



GRANTS ADVISORY PANEL

**MONDAY 5 DECEMBER 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 (VC)**

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

Paddy Lyne

Reserve Members:

**1. Omar
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

MONDAY 5 DECEMBER 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) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

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 the minutes of the meeting held on 5 September 2005, having been circulated, be taken as read and signed as a correct record.

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel 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. **HAVS Appointment on the Grants Advisory Panel:** (Pages 1 - 4)
Report of the Director of Financial and Business Strategy.

- Enc. 9. **Edward Harvist Trust - Grant Applications:** (Pages 5 - 132)
Report of the Director of Financial and Business Strategy

- Enc. 10. **Grant Applications 2006/07:** (Pages 133 - 260)
Report of the Director of Financial and Business Strategy

- Enc. 11. **Revised Service Level Agreement Template:** (Pages 261 - 288)
Report of the Director of Financial and Business Strategy

12. **Community Premises Review - Update:**
Verbal update on the Member-led Review of Community Premises

13. **Any Other Business:**
Which the Chair has decided is urgent and cannot otherwise be dealt with.

AGENDA - PART II - NIL

This page is intentionally left blank



Meeting:	Grants Advisory Panel
Date:	21st November 2005
Subject:	HAVS Appointment on the Grants Advisory Panel
Responsible Officer:	Director of Financial and Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	No

Section 1: Summary

Decision Required

To confirm

- (a) The Cabinet's recommendation that HAVS be appointed as independent advisers on the Grants Advisory Panel at the start of this meeting and that the HAVS nominee be invited to attend the Panel's meeting as well all subsequent meetings;
- (b) The appointment of a reserve adviser;
- (c) The rights and responsibilities of the adviser at Grant Advisory Panel meetings.

Reason for report

To enable the Grants Advisory Panel to confirm the appointment of a Voluntary Sector Adviser to the Grants Advisory Panel in accordance with the Cabinet decision of 6th October 2005.

Benefits

The presence of a Voluntary Sector Adviser at the Grants Advisory Panel meetings will improve the information available to Members making decisions in relation to grants, will lead to a greater transparency in the decision-making process and will improve the relationship between the Council and the Voluntary Sector.

Cost of Proposals

None

Risks

N/A

Implications if recommendations rejected

The benefits outlined above will be lost.

Section 2: Report

Brief History

2.1 This issue was first raised during the consultation on the Strategic Review of Grants. It was again raised during the discussions on the Compact between the Council and the Voluntary Sector, particularly the Funding Code of the Compact. The Steering Group on the Strategic Review of Grants made a commitment to address this issue, which was also raised at the Harrow Strategic Partnership. The consensus has been that it would be beneficial to have a representative from the Voluntary Sector on to the Grants Advisory Panel, who would act as a non-voting adviser.

2.2 Options considered

2.2.1 Cabinet on 6th October considered this matter and resolved:

- (1) That the proposal to appoint an Adviser to the Grants Advisory Panel be supported;
- (2) that the Harrow Association for Voluntary Service be requested to nominate a suitable person for the post;
- (3) That the Grants Advisory Panel be requested to confirm this arrangement at the start of their next meeting;
- (4) That the nominee be invited to attend the next meeting of the Grants Advisory Panel.

2.3 Rights and Responsibilities of the Adviser

- 2.3.1 Subject to guidance being issued on the rights and responsibilities for advisers currently appointed to Advisory Panels, it is proposed that the Adviser to the Grants Advisory Panel should adhere to the following rights and responsibilities:
- 2.3.2 the appointee will be a non-voting adviser;
- 2.3.3 the adviser should be allowed to speak whenever the Chair considers it appropriate;
- 2.3.4 the adviser is allowed to participate at meetings in the same way as members;
- 2.3.5 the adviser should receive all papers including Part II papers for meetings of the Grants Advisory Panel BUT is not entitled to receive any Part II papers for any other meetings;2.3.5 the adviser can attend and contribute to the debate on Part II items;
- 2.3.6 the adviser should agree to abide by the same rules of confidentiality as apply to members (Paragraph 3 of the Code of Conduct for Councillors) refers;
- 2.3.7 In addition the adviser will be required to declare personal and/or prejudicial interests in items to be debated by the Panel. Accordingly the Director of Corporate Governance will brief the Adviser on the basic rules.

2.4 Consultation

- 2.4.1 None on this report, but wide consultation was carried out in relation to the principle of appointing a Voluntary Sector Adviser to the Grants Advisory Panel.

2.5 Financial Implications

- 2.5.1 There are no direct costs for these proposals.

2.6 Legal Implications

- 2.6.1 There are no legal implications associated with this report. The appointment of a non-voting adviser to the Grants Advisory Panel complies with the section 13 of the Local Government and Housing 1989 and the provisions of the Executive Procedure Rules, which state "The Executivemay appoint advisers to assist the work of the Panel or Forum either generally or on specific matters".

2.7 Equalities Impact

- 2.7.1 The appointment of an independent adviser from the voluntary sector aims to create a more transparent and equitable system for supporting the Voluntary Sector in Harrow. The Council through its grants and other forms of support aims to redress disadvantage and inequality and assist the most vulnerable members of society.

2.8 Section 17 Crime and Disorder Act 1998 Considerations

2.8.1 The proposals have neutral impact on crime and disorder.

Section 3: Supporting Information/ Background Documents

None



Meeting:	Grants Advisory Panel
Date:	5 th December 2005
Subject:	Edward Harvist Trust Charity – Grant Applications
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	No
Status:	Part I

Section 1: Summary

This report presents the applications for funding that have been made to the Edward Harvist Trust in the 2nd round of applications.

Decision Required

Members are asked to consider the requests for funding and make decisions accordingly.

Reason for report

To enable the applications for the Edward Harvist Trust monies held by Harrow to be considered by Members of the Grants Advisory Panel.

Benefits

If approved, the funding will enable local organisations to deliver services to their members and users, thereby improving the quality of life for people in Harrow.

Cost of Proposals

The number of applications received in this round is 19. The total amount

requested is £83,286. If the Panel were to fund all these applications, the Edward Harvist Trust budget would be overspent, as the Panel allocated £21,500 at the last meeting and deferred decisions on 3 other applications. The current balance, before the deferred applications are considered is £51,792

Risks

The organisations may not use the funding for the purposes outlined in their applications.

Implications if recommendations rejected

The organisations may not be able to deliver the services or projects that the funding is required for, if their applications are rejected.

Section 2: Report

2.1 Brief History

2.1.1 On 28 June 2005, the Grants Advisory Panel agreed a new process for dealing with grant applications for the Edward Harvist Trust monies, which complied with the Charity's objects, with the Council's Common Grants Criteria and Conditions of Funding and conformed to the requirements of the Charity Commission.

2.1.2 The distribution of funds for the Trust to Harrow Council in 2004/05 was £10,187.31. The interest accrued was £2,758.01. The total accumulated funds at 31.3.2005 were £70,500.96. A further distribution of £2,791.12 was made on 2nd September 2005, thus the total amount available was £73,292.08.

2.1.3 On 5th September 2005, the Grants Advisory Panel considered 10 applications and awarded £21,500 to seven organisations and deferred decision on three applications, pending the production of further information, which has not yet been provided. The amount sought for by the 3 deferred applications is £14,900 (please see appendix A for details).

2.2 Options considered

2.2.1 The amounts requested exceed the funds available for distribution. It is, therefore, advisable to consider the applications from unfunded groups first, as the Trust funds are meant to support primarily small, unfunded organisations and new/emerging groups. Should applications from currently funded groups be approved, the level of funding already provided to those groups should be taken into account, as well as the number of years they have been in receipt of funding. It also needs to be noted that there are two more rounds of applications for the Trust monies in the current financial year and, therefore, only part of the budget should be allocated in this round.

2.2.2 Summaries of applications received

2.2.3 **Angolan Civic Communities Alliance. Grant requested: £4,973**

The organisation is currently in receipt of a grant of £3,000. The grant requested from the EHT is to fund the following:

Sports Materials £890, IT Equipment and Web Services £1,253, Insurance £985, Volunteers expenses £600, Venue hire £490, Hospitality £275, Trips & Outings £480. (Please see appendix 1 for details).

2.2.4 **ASHIANA (not currently in receipt of grant, but has applied for a grant of £24,945 from next year's budget). Grant requested from EHT is: £2,699**

The grant requested is to fund the following:

1 PC £950, 1 Fax / Copy/Print/Scan M/C £699, 1 Note Book Travel/ Mate £525, 1 Colour Laser Printer £350, 1 Digital Answering M/C £175.

ASHIANA provides services to children and young adults with learning and physical disabilities and their carers, normally their parents. For details, please see appendix 2.

2.2.5 **CARRAMEA (currently in receipt of a grant of £2,400). Grant requested from EHT £4,900.**

The grant is to fund photographic equipment for the CARRAMEA International Photography Club: Canon 20D camera £1,200, 2 Canon 350D cameras £1,400, Lenses £1,400, Grips, converters, tripods £900. For details of the project, please see appendix 3.

2.2.6 **Community Link Up (currently in receipt of a grant of £5,000). Grant requested from EHT £4,818.**

The grant requested is for the Changes Night Club and would fund the following: Salary for sessional worker £2,800 (average 6 hours a week), Sound/ Lighting Equipment £2,017.80. For details, please see appendix 4.

2.2.7 **East African Welfare & Development Concern (EAW&DC) (not currently, but previously funded and based at the Community Premises). Amount requested from EHT £4,599.**

The grant requested is for the purchase of equipment for their fashion and design classes: 15 Singer 4826 sewing machines £2,535, 1 Elna 6003 Quil and patch maker £359, 1 steam presser £139, 2 high- speed over-lock machines £758, 2 embroidery machines £458, threads and machine accessories £350. Number of intended beneficiaries 120 – 150. Details of the project are attached at appendix 5.

2.2.8 **Edo State Women Association (not currently funded, but applied for funding in 2006/07). Amount requested from EHT £5,000.**

The grant requested is to refurbish a garage on the side of someone's house, which they are already using as their office at a cost of £3,750, and to buy 1 desk and 3 chairs £200, digital camera / accessories and printer £450 and volunteers' expenses for 60 days x £10 £600.

The organisation is a registered charity aiming to support people from all communities in Harrow, particularly from BME groups and also run

projects in Edo State in Nigeria. The organisation moved recently to Harrow from Hackney and because of that has only 1 member from Harrow out of a total membership of 22. However the children the organisation aims to help are all from Harrow. For details of the project, please see appendix 6.

2.2.9 Harrow Anti-Racist Alliance (currently funded £3,000). Amount requested from EHT £4,440.

The grant requested is to pay for studio hire for their arts4REAL performing group £20 x 2 hours x 86 weeks =£3440 and for costumes / props £50 x 20 performances = £1,000. Details of the project are given at appendix 7.

2.2.10 Harrow Council for Racial Equality (currently funded £56,795). Amount requested from EHT £4321.

The grant requested is to pay for the purchase of a colour photocopier at £4,321 or a black & white photocopier at £2,782. Details of the application are attached at appendix 8.

2.2.11 Harrow Iranian Community Association (currently funded £5,000) Amount requested from EHT £5,000.

The grant requested is to meet the expenditure in relation to the running of their Elderly Club (40 weeks a year for about 25 –35 persons): Venue hire £1,600, transport & fuel £800, refreshments £1,200, volunteers' expenses £1,200, publicity £200. Details of the application are attached at appendix 9.

2.2.12 Harrow Recreation Ground Users Association (not in receipt of funding). Amount requested from EHT £4,800.

The grant requested is to fund a performing arts festival in the park. Details of the proposal are attached at appendix 10.

2.2.13 Harrow Shopmobility (currently in receipt of SLA funding of £12,670). Amount requested from EHT £4,399.90.

The grant requested is to pay for 2 electric scooters and 2 wheelchairs. Details of the application are given in appendix 11.

2.2.14 Harrow Somali Women's Action Group (HSWAG) (currently funded £5,000). Amount requested from EHT £5,000.

The grant requested is to help HASWAG meet the costs of running fortnightly youth career advice sessions for about 15 young people they have selected from their last programme, which they run with a Fast Forward Grant. The costs are: Fees for 1 trainer/ adviser £1,600, volunteer expenses £600, advertisement £200, travel costs for trainees £800, refreshments £600, stationery £300, postage & printing £250, telephone £250, admin costs £400. Details of the project are attached at appendix 12.

2.2.15 Harrow Youth & Community Project (currently funded £1,000). Amount requested from EHT £3,559.

The grant requested is to enable the organisation to meet the costs of running a Senior Citizen's Club from 1.30 to 3.30 every Thursday for about 25 non fee-paying users. The breakdown of the budget is: Trips £1,000, Bingo equipment £258.27, refreshments for weekly sessions £50, packed lunches for trips £900, publicity £100, insurance £250, accounts £250, volunteers' travel expenses £230, telephone £200, teapot, cups, spoons £120, aerobics £200. Details of the project are attached at appendix 13.

2.2.16 Headstone Manor Ladies Cricket Club (not funded). Amount requested from EHT £3,480.

The grant is to help the organisation meet the expenditure of renting the gym at the Harrow Teachers' Centre for 30 weeks at £58 per hour x 2 hours per week =£3,480.

The beneficiaries are 60 to 100 girls in Harrow aged 10 to 17 years. 95% are from Black & Minority Ethnic communities. Details of the application are attached at appendix 14.

2.2.17 Kids Can Achieve (currently funded £4,524). Amount requested from EHT £3,598.

The grant requested is to fund the activities of the weekly Youth Group for up to 26 12 –19 year olds for 13 sessions, from January to April 2006, when they hope to receive a grant from the Council's main grants programme. The budget for the 13 weeks is: Rent £25 per session x 13 sessions =£325, resources (sports equipment, art & crafts materials) £20 per session x 13 sessions =£390, refreshments £20 per session x 13 sessions =£260, 3 youth workers £8.50 per hour x 3.5 hours x 13 sessions =£1,200 (including employers contributions), 1 administrator £10.50 per hour x 2 hours per week x 13 weeks =£273, management overheads 15% £350, television & DVD player £100, play-station £100, laptop PC £600. The details of the application are given at appendix 15.

2.2.18 National Council of Vanik Associations (currently funded £1,000). Amount requested from EHT £2,700.

The grant requested is for the purchase of equipment to facilitate their regular meetings, where they make presentations to 200 – 300 people in a large hall. The equipment to be purchased is: 1 laptop computer £1,200, 1 projector £1,100, 1 projector screen £400. Details of the application are attached at appendix 16.

2.2.19 Otakar Kraus Music Trust (not funded). Amount requested from EHT £5,000.

The grant requested is to fund the provision of music therapy to at least 5 new clients from Harrow, who have psychological, behavioural, learning or physical difficulties, with the aim of improving their quality of life. The Trust is based in Twickenham and has an outreach centre in Ruislip (Winston Churchill Hall), where they already have 4 clients from Harrow. A year's individual therapy (12 sessions per term for 3 terms) for one person is charged at £1,080, i.e. £30 per session, which includes £25 to pay the therapist and £5 towards admin costs and overheads. Where clients are

unable to pay the full cost, the Trust subsidises up to half of the £30 charge by providing “bursaries”. The details of the application are attached at appendix 17.

2.2.20 West London YMCA Winter Shelter (not funded). Amount requested from EHT £5,000.

The grant requested is to help meet the costs of running the winter shelter in Harrow in the winter of 2006 (November 2006 to February 2007). The total cost of the project will be £45,340 and the West London YMCA will provide a contribution of £40,340 from its own resources. The project is the only one of its kind in Harrow and caters for about 20 vulnerable people during the winter months. The Harrow Primary Care Trust has funded the project with matching funds from West London YMCA, but the funding from Harrow PCT is coming to an end on 31st March 2006. It seems that this grant request is for the next financial year. Details of the project are attached at appendix 18.

2.2.21 Wish Centre (currently funded £2,000). Amount requested from EHT £5,000.

The grant requested is for self harm prevention & support for young people with schools and families. The grant will be used for: Salary for sessional work in schools and agencies £2,000, training materials, handouts, leaflets, flipcharts etc. £1,500, sessional work with families and one to ones £1,500. The grant will enable WISH to support Harrow High School, Rooks Heath High School, Bentley Wood and Hatch End High Schools, as well as other schools with advice, information, training and one to one interventions. Details of the project are given at appendix 19.

2.2.22 Summary

	Name	Amount requested	Existing Funding
1.	ACCA	£4,973	£3,000
2.	ASHIANA	£2,699	Not funded
3.	CARRAMEA	£4,900	£2,400
4.	Community Link Up	£4,818	£5,000
5.	East African W D Concern	£4,599	Not funded
6.	Edo State Women Assoc.	£5,000	Not funded
7.	Harrow Anti-Racist Alliance	£4,440	£3,000
8.	HCRE	£4,321	£56,795
9.	Harrow Iranian Com Assoc.	£5,000	£5,000
10.	Harrow Recreation Users	£4,800	Not funded
11.	Harrow Shopmobility	£4,399	£12,670
12.	Harrow Somali Women's	£5,000	£5,000
13.	Harrow Youth & Com Project	£3,559	£1,000
14.	Headstone Manor Ladies Cricket Club	£3,480	Not funded
15.	Kids Can Achieve	£3,598	£4,524
16.	National Council of Vanik Associations (UK)	£2,700	£1,000

17.	Otakar Kraus Music Trust	£5,000	Not funded
18.	West London YMCA	£5,000	Not funded
19.	WISH Centre	£5,000	£2,000
	Total funding applied for	£83,286	

2.3 Consultation

Draft report sent to the Voluntary Sector Adviser for comments.

2.4 Financial Implications

2.4.1 This is a report of the Director of Financial and Business Strategy and deals with financial matters throughout.

2.5 Legal Implications

2.5.1 No legal comments

2.6 Equalities Impact

2.6.1 The applications aim to address through funding inequalities and disadvantage and to promote equality of opportunity and better community and race relations. The funding requested will assist organisations to serve black and minority ethnic communities, children and young people, women, people with disabilities and the elderly.

2.7 Section 17 Crime and Disorder Act 1998 Considerations

2.7.1 The organisations that have applied for funding would be expected to comply with all relevant legislation. Where relevant, they would be expected to have Health and Safety policies and procedures, Child Protection policies and procedures for the Protection of Vulnerable Adults. Relevant organisations are expected to play an active role on relevant committees of the Safer Harrow Management Group. Included in the aims of some of the organisations that have applied for funding is the provision of services that deal with crime prevention and anti-social behaviour and ways to combat them.

2.8 Comments by Voluntary Sector Adviser

2.8.1 Verbal comments will be given at the meeting.

Section 3: Supporting Information/ Background Documents

Appendix A: Summary of grant applications for last round

Appendix 1: Application by Angolan Civic Communities Alliance

Appendix 2: Application by ASHIANA

Appendix 3: Application by CARRAMEA

Appendix 4: Application by Community Link Up

Appendix 5: Application by EAW&DC

Appendix 6: Application by Edo State Women Association

Appendix 7: Application by Harrow ARA

Appendix 8: Application by HCRE

Appendix 9: Application by Harrow Iranian Community Association

Appendix 10: Application by Harrow Recreation Ground Users' Association

Appendix 11: Application by Harrow Shopmobility

Appendix 12: Application by Harrow Somali Women's Action Group

Appendix 13: Application by Harrow Youth & community Project

Appendix 14: Application by Headstone Manor Ladies Cricket Club

Appendix 15: Application by Kids Can Achieve

Appendix.16: Application by National Council of Vanik Associations (UK)

Appendix 17: Application by Otakar Kraus Music Trust

Appendix 18: Application by West London YMCA

Appendix 19: Application by the WISH Centre

APPENDIX A

Edward Harvist Trust Grants Round 1 – 5 September 2005

Name of Organisation	Amount applied for	GAP decision 5.9.05	Existing funding
Norwood	Capital costs – no amount specified	£5,000	Nil
National Youth Jazz Orchestra	Figure not specified	£1,500	Nil
Love Lane Foyer Project	£10,000	£5,000	Nil
BTWSC	£5,000	£2,500	£1,500
Somali Family Support Group	£5,000	£2,500	Nil
Harrow Gateway	£3,500	£2,500	Nil
Refugee Link & Training Agency	£4,990	Deferred	Nil
HASVO	£4,500	£2,500	£10,000
Humanitarian Action Group	£4,910	Deferred	Nil
IJAPA	£5,000	Deferred	Nil
Total funding approved		£21,500	
Balance available		£51,792	

Total funds as at 31/3/05	£70,500.96
Payments 2/9/05	£2,791.12
Total	£73,292.08

This page is intentionally left blank



GRANT APPLICATION

FOR

HARROW EDWARD HARVIST TRUST

30 SEPTEMBER 2005

1. NAME OF ORGANISATION

**ANGOLAN CIVIC COMMUNITIES ALLIANCE
(ACCA)**

2. THE AIMS AND OBJECTIVES OF ORGANISATION

The Angolan Civic Communities Alliance (ACCA) was initially set-up as a strategic alliance and a partnership between existing and deceased UK based Angolan organisations.

