has been received from Middlesex Association for the Blind regarding the Panel's decision not to award them a grant for 2005/06. Members are asked to reconsider their decision in light of the correspondence received.

Correspondence has also been received from Harrow Bengalee Association regarding the Panel's decision on their grant application for 2005/06.

Benefits

For Middlesex Association for the Blind, visually impaired residents will have access to the Resource Centre throughout the week.

For Harrow Bengalee Association, the group will be able to extend its services.

Cost of Proposals

For Middlesex Association for the Blind, £2,500 from the current year's grants budget (the current unallocated fund is £6,405, however another item on the agenda may effect this balance).

For Harrow Bengalee Association, £1,500, which is currently reserved for a different purpose (see 2.1.2).

Risks

For Middlesex Association for the Blind, if the grant is not awarded visually impaired residents will only be able to access the equipment in the Resource Centre for 3 hours each Wednesday.

For Harrow Bengalee Association, users will receive a reduced service.

Implications if recommendations rejected

Harrow residents may receive a reduced service from both organisations.

Section 2: Report

2.1 Brief History

- 2.1.1 Middlesex Association for the Blind: On 24 January 2005, the Grants Advisory Panel considered an application for funding for 2005/06 from Middlesex Association for the Blind for £11,220. Officers did not recommend a grant on the grounds that the organisation should apply to the ALG, as they serve more than one London borough. The Panel deferred decision until their meeting on 28 February 2005 and then decided not to award a grant as they were advised by officers that the organisation no longer wished to pursue the grant application. It later transpired that this was a misunderstanding on the part of officers and the attached correspondence shows that the organisation wishes to pursue their grant application. Discussions held between officers and the Chief Executive of the organisation revealed that whilst they would wish the Panel to reconsider its previous decision, the organisation does not wish to submit a formal appeal. Hence the report attaches the correspondence, which is self-explanatory.
- 2.1.2 Harrow Bengalee Association: On 24 January 2005, the Grants Advisory Panel considered an application for funding of £6,110 for 2005/06 from the Harrow Bengalee Association. The Panel also considered an application from the Harrow Bangaldeshi Association, which seemed to carry out similar work. Members noted that officer reports for both of the applications were insufficient and, as a result, decisions were deferred to

the next Panel meeting in order for officers to provide more detailed reports and to identify whether or not the services provided were duplicated. The officer reports were presented to the Panel meeting on 28 February 2005 and recommended that the two applications be looked at on their own merits as the services they provided were similar but covered different areas and age ranges. The Panel agreed to award the Harrow Bengalee Association a grant of £1,500 and the Harrow Bangladeshi Association a grant of £1,000. The Panel also agreed to reserve a further £1,500 to be used by the organisations if they joined together (this is the funding that Harrow Bengalee Association are now requesting). Officers have not been informed of any steps taken by the two organisations to join together.

- 2.1.3 The Harrow Bengalee Association is requesting additional funding of £1,500 to cover the total cost of hiring education premises (they already receive concessionary rates, but they find it difficult to meet the balance).

2.3 Consultation

Not applicable

2.4 Financial Implications

- 2.4.1 The additional costs associated with these requests could be met from the £6,405 unallocated funds 2005/06. The £1,500 requested by the Harrow Bengalee Association could in fact be met from the £1,500 reserved for this organisation and the Harrow Bangladeshi Association.

2.5 Legal Implications

- 2.5.1 No legal implications.

2.6 Equalities Impact

- 2.6.1 Middlesex Association for the Blind serves visually impaired residents and any grant that the Council awards will help address any inequalities experienced by visually impaired people.
- 2.6.2 The Harrow Bengalee Association provides a variety of services to Bengali-speaking people. The additional funding requested will enable them to address more needs of the community.

Section 3: Supporting Information/ Background Documents

APPENDIX 1 – Correspondence from and to Middlesex Association for the Blind.

APPENDIX 2 – Letter from Harrow Bengalee Association to the Leader of the Council.

