



GRANTS ADVISORY PANEL

THURSDAY 9 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

THURSDAY 9 JUNE 2005

AGENDA - PART I

1. **Appointment of Chair:**

To note the appointment of Councillor Mrs R Shah at the Cabinet meeting on 19 May 2005 under the provisions of Advisory Panel and Consultative Forum Procedure Rule 5.1 as Chair of the Advisory Panel for the Municipal Year 2005/2006 (or now to make a appointment).

2. **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.

3. **Declarations of Interest:**

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

4. **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.

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

To consider the appointment of a Vice-Chair to the Panel for the Municipal Year 2005/2006.

(Note: The Labour Group has nominated Councillor Thammaiah as Vice-Chair).

6. **Minutes:**

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

7. **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).

8. **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).

9. **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. 10. **Grants to Voluntary Organisations 2006/07 - Consultation with Voluntary Organisations:** (Pages 1 - 34)
Report of the Director (Financial & Business Strategy).

AGENDA - PART II - NIL

This page is intentionally left blank



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.

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

2.5 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

None.

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

DRAFT

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

Please tick if applicable

How we meet these criteria:

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.

How we meet this criteria:

Please tick if applicable

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

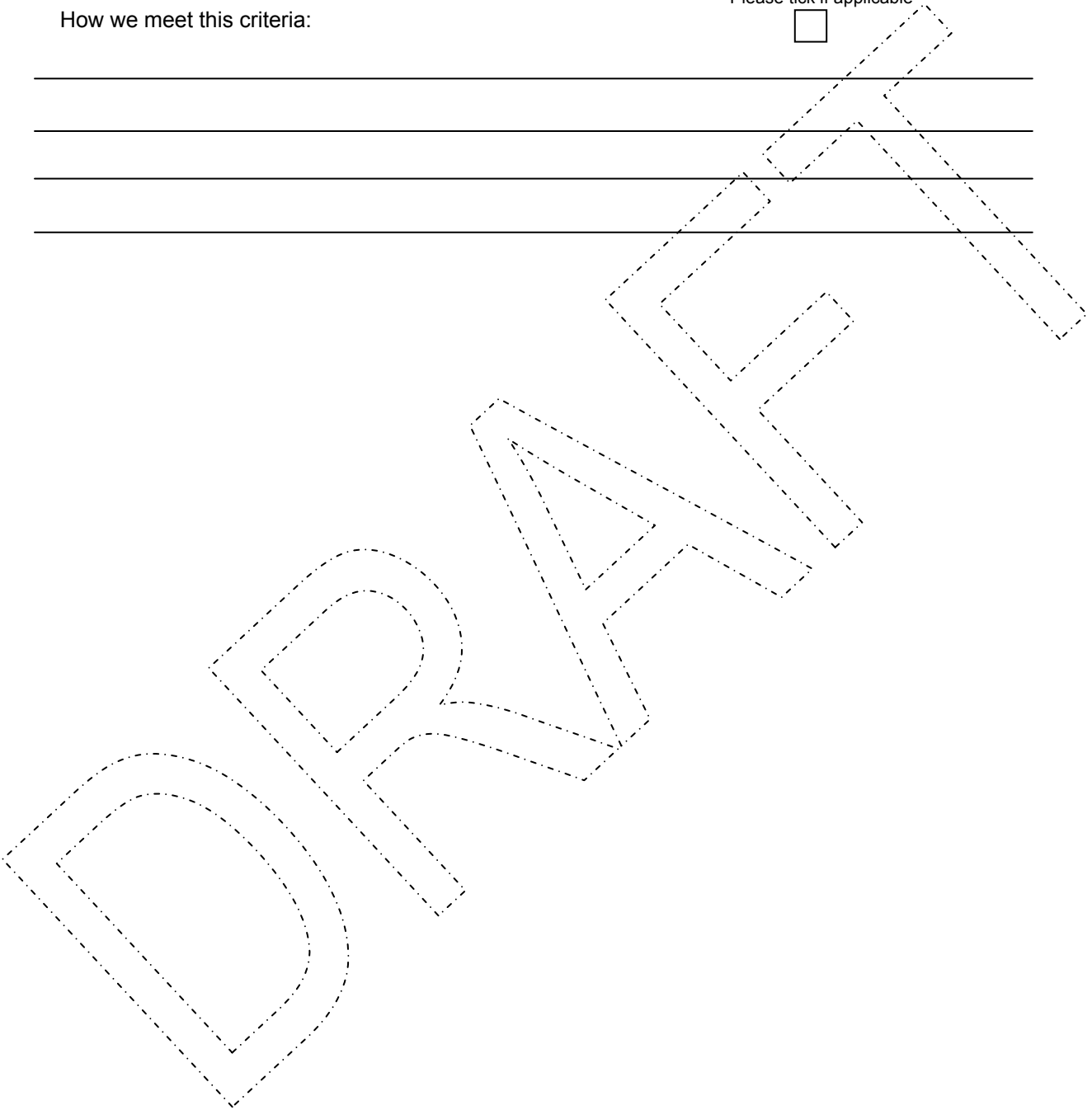
How we meet this criteria:

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) £

Revenue (running costs, salaries etc) £

TOTAL £

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

Government grants £

Local authority grants £

Donations from Business £

Grants from trusts £

Fundraising £

Fees, rents, sales, charges £

National Lottery £

Other sources £

TOTAL £

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

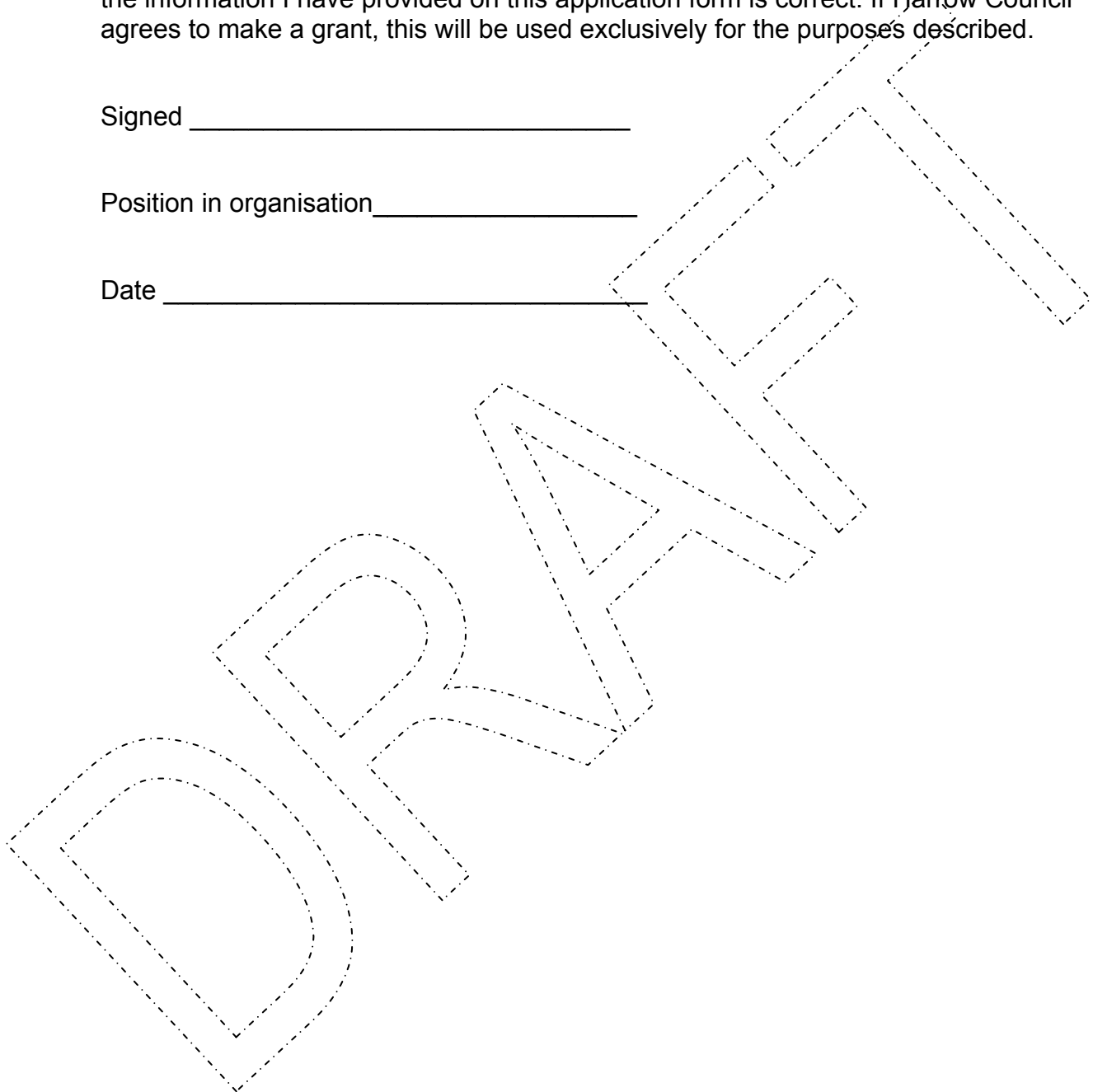
When you have completed this application please sign this declaration.

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 _____



Grants & funding received 2005/06

Please list all funding that you have received, or are expected to receive, during the current year

Name of funding body	Amount received (please state amount per annum)	No. of years funding provided	No. of years left to run/ Expiry date	Purpose of funding

Name of organisation:

This page is intentionally left blank

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.

This page is intentionally left blank

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.

This page is intentionally left blank