ACCA provides a range of services; encourages networking; enables and empowers the wider Portuguese speaking community to take part in strategic partnership working, shaping the delivery of services; takes the lead in identifying gaps in the service provision and develops new and innovative services to meet the constant changing needs of the communities it serves

ACCA is directly involved in a wide range of community-led initiatives and programmes in health and social care, life long learning, volunteering, welfare rights and benefits, housing, health, education, employment and training, immigration and asylum, community resettlement and integration, language and interpreting services, children and families, including parenting, domestic violence and conflict resolution through community approach, un-accompanied minors services, community fostering and befriending, role models for young people, linking communities and linking communities in conflict, mother-tongue and cultural heritage, after-school support and summer programmes for parents and young people and an elderly service.

Main objects are to relieve need, hardship and distress of Angolan people, and other people, particularly newly arrived refugees, especially by the provision of a translation service and advice regarding matters such as immigration, social and welfare rights, housing, community integration, education, training and employment.

The preservation and protection of health by provision of advice and counselling;

3. PROJECT FOR WHICH FUNDING IS BEING SOUGHT

ACCA-PaLOP is seeking funding from the Edward Harvist Trust to further expand its Elderly Luncheon Club and set-up two new Infant and Children and a Youth and Young People Clubs as part of the organisation's expansion and sustainability of its current services provisions.

a) Elderly Luncheon Club

ACCA is currently carrying out a consultation with older people from the Portuguese speaking communities as part of the organisation identification of the needs of its older members of the communities it serves.

We currently run a voluntary day-centre, Luncheon Club for the elderly twice a week and for three hours due to lack of resources. We would like to expand and offer to our user group more services that would better address their needs. We would like to build on our existing two day voluntary club with its preventive work helping older people overcome problems at an early stage and extending not only their independent life but improving the quality of their lives. The project will try to increase the number of users and sessions by bringing together the elderly members our communities, three times a week, and for four hours a session. The current regular usage of our day centre is 15 members and we are trying to increase the number of users to 25/30.

Elderly members from the Portuguese speaking communities are scattered all over the Borough and across surrounding boroughs, particularly Brent, Barnet, Camden and Westminster which can mean loss of contact with the wider community, family and friends. Also, great numbers of older members due to economic and other past social exclusions in their countries of origin are unable to write and read; and with the loss of extended family systems that they were used to they are now leading a life of complete dependence and unable to cope alone. Language barriers are also a problem as few interpreters are available each time to facilitate the work of the services providers.

Planned services will include:

1. Advice on Health Issues
2. Fitness Classes
3. Healthy Eating
4. ESOL Classes
5. Small talks on Health Issues that affect most the elderly: Coronary disease, Alzheimer's disease, Multi-sclerosis, Bladder & Bowel problems, Shingles, Healthy Bones and Hip problems, etc;
6. Benefit entitlements
7. Managing Medicines
8. IT and Internet Access Classes
9. Outings and Regular Trips

Aside from the above planned services, ACCA will continue to offer Advice and Outreach for support care at home and a gateway to other services by organising and tapping to the Community Premises Wednesday's Benefit Surgery, Housing Benefit, Pension Schemes and referral for Residential Care and Sheltered Accommodation assessment.

b) Infants and Youth and Young People's Club

ACCA wants to establish two permanent Infants Club and a Youth Club to bring together children and young people to provide extra-curricular and leisure pursuits activities for those in Education and support with career orientation to boost their confidence and assertiveness and for those not in Employment and Not in Education to support with advice on job search, new opportunities in education and IT and Internet Access.

There a number of un-accompanied minors who are in residential care or foster families we don't have any contact with their own communities. The project will also provide a tracking service for these un-accompanied minors and enable them to integrate and establish contact with their own communities and cultural heritage.

Angolan and Congolese un-accompanied minors came second and first, according to an End Child Prostitution, Pornography and Trafficking report, published last year, amongst the African children brought into the UK and sold to prostitution or domestic slavery. One of the components of this project will be engaging a wide-range of stake-holders such as the police, social services, and other agencies dealing with children to help the ACCA track and raise awareness of children in those conditions and offer them an escape route.

ACCA is planning a three-day pilot scheme and/or a Saturday for over 50/60 children and young people.

Planned services will include:

1. Peer-to-peer mentoring and befriending services to facilitate un-accompanied minors integration into their own communities
2. Role Models
3. ESOL and Supplementary Classes
4. Home work Club
5. IT and Internet Access
6. Sport and leisure activities
7. Drama and theatre
8. Numeracy and Literacy
9. Workshops and seminars on: Drugs and Substance Misuse, Safer Sex, Teenaged Pregnancies, Living and coping with parents with alcohol and domestic violence problems, Child Abuse, HIV/AIDS and Child Tracking and Trafficking
10. Community Fostering
11. Outings and External Activities

A number of our young people, especially those coming from countries with long-standing history of civil unrest and conflicts, such as Angola, Mozambique, Guinea-Bissau and East-Timor require great amount of literacy and numeracy and language support to facilitate their integration into the British way of life through good career and employability prospects. The project intends to work closely with specialised organisations at statutory or voluntary sectors to ensure great achievement and quality in the planned services delivery.

4. BENEFICIARIES

Our priority group for this project consists of refugees and asylum-seekers and migrants mainly from Angolan and other Portuguese and French speaking communities.

The project will have a two-strand component of beneficiaries:

a) Infants and Youth and Young People

Potential Number of Users:- Central Harrow: 21; Harrow Wealdstone: 8; Stanmore: 15; South Harrow: 9, Pinner Green: 7; Edgware, Kenton and Kingsbury: 12

b) The Elderly

Potential Number of Users:- Harrow: 5; Stanmore: 4; Edgware: 6; South Harrow: 5; Kenton7;

ACCA HAS CURRENTLY IN ITS DATABASE OVER 150 CHILDREN AND YOUNG PEOPLE.

5. WHAT ARE YOU APPLYING FOR AND WHY

ACCA is applying for £4,973.00 grant from Edward Harvist Trust to provide and maintain existing services and extended and devise new ones that are considered vital for our user group. ACCA has already been providing some of the services outlined in the project plan on voluntary basis and other sources of income from its reserve fund. However, it is anticipated that if awarded this grant, ACCA will be able to develop an infra-structure and services that could be later incorporated in its Strategic and Business Plan and sustained with other sources of funding. Our Young People Club has already a dynamic football team that attracts over 40 young players. Therefore, we could easily build on this success to deliver other services. Also, we are seeking this grant to enable the organisation to comply with the new planned services and establish a new IT Clutter Education that will incorporate, Basic Word Processing, Spreadsheet, Publishing, Power Point, Access Database, Internet, including email access, search engine, etc.

The proposed Budget for this phase of project is as follows:

Item	Breakdown	Total
Sports Material	2 Playing Kits (14 each): Infants and Young People, including 4 balls, Goal post Nets	890.00
IT Equipment + Web Services	Contributions towards Laptop, Printer, Scanner, Digital Camera, Internet Access and Facilities, Portable Projector and relevant software packages	1,253.00
Insurance	Contributions towards the cost of Public liability, Professional liability + Office Contents	985.00
Volunteers	4 Volunteers X 25 sessions (6hours) X £6.00	600.00
Venue Hire	Contribution Towards the Cost of Venues and Playing Pitch	490.00
Hospitality	Contributions Towards Teas and Refreshments	275.00
Trips & Outings	Contributions Towards cost of day trips and outings	180.00
	Total Cost of Project	4,973.00

6. Evidence of Any Match Funding

The Angolan Civic Communities Alliance (ACCA) has also approached the Local Network Fund for Children and Young People to support the delivery of part of the project.

Three further volunteers will be employed on the project at no further cost. The project will also benefit from the existing resources: Office, Telephone, Fax, Stationery and Printing and Admin Support at no extra cost.

7. FINANCIAL INFORMATION

CURRENT FUNDING:

1)	LB HARROW	£3,000.00
2)	DRUG ACTION TEAM	£3,000.00
3)	NEIGHBOURHOOD RENEWAL COMMUNITY CHEST	£4,875.00

NOTEBOOKS

Dell recommends Windows® XP Professional



SALE
SAVE UP
TO £100

on selected Dell systems.
Offer valid until 26th October 2005.

0% FINANCE AVAILABLE!*

Subject to status.
See page 2 for details.

Sleek Design. Terrific value.

Finding the right Dell notebook for your needs is easy. We offer everything from ultra mobile units to sleek powerhouses. Everyone of which packs the punch and delivers the value for money that you expect from Dell.



WIRELESS READY

Was ~~£449~~ Save £50

£399

Excluding Delivery and VAT

£526

Including Delivery and VAT

Dell™ Inspiron™ 1200

Essential mobile computing at an exceptional price.

WAS ~~£449~~ SAVE £50

£399

Excl. Del & VAT

£526

Incl. Del & VAT

E-VALUE CODE: NPIUK4-N10122

Processor	Intel® Celeron® M Processor 360 (1.40GHz, 1MB L2 cache, 400MHz FSB)
Operating system	Genuine Windows® XP Home Edition
Memory	512MB 333MHz DDR SDRAM
Hard Drive	40GB Hard Drive
Monitor	15" XGA TFT (1024x768) Screen
Graphics card	Integrated Direct AGP Graphics
Optical drive	Integrated 8x DVD-ROM/24x CDRW Combo Drive
Service	90 Day Collect and Return Service**
Software	Microsoft® Works 7.0

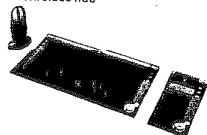
3 H | 15" | 2.9 kg

RECOMMENDED UPGRADES

	Prices Incl. VAT**
3 Year Basic Services Package	£94
2 nd 8 Cell High Capacity Lithium-Ion Battery	£58
Kensington Pocket Mouse Pro	£23

DELL ACCESSORIES

Logitech® diNovo™ Bluetooth Multi Media Keyboard/Mouse
A dramatically designed Bluetooth® keyboard, MediaPad, rechargeable optical mouse, & Bluetooth® wireless hub combination.



£115 **£136**
Excl. VAT** Incl. VAT**

Targus Style & Comfort Backpack
This Targus backpack is designed for comfortable everyday carrying of a notebook pc, AC adapter, work files and accessories.



£33 **£39**
Excl. VAT** Incl. VAT**

Dell Axim™ X50v Bluetooth/ Wireless
Featuring a super fast 624MHz Intel® XScale™ Processor, 3.7" VGA display and an advanced 3D graphics card, integrated Wireless LAN and Bluetooth™. CompactFlash and SD/IO expansion slots.



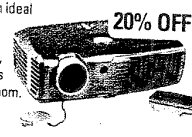
WAS £259 **£305**
NOW £220 **£259**
Excl. VAT** Incl. VAT**

Kensington Slim Microsaver Lock
This heavy duty security device helps protect your flat panel monitor, projector or notebook computer from theft or unauthorised removal.



WAS £21 **£25**
NOW £17 **£20**
Excl. VAT** Incl. VAT**

Dell 2300MP Micro-Portable Projector
The Dell 2300MP Projector is an ideal combination of high brightness and XGA resolution. With 2300 Lumens (max)* it projects bright, captivating and stunning images from anywhere in a mid-sized room.

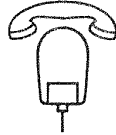


WAS £349 **£416**
NOW £260 **£293**
Excl. VAT** Incl. VAT**

Dell 3400MP Micro-Portable Projector
Delivering outstanding all-in-one portability, flexibility and value, the 3400MP projector features 1500 lumens (max)* brightness, 2100:1 contrast ratio, native XGA resolution and weighs only 1.09kg.



£849 **£998**
Excl. VAT** Incl. VAT**



Call us at **0870 907 5612**
or Go online at **www.dell.co.uk/b2b**

Between 8AM & 8PM weekdays, 10AM & 4PM Saturday



MOBILE
TECHNOLOGY

Dell recommends Windows® XP Professional

SALE
SAVE UP
TO £100

on selected
Dell systems.
Offer valid until
26th October 2005.

0% FINANCE
AVAILABLE!

Subject to status.
See page 2 for details.



17" WIDESCREEN.

Dell™ Inspiron™ 9300

- Intel® Centrino™ Mobile Technology with Intel® Pentium® M Processor 740 (1.73GHz, 2MB L2 Cache, 533MHz FSB) & Intel® Pro Wireless 2200 (802.11b/g)
- Genuine Windows® XP Home Edition
- Integrated 8x DVD-ROM/24x CDRW Combo Drive

E-VALUE CODE: NPIU4-N10931

WAS £699 SAVE £70

£629

Excluding Delivery and VAT

£797

Including Delivery and VAT



Be in with a chance to win a **E193 Flat Panel, 540 Photo Printer or Fuji FinePix A340**

It's easy to enter. Just go straight to www.dell.co.uk/prizedraw and complete the simple online entry form by 26th October 2005. Terms and conditions of entry available online.

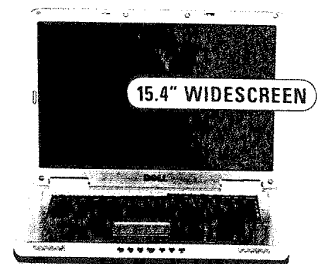
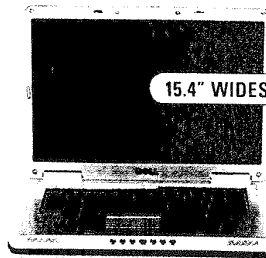


Get more value for your money

Dell Products, c/o PO Box 69, Milbanke House, Western Road, Bracknell, Berkshire, RG12 1RD. *Subject to availability, prices and specifications are correct at date of publication and may change without notice. Unless otherwise stated offer is valid until 26th October 2005 (except finance). Promotional offers apply to maximum order size of 5 systems. Systems promoted above were available to buy at the "was" price/specification (excluding promoted items) on dell.co.uk for a minimum of 28 on days ending on 21st September 2005. Terms and Conditions of Sales, Service and Finance apply and are available on request or at www.dell.co.uk. UK business customers only. Delivery charge is £49 Excl VAT (£5758 incl. VAT) per system. **Delivery charges range from £3 Excl. VAT (£353 incl. VAT) to £13 Excl. VAT (£15 28 incl. VAT) per item for items purchased without a system. ***Dell Services offering, do not affect customer's statutory rights. *Int'l Next Business Day On-Site Service and Euro Collect and Return Service available in limited countries and places only. †Discs burned with the DVD±RW or DVD±RW drives may not be compatible with certain existing drives. ‡Based on ANSI/NAPM I7.228-1997 tests (using new bulbs) of between 34-305 units in 2002-5 (dependent on model). Average Lumens at least 90% of max Lumens. Bulb brightness degrades with use - periodic changes recommended. Hard Drive size: One GB = 1 billion bytes; actual capacity varies with preloaded material and operating environment and will be less. Dell Dimension desktops and Inspiron notebooks include Microsoft Works 7.0 as standard unless otherwise specified. ©2005 Dell Products, Dell, the Dell logo, Inspiron, Dimension, Axim, PowerEdge, E-Value, TrueMobile and UltraSharp are registered trademarks or trademarks of Dell Inc. CompleteCare is provided by London General Insurance. Dell disclaims proprietary interest in the trademarks or trade names of other entities used to refer to them or their products. Microsoft, MS and Windows are registered trademarks of Microsoft Corporation. Intel, Intel logo, Intel Inside, Intel Inside logo, Intel Centrino, Intel Centrino logo, Celeron, Intel XScale, Intel Xeon and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries. *0% Finance is available from Dell Financial Services (CIT Group (UK) Ltd. Credit is available only to UK body corporate and subject to status. All amounts exclude delivery and VAT. Prices shown may vary without notice. Terms and conditions and written quotations available upon request. Credit scoring used. Those not qualifying for the 0% may qualify for other finance offers. Document fee charged.


NOTEBOOKS • DESKTOPS


With
Dell and Intel
you have freedom
of choice!

**ENTRY LEVEL****HOME OFFICE****MOBILE PERFORMANCE****SAVE £50****SAVE £70****SAVE £100****Dell Inspiron 2200**

WAS ~~£549~~ NOW **£499**
Incl. Del & VAT Incl. Del & VAT

E-VALUE CODE: NPIUK5-N10225

Processor	Intel® Celeron® M Processor 360 (140GHz, 1MB L2 cache, 400MHz FSB) & Dell® TrueMobile 1370 Wireless LAN PC Card 802.11b/g
Operating System	Genuine Windows® XP Home Edition
Memory	256MB 333MHz DDR SDRAM
Hard drive	60GB Hard Drive
Monitor	15" XGA TFT (1024x768) Screen
Graphics Card	Integrated Direct AGP Graphics
Optical drive	Integrated 8xDVD+RW Drive*
Modem	56K modem with Tiscali 1Mb Broadband £14.99 p/month + First Month FREE*
Service	90 Day Collect and Return Service*
Media	Dell Media Experience Deluxe

tiscali
Tiscali 1Mb Broadband from £14.99 per month + First Month FREE*

RECOMMENDED UPGRADES & SERVICES

	Price Incl. VAT**
<input type="checkbox"/> 3 Year Basic Services Package	£94
<input type="checkbox"/> Dell Delux Nylon Carry Case	£36
<input type="checkbox"/> 2" 8 Cell High Capacity Lithium-Ion Battery	£47
<input type="checkbox"/> Kensington Pocket Mouse Pro Wireless	£32

Dell Inspiron 6000

WAS ~~£699~~ NOW **£629**
Incl. Del & VAT Incl. Del & VAT

E-VALUE CODE: NPIUK5-N10605B

Processor	Intel® Celeron® M Processor 360 (140GHz, 1MB L2 cache, 400MHz FSB) & Intel® Pro WLAN 2200 802.11b/g
Operating System	Genuine Windows® XP Home Edition
Memory	512MB 400MHz DDR SDRAM
Hard drive	60GB Hard Drive
Monitor	15.4" Wide Aspect UltraSharp™ WXGA Screen
Graphics Card	Intel® GMA 300 shared graphics memory up to 128MB
Optical drive	Integrated 8xDVD+RW Drive*
Modem	56K Data Fax Modem with superfast up to 2 Meg Wanadoo Broadband from £17.99 a month†
Service	1 Year Euro Collect and Return Service*
Media	Dell Media Experience Deluxe

wanadoo
Go up to 40x faster than dial-up with up to 2 Meg Wanadoo Broadband for just £17.99 a month†

RECOMMENDED UPGRADES & SERVICES

	Price Incl. VAT**
<input type="checkbox"/> 3 Year Standard Service Package	£329
<input type="checkbox"/> Microsoft® Office 2003 Basic	£130
<input type="checkbox"/> 60GB Hard Drive	£53
<input type="checkbox"/> Dell Leather Carry Case	£47

Dell Inspiron 6000

WAS ~~£929~~ NOW **£829**
Incl. Del & VAT Incl. Del & VAT

E-VALUE CODE: NPIUK5-N10607

Processor	Intel® Centrino™ Mobile Technology with Intel® Pentium® M Processor 750 (173GHz, 2MB L2 CACHE, 533MHz FSB) & Intel® Pro WLAN 2200 (802.11b/g)
Operating System	Genuine Windows® XP Home Edition
Memory	512MB 400MHz DDR SDRAM
Hard drive	80GB Hard Drive
Monitor	15.4" Wide Aspect UltraSharp™ WXGA Screen
Graphics Card	128MB ATI® Mobility™ Radeon™ X300
Optical drive	Internal 8X DVD+/-RW Drive*
Modem	56K modem with Tiscali 1Mb Broadband £14.99 p/month + First Month FREE*
Service	1 Year Euro Collect and Return Service*
Media	Dell Media Experience Deluxe

tiscali
Tiscali 1Mb Broadband from £14.99 per month + First Month FREE*

RECOMMENDED UPGRADES & SERVICES

	Price Incl. VAT**
<input type="checkbox"/> 3 Year Standard Service Package	£329
<input type="checkbox"/> Microsoft® Office 2003 Basic	£130
<input type="checkbox"/> Dell Delux Nylon Carry Case	£36
<input type="checkbox"/> Kensington Pocket Mouse Pro	£23

Dell™ Axim X50v Bluetooth/Wireless 624MHz

Featuring a super fast 624MHz Intel® XScale™ Processor, 3.7" VGA display and an advanced 3D graphics card, integrated Wireless LAN and Bluetooth™, CompactFlash and SDIO expansion slots

2 Year NBD Unit Exchange £43.48 Incl. VAT



WAS ~~£304~~ NOW **£259**
Incl. VAT**

Dell 2300MP Micro-Portable Projector

The Dell 2300MP Projector is an ideal combination of high brightness and XGA resolution. With 2300 Lumens (max)† it projects bright, captivating and stunning images from anywhere in a room.

2 Year NBD Unit Exchange £123.38 Incl. VAT



WAS ~~£116~~ NOW **£781**
Incl. VAT**

Kensington Slim Microsaver Lock

This heavy duty security device helps protect your flat panel monitor, projector or notebook computer from theft or unauthorised removal.



WAS ~~£25~~ NOW **£20**
Incl. VAT**



HOME October 2005

SALE

▶ **Save up to £100** incl. VAT
on selected Dell Systems.
Buy before 26th October 2005.

**BUY NOW!
PAY IN
12 MONTHS***
See back page for details.



17" FLAT PANEL

15.4" WIDESCREEN

Go mobile with Intel® technology Inside!