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23 March 2005

Business Connections
Executive Director
Nick Bell

Mr D Pearce
Chief Executive
Middlesex Association for the Blind
Ground floor, Raebarn House
100 Northolt Road
South Harrow
Middlesex. HA2 0YJ

Dear Mr Pearce

Grants to Voluntary Organisations 2005/06

The Grants Advisory Panel and Cabinet have now considered your application for funding for 2005/06, but they have decided not to approve a grant for your organisation as they were informed that you had decided not to pursue your application.

Organisations may appeal against the Panel's decision only on the grounds that the information presented to the Grants Advisory Panel was incorrect or that important information was omitted and that this had a material effect on the Panel's decision. The organisation must submit evidence of these grounds in writing within 28 days of the date of the letter advising it of the decision. If an organisation has submitted adequate evidence, it will be presented to the next Grants Advisory Panel meeting for consideration. The decision of the Panel, whether to amend, or not, its previous decision on the basis of the information provided, is final.

If you have any queries, please contact me on 020 8424 1335.

Yours sincerely

A handwritten signature in black ink, appearing to read "Charlotte Clark".

Charlotte Clark
Grants Officer

Tel: 020 8424 1335
E-mail: charlotte.clark@harrow.gov.uk



Harrow Council, PO Box 57 Civic Centre, Station Road Harrow HA1 2XF
Switchboard 020 8863 5611 email info@harrow.gov.uk web www.harrow.gov.uk



Middlesex Association for the Blind

Working Locally for Blind, Partially Sighted and People with a Dual Sensory Loss
in

Barnet Brent Ealing Enfield Harrow Hounslow Haringey Hillingdon Richmond

Ground Floor Raebarn House 100 Northolt Road

South Harrow Middlesex HA2 0YJ

Tel 020 8423 5141 Fax 020 8423 9503

e-mail info@aftb.org.uk website www.aftb.org.uk

Registered Charity No 207007 A charitable company limited by guarantee registered in England No 514204

Charlotte Clark,
Grants Officer,
P.O.Box 57,
Civic Centre,
Station Road,
Harrow,
HA1 2XF



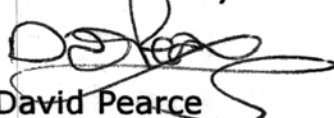
7

5th April 05

Dear Charlotte,

Many thanks for your letter. You are incorrect that we had decided not to pursue our application. We were informed that the decision had been taken by the councillors to refuse our grant of which no reason was given. Although the information and communication given to us gave us the impression that funding although not in total a small contribution would be given to the Association. The outcome is equipment which would of greatly assisted people with a Visual Impairment in Harrow is now not accessible throughout the week and can only be seen on a Wednesday 10-1 which is not enough time taking into consideration the complexities of the equipment available. I am not aware if the information given to the grants committee was incorrect or not but I do know we have been let down by the Grants panel and more importantly have the Visually Impaired people of Harrow. I would be happy to meet with the grants panel and show them the need to provide funding if this is possible.

Yours sincerely



David Pearce

Chief Executive





8th April 2005

Business Connections
Executive Director
Nick Bell

Mr D Pearce
Chief Executive
Middlesex Association for the Blind
Ground floor, Raebarn House
100 Northolt Road
South Harrow
Middlesex. HA2 0YJ

Dear Mr Pearce

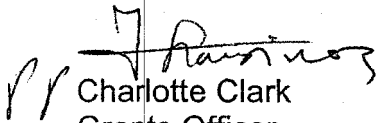
Grants to voluntary organisations 2005/06

Thank you for your letter dated 5th April 2005 regarding the Grants Advisory Panel's decision not to award your organisation a grant for 2005/06.

I was informed that you had spoken to the Chair of the Grants Advisory Panel prior to the Panel meeting on 24 January, and had agreed to send him a letter to be presented at the meeting, which was never received. If you had provided it, then your Grant request would have been considered in the light of any supporting information. Nevertheless, your Grant application was deferred pending a further report. I believe that you then spoke to David South, Service Commissioning Manager – People First, and told him that you did not wish to pursue the proposed grant of £2,000 as you had received funding from People First, albeit not for the same purpose. As a result, the Panel were informed at its meeting on 28th February that you were no longer pursuing your application.

I would be grateful if you could clarify these points at this stage before I seek further guidance on this matter.

Yours sincerely


Charlotte Clark
Grants Officer

Tel: 020 8424 1335
Email: charlotte.clark@harrow.gov.uk
Fax: 020 8420 9635



Harrow Council, PO Box 57 Civic Centre, Station Road Harrow HA1 2XF
Switchboard 020 8863 5611 **email** info@harrow.gov.uk **web** www.harrow.gov.uk



Middlesex Association for the Blind

Working Locally for Blind, Partially Sighted and People with a Dual Sensory Loss
in

Barnet Brent Ealing Enfield Harrow Hounslow Haringey Hillingdon Richmond

Ground Floor Raebarn House 100 Northolt Road

South Harrow Middlesex HA2 0YJ

Tel 020 8423 5141 Fax 020 8423 9503

e-mail info@aftb.org.uk website www.aftb.org.uk

Registered Charity No 207007 A charitable company limited by guarantee registered in England No 514204

Charlotte Clark,
Grants Officer,
P.O.Box 57,
Civic Centre,
Station Road,
Harrow,
HA1 2XF

18 APR 2005

14th April 05

Dear Charlotte,

The facts in your letter are to a degree correct. I did speak to the Chair of the Advisory committee the day of the meeting having previously been told that the funding had been withdrawn. The day after the meeting I received a letter stating that the meeting was open for anyone to attend. I did state I would send him a letter but I felt after speaking to David South who was very sympathetic and helpful I could re-apply.

However what is of importance is that the facts are correct and that it was not our decision that funding would be with-held. Yes we are not appealing against the decision. However the Association has been misled in the information it was given prior to the meeting and subsequent letter not to award a grant.

My main gripe is that having been previously led to believe that the funding for £11,000 to provide a service to Visually Impaired people in Harrow when we covered eight other boroughs was not feasible for which we accepted the reasoning behind the decision we were also told (I appreciate this was verbally) that there would be some funding (we have received funding for £2,500 for a number of years) as a contribution to the Association. So wrongly we thought at least we wouldn't be any worse off.

I feel we have been penalised by Harrow for being a regional charity and if we had been based **only** in Harrow we would have received the funding.

I also feel we have been misled by being informed there would be a contribution and then being informed in writing there would not be.

I am unable to comment on whether the information provided to the panel was correct or otherwise as I never got the opportunity to see this as the only bid I

put in was for the original amount and not for the lower amount which I presume had been given to the panel.

All I am requesting now is that the grants panel recognises that because of their decision not ours the Visually Impaired people of Harrow have no access to the Resource Centre other than in restricted times. And this is what should be recorded in the minutes. Hopefully in the future they will not penalise charities just because they serve a number of boroughs and not just Harrow. Harrow should appreciate how lucky we are based in Harrow and not Richmond or Brent etc.

The sad thing in all of this is Visually Impaired clients in Harrow who could of used the centre five days a week and got advice instantly can only come along for half a day. A real pity.

David Pearce

Chief Executive



INVESTOR IN PEOPLE



22 April 2005

Business Connections
Executive Director
Nick Bell

Mr D Pearce
Chief Executive
Middlesex Association for the Blind
Ground floor, Raebarn House
100 Northolt Road
South Harrow
Middlesex. HA2 0YJ

Dear Mr Pearce

Grants to voluntary organisations 2005/06

Thank you for your letter dated 14 April 2005. In view of the issues that you have highlighted, I have decided to present this letter and your previous one dated 5 April, along with my letter dated 8 April, to the Grants Advisory Panel at their next meeting on 28 June 2005. As with all Grants Advisory Panel meetings, it is open to members of the public to attend.