See our mobility feature on page 4

▶ **SAVE £50 WAS £529**
£479
Including Delivery and VAT
E-VALUE CODE: NPIUK-012005A

Dimension 3000 Desktop

- Intel® Celeron® D Processor 345 (3.06GHz, 533FSB, 256K cache)
- Genuine Windows® XP Home Edition
- 512MB DDR RAM
- 160GB Hard Drive (7200 RPM)

▶ **SAVE £50 WAS £649**
£599
Including Delivery and VAT
E-VALUE CODE: NPIUK-012005B

Inspiron 6000 Notebook

- Intel® Centrino™ Mobile Technology with Intel Pentium M Processor 725 (1.60GHz 2MB L2 cache, 400MHz FSB) & Intel® Pro WLAN 2200 802.11b/g
- Genuine Windows® XP Home Edition
- 40GB Hard Drive



CLICK www.dell.co.uk/deals

HOME 0870 152 4655

BUSINESS 0870 152 4694

BETWEEN 9AM & 9PM WEDNESDAYS, 10AM & 8PM SAT 10AM & 8PM SUN



Adobe® Acrobat 7.0 Professional



Collect, produce and share Intelligent Documents



Adobe Acrobat 7.0 Professional is the advanced way to create, control and deliver more secure high-quality Adobe PDF documents. Convert electronic or paper files, engineering drawings and e-mail into reliable PDF documents that are easy to share with others using free Adobe reader software.

Product Highlights

- Create and reliably exchange content-rich documents
- Assemble multiple files into a single polished document
- Collect and manage review feedback
- Apply advanced document access, controls and security

Acrobat 7.0 Professional
£148.49 ex vat

Acrobat 7.0 Standard
£80.81 ex vat

*Available to registered charities only.
Carriage is charged at £9.95 ex VAT.
Pricing is for information only and does not constitute an offer E&OE.

 Pugh Computers Ltd - Denver House - Llanon - Aberystwyth

Phone: 01974 200 217 - Fax: 01974 202 628 - E-mail: barry@pugh.co.uk

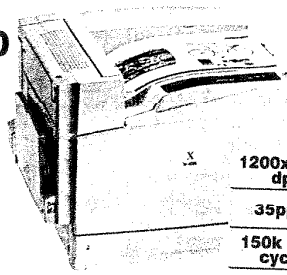
XEROX PagePack

- Unlimited consumables and same day on-site service, all for one low fixed cost
- Xerox PagePack offers an easier way to reduce, control and budget the running costs on all your printing
- Choose the monthly volume that suits your business and for one low cost you will receive unlimited consumables and same day support from the world's leading document solution provider
- The price stays the same regardless of paper size and ink coverage - the more you print the more you save!

Call our Xerox Specialist on 0870 720 8703 or email Xerox@misco.co.uk for more details.

SAVE with PagePack!

A3 colour Phaser 7750 series



Full colour A3 page from just 8p with PagePack!*

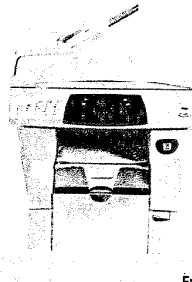
A3
1200x1200 dpi
35ppm
150k duty cycle

Part No	Description	Price £	
		ExVAT	IncVAT
AL74340	7750B	3899.99	4582.49
AL76721	7750DN	4499.99	5287.49
AL74362	7750GX	5459.99	6415.49
AL74363	7750DXF	6799.99	7989.99

A4 colour WorkCentre C2424 series

Print, scan & copy.

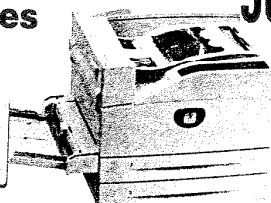
Full colour A4 page from just 7p with PagePack!*



Solid Ink
24ppm mono & colour
80k duty cycle
Colour

Part No	Description	Price £	
		ExVAT	IncVAT
AL101683	C2424DN	1639.99	1926.99
AL101684	C2424DP	2009.99	2361.74
AL101685	C2424DX	2299.99	2702.49

A3 mono Phaser 5500 series



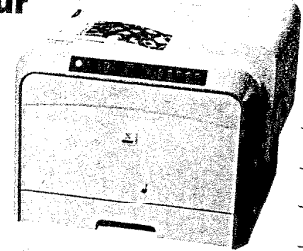
Mono A3 page from just 1p with PagePack!*

50PPM!
1200 dpi
50ppm
300k duty cycle
Mono

Part No	Description	Price £	
		ExVAT	IncVAT
AL101689	5500B	1489.99	1750.74
AL101690	5500N	1599.99	1879.99
AL101691	5500DN	1894.99	2226.61

A4 colour Phaser 6100DN

Affordable duplex network A4 colour printer.



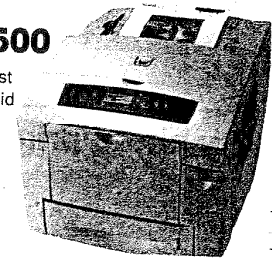
Duplex
1200 dpi
24ppm
35k duty cycle
Colour

Part No	Description	Price £	
		ExVAT	IncVAT
AL76839	6100DN*	174.99	205.61

* low price strictly while stocks last!

A4 colour Phaser 8500

Reduce your total cost of ownership with solid ink! Duplex and Network options available.

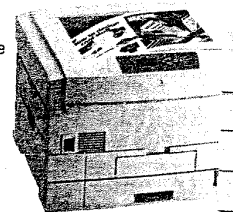


600x600 dpi
24ppm
85k duty cycle
Colour

Part No	Description	Price £	
		ExVAT	IncVAT
AL105080	Xerox Phaser 8500N	429.99	505.24
AL105081	Xerox Phaser 8500DN	544.99	640.36

A3 duplex network colour Phaser 7300

High volume printer capable of speciality projects such as labels, business cards and brochures; all in high impact colour at a price your business can afford.



A3
2400 dpi
30ppm
83k duty cycle
Colour

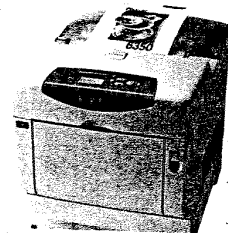
Part No	Description	Price £	
		ExVAT	IncVAT
AL56865	7300DN*	2484.99	2919.86

* Low price strictly while stocks last!

A4 colour Phaser 6300

High performance network ready colour laser.

***Contact xerox@misco.co.uk for full details on PagePack and how to save up to £700 when you TRADE IN your old printer.**



2400 dpi
35ppm
100k duty cycle
Colour

Part No	Description	Price £	
		ExVAT	IncVAT
AL105085	6300N	743.99	874.19
AL105086	6300DN	864.99	1016.36

64 **Freeline: 0800 038 8883**
or email: salesdesk@misco.co.uk

see page 67 for Xerox supplies

misco.co.uk
full details, widest choice & latest prices

17" TFT at an affordable price



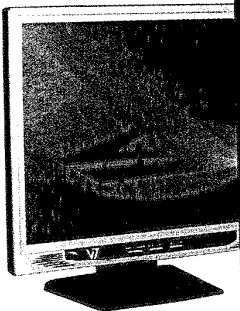
VideoSeven E17PS

- 1280 X 768 resolution
- 400:1 contrast ratio
- 8ms response rate
- 3yr warranty.

Only AL102242

£119.99 ExVAT

£140.99 IncVAT



Magicolor 5430DL network ready colour laser

Great Value

Up to 20ppm

Optional Duplex

2400dpi

Special price while stocks last

Only AL98564

£299.99 ExVAT

£352.49 IncVAT



KONICA MINOLTA

If undelivered please return to:
PO Box 6154, Wellingborough, NN8 5ZW.
Only use this address for the return of catalogues

Fujitsu Siemens AMILO Pro V2030

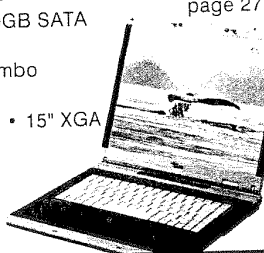
FUJITSU COMPUTERS
SIEMENS

- Microsoft® Windows® XP Home
- 256MB RAM / 40GB SATA Hard disk drive
- DVD/CD-RW Combo optical drive

Only AL105503 • 15" XGA

£369.99 ExVAT

£434.74 IncVAT



See page 27

HP iPAQ hw6515 Mobile Messenger



The iPAQ hw6500 Mobile Messenger is a small and sleek device with integrated GSM / GPRS / EDGE technologies.



Only AL105485

£369.99 ExVAT

£434.74 IncVAT

See page 28

Tech Air 3104 laptop case



Only AL90421

£26.99 ExVAT

£31.71 IncVAT

- For 15.4" laptops
- 6 months FREE I-TRAK service.

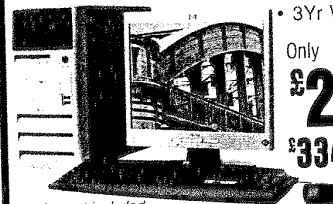
tech air THE AIR BAG

See page 32

Hewlett Packard dx2000 MT



- Cel® D325 2.53GHz
- 256MB/ 40GB HDD
- CD-ROM
- Win® XP Pro
- 3Yr Warranty.



Only AL101825

£284.99 ExVAT

£334.86 IncVAT

Monitor not included

Save 15% on great value modem

- Includes the latest V.92 technology
- Great for on-line gaming and posting digital photos
- Sending e-mail with large attachments is no problem.

Only AL94732

£21.99 ExVAT

£25.84 IncVAT

USRobotics

See page 84



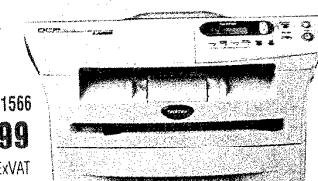
Exclusive low price mono laser MFP!

Brother DCP-7010 mono laser MFP.

Only AL101566

£94.99 ExVAT

£111.61 IncVAT



See page 57 brother

Save 30% on High-Speed Wireless Card

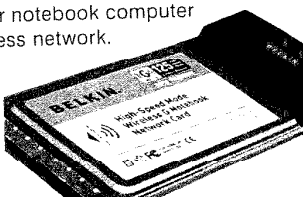
125Mbps Wireless Notebook adaptor

- Was £23.99 Now **£16.99** BELKIN.
- Connect your notebook computer to your wireless network.

Only AL47838

£16.99 ExVAT

£19.96 IncVAT



Kensington Universal 70W AC/DC Adapter

NEW!

- Thin & light
- 40% smaller & lighter than other chargers
- Sufficient power to charge medium sized laptops.

Only AL90399

£65.99 ExVAT

£77.54 IncVAT

See page 30

Kensington



APC SMART-UPS 2200VA USB & Serial 230V

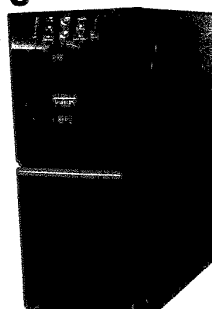


AMERICAN POWER CONVERSION

Only AL94972

£389.99 ExVAT

£458.24 IncVAT



Track, label and scan barcodes in minutes!



Wasp Nest CCD Suite

Now Only AL66594

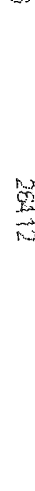
£99.99 ExVAT

£117.49 IncVAT



Please always quote your customer reference number & marketing code

130116



26412

Wrong name and address?

Is this the incorrect name and address detail? If so, PLEASE PASS THIS CATALOGUE TO YOUR IT BUYER, amend this panel and fax back to us on:

POSTAGE PAID G HQ 1479

ROYAL MAIL

The best deals on IT. Anywhere

- » HP Home
- » Products & Services
- » Support & Drivers
- » Solutions
- » How to Buy

» Contact HP

Search:

» Product & Services All of HP

hp scanjet scanners > HP Scanjet 7650 Scanner series



HP Scanjet 7650 Document Flatbed Scanner (L1940A) - Specifications

M150
£360

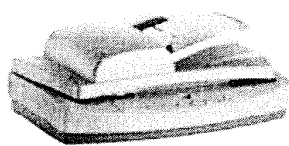
» Product & Services

- » hp scanjet scanners
- » Supplies and Accessories
- » HP Care Pack

Ready to buy?

Price
£ 382
Excluding VAT

- » Technical Support
- » Data sheets / Downloads
- » International Availability



1 Add to basket

Immediate Availability
or

Buy from an HP partner »

See recommended online resellers or find a local hp partner..



Great offers!
» Click here

MORE free upgrades
MORE free extras
MORE savings
» Click here for **MORE** info

Specifications


» Supplies, Accessories & Others

Scan System	
Optical Scanning Resolution	2400 dpi
Hardware Scanning Resolution	2400 x 2400 dpi
enhanced scanning resolution	Up to 999,999 dpi
Bit Depth	48-bit
Gray Scale Levels	256
Image Scaling or Enlargement Range	10 to 2000% in 1% increments
Scan Speed in Preview Mode	< 6 secs*
Scan Speed Footnote	* Scan speed: tests performed on a 1.2 GHz HP Vectra PC w of RAM, Windows® 2000 and Hi-Speed USB - compatible with specifications
Scan Speed (4x6 Colour Photo)	< 24 secs*
Scan Speed (Black and White Drawing)	< 31 secs*
Scan Speed (ADF)	Up to 12 ppm/6 ipm (1 bit/200x200 dpi/monochrome)*
Scan Speed (ADF, A4)	Up to 12 ppm/6 ipm (1 bit/200x200 dpi/monochrome)*
Scan Speed (OCR, A4)	< 36 secs*

Power consumption	36 watts maximum
power supply type	External power adapter
Power Requirements	100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3Hz)
Safety	EU (IEC 60950 third edition compliant, Third-Party Safety Cer Poland (PCBC), Russia (GOST))
Storage Temperature Range	-40 to 70° C
Warranty	One-year limited hardware warranty backed by HP Service ar

At a glance

Model	Model differences	Buy
HP Scanjet 7650 Document Flatbed Scanner (L1940A)	2400 dpi 48-bit Flatbed and ADF Windows®: TIFF, TIFF compressed, Bitmap, DCX, PCS, JPEG, GIF, FlashPix, Plain Text, PDF, HTML, Rich Text; Macintosh: TIFF, PICT, JPEG, GIF, FlashPix, Plain Text, PDF, HTML, Rich Text < 24 secs* < 36 secs* < 31 secs* Hi-Speed USB - compatible with USB 2.0 specifications 488 x 340 x 162 mm 5.73 kg	Ready to buy? Price £ 382 Excluding VAT <input type="button" value="1 Add to basket"/> Immediate Availability or <input type="button" value="Buy from an HP partner"/> See recommended online or find a local hp partner

 [Printable version](#)

[Privacy statement](#)

[Using this site means you accept its terms](#)

[Feedback to webmaster](#)

© 2005 Hewlett-Packard Development Company, L.P.

United Kingdom

- » HP Home
- » Products & Services
- » Support & Drivers
- » Solutions
- » How to Buy

» Contact HP

Search:

Product & Services All of HP

hp scanjet scanners > HP Scanjet 8200 Digital Flatbed Scanner series

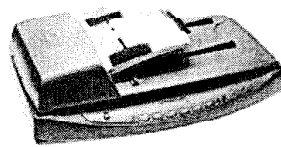


HP Scanjet 8250 Document Scanner (C9932A) - Specifications

» Product & Services

» hp scanjet scanners
» Supplies and Accessories

» HP Care Pack



Select a shop to buy online:

WVStore	£ 601	▲
Inmac	£ 574*	
PC World Business	£ 574*	
Misco	£ 564*	▼

* limited stock

Buy now »



Find a local partner »

» Technical Support
» Data sheets / Literature
» International Availability




Specifications

» Supplies, Accessories & Others

Scan System	
Optical Scanning Resolution	4800 dpi
Hardware Scanning Resolution	4800 x 4800 dpi
enhanced scanning resolution	Up to 999,999 dpi
Bit Depth	48-bit
Image Scaling or Enlargement Range	10 to 2000% in 1% increments
Scan Speed in Preview Mode	4 secs
Scan Speed Footnote	Scan speeds vary according to complexity of the document at specifications of the connected PC/MAC
Scan Speed (4x6 Colour Photo)	<25 secs
Scan Speed (Black and White Drawing)	<20 secs
Scan Speed (ADF, A4)	up to 15 ppm; simplex mode, black and white, 200 dpi, 1-bit
Scan Speed (OCR, A4)	<50 secs
Maximum Scanning Size	216 x 356 mm
Photo and Smart Features	

Power consumption	80 watts maximum
power supply type	External power adapter
Power Requirements	100-240 VAC (+/-10%), 50/60 Hz (+/- 3Hz)
Safety	Safety UL listed, EU LVD & EN 60950 compliant, European t approval, Certified by Czech Republic (EZU), Russia (GOST) (PCBC)
Storage Temperature Range	-40 to 70° C
Warranty	3-years standard hardware warranty. In selected countries ex exchange is included. Check with your local HP representativ whether this applies for your country

 [Printable version](#)

[Privacy statement](#)

[Using this site means you accept its terms](#)
© 2005 Hewlett-Packard Development Company, L.P.

[Feedback to webmaste](#)

**Application for Edward Harvist Trust Grant for Voluntary Organisation
2005/06**

Name of Organisation: ASHIANA

Aims of Organisation:

- To provide entertainment for people with learning and physical disabilities and their carers (normally parents) every month
- To help them make friends within themselves or with our volunteers
- To encourage and train them to partake in activities centred around Asian Arts and Culture
- Building confidence and self-independence in members
- Making members feel a part of the community by encouraging them to participate in their own and outside community programmes
- Providing information, link, advice and support on issues such as welfare rights, respite care, education, housing, work experience, carers support and any other personal issues

Beneficiaries:

Number of Users: Around 120 children/young adults with learning and physical disabilities and 200 carers.

Proportion of users: 275 users from Harrow Borough, 30 users from Brent Borough and 15 users from Barnet Borough

What are we applying for and Why:

We are applying for a new computer, colour printer, fax machine, photocopier and answering machine. The project has expanded over the past five years, and it is felt that all office administration will be carried out in an office to be rented.

Financial Information: See attached

Application for Edward Harvis Trust

ASHIANA

Financial Information for Office costs	£
One Personal Computer	950.00
One Fax/Copy/Print/Scan M/C	699.00
One Note Book Travel/Mate	525.00
One Colour Laser Printer	350.00
One Digital Answering M/C	175.00
TOTAL	2699.00

Ashiana is a friendship club that was formed in Sept 2000 to cater predominantly for the demands of Asian children/young adults with learning and physical disabilities and their carers usually parents. The members were not exposed to Asian Arts And Culture and were keen to join such club in order to develop their hidden talents and to make friends.

Regular events take place normally on the fourth Friday of the month and the entertainment is based on Asian Arts and Culture although there are about 4-5 events that would cater for all communities. The invitation is open to all members of communities and there are no membership or entrance fees. The Club has not been engaged in any fund raising activities nor has received any form of subsidy or grant. It has been funded entirely on charitable contributions from individuals and well-wishers.

When we started the club, there were only 10-15 members regularly attending but over the past five years, this has increased to around 120 children/young adults and around 200 carers registered on our files out of which at least half of the above attend regularly. At our monthly sessions, we incorporate a mix of games, singing, dancing, drama, as well as visits to play 10 pin bowling, picnics and adventure parks

No doubt one would appreciate that the above activities play an important and integral part in the development of our members as well as mainstream society integration. Over the past five years our members have improved life skills, self-esteem and confidence. They have also started performing in their own communities in order to bring the awareness. They have built a friendship within themselves as well as with our volunteers over this period. Our carers have also benefited in several ways by attending our monthly events.

The demands and needs of our members are now rising at a very fast rate. We are proposing two projects to commence from 1 January 2006 as follows:

1. Start a weekly activity centre preferably on Saturday afternoon that would provide classes in singing, dancing, drama and IT by hiring professional teachers for 2-3 hours.
2. Start a Carers Support Group to meet once a month for leisure activity, receive professional advice and information on issues such as welfare rights, respite care, education and vocational training for their children and young adults and any other issues. This will also provide a well-earned break from their hectic lives.

EUROPRINT & STATIONERS LTD

TALBOT HOUSE, 204 ~ 226 IMPERIAL DRIVE
RAYNERS LANE, HARROW HA2 7HH
TEL: 0845 2020 051 FAX: 0845 2020 052



Date: 13th Sept 05

Ashiana
2 Elmsleigh Avenue
Kenton
Middx HA3 8HZ

QUOTATION: Ashiana/P320

Qty	Item	Price £'s
1	Bundle Fujitsu Siemans P320 PC & 17" TFT. 3Yr Onsite Spec: CPU : P4, CPU (GHz) : 3.0 HYPER THREADING 800MHZ RAM (Std/Max) : 512GB (1X512MB) RAM Slots (Free) : 2 SLOTS;1 FREE, Cache : 1MB BIOS : 800MHZ, Internal Storage : 80GB SATA 7200 RPM F-DD : 3.5 FLOPPY FDD, Optical Drive : COMBO CRDW/DVD Graphics : INTERGRATED IN CHIPSET up to 64mb shared Sound : AC'97 REALTEK ALC655 ON BOARD Chipset : SIS661+, Expansion Slots : 3 X PCI, 1 X AGP8x I/O Options : 8 X USB (4 REAR , OPTIONAL 2 FRONT) 1 X SERIAL, 1 X PARALLEL, 2 X PS/2, 1 X VGA, 1 X LAN OPTIONAL MICRO AND HEADPHONE IN FRONT,HEADPHONE,LINE IN;MICROPHONE REAR Network Interface : ADMTEK AN983B ON BOARD WITH BIOS BOOTCODE AND WOL, Operating System : XP PRO Other Software : F-SECURE VIRUS SCANNER DESKTOP MANAGEMENT DESKVIEW Dimensions : HEIGHT 372/WIDTH 202/DEPTH 376 Warranty : 3 YEARS ON SITE	950.00

Total Exluding VAT

EUROPRINT & STATIONERS LTD

TALBOT HOUSE, 204 ~ 226 IMPERIAL DRIVE
RAYNERS LANE, HARROW HA2 7HH
TEL: 0845 2020 051 FAX: 0845 2020 052



Date: 13th Sept 05

Ashiana
2 Elmsleigh Avenue
Kenton
Middx HA3 8HZ

QUOTATION: Ashiana/MF5770

Qty	Item	Price £'s
1	Canon MF5770 Multifunctional Fax/Copy/Print/Scan	699.00

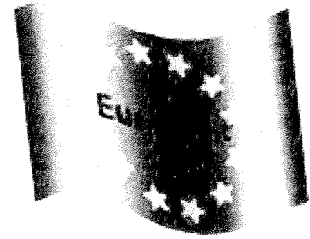
Spec:

The ultra productive LaserBase MF5770 is a laser printer, fax, colour scanner and copier - complete with built-in network printing - in one cost-saving unit.

**All-in-One: printer, fax, scanner, copier, with built-in networking
20 ppm, 1200x600dpi printing (enhanced)
Super G3 fax modem
Colour CCD scanner:1200 x 2400 dpi, 48/24-bit colour depth
250 sheet paper capacity
256 page Fax memory
Built in Network Printing and PC Faxing (TX only) via Ethernet
Includes one year on-site warranty**

Total Excluding VAT

EUROPRINT & STATIONERS LTD
TALBOT HOUSE, 204 ~ 226 IMPERIAL DRIVE
RAYNERS LANE, HARROW HA2 7HH
TEL: 0845 2020 051 FAX: 0845 2020 052



Date: 13th Sept 05

Ashiana
2 Elmsleigh Avenue
Kenton
Middx HA3 8HZ

QUOTATION: Ashiana/2310

Item	Price £'s
The Acer TravelMate 2310 notebook	525.00

Stay connected to vital all resources when working from locations outside the office. The highly efficient and flexible Acer TravelMate 2310 provides the right multimedia tools and an integrated set of communication facilities.

Processor: Celeron M 360 (1.4GHz)
Memory: 256MB
Hard Drive: 40GB
Optical Drive: DVD/CDRW Combo
Display: 15" XGA
Wireless: Wired & 802.11g
Operating System: Microsoft Windows XP Professional Edition
Graphics: 64MB VRAM shared
Battery: 4 Cell Battery

Total Excluding VAT

EUROPRINT & STATIONERS LTD
TALBOT HOUSE, 204 ~ 226 IMPERIAL DRIVE
RAYNERS LANE, HARROW HA2 7HH
TEL: 0845 2020 051 FAX: 0845 2020 052



Date: 13th Sept 05

Ashiana
2 Elmsleigh Avenue
Kenton
Middx HA3 8HZ

QUOTATION: Ashiana/CLP500

Qty	Item	Price £'s
1	Samsung Colour Laser Printer CLP500	350.00

With PCL and PS drivers as standard, enhanced memory and processing capability, the CLP-550 features all the specifications of the CLP-500, standard duplex, high paper capacity and NO NOIS technology.

Samsung's CLP-500 136 Postscript 3 model, Colour Laser Printer. Renowned for its whisper-quiet NO-NOIS laser engine and state-of-the-art colour matching software, it makes you look great without ever raising its voice. And with colour print speeds of up to 5ppm and easy toner changes, it's always ready for crunch time. If the future is what you make it, get off to a colourful start.

**Postscript model
NO NOIS (Non Orbiting Noiseless Optic Imaging System)
Lowest Noise Level
Easiest Toner Change
Highest Paper Handling
Lowest Running Cost
Built in duplex printing function**

Total Excluding VAT

EUROPRINT & STATIONERS LTD

TALBOT HOUSE, 204 ~ 226 IMPERIAL DRIVE

RAYNERS LANE, HARROW HA2 7HH

TEL: 0845 2020 051 FAX: 0845 2020 052



Date: 13th Sept 05

Ashiana
2 Elmsleigh Avenue
Kenton
Middx HA3 8HZ

QUOTATION: Ashiana/Ret322

Qty	Item	Price £'s
1	Digital Answering Machine Retell 322 With Mailbox 50 Minutes digital record time, recording quality adjustment Message transfer to pre programmed number, time/day stamp 4 outgoing messages, last 30 number incoming call log, call back from call list, 4 digit access code, remote interrogation. Individual message delete.	175.00

Total Excluding VAT

Jitbye

Computers

Mr Yogesh Teli
3 Elmsleigh Avenue
Kenton, Harrow HA3 8HZ

19th September 2005

Quote Ref: 101005

Dear Yogesh,

Please find hereunder the quotes you requested on the machines you had asked for:

Fujitsu PC P320 P4 512MB XPPro, Combo Drive **£739.45**

Fujitsu 17 Inch Matching TFT Panel **£249.00**

Samsung Colour Laser CLP500 **£350.00**

Retell 322 Digital Answering Machine **£199.00**

Acer Travelmate Laptop 2310 CM1.6 **£727.00**

All prices quoted exclude VAT and Delivery.

We hope the quote meets to your satisfaction and hope to receive an order soon.

Thank you
Jitesh Lakhani

451 Alexandra Avenue, Harrow HA2 9SE
Tel: 020 8429 5887 Fax: 020 8723 0879



Consortium of Anti-Racist, Refugee and Minority Ethnic Associations

EDWARD HARVIST TRUST

CARRAMEA International Photography Club

Last October CARRAMEA set up a photography club to meet long-standing demand from a number of our member-organisations. The club is now well-established and has about 10 regular members from very diverse backgrounds (including Afghan and Tamil refugees) who have been acquiring skills week by week.

The participants have utilised these skills for the benefit of their community organisations with regard to publications such as fliers, posters and newsletters. The group now feels confident enough to work on projects on the arts, multicultural traditions, and heritage with a view to mounting exhibitions in Harrow.

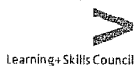
Participants have been learning how to use Photoshop software to enhance their photographs and increasingly our photographs are being used in Harrow Council publicity e.g. for Black History Month (leaflet with two of our members' photographs enclosed and the current edition of Harrow People features three of our photographs). The acquisition of these photographic and DTP skills could help some of the club members (particularly the refugees) to gain employment. However, as most of our participants are job-seekers they do not have the financial means to purchase good quality cameras and consequently are not able to participate as fully as possible in the activities of the Club.

Consequently we are requesting a grant to purchase 3 digital cameras of different specifications and other photographic equipment for CARRAMEA which unemployed participants will be able to use.

Costing:	Canon 20D camera	£1200
	Canon 350D camera	£ 700
	Canon 350D camera	£ 700
	Lenses	£1400
	Grips, converters, tripods	<u>£ 900</u>
		<u>£4900</u>

Alex Rechetnikov

Treasurer
29.9.2005



Chair: Elmore Purcell Secretary: Baldev Sharma Treasurer: Alex Rechetnikov Vice-Chair: Suresh Agnihotri

CARRAMEA

The Community Premises, 27, Northolt Rd, South Harrow, Middx HA2 0LH

Afghan Assoc of Harrow (Tel: 020 8861 6990), Harrow African/Caribbean Assoc (Tel: 020 8930 9420), Harrow Anti-Racist Alliance (Tel: 020 8422 4849), Harrow Bengalee Assoc, Harrow Iranian Community Assoc (Tel: 020 8426 4308), Indian Assoc of Harrow (Tel: 020 8930 9182), IWANAAJI Somali Disabled Assoc, Pakistan Society of Harrow (Tel: 020 8864 2819), Russian Immigrants Assoc (Tel: 020 8422 8361)



Carramea's International Photography Club

CARRAMEA, 27 Northolt Road, South Harrow, Middlesex HA2 0LH
Tel: 0208 426 6003 email alexandr@rech.fsworld.co.uk

Zach Stavrinou
Grants Unit
Business Connections
Harrow Council London
Civic Centre

19 October 2005

Dear Zach

Re Edward Harvist Trust application

I enclose 2 quotations for the cameras from Jessops and Bristol Cameras.

The Club meets weekly excluding holiday periods.

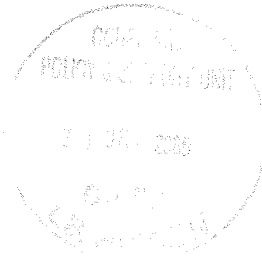
The Club started off with about 10 members but expects to grow after the Ramadan period by promoting itself through HAVS.

I also enclose a copy of the Harrow Council Black History Month programme which includes 2 front page photos taken and enhanced by club members. Other photos have been published in the Harrow people magazine.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. Rechetnikov', with a horizontal line extending to the right.

Alex Rechetnikov
Club's coordinator

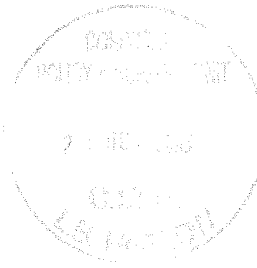


Jessops

Product Code	Brand	Description	Jessops Price *	Add to Trolley
<u>EOS350DB</u>	CANON	EOS 350D BLACK (BODY ONLY)	£579.99	
<u>EOS350DB1855</u>	CANON	EOS 350D BLACK + EF-S 18-55mm LENS	£649.99	
<u>EOS350DS1855K</u>	CANON	EOS 350D SILVER + EF-S 18-55mm USM LENS + CANON BAG	£699.99	
<u>EOS350DBL PK</u>	CANON	EOS 350D + EF-S 18-55mm LENS + SELPHY CP400 PRINTER	£764.99	
<u>EOS350DS TLK</u>	CANON	EOS 350D SILVER + 18-55mm + 55-200mm USM LENSES + BAG	£799.99	
<u>EOS350DS TLK2</u>	CANON	EOS 350D SILVER + 18-55mm USM LENS + SIGMA 55-200mm LENS + BAG	£799.99	
<u>EOS350DB TLK</u>	CANON	EOS 350D BLACK + 18-55mm + 55-200mm LENSES	£893.99	
<u>EOS350DB TLK</u>	CANON	EOS 350D BLACK + EF-S 18-55mm LENS + 55-200mm LENS + GRIP	£899.99	
<u>EOS20D</u>	CANON	EOS 20D DIGITAL SLR (BODY ONLY)	£999.99	
<u>EOS20D1855S</u>	CANON	EOS 20D + EF-S 18-55mm 1/4-5.6 I.F.N.R	£1049.99	






The prices relate to the different specifications of the kit (from £649.99 to £899.99) for CANON 350D

and for CANON 20D - from £999.99 to £1049.99



Bristol Camera Ltd

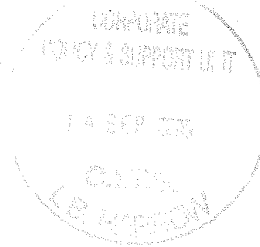
in pounds

	Canon EOS 350D Body	8.0 Million Pixels, SLR Body, FPS Capability for 14 Frames. Canon EOS 350D Info EOS 350D Accessories & Deals	1530.00
	Canon EOS 350D Lens Kit	EOS 350D body with Canon EFS 18-55mm f3.5/5.6 MkII Zoom lens. Canon EOS 350D Info EOS 350D Accessories & Deals	1585.00
	Canon EOS 350D 17-85 IS USM	Canon EOS 350D Body With Canon 17-85 EF-S f4-5.6 IS USM Lens. Canon EOS 350D Info EOS 350D Accessories & Deals	1935.00
	Canon EOS 350D 17-85 & BG E3 Grip	Canon EOS 350D Body With Canon 17-85 EF-S f4-5.6 IS USM Lens & BG-E3 Grip. Canon EOS 350D Info EOS 350D Accessories & Deals	11035.00
	Canon EOS 20D Body	Claim 1100 cashback until 30/12/05 - 8.5 Million pixel pro-spec. Digital SLR body. Canon EOS 20D Info EOS 20D Accessories & Deals	1099.00

The prices relate to the different specifications of the kit (from £585,- to £1035,-) for CANON 350D and for CANON 20D from £299,- (Body only) to £1049.99.



Bringing people *together*
through friendship



Community Link Up
2a Dawlish Drive
Pinner Middlesex
HA5 5LN

t: 020 8868 5608
f: 020 8868 4923
e: linkup@linkup.org.uk
w: www.linkup.org.uk

THE EDWARD HARVIST TRUST GRANT APPLICATION

Name of Organisation: Community Link Up on behalf of Changes Night Club

Registered Charity Number: 1060481

Aims:

- To integrate people with learning disabilities more fully into the educational, social, cultural and recreational life of the community.
- To work towards a fully integrated community where people with learning disabilities are socially accepted and their self esteem and independence is equal.

Statistics in the last three years of people involved in our Organisation:

People with learning disabilities	480
Volunteers	330
Carers/Parents	295
Organisations	50
<u>Proportion of users who are Harrow residents:</u>	85%

WHAT PROJECT ARE WE SEEKING FUNDING FOR

Changes Night Club – A user led project:

Aims of the Project:

Changes Night Club is now in its second year and entirely run and managed by people with learning disabilities. It is a small, emerging group which very much needs a small amount of financial support at this critical time in its development. The project was started by a Link Up service user, Andy Farr who has a learning disability and wanted to open a nightclub which other local people with learning disabilities could access. Link Up has supported and empowered the project for two years and aims to support it into being an independent organisation wholly run and managed by people with learning disabilities. It is a unique project and is likely to gain wider recognition for Harrow as a leading edge development in the learning disability field. In 2002, Link Up formed a steering group that included Andy Farr as chair, 2 members of Link Up staff, one staff member from Harrow Mencap and 3 clients with learning disabilities. After several failed attempts to start the nightclub due to finding a suitable venue and media awareness, Kodak came forward to offer us their Social Club after reading in the press about difficulties in starting this project. During the time that the groundwork was being done, Link Up circulated questionnaires to clients enquiring if they were interested in being trained as DJ's so that they could operate the equipment during the club nights. 52 clients responded and sound engineering sessions started from Harrow College on Wednesdays. Many service users completed the course, and there is still a waitlist list for further training. The successful trainees received certificates and also participated in the Harrow Community Radio project in August 2004.

Number of users: The average attendance has steadily grown to 130 since the project's inception. For themed events like Valentines Night and Xmas, the club is to full capacity.

Proportion of users from Harrow: 85%

Main area where organisation works: Beneficiaries are from the whole of Harrow. The club nights take place at Kodak Eastman's Centre in Harrow View and other events take place at a range of venues in Harrow.

The need to apply for this project: With experience and time, the Steering Group that currently consists of 8 people with learning disabilities now run and manage the Night Club on their own with some voluntary support from Link Up. However, the Steering Group needs a Support Worker and Administrator to help them manage things themselves and take responsibility of equipment to enable them to run revenue generating events in addition to the club nights.

How much are we applying for: £4,817.80

Salary Cost for sessional worker: £2,800.00

(average 6 hours a week)

Sound/Lighting equipment: £2,017.80

TOTAL: £4,817.80

Why are we applying for salary cost:

As the Steering Group consists of people with learning disabilities, they need to employ a sessional support worker to help them with their administration, circulate minutes, publicity material, print tickets for club nights, etc. Three hours a week would be sufficient for the Steering Group to get support from a support worker to ensure that the club is managed and run efficiently and during club nights or outside bookings.

Applying for equipment cost:

The project has been hiring the sound and lighting equipment from Middlesex Sound and Lighting in Rayners Lane over the last two years and now that Changes has been established as a successful on-going project, it will be practical and financially beneficial to purchase the equipment rather than having to pay out hire costs each time.

Long term benefits of purchasing the equipment:

The other benefit is that Changes D.J.'s are now being hired out by local residential homes and community venues that brings them added income and increases their independence. If Changes purchase the equipment, they can take on more private bookings and earn extra income. Changes own equipment would mean a larger share for the D.J.'s who are assigned on the job. Whilst the project is completely non-profit making it enables people with learning disabilities to earn small amounts of occasional income that does not affect their welfare benefits. It also makes the organisational work more sustainable and independent.

Training eventually leading to a small, charitable business or social enterprise: Once Changes has its own equipment, more clients can be trained in sound and lighting techniques enabling them to participate on club nights and support other events until they feel confident in setting up a small enterprise where they can advertise their services in local papers and earn valuable income on bookings undertaken.

Quotations for Sound/Lighting Equipment

Middlesex Sound & Lighting, Pinner £2,017.80

Stage Control, Edgware. £2,425.00

Evidence of match funding from Kodak

Kodak have agreed to sponsor the club for the following year, 2006. Please see attached confirmation letter from Kodak giving dates for club nights.

This contribution is valued at £3,500 at a rate of £85.00 an hour including setting up and clearing time.

There is an entry of £2.00 per person at the Night Club which has helped pay towards the hiring of the equipment from Middlesex Sound and Lighting and the Club will continue charging entrance fees to pay towards other overheads, i.e., DJ training, inviting professional artists and other DJ's to make an appearance for special occasions.

Link Up also contributes some of its resources to the project on a regular basis but has limited capacity to do this on a long term basis. Long term independence for this project will free up Link Up's resources to support other new projects in the same way.

Financial information:

The following financial information is for Link Up which would act as the host organisation for a grant and provide budget and accounts support for the steering group. Changes Night Club project itself had an annual income last year of £974.00 and expenditure of £851.00.

Link Up's income for current year: £138,463

Names of funders:

- Baily Thomas
- BBC Children in Need
- Bridge House Trust
- City Parochial Foundation
- Community Fund
- David Solomons Charitable Trust
- Disability Aid Fund
- Equitable Charitable Fund
- Esmee Fairbairn
- Fishmongers Company
- Harrow Council
- John Lyon's
- Sobell Foundation
- True Colours Trust

an integrated nightclub for people with learning disabilities and their friends

The Nightclub Project

Link Up was approached by Andy Farr; a young man with a learning disability to help and support him to start up his own project called Changes Nightclub. Changes is Harrow's first integrated nightclub for people with learning disabilities and their friends. With the support of Link Up, Andy set up a steering group to find an appropriate location.



The opening night on 5th June 2003 was hosted at Zoom Leisure (formerly known as Eastman's Hall) at Kodak Sports Club. **Kodak** have generously agreed to sponsor the nightclub that takes place every other month. The nightclub also received a donation of £1000 from **Harrow Community Foundation** towards the start up costs.



Andy Farr: Link Up client who initiated the project



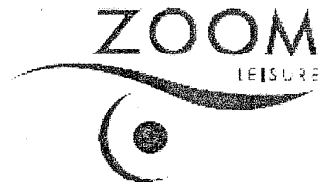
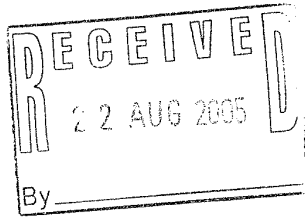
02 Training at Harrow College

In March 2003, Link Up founded a DJ/ Sound Engineering course to help people with learning disabilities to extend their interests in learning to become DJs. A pilot scheme starting from March-July 2003 was introduced at **Harrow College**. On completion of the course, the students were given the chance to display their skills to a live audience at Andy Farr's nightclub.



Richard Stones in training at Harrow College





Sallieann Davis
Kodak Sports Ground
Harrow View
Harrow
HA2 6QQ
Tel: 020 8424 3185
Mob: 07958 257 117
Email: Sallieann.davis@bladerunner.co.uk

Adrian Ratnayake
Community Link Up
2A Dawlish Drive
Pinner
Middlesex
HA5 5LN

August 15th 2005

Dear Adrian

RE: SPONSORSHIP OF CHANGES NIGHT CLUB.

Thank you for your letter.

I have now been able to speak to Alison Ware, who does not see any problem with us sponsoring Link Up for next year.

I will confirm this to you as soon as I have confirmation.

As per our meeting I am not able to give you Friday evenings, but we can allow you to have Wednesday evenings.

Once the confirmation on the sponsorship I will be able to confirm the following dates to you:

Wednesday 8th February
Wednesday 12th April
Wednesday 7th June
Wednesday 9th August
Wednesday 11th October
Wednesday 6th December

Please could you confirm that is will be ok.

If there is anything further you would like to discuss please do not hesitate to contact me on 0208 424 3185.

Kind regards

A handwritten signature in black ink, appearing to read 'Sallieann Davis'. The signature is stylized and cursive.

Sallieann Davis
FUNCTION & EVENTS MANAGER

Middlesex

SOUND & LIGHTING LTD

Tel: 020 8868-5500 Fax: 020 8866-3757

4 & 6 Village Way East, Rayners Lane, Harrow, Middlesex HA2 7LU

QUOTATION FOR COMMUNITY LINK-UP.