If you would like to discuss this with me any further, please do not hesitate to contact me.

Yours sincerely

Charlotte Clark
Grants Officer

Tel: 020 8424 1335
Email: charlotte.clark@harrow.gov.uk
Fax: 020 8420 9635



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Harrow Bengalee Association**HBA**

To
Cllr. Navin Shah
Leader of the Council
London Borough of Harrow
Station Rd. Harrow. Middx.

11 March 2005

CC: All Members of the Grants Advisory Panel

Dear Cllr. Shah

HBA Deputation to the Grants Advisory Panel

Further to your letter of 14 February 2005 regarding above, I presented my deputation for 10 minutes to the Grants Advisory Panel, who met on 28 February 2005. Now I am writing to point out that my grant application was not SCRUTINISED, as assured in your letter.

The first report by Youth Connexions on our grant application was misleading and distorted. The second report was not sent to me and did not even concede this distortion. Furthermore, it made another wrong assertion that I was contacted for further information. No one contacted me.

The result of the deputation was that we were to be awarded £1500.00 as before, and the other group would get £1000.00; and if combined, together we would receive a sum of £4000.00. To this point I enquired after any mechanism or resources that might be available in the Council, as well as sought advice and service from the Council to aid this to happen. To date I have not heard from the Council yet.

I would like to draw your attention to the active role we have been playing in the Council's activities since we were awarded Council grant first time last year. The Council's support has enabled us, empowered us to be vibrant and sustainable as to voice our ideas and thoughts in the partnership strategy. We are a group, 16 years old, who now have multifaceted activities, all of which can be seen as meeting the priorities set by the Council.

Room 8; Community Premises; 27 Northolt Road;
South Harrow; Middx. HA2 0LH



My contention here is that we should not be deprived from what we deserve, just because there is a new group. The general view held by the panel was that the two groups are doing completely different things. The precise truth is that we are doing ten things and the new group is doing one of these ten things. What we see as fragmentation and divisiveness (please refer to paragraph 5 of my deputation), the Grants Officer sees as pluralism.

All the members of the panel would agree that we are much more mature and experienced and we hold various activities through out the year. However, as any other organizations, we are also volatile and without the minimum financial support we are applying for, we will no longer be vibrant and sustainable. You will no doubt agree that two groups cannot merge without a catalyst. Since no effort has been made by the Council to combine the two groups, I would like the cabinet to decide awarding the extra £1500.00 that has been reserved pending a merger.

I would ask the Councillors to promote the development of the voluntary sector and that a group needs a certain minimum to survive. HBA can survive with £3000.00 at the moment. I look forward to your kind consideration.

Yours sincerely

**Niru Matin
General Secretary**

**Correspondence Address:
83 Bromefield, Stanmore.
Middx. HA7 1AG
Tel: 020 8381 1299 (Residence)
020 8909 6365 (work)
079150 82814 (mob.)**

**Room 8; Community Premises; 27 Northolt Road;
South Harrow; Middx. HA2 0LH**



Meeting:	Grants Advisory Panel
Date:	28 June 2005
Subject:	ALG Review
Responsible Officer:	Myfanwy Barrett
Contact Officer:	Myfanwy Barrett
Portfolio Holder:	Sanjay Dighe
Key Decision:	No
Status:	Part 1

Section 1: Summary

Decision Required

To note Harrow's response to the ALG Review.

Reason for report

Information.

Benefits

Confirmation of Harrow's response.

Cost of Proposals

None

Risks

None associated with noting the response.

Implications if recommendations rejected

None.

Section 2: Report

2.1 Brief History

The ALG has conducted a review of its grants scheme and has now issued a detailed report. The response submitted by Harrow is attached at Appendix 1. The response was prepared in consultation with Grants Advisory Panel members and relevant portfolio holders. The response incorporates some of the views expressed by the West London Alliance.

The full report is available on the ALG's website and the recommendations are attached at Appendix 2 for ease of reference.

2.2 Options considered

There were three main issues arising from the recommendations.

Recommendation 11

The ALG is recommending that boroughs remove restrictions on the geographical area of operation of voluntary organisations.

“The review board found that there was some lack of capacity within the voluntary sector in outer London compared to inner London that hampered the development of services. A number of boroughs restrict the availability of their own funding for the voluntary sector to organisations which provide services overwhelmingly to residents of that borough and/or have a constitution which limits the organisation to operating within the borough. This prevents such organisations from being eligible for ALG funding which restricts the ALG's ability to 'grow' small local organisations to help meet needs in outer London.”

At present Harrow requires that the organisations it funds must be voluntary groups based in Harrow, with 80% of their members/users from Harrow. This approach was confirmed during the strategic review of grants. The Council has taken the view that organisations with a regional or pan-London remit will approach pan-London funders such as the ALG. However, in its report the ALG is suggesting that this approach is too restrictive and that it is encouraging groups to maintain a narrow local focus.

The response is along the lines that the Council wishes to continue with its policy in relation to its own grants. However, the Council has a role in building capacity in the sector and should encourage local groups to work in

partnership with organisations in neighbouring boroughs on larger projects and bid for funding from pan-London organisations jointly. This would go some way to address the ALG's concern about lack of capacity in outer London.

Recommendations 12-15

These recommendations concern the distribution of funding across London. The ALG is recommending that the distribution of funding should continue to reflect the distribution of need and that targets and monitoring should be introduced.

The majority of the 20 outer London boroughs are net contributors to the scheme. For 2004/05, Harrow contributed £716k and the estimated benefit to Harrow residents was £546k, a net contribution of £170k.

The ALG has compared benefit arising from the grants scheme per head with the FSS per head and the Index of Multiple Deprivation (IMD) score in each borough. Using the FSS method Harrow is 9th on the list of highest net contributors. Using the IMD method Harrow appears to fare better.

Views across the West London boroughs vary – Hounslow is one of the biggest contributors and Hammersmith and Fulham one of the biggest gainers.

ALG is arguing that, whilst there are winners and losers the scheme already broadly reflects need. The review proposes the use of either Formula Spending Share (FSS) or the Index of Multiple Deprivation to identify areas of greatest need. This means there is a presumption in favour of using the ALG grants system to re-distribute funds.

The use of the ALG grants system to re-distribute funds to inner London ignores the fact that the money contributed by each borough has already been through a re-distribution system – the FSS. According to FSS, the money given to each borough is what the borough needs. The ALG system then repeats that process, and takes money intended by FSS for a specific borough, and uses it to the benefit of other boroughs.

The legislation requires that the grant system focus on need, but this does not mean that it must focus on re-distribution. It could use commissioning that traded on the assumption that need was equally distributed by head of population, and that additional need was being met by other re-distribution mechanisms, like FSS and NRF.

West London Alliance have also expressed the view that the emphasis on need is at the expense of other issues such as community cohesion, citizenship and community engagement.

The ALG is suggesting that where there is a significant gap between the expected level of benefit based on need and the actual benefit experienced in a borough there will be intervention. Harrow could benefit from this type

of intervention - it is likely that Harrow will continue to be a net contributor but the proposals would at least cap the net contribution.

Harrow is in favour of recommendation 15 which suggests regular comparison of a measure of needs for each borough and the level of benefit to residents, with intervention beyond a certain threshold.

Recommendation 17

The ALG is not proposing to change the decision-making roles of the ALG Leaders' and Grants Committees although the need to use local knowledge and consult boroughs is recognised.

The West London Alliance have expressed the view that a sub-regional approach would be beneficial and that the West London boroughs should work together to influence the outcome of the grants scheme in their area.

This is particularly relevant to effective commissioning where the ALG will not necessarily have the local knowledge needed to identify the best types of services.

2.3 Consultation

As noted above Grants Advisory Panel members and portfolio holders were consulted on the draft response.