ITEM	PRODUCT	QTY	UNIT COST	TOTAL COST
<u>PORTABLE CD CONSOLE</u>				
1.	NUMARK CDN22 TWIN CD PLAYER C/w JOG DIALS, PITCH CONTROL, PITCH BEND AND CUE	1		£ 225.00
2.	NUMARK CM200 4 CHANNEL MIXER C/w 3 BAND GRAPHIC, MIC INPUT WITH EQ, CROSS FADER & 19" RACK MOUNTABLE	1		£ 199.00
3.	CARPET COVERED 242 EQUIPMENT CASE TO HOUSE ITEMS 1 & 2	1		£ 129.00
4.	1 UNIT PRE WIRED REAR PANEL c/w INPUT & OUTPUT SOCKETS FOR EASY SET UP	1		£ 30.00
5.	SHURE PG48 MICROPHONE c/w XLR - XLR MICROPHONE LEAD & CARRY CASE	1		£ 35.00
6.	FEMALE XLR - 2 MALE XLR SIGNAL LEAD			£ 15.00
TOTAL				£ 633.00

SOUND EQUIPMENT

1.	WHARFEDALE EVP15S LOUDSPEAKER C/w 15" BASS DRIVER & COMPRESSION HIGH FREQUENCY, SPEAKON & JACK INPUT SOCKETS **	2		£ 399.00
2.	SENNHEISER PE220 ADJUSTABLE LOUDSPEAKER STAND	2		£ 89.00
3.	MTA800 POWER AMPLIFIER 400WATT PER CHANNEL, DUAL FAN COOLED	1		£ 299.00
4.	KAMKASE 2 UNIT 18" DEPTH AMPLIFIER FLIGHT CASE TO HOUSE ITEM 2	1		£ 79.00
5.	1 UNIT PRE WIRED REAR PANEL c/w INPUT & OUTPUT SOCKETS FOR EASY SET UP	1		£ 30.00
6.	6M SPEAKON - SPEAKON SPEAKER LEAD	2		£ 36.00
TOTAL				£ 932.00

LIGHTING EQUIPMENT

1.	MARTIN EGO1 250WATT MULTIBEAM LIGHTING EFFECT	1		£ 279.00
2.	MARTIN EGO3 250WATT KALEIDOSCOPIC LIGHTING EFFECT	1		£ 289.00
3.	POWERDRIVE PO1 TRIPOD LIGHTING STAND c/w 4FT T-BAR SECTION & TOP HAT	1		£ 109.00
TOTAL				£ 677.00

GRAND TOTAL £ 2242.00
DISCOUNT 10% £ 224.20

TOTAL COST £2017.80

TERMS & CONDITIONS

1. ALL OF THE ABOVE PRICES INCLUDE VAT AT THE CURRENT RATE.
2. THE ABOVE QUOTATION IS VALID FOR 14 DAYS FROM 21/06/2005.
3. ALL OF THE ABOVE EQUIPMENT IS COVERED BY A FULL MANUFACTURERS WARRANTY.
4. **PAYMENT:** PURCHASE ORDER FOLLOWED BY PAYMENT IN FULL ON COLLECTION OF EQUIPMENT.
5. ****I CURRENTLY HAVE SOME OF MY EX: HIRE SPEAKERS THAT I AM SELLING OFF AT THE DISCOUNTED PRICE OF £225.00 PER PAIR. (THESE SPEAKERS HOWEVER WOULD NOT BE COVERED BY A MANUFACTURERS WARRANTY)**
6. **TRAINING:** MIDDLESEX SOUND AND LIGHTING WOULD BE PREPARED TO PROVIDE YOU AND YOUR DJ'S WITH A FULL EXPLANATION OF HOW TO SET UP AND USE THE EQUIPMENT ON COLLECTION. IF YOU REQUIRE FURTHER TRAINING THIS WOULD BE AN ADDITIONAL COST THAT WE COULD DISCUSS IF REQUIRED.
7. **NOTE:** ALL OF THE ABOVE EQUIPMENT IS READILY AVAILABLE FROM STOCK.

Ranu Mehta-Radia

From: stage control [ian@stagecontrol.com]
Sent: 06 September 2005 16:23
To: Ranu Mehta-Radia
Subject: Re: ENQUIRY FROM COMMUNITY LINK UP

Dear Radia

I am pleased to quote as follows for the equipment.

The speakers & power amplifiers I have changed to the Carlsborough Brand, the speaker stands I have changed to the Ultimax brand & the lighting stand to HQ Power. They are all functionally equivalent. I have also added to your list protective bags for the speakers & stands and three 6 metre mains leads to power the disco unit and the two lighting effects. We would supply the unit with the equipment ready fitted and wired into the consol ready for turn-key operation.

To supply

- 1 Console unit fitted with
 - 1 Numarc CDN22 twin CD player
 - 1 Numarc CM200 4 channel Mixer
 - 1 Carlsborough Powerline 800 power amplifier
- 1 Shure PG48 microphone
- 2 Carlsborough 12" 8 ohm speakers
- 2 Speaker bags
- 2 Speaker stands
- 2 Speaker stand bags
- 2 6m Speacon speaker cables
- 1 Martin EG 01 250watt effects lantern
- 1 Martin EG 03 250 watt effects lantern
- 1 Lighting stand with tee bar
- 1 Lighting stand bag
- 3 6 metre mains leads

For the sum of £2,425.00

The above price is in pounds Sterling nett exclusive of VAT and is valid for 30 days

I hope the above meets your requirements & I look forward to hearing from you in due course

yours sincerely

Ian New

----- Original Message -----

From:
To:
Sent: Friday, September 02, 2005 12:56 PM
Subject: ENQUIRY FROM COMMUNITY LINK UP

Dear Sir,
Community Link Up is a charity for people with learning disabilities based in Pinner and one of our succesful projects recently is a night club called Changes which is for people with learning disabilities and running from Kodak in Harrow.

We have to hire the equipment each time the nightclub runs, and are now in the process of applying for funding to enable us to purchase the equipment we use each time and need a quotation from your company to present to the funder.

Please can you send us on your letterhead a quotation to Community Link Up for the following equipment:

07/09/2005

PORTABLE CONSOLE

Numark CDN 22 Twin CD Player
NUMARK CM200 4 Channel Mixer
Carpet covered 242 equipment case
1 Unit pre wired rear panel
Shure PG48 MICROPHONE
Female XLR

SOUND EQUIPMENT

Wharfedale EVP155 Loudspeaker
SENNHEISER PE220 Adjustable Loudspeaker stands
MTA800 POWER AMPLIFIER
KAMKASE 2 UNIT 18" DEPTH AMPLIFIER
1 UNIT PRE WIRED REAR PANEL
6MSPEAKON - SPEAKON SPEAKER LEAD

LIGHTING EQUIPMENT

MARTIN EGO1 250watt MULITBEAM LIGHTING EFFECT
MARTIN EGO3 250WATT KALEIDOSPOCIC LIGHTING EFFECT
POWERDRIVE PO1 TRIPOD LIGHTING STAND

If you do not have quotations for the same equipment, a similar product would be fine, but we require the quotations fairly quickly.

I can be contacted by phone on 020 8868 5808
Or preferably pls email me by responding to this address.
Mrs. Radia,
Development Officer.

No virus found in this incoming message.

Checked by AVG Anti-Virus.

Version: 7.0.344 / Virus Database: 267.10.18/88 - Release Date: 01/09/2005

07/09/2005



East African Welfare and Development Concern

27 Northolt Road, Harrow, Middlesex HA2 0LH
Telephone: (020) 8864 7816 Fax: (020) 8864 7816
E-Mail: lmsalah@hotmail.co.uk

NAME OF THE ORGANISATION

East African Welfare & Development Concern

ADDRESS

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

TELEPHONE

020 8864 7816

AIMS OF THE PROJECT

The East African Welfare & Development Concern would like to supplement its advisory services with a training programme to enable East Africans, mainly women, to have access to valuable training programmes, leading to employment.

The organisation has been running ESOL classes for the past three years and has drawn a great amount of experience in designing and training for refugee women. Our next training classes will be **fashion and design and we urgently need funding to purchase the essential equipment for this course. (sewing machines, accessories etc.)**

Detail of the equipment.

Description	Qty	Price
Singer 4826	15 (169 each)	2535
Elna 6003 (Quil and patch work maker)	1	359
Steam presser	1	139
High speed overlock machine	2 (379 each)	758
Emproidery Sewing machine	2 (229 each)	458
Threads and machine accessories	(350)	350
Total		4599

BENEFICIARIES

In the first year, 100-120 people will benefit on 25-30 learners per quarter. In the second year and the following years the beneficiaries will be 120-160 people based on 30-40 learners per quarter. All people taking part of this project will be refugee women living in Harrow.

Other information please see attached.

COOPER SEWING MACHINES LTD

666-668 HIGH ROAD, TALLY HO CORNER
NORTH FINCHLEY, LONDON, N12 0NL
TEL: 020 8445 2977 FAX: 020 8446 5118

Thursday, 29 September 2005

F.A.O: Lula

Dear Lula,

As per our conversation, this morning, find enclosed the requested quotation.

Elna 6003 - £359 each
Singer 4826 - £149 each
Singer Steam Press - £209 each
Blanca Press (Professional/industrial press) - £599 each
Frister & Rossman Epochlock, 4 threads overlocker - £169 each

All stock available, but very low on the Singer 4826.

Kind regards

Eli Mayost

Sales Manager

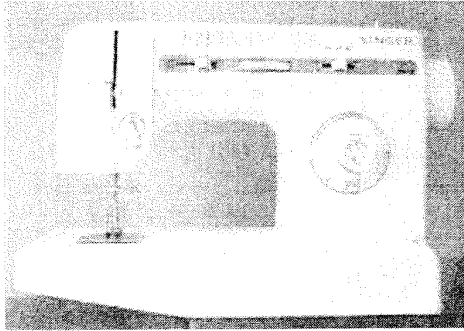
Director: J. Cooper-Isow
www.sewingmachinediscount.co.uk
Reg. No. 975232 Ballards Lane, London N12 8LY

Dear Zach,

Re: GRANT APPLICATION TO THE EDWARD HARVIST TRUST.

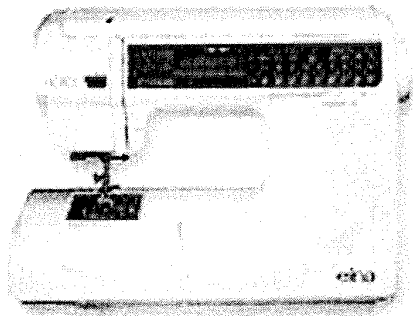
Here, I am providing the requested information:

1. Two sessions per week (3 hours per session).
2. 10-15 trainees at each session.
3. At the moment, we are using HASVO's office premises, but in the future we will look for a more suitable place.
4. Machines will be kept in lockers in HASVO's office. Insurance is something we have to keep in mind.
5. Please accept the second quotation that I got from the internet.

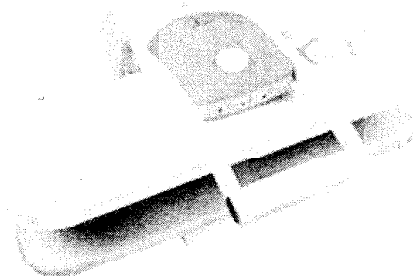


£229

Singer 4826 £169 GOING, UP TO

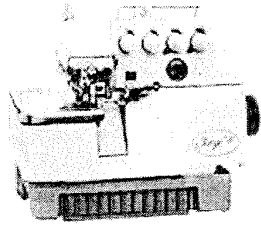


Elna 6003 QuiltersNOW £359

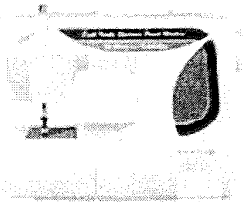


Silver Steam Press £139

QPFB-8



£379 FY747A High Speed Overlook Machine



PF5001 Domestic Embroidery Sewing Machine

£229



£125.00

Application to Edward Harvist Trust

EDO STATE WOMEN ASSOCIATION (ESWA)

12 SOMERVELL ROAD. HARROW. LONDON HA2 8TU. TEL: 020 8423 6669

UK REGISTERED CHARITY NO. 1089425

Edo State Women's Association (ESWA) was formed in December 1991 by a group of Women from Edo State, Nigeria living in the UK. It was inspired by the *Better Life Programme for Rural Women*, initiated by the former first lady of Nigeria, Dr. Mrs Maryam Babangida.

ESWA pursues an active partnership strategy with the general public and Harrow ethnic Communities, and with voluntary and statutory agencies to facilitate the best use of ideas and resources for the community, particularly people of African heritage. This way, we work together to identify common goals; (action against poverty) and promote broader and more sustainable development strategies and resources to meet the needs of all concerned.

BACKGROUND

We are a small, emerging organisation in Harrow for whom a small amount of funds will make a big difference. ESWA has relocated to South Harrow from London borough of Hackney where we have been working since 1991, providing much needed services for the local community. We run kids clubs and activities which include a holiday play scheme and trips to London attractions / theme parks etc, healthy eating workshops on African food for adults and youths, African dance / story telling in school.

BENEFICIARIES

Our projects are open to all, particularly people from BME groups in Harrow, Women / children, Adults and youths. Our youth project is open to all young people living in Harrow. Our football activity will help young people to gain better physical health, increased self esteem, confidence and skills. The youth's workshops activities will include sessions that young people can gain better understanding of the dangers in the use of drugs and alcohol.

We will make our activities as affordable and accessible as possible to enable all young people who face disadvantage to participate. This is to facilitate positive relationships among young people of different ethnicities.

PROJECT / ACTIVITIES

We have set up a youth club with a variety of activities including football. During the summer holiday we have practice sessions every Saturday morning. We are working to develop this project and organise workshops to address issues on the dangers of drugs abuse, career, leadership and citizenship.

GRANT REQUEST

Our new office is located in a space between two houses (picture enclosed). At present the space is not conducive to working environment. The grant will be used to pay for: Wall plastering, Floor lamination, Fix ceiling board and lighting to meet approved health and safety at work standards.

The office space has already been used as a contact point for our organisation. Our present volunteers use the computer and other facilities to research and search for funding, plan the project and meetings for committee members and prospective fund providers.

BUDGET:

-Building work	£3,750
-One desk and three chairs	£200
-Digital camera / accessories and printer	£450
-Volunteer expenses for 60days x £10	£600
TOTAL	<u>£5,000</u>



September 27, 2005

**11 Shelley Court
Eton Avenue
Wembley HA0 3BA
Middlesex
TEL/FAX: 02089002896
MOBILE: 07833970953**

**The Home Owners
12 Somervell Road
Harrow
Middlesex**

ESTIMATE

RE: Garage modifying into an office space

Works required:

- Plasterboards fixed to all the walls and ceiling in the room (approx. 100 sq meters),
- All of the surfaces made good to; skimmed with plaster; sanded down and painted;
- New lighting fitted on the ceiling;
- A partition wall built in the middle of the room, separating it into two separate rooms;
- A door with a frame fitted within the partition wall;
- Laminated flooring laid on the floor; including the under laying material;

TOTAL: £ 3750.00

The total includes the cost of all the materials and rubbish removal.

Health and Safety:

The contractor is to undertake the work having special regard to all health and safety procedures.

General:

All workmanship and materials used are relevant to British Standards; as the employer will be in occupation of the premises throughout the duration of the contract, the work is to be undertaken as to minimize any inconvenience to the occupation of the property.

Assuring you of our best attention at all times.

For and on behalf of M&M Maintenance.

Signed

Roma Gorska

MR GEE

52 WELLESLEY ROAD. HARROW. MIDDX. HA11 0N

TEL: 07939631921

Building contractors

14TH September 2005

EDO STATE WOMEN ASSOCIATION
12 SOMERVELL ROAD
SOUTH HARROW
HA2 8TU

**QUOTATION FOR BUILDING WORK: CONVERTING GARAGE SPACE
INTO OFFICE AND STORAGE AREA.**

- SUPPLY AND FIT PLASTER BOARD SEALING TO GARAGE
- SUPPLY AND FIT NEW LAMINATED FLOOR
- SUPPLY AND FIT PASTER BOARD TO WALL ON BOTH SIDE
- REWIRE CEILING LIGHTING, FIT NEW FUES BOARD, FIT SCURTING BOARD AND PAINT,
- SUPPLY AND FIT NEW DOOR AND DOOR FRAME TO PARTITION AREA
- PAINT AND DECORATE AREAS.

AMOUNT INCLUDING MATERIAS AND LABOUR: TOTAL £4,000

Dixons

DELIVERY NOTE

Maylands Avenue, Hemel Hempstead, Herts. HP2 7TG. Tel: 01442 353000

PLEASE USE BLOCK CAPITALS

Tel: 0208

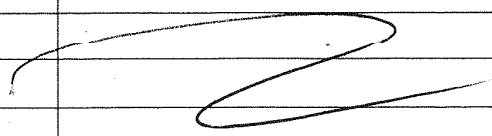
Branch Name	HARROW	Branch Number	0236
Customer Order Number		DATE	1 4 10 05

DELIVERY/INSTALLATION ADDRESS 4236669

NAME	EDO STATE WOMEN ASSO.
STREET	12 SOMERVELL RD
TOWN	HARROW
COUNTY	
POSTCODE	HA2 8TU

NAME AND ADDRESS OF PAYING AUTHORITY

NAME	
STREET	
TOWN	NAV
COUNTY	0208 8612105
POSTCODE	

PRODUCT CODE	QUANTITY	PRODUCT DESCRIPTION	RETAIL PRICE	
917851	1	KODAK 715	149	98
99 5	1	YEAR COVER PLAN	59	00
967851	1	KODAK Printer	149	88
	2	KODAK PRINTING PAPER	39	98
				
TOTAL NUMBER OF ITEMS	5	TOTAL VALUE TO BE INVOICED		

PAYMENT TERMS **THIS IS NOT A VAT INVOICE**

AN OFFICIAL INVOICE WILL BE SENT TO YOU UNDER SEPARATE COVER AND WILL BE DUE FOR PAYMENT WITHIN 30 DAYS OF THE INVOICE DATE. YOUR ATTENTION IS DRAWN TO THE ADDITIONAL CONDITION OF SALE OVERLEAF.

CUSTOMER ACKNOWLEDGEMENT
NAME OF PERSON RECEIVING GOODS (PLEASE PRINT)
SIGNATURE

ACCOUNT NUMBER	44884
AUTHORISATION CODE	
BRANCH ADDRESS	
MANAGER'S SIGNATURE	

DSG Retail Ltd. Registered Office: Maylands Avenue, Hemel Hempstead, Herts. HP2 7TG. Registered in England No. 504877 VAT No. 226 6599 33

PLEASE ENSURE THE DELIVERY NOTE SET IS INSERTED INTO THE TILL PRINTER WITH THE BOTTOM EDGE LEADING SO THAT THE OVERPRINTED DELIVERY NOTE NUMBER IS LOCATED IN THE BOX BELOW.

NOT VALID UNLESS OVERPRINTED

Top (White) Customer / 2nd (Green) Branch File



Pro-Forma INVOICE/DELIVERY NOTE

Jessop House
Scudamore Road
Leicester LE3 1TZ England
Tel 0116 232 0033
Fax 0116 232 0060
e-mail sales@jessop.co.uk
www.jessops.com

NAME EDU STATE WOMEN ASSOCIATION
ADDRESS 12 SOMERVELL RD 1253322
HARROW
HA 2 8TU

*Harrow
Branch.*

ACCOUNT No.
DATE 14.10.05
Tax point is date of payment

CODE	DESCRIPTION	QTY	PV	TOTAL PRICE
	Nikon Coolpix S600 CAMERA			
	inc. BATTERY CHARGER AND			
	128 MEMORY CARD AND CASE	1		199.97
	EPSON R320 Printer or	1		129.99
	similar			
				329.96
				inc. VAT
	EXT. GEE For 3 YEARS WHICH			
	inc. Accidental Damage -			£65-

Total Price includes VAT at the standard rate
V.A.T. No. GB 350 3281 86

For BOTH ITEMS

**HARROW
Anti-Racist Alliance**

PO Box 307, Middx HA2 0YD
Tel/Fax 020 8422 4849
Email hara@antiracistalliance.org.uk
International +44 20 8422 4849



Unity Diversity Respect

Harrow ARA is a multi-ethnic grass-roots organisation which supports people subject to racial discrimination, runs anti-racist training courses, offers work-experience and organises youth, arts, media, and health projects

EDWARD HARVIST TRUST

arts4REAL performing arts group

The group is a part of Harrow ARA and was formed in 1996. Since then it has worked on an original production for Black History Month every year. Productions have included "Who Are We?", "Windrush", "Ruff Justice", "Are We The Aliens?", and "Voyage Through The Ages" and have been performed in the Elliott Hall, the Travellers Studio, and at various venues in other boroughs.

In recent years the group has also been invited to perform in the Harrow Arts Festivals, Refugee Week, and the Words Live Festivals. The group is now performing about 10 times a year in a variety of venues and to diverse audiences, however 80% of its performances are in Harrow.

The group currently has 11 Harrow performers from diverse backgrounds and different age groups and can rely on other Harrow ARA members for backstage assistance. Audiences range from 20 to 400 depending on the event and the venue. The group is now in its 3rd year of funding from Lifelong Learning for the workshop facilitator.

Because of increased demand for the group's anti-racist performances, the group is now desperate to acquire funding for costumes and stage props, and for hiring an appropriate rehearsal venue on a regular basis. Harrow High School, which is in a very central location in Harrow, has been identified as a suitable venue and arts4REAL would like to apply for funding for a weekly two-hour rehearsal in the school's Drama Studio for 2 years.

Costing:	Studio hire	-	£20 x 2 hours x 86 weeks	-	£3440
	Costumes/Props	-	£ 50 x 20 performances	=	<u>£1000</u>
					<u>£4440</u>

arts4REAL would use a Harvist grant along with the Lifelong Learning funding as a basis for applying for a longer term medium-sized development grant from an external funding source.

29/09/2005.