2.4 Financial Implications

No direct implications.

2.5 Legal Implications

None

2.6 Equalities Impact

The redistributive effect of the ALG Grants scheme is discussed above.

Section 3: Supporting Information/Background Documents

Appendices

Appendix 1 – Harrow's Response to the ALG's recommendations

Appendix 2 – Summary of ALG Recommendations

List information that is on deposit in Group Offices, can be viewed on the web and will be available for inspection at the meeting:

NONE

List other background papers that are available on request:

NONE

Harrow's response to the ALG's Recommendations

Please find set out below Harrow Council's response to the ALG Review of Grants.

Recommendations 1-4

Harrow Council supports the purpose and principles set out in recommendation 1 and agrees that the ALG should continue to run the scheme in consultation with the Mayor of London (recommendations 3 and 4).

Recommendation 5

Harrow Council supports the move towards commissioning provided this is done in an open and transparent way and that, where appropriate, a number of suitable organisations are invited to submit proposals to meet the identified needs.

Recommendations 7-10

The commitment to work closely with other funders is welcome. The emphasis on efficiency is also welcome (recommendation 7).

Recommendation 11

Harrow Council does not support recommendation 11 which suggests that boroughs should remove restrictions on the geographical area of operation of voluntary organisations. However, the Council has a role in building capacity in the sector and it is important that local councils encourage local groups to work in partnership with organisations in neighbouring boroughs on larger projects and bid for funding from pan-London organisations jointly.

Recommendations 12-14

Harrow is a net contributor to the scheme and is particularly concerned about the distribution of funding. Whilst the broad principle that the distribution should reflect need is not disputed, careful consideration should be given to the appropriate measure and methodology, and other factors such as community cohesion, citizenship and community engagement should also be considered.

The review proposes the use of either Formula Spending Share (FSS) or the Index of Multiple Deprivation to identify areas of greatest need. This means there is a presumption in favour of using the ALG grants system to re-distribute funds.

The use of the ALG grants system to re-distribute funds to inner London ignores the fact that the money contributed by each borough has already been through a re-distribution system – the FSS. According to FSS, the money given to each

borough is what the borough needs. The ALG system then repeats that process, and takes money intended by FSS for a specific borough, and uses it to the benefit of other boroughs.

The legislation requires that the grant system focus on need, but this does not mean that it must focus on re-distribution. It could use commissioning that traded on the assumption that need was equally distributed by head of population, and that additional need was being met by other re-distribution mechanisms, like FSS and NRF.

Recommendation 15

Recommendation 15 is strongly supported and the proposals to deal with any significant gap between the expected level of benefit based on needs and the actual level of benefit in a borough are welcome. Further discussion on how a significant gap is defined would be welcome.

Recommendation 17

There are a growing number of sub-regional partnerships and the relationship between the ALG grants scheme and these partnerships needs to be explored further. In the current climate, the ALG's emphasis on pan-London strategies and projects may not be appropriate.

A sub regional approach to decision-making should be given more consideration.

Recommendation 18

The introduction of annual reports on outcomes and individuals reports showing services used by borough residents will provide valuable information.

Recommendation 21

Harrow Council agrees that the budget should be linked to the financial settlement for boroughs.

Recommendation 22

The proposal to seek to rationalise pan-London public sector grant-giving is sensible.

Summary of Recommendations

The Review Board recommends:

1. That the ALG adopts the following purpose and principles for the scheme:
 - To enable the voluntary and community sector to play a key role, in partnership with the private and public sectors, in maintaining London's status as a world city and delivering high quality, value-for-money services that meet the needs of London. In particular to support organisations that increase access to London's opportunities; and/or reduce social exclusion, poverty and disadvantage; and/or promote equality and reduce discrimination.