Sharon Dunbar
Treasurer

HARROW COUNCIL LONDONThe Edward Harvist Trust Grant Application Process**1. Name of Organisation:**

- Harrow Council for Racial Equality

Aims of Organisation:

- To work and provide support for the local community organisations and individuals from black and other ethnic minority communities
- To continuously work towards eradication of racial discrimination and harassment
- To promote equal opportunities to all sections of the community

2. Beneficiaries HARROW COUNCIL FOR RACIAL EQUALITY
Number of users STAFF MEMBER

Proportion of users who are Harrow residents 100%

Main area where organisation works

- SERVICING NEEDS OF BLACK ETHNIC MINORITY COMMUNITY

3. What we are applying for.

- Photocopier machine

And why

- To replace and update our current photocopier

4. Evidence of any match funding

- Nil

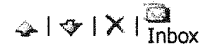
5. Financial information

- Income for current year
 > £246457.50
- Name of funders and amounts
 > PLEASE SEE ATTACHED STATEMENT
- Copy of latest annual report
 > Enclosed

<Les.Moroney@bs.Konicaminolta.co.uk

>

Sent : 14 October 2005 16:24:42
To : hcre@hotmail.com
Subject : Konica Minolta Photocopier Quote



Attachment : di2510.pdf (0.56 MB), bizhub_c350.pdf (1.94 MB)

As agreed please find below costs for Photocopiers as agreed this morning

2510 (25cpm) Black & White

Purchase Price £2,782
3 year lease £201.00 per quarter
5 year lease £140.33 per quarter
Service cost 0.453p per copy includes Toner

C250 (25cpm) Colour

Purchase Price £4,321
3 year lease £363.00 per quarter
5 year lease £251.00 per quarter
Service cost 5.79p per copy Colour
0.579p per copy Black & White

Should you require any further information please do not hesitate to contact me.

Regards
Les Moroney

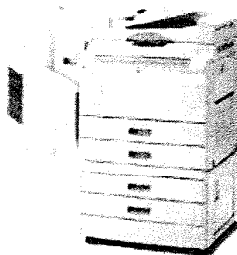
FT4822

Discontinued

22 CPM, A3/A4 Black & White Copier with standard duplex.

The "FT4822 " was discontinued in September 2001.

This page is for information only. Supplies will be available for up to 5 years from the discontinuation date.



[Brochure Downloads](#)

[Print Page](#)

Colour Copy Print Scan Fax

EDP Code:	209779K1
RRP (exc VAT):	£4250.00
The price is the recommended retail price of the base product configuration and may not be representative of the product configuration depicted.	

[Description](#) [Specifications](#) [Options](#) [Supplies](#)

Specification

Key Feature Summary:

Core Functionality	Copier standard
Speed	22 ppm B&W
Analogue/Digital Machine	Analogue
Type - Desktop/Console	Desktop
Colour/B&W	B&W
Duplex Capability	Automatic Standard
Paper handling - paper size	up to A3
Finishing options	Sorter Stapler
Application	Workgroup (5-24 users)
Volume Range Category	Mid
Paper feed	ADF option

General Features:

Configuration	Desktop (stationery platen)
Copying process	Dry Electrostatic Transfer System
Warm-up time	Less than 60 sec
Dimensions (W x D X H)	848 x 655 x 582 mm (without platen cover)
Weight	Less than 80 kg (without platen cover)
Power source/supply	220, 230, 240V/50, 60 Hz, 110V/60 Hz

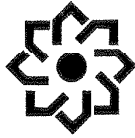
Power consumption	Max 1.45 kW (copier only) Max 1.5 kW (full system)
Other features	Auto image density Auto Magnification selection (AMS) Auto paper selection (APS) Book copy Erase edge/centre mode Halftone mode Mixed size original mode (with optional ARDF) Special size paper mode User codes (50) User programmes (5)

Paper Handling:

Paper Input/ Capacity	1 x 500 sheet tray 1 x 1000 sheet LCT 40 sheet bypass
Paper weight	52 - 128 g/m2 for LCT 52 - 157 g/m2 for multi-bypass tray 64 - 105 g/m2 (duplex tray) 64 - 90 g/m2 for paper trays

Copier spec:

Copier size	Max A3 (297 x 420 mm) Min A6 (105 x 148 mm)
Multiple copying	up to 999
Originals	Book/sheet (Max A3)
Duplex copying	Max A3 (297 x 420 mm) Min A5 (148 x 210 mm) 50 sheets



Harrow Iranian Community Association
Charity Registration No: 1087792

Web: <http://www.hica.org.uk>
Tel/Fax: 020 8426 4308

27 Northolt Road, South Harrow, Middlesex, HA2 0LH

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

15 September 2005

Re: Grants to Voluntary Organisations

Harrow Iranian Community Association (HICA) was formed in 1991 with the primary objective of assisting Persian speaking (Farsi / Dari / Tajiki) residents of Harrow and its neighbouring boroughs with respect to education, health, settlement, family problems, benefits and housing. Currently the association runs the following projects simultaneously:

1. Saturday Mother Tongue Language School offers Persian language tuition for pupils between the ages of and 5-16 years.
2. Children's football club provides the youth with physical fitness and promotes team play.
3. Consultation and advice in domestic matters. Genuine cases are referred to specialists in the field. Legal matters are directly referred to solicitors and statutory organisations.
4. Youth Advice centre in collaboration with east African Somali community, supplementary classes.
5. Elderly and senior citizens luncheon club.

The present application relates to the Elderly and Senior Citizen's Club with the objective that conforms to "The relief of elderly and disadvantaged inhabitants of LBH". Since January 2005 we have been running an elderly and senior citizens luncheon club, the club creates a local group for the elderly providing support where they can meet other people and share experiences, information and ideas to help each other. At these groups we are able to give support and assistance to the members who are isolated so that they can enjoy the company and be introduced to local activities and information happening in Harrow and surrounding areas. As part of our work we do networking with other local organizations such as Harrow Pensioners Forum, translating all the relevant leaflets and information we receive and passing it on to our members.

The project has been very successful and has been welcomed by members attending regularly on weekly basis. 3 of our member are elderly and disabled and 4 are house bound. We recognize that there is the need for the elders of our community who have

**COMMUNITY
FUND**
Lottery money making a difference



the problem of language barrier and can not easily access the resources in the community and the project can provide that crucial link

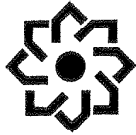
This project cost almost £6,500 annually in the form of venue hire, refreshment, transportation and volunteer's pay.. We have already raised £1500 and would appreciate to receive the balance of £5,000 from Edward Harvist Trust.

For any further information about HICA, please do not hesitate to call me see our website. www.hica.org.uk

Yours Sincerely



P. Nouroozi
Coordinator



Harrow Iranian Community Association
Charity Registration No: 1087792

Web: <http://www.hica.org.uk>
Tel/Fax: 020 8426 4308

27 Northolt Road, South Harrow, Middlesex, HA2 0LH



Mr Zach Stavrinou
Temporary Grant Officer
London Borough of Harrow
Civic Centre
Harrow

Re: Edward Harvist Trust Grant

14 November 2005

Dear Mr Stavrinou,

Following our telephone conversation, I am hereby sending you breakdown of the expenses of "Elderly club" for the year 2005-06. (40 weeks per annum). We expect that each session will be attended by 25-35 persons.

1. Venue Hire	1,600
2. Transport and fuel	800
3. Refreshments	1,200
4. Volunteers Pay	1,200
5. Publicity	200

Sub Total £5000.

Sincerely

P. Nouroozi

Coordinator



**COMMUNITY
FUND**
Lottery money making a difference

Proposal to the Edward Harvist Trust by Harrow Recreation Ground Users Association

1. Harrow Recreation Ground Users Association (HRUA)

The HRUA was founded in April 1992, and is an association of volunteers who work together to promote an active community life within Harrow Recreation Ground, and also to give voice to the interests of all park users in the area. The association holds a series of community events through the year, including an annual kite day in April, a series of Tea in the Park events in association with Harrow Town Band, a large scale Fun Day held at the end of the summer school holidays, and an annual Christmas tree dressing ceremony. In 2003, the organisation received an Awards for All grant for a big community mural project, which was a great success, the results of which can be seen in the new park pavilion. HRUA also works closely with the council, and regularly offers help with suggestions about tree planting, the provision of facilities, and the general care of the park.

Our current project proposal is for the staging of an open air festival of the performing arts, which would feature drama and music, along with other performance acts like poetry and dance. The event would be spread over one day, a Saturday or Sunday in either May or June 2006, and would most likely occupy the centre of the park, in the former croquet lawn and putting green areas.

2. Beneficiaries

There are currently about 290 members of HRUA, all of whom are a cross section of a much larger number of regular park users. In all the events organised by HRUA, large numbers of people come along to participate, and many, perhaps most, are not actual association members. This reflects the intentions of the group, as it seeks to represent all users of the park. Over the course of the year, many thousands of people use the facilities in the grounds, and for the association's community events, several hundred people, ranging from children to the elderly, actually take part. Most of the participants are local residents, but for events like the Kite Day, families have been known to travel some distance in order to take part. For the project visualised, an audience of several hundred would seem a likely forecast, and as it is a park-based activity, a considerable number of park visitors will probably come to view parts of the event throughout its performance.

The park is located in the Headstone South Ward of Harrow borough, and is the closest large park to central Harrow itself. It has thriving football, cricket and bowls clubs, and is a prime recreation site for all members of the local community.

3. Project Proposal

We would like to submit a proposal for a one-day festival of the performing arts, to be held in Harrow Recreation Ground (Harrow Rec). The event would most likely take place in May or June 2006, and would be located in the central area of the park, in the

sections formerly used as a croquet lawn and a putting green. Two small stages would be set up at different points, and on these would be performed a succession of acts. The proposal ties in with a larger bid currently being considered by the Arts Council, which would be to finance the staging and tour of one of the plays intended for the park festival, but the Harrow event is a specifically park-based event, seeking to promote local arts groups along with the park itself.

There are a variety of different performing arts we would like to stage during the day, and these would include the following:

1. Several one-act and short plays, which would take place through the afternoon on one of the stages
2. Different musical groups and musicians, particularly from the diverse cultures in the borough – these would take place on another stage in the park
3. Other types of performance, like dance and poetry, which could share the stages with the previous two kinds of performance.

The event would be spread over an approximately 5 hour period, from perhaps 1pm - 6pm, and would require a minimum of technical equipment. Emphasis would be placed on keeping the event as “acoustic” as possible, so that noise levels would not interfere with the different acts. Stewardship of the event would in part be provided by members of HRUA, working in conjunction with Harrow Council and the groups taking part, and refreshments would be bought in for the event and provided by the park association.

As the event is intended to be held in the open air, the possibility of rain would also be taken into account, and the stages would be provided with some form of canopy protection. This would be overseen by one of the festival organisers, who has a wide experience of set design and arts-based construction projects. Seating and tables are readily available through the park’s facilities, and little else would be needed in terms of equipment to stage the event.

The festival would be publicised as broadly as possible through posters, the Harrow New Theatre Writing Project, local community organisations taking part, and also schools, which would be warmly encouraged to participate. Dave Corby from Harrow Parks Department has broadly welcomed the proposal, and in conjunction with the Arts and Leisure Department (which has also provided considerable support and advice) could promote the event through the council’s website and contacts with other organisations. The local press, which regularly advertises forthcoming HRUA events, would also be contacted, as would other media organisations, such as the London Arts programme on ITV.

In terms of potential performers, a number of acts have already expressed an interest, including a community arts drama group, which has been set up to perform a new play with a combination of professional actors and members of community organisations. Several local schools are also interested in performing locally, including Norbury First and Middle School in Greenhill ward. The Harrow Refugee Forum would also be contacted, along with other community groups. The festival

would be canvassed on as broad a basis as possible for participating acts, and would be promoted as an occasion to showcase talent in the community, as well as raising the profile of Harrow Recreation Ground, particularly now as a potential venue for lively engagement with the arts.

Costing the Project

The funds applied for would pay for the expenses of performing artists and groups, expenses incurred by HRUA and other participating community groups, hiring stage equipment and other additional costs listed below. A breakdown might be as follows:

(i) Costs of performing artists

Many of the groups participating would be voluntary groups, who perform to a very high standard but on a non-professional basis. As such their costs would be relatively small, centring on transport, equipment hire, etc, but taken in total might amount to a fairly substantial figure, perhaps £1,000. There would be a number of professional actors and musicians taking part, and taken together, their costs might be in the region of £2,000. For instance, one of the plays which could be performed, "The Last Flight of Merlin", features in its cast a core of 5 professional actors, and for a matinee performance their cost would amount to £500. Similarly, a professional musician might charge a sum of money anything between £50 - £200, and with, for example, seven of them performing at different times through the afternoon, a sum of £1,000 might easily be reached. All in all a figure of **£3,000** would be a reasonable sum around which to budget.

(ii) Hiring and Installation of Stage Equipment

The cost of hiring two stages, one at 6m x 4m and the other at 3m x 2m, would cost approximately **£800** (please see included quotations), including delivery, installation and disassembly. Additional materials, like the construction of a temporary canopy, provision of tarpaulins, etc, would be overseen by members of HRUA, and would cost approximately **£200**. The final figure arrived at is **£1,000**.

(iii) Catering

Catering for the afternoon would be light, with drinks and snacks purchased by HRUA for distribution. A sum of £200 should easily cover these costs: **£200**

(iv) Additional Costs

As with all public events and festivals, costs can often be incurred from unexpected sources, but a likely inclusion to the festival costs would be the provision of toilets (please see quotations) These would amount to about **£400**, and there would also be a few likely hidden costs which would not become apparent until the event itself. These, however, should be easily met by a sum of **£200**. The additional costs total would thus amount to **£600**

FINAL COST

The sum currently applied for would be **£4,800**. The money would be managed with the utmost care, and accounts would be provided for the Trust during and after the event to ensure complete transparency in dealing with accounts.

The grant would finance an exciting and challenging new venture for the HRUA, and also open out the creative possibilities for a large number of local groups, schools and organisations. It would promote community awareness and engagement, and help develop the park as a rich, multi-cultural venue for a broad range of activities. With respect to the latter point, the central area of Harrow Rec. has been much neglected in recent years, and the festival would help reinvigorate a particularly attractive section of the park.

4. Match Funding

The current application would be included with a large application presently under consideration by the Arts Council. This is for a substantial grant of £26,120, which would help to finance one of the plays lined up to take part in the Harrow Rec. Festival. The play, "The Last Flight of Merlin", will feature a cast of professional actors working with several community groups to stage a completely new work. The production would perform at venues in Harrow, Brighton, Glastonbury, and South Wales, and would form part of the current New Theatre Writing Project taking place in the borough. As such, a part of the festival costs could be defrayed by the Arts Council grant, in the event of a successful bid (notification should be by December), but should this be unsuccessful, the Harrow Festival would still be in a position to take place.

There would be a considerable amount of support in kind throughout this event, with much back up provided by community group volunteers, whose goodwill and generous support cannot be overlooked at such a time. The HRUA depends on its members for the effectiveness of its events, and it is on the strength of its volunteers that so many of these successfully take place. A committed and reliable core of helpers could be depended on in all of the community groups who would participate in the festival, and the event would be celebrating their contribution as much as the performances themselves.

5. Financial Information

Please find attached a signed copy of HRUA's current annual accounts.

Subj: **Stage Hire**
Date: 30/09/2005 13:34:37 GMT Standard Time
From: info@fts-uk.demon.co.uk
To: Lawrencemathias@aol.com

Dear Lawrence,

I propose that we supply stages as follows;-

Stage 1 5m x 3m
Stage 2 8m x 4m

Stages can be 1ft or 2ft high, and come with black skirt and steps (2ft only)

Cost for the above would be £722.50 + VAT, inc delivery and setting up.

If you are really stretched we could reduce the small stage to 4m x 2m, but I think this would be too small for the musicians. Cost would then be £699.50 + VAT

The stages are black paint finish and would need to be protected from rain by a suitable canopy, both because water will cause damage, and the surface will become dangerously slippery when wet.

We also assume that the site is solid, as the stage sits on pole legs which will sink into soft ground.

We can also supply handrails if required for the back of the stage, at £5 per metre + VAT

Trust this is all ok, look forward to hearing from you.

Regards

Dave Parks

Quotation from Steel Deck – Stage Suppliers

Cost of hire of two stages, one at 16ft x 10ft and the other at 10ft x 8ft, both at raised level of 2ft off ground, with handrails and steps, and including costs of delivery, erection and disassembly
- **£484.45+VAT**

However, by May/June of next year costs can be expected to rise, possibly substantially, owing to fluctuating costs of steel, and certainly because of increasing delivery costs

*Steel Deck
King's Cross
London
020 7833 2031*

(Quotation provided over the phone)

Quotation from LOOS-4-U portable toilets

2 portable toilets for use over the afternoon period of festival:

£170+VAT per toilet for the weekend (charged just for the day)

Cost of two toilets: **£340+VAT**

(Quotation obtained by phone – Loos-4-U – 0800 138 6388)

Quotation for same obtained from Elliott Lohire

2 portable toilets with same requirements as above:

Cost of two toilets: **£340+VAT**

(Elliott Lohire: 0800 591373)

HARROW SHOPMOBILITY*Member of the National Federation of Shopmobility.**Affiliated to Harrow Association of Disabled People & Harrow Association of Voluntary Service*

Registered Charity No. 1044173

37 St George's Centre
St Ann's Road
Harrow HA1 1HS

Tel/Fax: 020 8427 1200

e-mail: harrowshopmo@tiscali.co.uk

29th September 2005

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

Dear Sirs

**APPLICATION FOR A GRANT OF £4399.90, TO PURCHASE
2 ELECTRIC SCOOTERS & 2 WHEELCHAIRS**

Harrow Shopmobility is a small registered charity whose objective is to provide access to Harrow Town Centre, and surrounding areas, for those who, for whatever reason, have a mobility problem that would otherwise deny them access. Building on other transport facilities used to reach our service - taxi, Dial-A-Ride, private car, public transport -we provide the vital final link to the shops and other facilities by loaning out electric scooters, powered chairs, & wheelchairs for up to 6 hours on a daily basis, and wheelchairs for up to 3 weeks home use, free of charge.

Currently we have just over 2000 registered users and about 55% of these are Harrow residents. In 2004 we made 1636 short-term loans of electrical equipment (scooters, power chairs & wheelchairs). In addition, we had our wheelchairs out on loan for a total of 2240 days. The provision of this service requires us to provide and maintain a wide range of scooters and wheelchairs to suit the varying needs of our users.

Funding is now sought for the purchase of 2 electric Shoprider Cordoba scooters and 2 wheelchairs from Mobility One. This equipment can cater for our larger users and is in anticipation of the need to replace our current heavy-duty scooter and to address the increase in the demand from larger users.

I attach two written quotations for the scooters and you will see that our proposal relates to the lower of these, which we think represents the best value for money. We were unfortunately unable to acquire matching quotations for the wheelchairs but believe that the Standard Steel heavy-duty chair from Get Up & Go will be comparable to the offerings from Mobility One.

In addition I attach our accounts for the year 2004 (the last year for which we have audited accounts) plus a financial summary for the months of January-August 2005. You will see that the only funding from a grant making body received this year was our SLA grant from Harrow Council. We have applied to the North West London Community Foundation for a £600 grant towards the cost of insurance for 2005/06, but do not know whether this application has been successful.

If you require any further information please let me know and I will be happy to provide it.

Yours faithfully



Ian Smith, Chairman

Enc.

Harrow Shopmobility
For the Attention of
Ian Smith
17a Bellfield Avenue
Harrow Weald
Middlesex
HA3 6ST

Unit 3A Green End Business Units
93A Church Lane Sarratt Herts WD3 6HH

Tel: 01923 268467
Fax: 01923 265470

23rd September 2005

Quote

Shoprider Cordoba Scooter (rrp £3950.00) our price to you **£1995.00**

Heavy Duty 8mph Scooter with 220kgs (35st) capacity

Mobility One

Specialist Suppliers of Mobility Products
"Replacing limits with boundless new horizons"

13th September 2005

Dear Mrs Tenby

Many thanks for contacting *Mobility One* this morning, concerning the purchase of a Heavy Duty 4 wheeled mobility scooter for use by a person weighing 30 stone or more, and a medium sized 4-wheel scooter.

As I am sure you are aware, *Mobility One* have special negotiated rates for Shop Mobility Schemes up and down the country. Therefore, we are able to supply you with the following products at an amazingly low price.

Shoprider Cordoba (Heavy Duty)	RRP £3950.00	Our Price £1950.00
Shoprider Sov 4 (Medium Size)	RRP £1895.00	Our Price £795.00

The Shoprider Cordoba can support up to 35 stone in weight, and has a battery life of 35 mile to each charge.

The Shoprider Sovereign 4 scooter is one of the most popular 4-wheel scooter with ShopMobility Schemes now. It is a sturdy Class 2 vehicle at an exceptionally low price.

Mobility One look forward to welcoming you on board as our newest ShopMobility clients, and developing a long lasting business and personal relationship with all of your team.

Once you have had a chance to look over these Mobility Products, if you would like any further information on them, or if you would like to go ahead and purchase one, please do not hesitate to either email me at del@mobilityone.co.uk or call us on our Free Phone number, 0800 404 7067.

We look forward to assisting you with your mobility needs.