Principles

- That it meet the identified strategic needs of London by pooling borough resources in order to secure pan-London voluntary and community services and London-wide patterns of provision that contribute to London-wide strategies and priorities.
 - That the identified needs affect residents in the majority of boroughs and/or are of strategic importance to London.
 - That the responsibility for funding local or sub-regional services should not lie with the ALG but with the boroughs individually or in partnerships, except where these form part of a strategic or pan-London pattern of provision.
 - That pan-London patterns of provision should reflect collaborative or unified approaches, rather than supporting large numbers of separate organisations each delivering services predominantly to residents of a single borough.
 - That the scheme should promote the most efficient distribution and use of resources in London, avoiding duplication, reducing waste and minimising administrative costs.
2. That the ALG uses the Purpose and Principles to determine the services and sectors that it should be involved in and to consider whether it is the most appropriate funder within each sector.
 3. That the ALG continues to run the Grants Scheme.
 4. That in setting funding priorities, the ALG should consult with the Mayor of London and take into account the Mayor's strategies and plans.
 5. That the ALG adopts commissioning as its primary approach to funding in order to deliver pan-London patterns of provision to meet identified priority needs.

6. That the ALG should stagger the introduction of commissioning across different sectors over a period of 2-3 years.
7. That the ALG should engage other funders in a 'Gershon' review of funding practice, aimed at minimising the bureaucracy associated with funding, promoting efficiency and identifying savings in administrative and monitoring costs for both funders and voluntary organisations.
8. That the ALG works closely with other major pan-London funders to ensure coherence in the funding environment and to maximise synergies between funders.
9. That the ALG should work with other funders and the voluntary sector to reduce the 'back-office' costs of funded organisations – for example through encouraging mergers where appropriate, sharing of back office services between organisations and co-location of services.
10. That the ALG pursues the Mayor of London's offer to provide resources to support better co-ordination of funders.
11. That boroughs remove restrictions on the geographical area of operation of voluntary organisations.
12. That the ALG should continue to adopt an approach where the distribution of funding broadly reflects the distribution of needs.
13. That the ALG should identify targets for access to services for residents of all authorities on the basis of identified needs at the start of all commissioning processes.
14. That every borough should be guaranteed to receive a level of benefit from the scheme broadly in proportion of its level of needs.
15. The Board recommends that there should be a regular comparison of a measure of needs for each borough and the level of benefit to residents.

Where a significant gap is identified, for example more than 20% between the level of benefit one would expect on the basis of needs, and the actual benefit to residents of that borough, then this should be used as a trigger to consider targeting to improve the level of benefit by:

- commissioning services to targets within the scheme's priorities to fill gaps as elements of pan-London patterns of provision;
- working with the targeted authorities and currently funded organisations to improve the accessibility, availability and use of current services to the residents of the targeted boroughs;
- working with the targeted authorities, their local councils of voluntary service and voluntary organisations to improve

- signposting to ALG funded services for residents of the targeted boroughs;
- working with the targeted authorities, their local councils of voluntary service and voluntary organisations to increase the capacity of local organisations to compete to deliver ALG commissioned services in the future.
16. That boroughs raise with the ALG any concerns they have about the veracity of the borough or origin figures of individual organisations, so that they can be investigated.
 17. That the ALG builds on the local knowledge brought to the decision-making process within the current structures and continues to consult boroughs but the Review Board does not recommend changing the decision-making roles of the ALG Leaders' and Grants Committees in relation to the scheme.
 18. That the ALG produces an annual report on outcomes being achieved across the whole scheme and individual annual reports for each borough providing information on the services used by their residents during the previous year.
 19. That the budget should be maintained in real terms or increased through finding new sources of funding.
 20. That any reduction to the size of the scheme should be achieved by commissioning a smaller and more targeted range of services, rather than by an across-the-board reduction.
 21. That the grants budget should be linked to the annual financial settlement for the boroughs.
 22. That the ALG should seek to rationalise pan-London public sector grant-giving by pursuing opportunities for new funding to enhance the scheme and/or taking over funding from other distributors, in particular from GOL, the rest of the statutory sector and quangos.