Kindest regards

Derek Malam

Derek Malam
Mobility One
del@mobilityone.co.uk
0800 404 7067

Head Office: 20-22 Richfield Avenue, Reading, Berkshire. RG1 8EQ
Offices in Northampton, Devon and Orlando Florida.
Telephone: 01189 526 908 Fax: 01189 509 262
www.mobilityone.co.uk

Harrow Shopmobility
F.A.O. Christine Tenby
37 St. George's Centre
St. Ann's Road
Harrow
Middlesex
HA1 1HS

Unit 3A · Green End Business U
93A Church Lane · Sarratt · Herts · WD3 6

Tel: 01923 2684
Fax: 01923 2654

20th September 2005

Cost of Heavy Duty Manual Wheelchairs.

Standard Steel Heavy Duty

Max User Weight 20 Stone
Seat Width 22"
Self Propel
£289

Classic 160

Max User Weight 25 Stone
Max Seat Width 22"
Self Propel
From £685

Imperial Special

Max User Weight 23 Stone
Seat Width 24" and Depth 19"
Self Propel or Transit
£727

Imperial Special

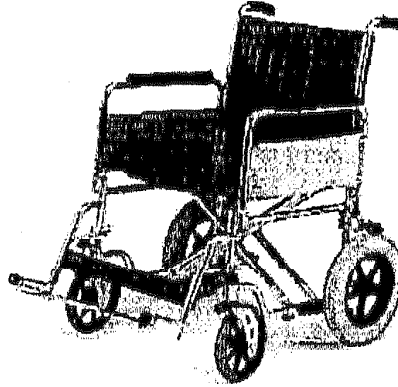
Max user weight 30 Stone
Seat Width 24" and Depth 19"
Self Propel or Transit
£834

Please do not hesitate to contact us if you require any further information.

Mobility One

Specialist Suppliers of Mobility Products
 "Replacing limits with boundless new horizons"

Mobility One 1485 Transit Heavy Duty Chair



Specifications	
79cm	Length
68cm	Width
91cm	Height
50cm	Seat Height
40cm	Seat Depth
51cm	Width Between Arms
40-53cm	Seat to Footrest
22kgs	Weight of Product
23 Stone	Maximum User Weight

Car Transit Heavy Duty Wheelchair with Detachable Arms and Swing Away Footrest

- 30cm pneumatic rear wheels
- 20cm front solid tyre swivel castors
- Upholstered vinyl seat and back
 - Detachable arms
 - Padded armrests
- Swing away detachable footrest adjustable height with heel strap
 - Elevating leg rest optional
- Chromium plated heavy-duty steel tube

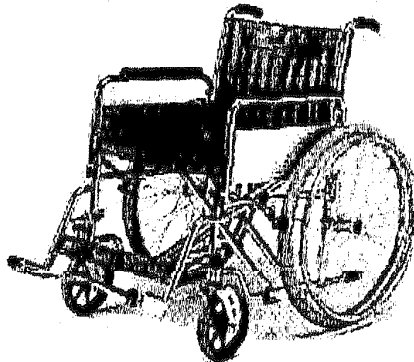
£249.95 including delivery.

Mobility One – 20 – 22 Richfield Avenue, Reading, Berkshire RG1 8EQ
 Telephone 01189 526 908
 WWW.MOBILITYONE.CO.UK

Mobility One

Specialist Suppliers of Mobility Products
"Replacing limits with boundless new horizons"

Mobility One 1472 Self Propelled Heavy Duty Chair



Specifications	
114cm	Length
73cm	Width
93cm	Height
50cm	Seat Height
45cm	Seat Depth
50cm	Width Between Arms
40-53cm	Seat to Footrest
24kgs	Weight of Product
23 Stone	Maximum User Weight

Self-Propelled Heavy Duty Wheelchair with Detachable Arms and Swing Away Footrest

- 60cm self-propelling spoke pneumatic rear wheels
- 20cm front solid tyre swivel castors
- Upholstered vinyl seat and back
 - Detachable arms
 - Padded armrests
- Swing away detachable footrest adjustable height with heel strap
 - Elevating leg rest optional
 - Chromium plated steel

£249.95 including delivery.

Mobility One – 20 – 22 Richfield Avenue, Reading, Berkshire RG1 8EQ
Telephone 01189 526 908
WWW.MOBILITYONE.CO.UK

HARROW SHOPMOBILITY USER STATISTICS

Summary-2005/CT/September 05

	Members to date		Escorts	Manual journeys	Electric journeys	Total Man/Elec	Cumulative journeys to date
	Members	Users					
1994		73	--	58	89	147	
1995		204	31	162	258	420	567
1996	45	410	68	289	494	783	1350
1997	54	573	12	284	786	1070	2420
1998	60	744	24	281	1325	1606	4026
1999	105	895	14	261	1246	1507	5533
2000	130	1092	5	238	1435	1673	7206
2001	135	1293	2	267	1395	1662	8868
2002	187	1504	6	249	1260	1519	10387
2003	215	1716	--	243	1430	1673	12060
2004	243	1942	--	226	1410	1636	13696

Please note: The total in 'Current members' takes into account notified Users that are deceased, have moved, etc. The total in 'Long-term no. of new Users' - the User is only counted once in any 1 letting, & may cover part of 2 months.

2005	New Members	Current Members	New Users	TOTAL Registered Users	DAILY JOURNEYS			LONG-TERM WHEELCHAIR LOANS			TOTAL ethnic Users	TOTAL age 60+ Users	TOTAL different people	
					electric	manual	TOTAL	Cumulative JOURNEYS this year	no. of NEW loans	Days on loan				Cumulative DAYS this year
Jan	6	248	13	1955	108	18	126	--	9	135	--	33		92
Feb	4	251	19	1974	87	13	100	226	12	153	288	28		75
Mar	1	252	13	1987	89	17	106	332	16	302	590	22		80
April	4	255	22	2009	126	21	147	479	8	232	822	26		95
May	2	256	16	2025	112	13	125	604	16	172	971	24		106
June	1	257	17	2042	96	13	109	713	13	213	1184	30		90
July	2	258	13	2055	110	15	125	838	23	290	1479	36		102
Aug	--	258	14	2069	102	15	117	955	15	245	1724	26		97

Application for the Edward Harvist Trust

1.

Name of your organisation or group	HARROW SOMALI WOMEN 'S ACTION GROUP (HASWAG)
Your address	Community Premises 27 Northolt Road South Harrow Harrow Middlesex
Postcode	HA2 OLH
Telephone number	020 8426 5900
Fax number	020 8426 5900
e-mail address	amkalib@.com
Contact Person	Asha Kalib

Aims of the organisation:

Harrow Somali women action Group aims are to assist and support Somali women and their young people who live in the London Borough of Harrow. The Group will aim to break the barriers affecting Somali women and their family to encourage to them to mixed with other communities so that they can learn from other cultures and get more confidence to contribute to society.

HASWAG advice on education, training employment opportunities especially for young people. HASWAG will work with the young people and assist them with their education and school attainment levels, transition from primary to secondary school and those who are school leavers with out a qualification. Issues surrounding exclusion from school, youth activities and health related issue and overall to improve and enhance the lives of the Somali women and their young people and to help them integrate into the main host community.

The project which we are seeking for funding

We run successful youth career advice workshops last round with the help of Fast forward Grant. We are planning this now to ran every two weeks advice surgeries for the Somali youth in a more focused way. We have selected about 15 youth from the last programme and we will work with them closely and help them to go to full time employment or to go to full time further or higher education. The project will link-up with other local career advice, counseling, education, training, employment related agencies and will involve them to contribute to these surgeries.

2. Beneficiaries:

The beneficiaries of the Somali young people and their family in Harrow. These target groups are relatively one of the most deprived and socially excluded youth in the country. These groups have the high percentage of school leavers and have little or no qualifications.

Project will help them to understand about the world of work, about different jobs and skills required for each job. It will also help them to raise their awareness and understanding about progression routes in further education and will provide them taster programmes through one2one coaching and mentoring.

Item	Amount
❖ Fees for one trainer/advisor	1600
❖ Volunteer Expenses	600
❖ Advertisement	200
❖ Travel costs for trainees	800
❖ Refreshments	600
❖ Stationery	300
❖ Postage and printing	250
❖ Telephone	250
❖ Admin Cost	400

Total

£5000

3. What you are applying and why.

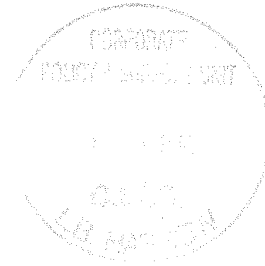
Harrow Somali Women's Action Group (HASWAG) previously run bilingual youth career focus programs and successfully achieved the aims of the project. It is proven most that Somali young boys are failing in achieving their educational goals and are hanging around Wealdstone centre area or streets of Harrow. This project aims therefore to assist these young men with mentoring advice, information and guidance as well as career focus programme

Financial information:

1. L.B. Harrow	£5,000
2. BBC Children	£4222
3. NWLCF	£700

HARROW SOMALI WOMEN'S ACTION GROUP
(HASWAG)

27 Northolt Road, Harrow, Middlesex HA2 0LH
Telephone/Fax: 020 8426 5900 Mobile: 07984 792 116



Interim Statement of Account for the Edward Harvist Trust

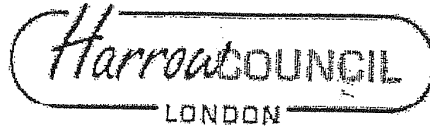
1. We are planning 20 Sessions ,Twice A week
2. We Expect 10 trainees to take part at each session.
3. 4 Volunteers are going to take part at each session.
4. The Sessions will take place at the community premises.

Volunteers Expenses@ 3X£10X20 Sessions	£600
Trainees Travel Expenses@ £4X10X20 Session	£800
Refreshment@ £3X10X20 Session	£600
Total Beneficiary & Volunteers Cost	<u>£2000</u>

HARROW YOUTH & COMMUNITY PROJECT



Supported by



Harrow Youth and Community Project
Community Premises
27 Northolt Road
South Harrow HA2 0LH
Telephone No-0208-206-0884

Charity Reg.no.1105331
September 14th 2005

To Charlotte Clark

Harrow Youth & Community Project would like to apply for £3,558.27 funding from the Edward Harvist Trust towards the setting up of the Senoir Citizens Club, which the Project is looking to have up and running on at least a one year trial basis before the end of 2005, with the proposed venue being in the Kenmore Park Hall, where the Project is currently running a Youth Club on Thursday evening's

The final survey for the Senior Citizens Club, which is being done on the Kenmore Park Estate, is due to be completed by the end of September, and the results should help the Project to get a free let, just as the Youth Club is currently getting as Harrow Housing Services Department have been a great help, and that is why no mention of rent is made in the Project's application for funding.

The Senior Citizen's Club when up and running will be on Thursday afternoons from 1.30pm to 3.30pm, and will run on a free membership basis, open to all in the survey area, with all volunteer worker's C.R.B. cleared. Age Concern have already been contacted, and said that when the Senior Citizen's Club is opened, then contact them again.

The objective is to reach the disadvantaged, the distressed those who are socially isolated. In order to provide some social inclusion, trips, leisure activities, and helpful information for the elderly. Enhancing the quality of life of older people, giving them a voice, as most of the planned activities were gained from the two previous survey conducted in the Kenmore Park area that asked what kind of activites they wanted, and by the time the final survey is done we could have at least 20 - 25 users to start with. The survey showed that trips were mentioned, and Brighton was among a possible seaside trip, along with special lunches. We also plan that relevant information such as Winter Fuel Payments be made available for users

Please find enclosed requested information. Below is the budget of £3,550.27.

Trips: Brighton & Eastbourne	£1000
Bingo Equipment (C1282/1330)	£258.27
Refreshments at club weekly	£900
Publicity	£100
Insurance	£250
Accounts	£250
Volunteers Travel Expence	£230
Telephone	£200
Teapot, Cups, Spoons	£120
Aerobics	£200

TOTAL £3,558.27

Please contact me if you need more information.

Yours truly

H.C. Carty
Project Co-ordinator

Report on Survey carried out on Kenmore Estate September 2005, sent out by Harrow Housing Department, Tenant Participation Unit on behalf of the Harrow Youth and Community Project

A survey was sent to 650 homes asking residents if they would like an Older People's Club in Kenmore Hall on Thursday afternoons and if they would be interested in attending the club.

Addresses included in the survey were:

Boothman House
Brackner Road
Cody Close
Farman Terrace
Graham White House
Henson Path
Kenmore Road
Liddell Road
Moorhouse Road
Paulhan Road
Waghorn Road
Warneford Road

95 responses were received.

1. The statement "I think that it would be a good idea to have an Older People's Club in Kenmore Hall on Thursday afternoons" appeared on the form. Respondents could tick either yes or no.

91 people thought it would be a good idea to have an older people's club in Kenmore Hall on Thursday afternoons. 2 people did not think it would be a good idea. One respondent did not indicate why they were not in favour of the club. However the other respondent from Warneford Road wrote "I live on this road and I know the trouble of parking caused by the school. My drive constantly has other people's cars parked across it. We have often complained but it falls on deaf ears. So no, I think it is a bad idea at that time of day. We are pensioners and we would welcome somewhere to go but not on my door step." 2 respondents did not tick a box so were neither for or against the idea.

2. The statement "I would be interested in attending an Older People's Club in Kenmore Hall on Thursday afternoons" appeared on the form. Respondents could tick either yes or no.

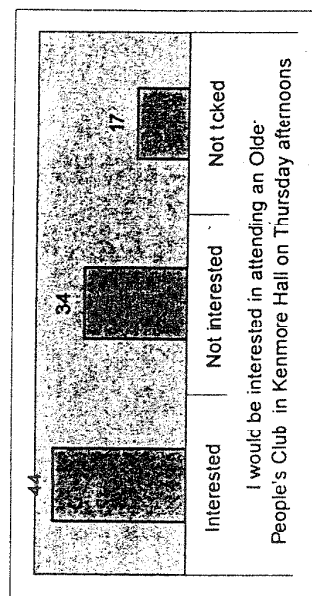
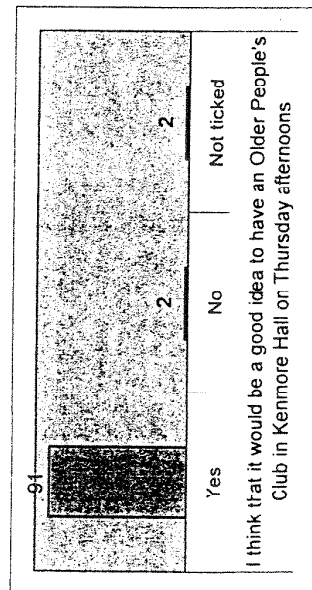
With regard to attending the club 44 people said that they would be interested in attending. 34 respondents said that they would not be interested in attending the club. Only one respondent indicated why they would not be interested in attending and that was the respondent in Warneford Road as quoted above. 17 people did not tick a box so no indication was given as to whether or not they would like to attend the club.

In summary 15% of people surveyed returned the form. 96% of people who returned the survey were in favour of an older people's club in Kenmore on Thursday afternoons. 46% of people who returned the survey would be interested in attending the older people's club.

Kenmore Road HYCP survey results - October 2005

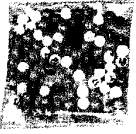
Road	No. of responses	I think that it would be a good idea to have an Older People's Club in Kenmore Hall on Thursday afternoons			I would be interested in attending an Older People's Club in Kenmore Hall on Thursday afternoons		
		Yes	No	Not ticked	Interested	Not interested	Not ticked
Henson Path	1	1			1		
Liddell Close	2	1		1			
Brancker Road	5	5			1	2	2
Cody Close	5	5			3	2	
Kenmore Road	11	11			2	5	4
Paulhan Road	15	15			5	7	3
Waghorn Road	8	7		1	5	2	1
Warneford Road	9	8	1		3	6	
Moorhouse Road	16	16			9	4	3
Farman Terrace	2	2			2		
Boothman House	6	6			4	1	1
Graham White House	12	11	1		9	3	
Portland Crescent	1	1					1
Anonymous	2	2				1	1
Total	95	91	2	2	44	34	17

		I think that it would be a good idea to have an Older People's Club in Kenmore Hall on Thursday afternoons			I would be interested in attending an Older People's Club in Kenmore Hall on Thursday afternoons		
		Yes	No	Not ticked	Interested	Not interested	Not ticked
		91	2	2	44	34	17



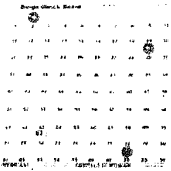
BINGO MACHINES AND ACCESSORIES

C1040

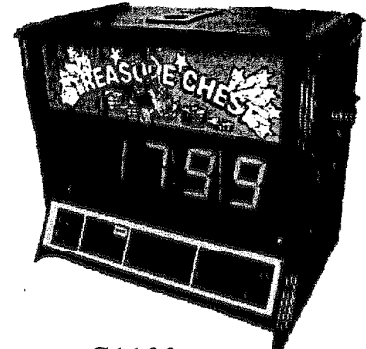
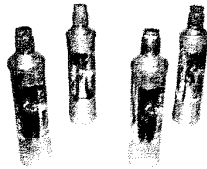


C1080

Set of Numbers
 1-75
 1-75
 1-75
 1-75
 1-75



1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90

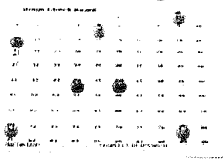
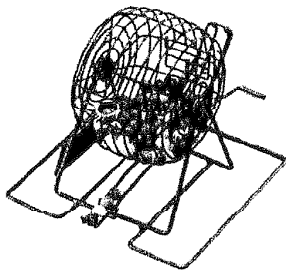


C1110

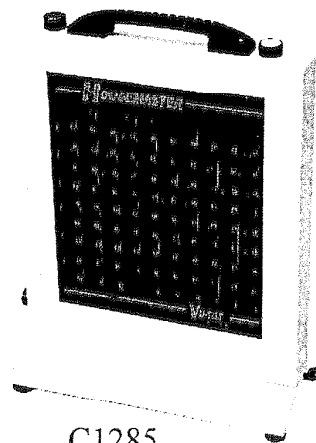
C1100

C1425

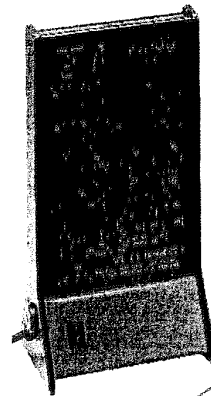
C1190



C1200



C1285

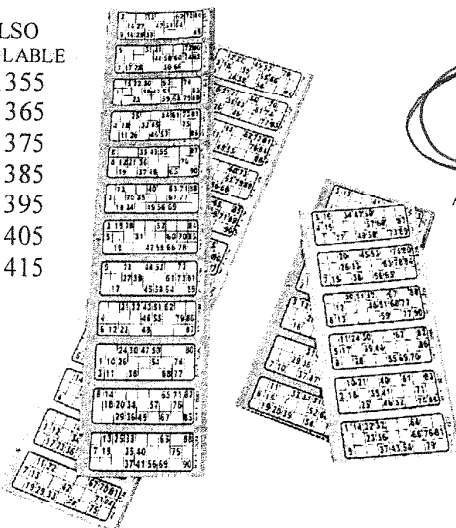


C1282

C1335

ALSO AVAILABLE

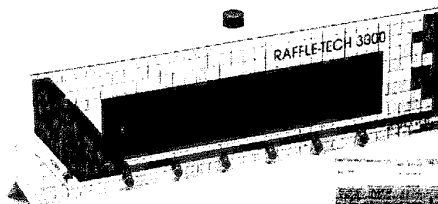
- C1355
- C1365
- C1375
- C1385
- C1395
- C1405
- C1415



C1330

ALSO AVAILABLE

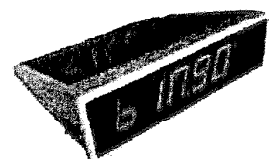
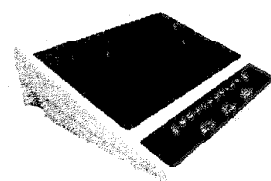
- C1350
- C1360
- C1370
- C1380
- C1390
- C1400
- C1410



C1299



C1300



C1295

See page 22 for Packing and Delivery Charges

BINGO MACHINES & ACCESSORIES

£

	Exc VAT	Inc VAT
C1020 Set of 90 Double Sided Plastic Counters with bag	7.55	8.87
C1030 Set of 90 Economy Plastic Balls coloured & numbered 1-90. 21mm dia. *Limited Stock*	11.40	13.40
C1040 Set of 90 Bernard Plastic Balls 1-90 mixed colours	16.70	19.62
C1080 Large White Calico Bag with drawstring	1.40	1.65
C1100 Folding Checking Board in stout cardboard	2.60	3.06
C1110 Bernard Moulded/Recessed Plastic Checking Board	18.55	21.80
C1190 The "TREASURE CHEST" Fund Raiser A very popular Fund Raiser offering accumulating prize money complete with padlock, bag and 14 keys. Incorporates an advanced 5 digit Raffle - Tote Spinner	570.00	669.75
C1195 "TREASURE CHEST" Tickets (Specially Printed) Perforated Rolls of 1,000 Tickets		
Minimum 20 Rolls	31.15	36.60
50 Rolls	72.17	84.80
100 Rolls	135.06	158.70
C1200 The "BERNARD" BINGO CAGE Hand operated, calling system complete with checking tray & 90 coloured & numbered balls	103.05	121.08
C1282 FAIRCHANCE ELECTRONIC BINGO MACHINE, Size 12 ¾" high x 6 ¼" wide (324x162mm). Clear LED audience number display panel, size 5 ¾" x 5" (146x127mm). Adjustable snowball facility OUR MOST POPULAR MACHINE.	198.00	232.65
C1285 The "HOUSEMASTER" Electronic Bingo Machine Size 15" high x 11 ½" wide (380x292mm). Large LED audience display panel, size 9 ¾" x 8 ½" (248x216mm)	299.00	351.32
C1295 The "CLUB TRIO" 3 In 1 Bingo, Raffle & Tote Selector Large six digit display panel. Facilities include:- check start & finish numbers for raffles up to 999999, total recall of all winning numbers, both Tote number selections displayed, clear Bingo operator panel, last number called display, total calls display, total recall of all numbers	340.00	399.50
C1297 The "BINGOLA 3" Electronic Bingo Machine Adjustable for 90, 80 & 75 Games. Bright 4" audience displayed numbers for clear long distance viewing. Full 1-90 Checkboard with last call & call number displays. Jackpot function with audio & visual indicators. Mains supply. * Limited Stocks *	380.00	446.50

See page 22 for Packing and Delivery Charges

		£	Exc VAT	Inc VAT
C1299	RAFFLE-TECH 3000 An easy to set 6 digit electronic Raffle Selector. Numbers recall facility. Automatic Tote generator when set to 50 or less.		290.00	340.75
C1300	RANDOM NUMBER ROLL TICKETS The five numbered roll ticket, 1000 numbers per roll, Numbers range from 1-100,000	1 Roll 10 Rolls 100 Rolls	0.51 4.72 44.26	0.60 5.55 52.00
 <u>FAIRCHANCE PADS (6 to VIEW)</u>				
Six perforated tickets per page. Clear easy to read numbers printed on white paper with a choice of five coloured borders: GOLD, ORANGE, LIME, BLUE & RED. Serially numbered. 1008 tickets per pad. 12096 widely spaced permutation. 1 pack contains 60 pads, 12 pads of each colour giving the full permutation per colour.				
C1330	FAIRCHANCE PAD	1 Pad 10 Pads @ £ 1.12 each 20 Pads @ £ 1.09 each 30 Pads @ £ 1.06 each 60 Pads (1 Pack) @ £ 1.04 each 120 Pads (2 Packs) @ £1.01 each 240 Pads (4 Packs) @ £ 0.99 each	1.19 11.20 21.80 31.80 62.40 121.20 237.60	1.40 13.16 25.62 37.37 73.32 142.41 279.18
 <u>FAIRCHANCE FLYERS (12 TO VIEW)</u>				
Twelve perforated tickets per page. Clear easy to read numbers printed on white paper with a choice of five coloured borders: GOLD, ORANGE, LIME, BLUE & RED. Serially numbered. One set contains 12096 tickets. 3 sets per pack. 12096 widely spaced permutation.				
C1335	FAIRCHANCE FLYERS	£13.32 1 Set 3 Sets (1 Pack) @ £ 12.89 per set 6 Sets (2 Packs) @ £ 12.55 per set 12 Sets (4 Packs) @ £ 12.20 per set 24 Sets (8 Packs) @ £ 12.03 per set 48 Sets (16 Packs) @ £ 11.86 per set	13.32 38.67 75.30 146.40 288.72 569.28	15.65 45.44 88.48 172.02 339.25 668.90

See page 22 for Packing and Delivery Charges



Mr K Carty
23 Glenalmond Road
Harrow
Middlesex
HA3 9JY

Date: 15/10/2005

Dear Mr Carty

Private Hire Quotation

Further to your recent enquiry, I now write with the quotation as requested.

The total cost of your requirements on this occasion is £1000.00. Please note this quotation is subject to availability.

To book the above quotation we would require a 20% non-refundable deposit and then the balance is due strictly fourteen days prior to departure.

The above price is subject to seeing a full timed itinerary. The final balance is due fourteen days prior to your departure and a copy of our terms and conditions is printed on the reverse.

We cannot confirm this booking until the deposit has been received.

I hope the above meets with your approval and look forward to hearing from you soon, but if in the meantime I can be of any further assistance please do not hesitate to contact me 01634 377577 or on my e-mail address sales@thekingsferry.co.uk

Yours sincerely
For The Kings Ferry Limited

Vikki Street
Sales Account Manager



The Travel Centre Eastcourt Lane Gillingham Kent ME8 6HW Tel 01634 377577 Fax 01634 370656
email sales@thekingsferry.co.uk www.thekingsferry.co.uk

The Kings Ferry Limited. Registered in England and Wales. Registration No. 3120943. Registered Office: The Travel Centre, Gillingham, Kent ME8 6HW. VAT No. GB 203 4444 07.

Movement Details

The Kings Ferry Limited

Client ID Client Company	Mr K Carty	Quotation ID Passengers Distance	12800
First Pick-up Start Date Pick-up Date Single Journey Vehicle To Stay	Kenton 24/06/2006 Time 24/06/2006 Time No No	Destination Arrival Date Leave Date Back Date Finish Date	Brighton 29/06/2006 Time 29/06/2006 Time 17:30 29/06/2006 Time 29/06/2006 Time

Quantity	Seats	Vehicle Type	Unit Price	Price	VAT %	VAT	Total
1	53	Kings Ferry Standard	£580.00	£580.00	0	£0.00	£580.00
Totals				£580.00		£0.00	£580.00

Included Items	Included	Included Items	Included
Parking Charges	No		

Additional Information

Price is subject to full itinerary

The price for Eastbourne would be £420 in August

NB Kings Ferry Standard facilities include Air Conditioning, Coffee Machine, Fridge, NO SMOKING VEHICLE, Radio/PA, Reclining Seats, Seat Belts and Video

580 +
420

1,000

**Headstone Manor Ladies Cricket Club
C/o Alan Dutch
11 Boundary Road
Eastcote, Pinner
Middlesex HA5 1PW**

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

29th September 2005

Dear Edward Harvist Trust,

Application for Funding for Girls Cricket – Grants Round 2

Thank you for sending me the information regarding the process for applying for a grant. I have pleasure in providing you with the information that you require.

1. Name of Organisation

HEADSTONE MANOR LADIES CRICKET CLUB

Aims of Organisation;

To develop learning and recreational activities by providing cricket coaching and matches for girls aged 10 years to 17 years to improve their quality of life by

- ❖ Encouraging healthy living, fitness and exercise
- ❖ Improving self confidence by building teamwork and mixing with people
- ❖ Gaining experience
- ❖ Broadening skills level
- ❖ Providing the opportunity to compete at higher levels
- ❖ Representing Harrow.

Project: Development of Girls Cricket for Harrow.

2. Beneficiaries.

60 to 100 girls each year in Harrow aged 10 years to 17 years. 95% are Harrow Residents. At least 50% are from disadvantaged families on low income. 95% are from Black Minority Ethnic communities.

The main areas are at

- ❖ Harrow Teachers' Centre (HA3 5PQ) Wealdstone and
- ❖ Headstone Manor Park.

3. What are you applying for?

Funding to pay for rental of the gym at Harrow Teachers' Centre for weekly skills and fitness development sessions once per week.

30 weeks at £58 per hour x 2 hours per week = £3,480.

4. Evidence of match funding.

Weekly attendance fee paid by those girls whose families can afford this.

Raffle and fund raising events e.g. Quiz night.

This is used for equipment, refreshments, kit, transport to and from matches and coaching costs.

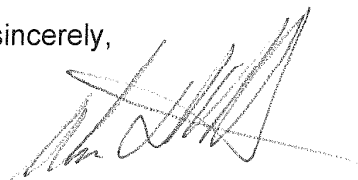
5. Financial Information

Income:

Middlesex County Cricket Club Grant	£ 250.00
Harrow School Sports Association Donation	£ 400.00
Harrow Council for Racial Equality (HCRE) Donation	£ 350.00
Raffle & Quiz Night income	£ 261.90
Attendance and Signing on fees income	£1,786.00
Miscellaneous income	£ 295.00

Total = £3,342.90

Yours sincerely,



**Alan Dutch
Chief Coach
Headstone Manor Ladies Cricket Club**



22 September 2005

RE: Edward Harvist Trust – Grants to Voluntary Organisations 2005/06

Dear Myfanwy Barrett,

Kids Can Achieve is a charity that supports children and young people with special needs and their carers and families. Our young people have a range of emotional, social, behavioural and learning difficulties including Autism, ADHD and Aspergers.

Kids Can Crew is the Youth Group part of our organisation that focuses on 12-19 year olds. Many young people in this age range are vulnerable. They have no similar friends to go out with and very often they are not confident enough to take part in mainstream youth activities. Also many carers are reluctant to let their children take part in mainstream activities as they feel they do not cater for their specific needs, or, are unsafe for their children to participate in.

Our young people can be volatile and unpredictable and also some take medication. Therefore they need a high ratio of specially trained workers to supervise them safely and effectively.

Having identified this need we have targeted our Youth Group accordingly. Our aims are to develop the self esteem, social skills and education of our young people and prepare them for integration into mainstream youth activities and independent young adulthood as far as possible.

We have also worked in partnership with Connexions and the Youth Service in Harrow to develop and integrate our activities in order to widen the range of activities and experiences we can offer the group.

We started with grants from a variety of sources and a register of 12 young people and ran the group from our premises at 29 Pinner Green. However as our waiting list grew we decided to move to Shaftesbury School, Hatch End, which has more space and a better variety of facilities. This will enable us to offer places to 26 young people.

We are currently applying to the Grants for Voluntary Organisations panel for 3 years funding to run the Youth Group at Shaftesbury School from April 2006. However we are



29 Pinner Green, Pinner, Middlesex. HA5 2AF • Telephone: 020 8868 5629 • e-mail: kidscanachieve@tesco.net
Charity Registration No. 1096796 • Company Registration No. 4606116

Meeting the individual needs of the individual

looking for interim funding so that our Youth Group can run between January and April 2006. A total of 13 weeks or 13 sessions.

In addition - we encourage members of the group to participate in the decision making for the group. During a recent consultation with our young people they asked whether it would be possible to set up our own internet suite, Playstation area and TV, as the school does not provide us use of their facilities, due to the nature of our group. At present we are not in a financial position to provide and support these requests.

£800.00 would assist in providing the necessary equipment required, although each additional £500 would help purchase another computer with networking facility, and fulfill our young people's wishes.

Our costs will be as follows:

Rent:	£25 per session	13 sessions	£325
Resources (sports equipment, art & crafts materials etc)	£30 per session	13 sessions	£390
Refreshments	£20 per session	13 sessions	£260
3 youth workers	£8.50 per hour each	3.5 hours per session each x 13 sessions	£1200 (including employers contributions)
1 administrator	£10.50 per hour	2 hours per week x 13 weeks	£273 (including employers contributions)
Management overheads	15%		£350
Television & DVD Player			£100
Playstation			£100
Laptop PC			£600
Total cost to organisation:			£3598

If you need further information please do not hesitate to contact us. We look forward to a positive reply. Thank you.

Yours sincerely,



Julie Browne
Director

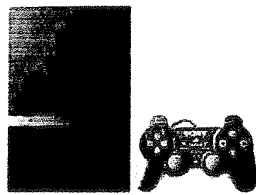
RENT £5.99 per month for 3

GAME INFO

- At A Glance
- Reviews
- Customer Reviews
- See more by this manufacturer
- E-mail a Friend About This Item

PlayStation 2 Console (New Smaller Model)

Other products by Sony



RRP: £104.99
Our Price: £96.99 & this item **Delivered FREE in the UK** with Super Saver Delivery. See details & conditions.
You Save: £8.00 (7%)

Add to Shopping Cart
or
sign in to turn on 1-Click

11 New from £88
2 used from £99

Have one to sell? Sell

Shopping with us **Guaranteed**

Add to Wish List
(We'll set one up)
 View my Wish List

Recommendations

If you already own this, rate it and improve your recommendations,

Platform: PlayStation2
Availability: usually dispatched within 24 hours.

13 Used & New from £88.00

[See more pictures](#)

Not Rated

- 1 star
- 2 stars
- 3 stars
- 4 stars
- 5 stars

Build your own bundle: choose from the most popular games and hardware in our PS2 Pick 'n' Mix.

Perfect Partner

Buy **PlayStation 2 Console (New Smaller Model)** with **Official Sony PlayStation 2 Memory Card** today!

Visit the DVD shop



Harry Potter and the Prisoner of Azkaban (Two Disc Edition)



Buy Together Today: £111.48

Release Date: October 29, 2004
ASIN: B00023HUMG
Amazon.co.uk Sales Rank: 32
(Publishers and manufacturers: improve your sales)

Available for delivery to the UK and most countries in Europe. See Delivery Restrictions.

Get 25% off New & Future

[Features](#)



> Video games > Playstation 2 > PS2 consoles

1-2 of 2 items

page < 1 >

view 10

sort this list by High

my word of interest

3 7 mda-

Enter list

of console...

Buyer's Guides
games consoles



Playstation 2 Console - PS2 Silver.

507000

Any £19.99 game half price when you buy this silver PS2.

£114.99

Delivery usually within 2 working days
subject to stock and postage.

This item may be required for sign out.

Also available Replacement Product Cover up to 3 years 110-119.99 (883/088)



*** New Black PS2 Console.**

507000

Half price game when you buy this item.

£99.99

Delivery usually within 2 working days
subject to stock and postage.

This item may be required for sign out.

Also available Replacement Product Cover up to 3 years 100-109.99 (883/087)

1-2 of 2 items

page < 1 >

[contact us](#) / [subscribe](#) / [help](#) / [terms & conditions](#) / [privacy & cookies](#) / [about Argos](#)

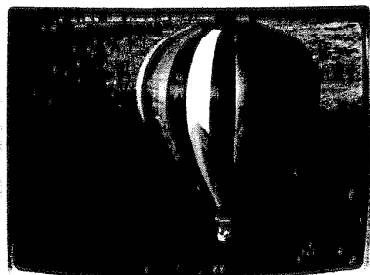
extra

Breadcrumb

You are in:

1. Electrical Home Page
2. Goodmans GTV14T4DVD 14 ins(13 ins visible screen) TV/DVD Combi with Teletext - (Silver)

Title: Goodmans GTV14T4DVD 14 ins(13 ins visible screen) TV/DVD Combi with Teletext - (Silver)



- See enlarged image

- **Brand:** Goodmans
- **Combi Type:** TV - DVD Combi
- **Screen Type:** Traditional
- **Colour:** Silver
- **Category:** Televisions
- **Subcategories:** Traditional, TV Combinations

Price: £99.99

Product details

- 99 Clubcard points
- FREE DELIVERY

↓ buy from
extra

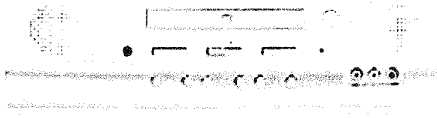


> Sound and vision > Televisions > TV-video-DVD combinations

Product search form with fields for 'Enter list of product numbers' and 'Add index'.

Goodmans 14in TV & DVD Combi with 5 Free Movies.

£99⁹⁹



email to a friend

- Model GTV14T5DVDM.
- Silver TV with integrated DV with free 5 movies.
- Movies are supplied on 2 disc Buster, Combat Academy, G Bring Me The Head and Carl film classification: 15.
- Headphone socket.
- Front AV socket.
- 1 SCART socket.
- Remote control (2 x AAA bat
- 230v AC mains operation.
- Size (H)36.8, (W)35.5, (D)36c
- Weight 12.5kg.

TV specific features:

- 14in (35.5cm) TV with 34cm size.
- Teletext.
- Mono sound.
- UHF and VHF tuners.
- Auto search tuner.
- Manual search sorting.
- Child lock.
- NTSC compatible.

DVD specific features:

- DVD, CD, CDR and Kodak pi playback compatible.
- Dolby digital sound for DVD.
- Supports region 2 coding.
- 2 channel stereo output.

This product may be substituted with GTV14DVDX1 14 DVD combi which is specification.

Escentia / Super

extra

Breadcrumb

You are in:

1. Electrical Home Page
2. Toshiba Satelllite L10-282 - Exceptional Value In A Lightweight Design - (Black and Silver)

Title: Toshiba Satelllite L10-282 - Exceptional Value In A Lightweight Design - (Black and Silver)



- See enlarged image
- **Brand:** Toshiba
- **Colour:** Black, Silver
- **Category:** Laptops
- **Subcategory:** Laptops
-

Price: £599.99

Product details

- 599 Clubcard points
- FREE DELIVERY

buy from
extra

More...

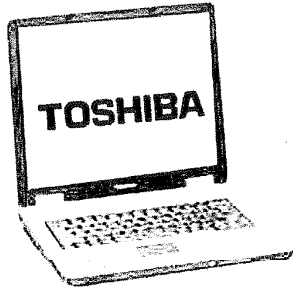
http://www.tesco.com/electrical/product.aspx?R=8249887&in_merch-1&in_merch_ti... 22/09/2005

**TOSHIBA - INTEL CELERON M 380 PROCESSOR 1.60GHz
LAPTOP - FREE DELIVERY**
(670206)

Add to Basket →

Product Information **Features & Specifications** Promotions Accessories

Handwritten mark



Enlarge Image

Delivery item

Collect @ Store item
* Subject to availability

X

Product Information

- Intel Celeron M 380 Processor 1.60GHz
- 400MHz FSB
- 1Mb Cache
- 512 MB RAM
- 40 Gb Hard Drive
- DVD RW SuperMulti Drive
- 15" TFT display
- Microsoft Windows XP Home Edition
- 64Mb Intel 852GM graphics
- 1 year FREE warranty

Price inc VAT ~~£649.99~~

Standard Delivery Free

Add to Basket →

Print Details Email a friend

Item(s) added to product

SYM NIS 2005 PC-CD NORTON
INTERNET SECURITY 2005 + NORTON
GO BACK 4

Essential offers for this product, click check box to de-select

SYM NIS 2005
**Internet Security 2005 - HALF PRICE! WHEN YOU BUY ANY PC
 OR LAPTOP - USUAL PRICE £49.99, OFFER PRICE £24.99.**
 We feel it is our duty to protect your PC and we have teamed up with the award
 winning Internet Security team from Symantec to bring you this fantastic deal!

Yes please



THE NATIONAL COUNCIL OF VANIK ASSOCIATIONS (UK)

Chairman

Mr. Manharlal L. Mehta
37 Howberry Road
Edgware
Middlesex HA8 6SS
Tel: 020 8952 1165

E-mail: manhar_mehta@hotmail.com



LIVE AND HELP TO LIVE

General Secretary

Mr. Dhiru Galani
27 Horsenden Crescent
Greenford
Middlesex UB6 0JF

Tel: 020 8537 8646

E-mail: d.galani@ntlworld.com

04 October 2005

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

Dear Sirs

On behalf of this organisation, I am applying for a capital grant for the following equipment.

Laptop computer....1	£1,200.00
Projector.....1	£1,100.00
Projector Screen.....1	£400.00
Total £2,700.00	

Currently we have the following two projects on hand

- Help the Elderly
- Community Health Plan

A key aspect of these projects is to provide information to the community members at our regular gatherings, where we typically need to present to 200 – 300 people in a large hall.

Our details including beneficiaries, accounts etc are available with the Grants Unit in respect of grant for our Help the Elderly project. There is a small change to the Managing Committee; the latest list is as printed on the side of this letter.

I have attached quotations for the equipment. As it has been impossible to find the same products from different vendors, we have selected products with comparable specifications. More details are provided with the quotations.

Yours faithfully

M.L. Mehta
Chairman

Regional Vice Chairmen

(North Region)
Mr. Piyush G.Mehta

(Midlands)
Mr. Gajendra Z. Chhatrishia

(Greater London)
Mr. Subhash K.Bakhai

(South Region)
Mr. Viryash M. Shah

Treasurer

Mr. Ranniklal R. Mehta

Deputy General Secretary

Mrs. Nayan Shah

Executive Committee Members

Mrs. Bina Holden
Mr. Dipak Shah
Dr. Jagdish Shah
Dr. Jayant C. Shah
Mr. Ramesh J. Shah
Dr. Natubhai K. Shah
Mr. Vijay Sheth
Mrs. Saroj Varia

Groups Established by NCVA

Vanik Professional Group
Vanik Business Group

Hon. Auditors

P.S.J. Alexander & Co.

Established in 1978

Affiliated Associations

Digamber Jain Visa Mevada Association of UK, Jain Association of UK, Jain Samaj Europe, Jain Samaj Manchester, Jain Sangh Birmingham, Jain Sangh of Europe, Mahavir Foundation, Navnat Vanik Association of UK, Navnat Vanik Social Sevcies Group Leicester, Navnat Youth Association, Oshwal Association of UK, Shree Jain Sangh East London & Essex, Shree Navyug Jain Pragati Mandal, Shree Sidhpuria Vanik Samaj, Shrimali Soni Mandal London, Vanik Association UK, Vanik Business Group, Vanik Professional Association, Vanik Samaj Coventry, Vanik Samaj Leicester, Vanik Samaj of UK Brighton, Vanik Samaj Southampton, Young Jains, Veerayatan UK

THE NATIONAL COUNCIL OF VANIK ASSOCIATIONS (UK)

Re: Capital Grant application to the Edward Harvist Trust

As explained in the letter, same model of any equipment is not available from different supplier; hence we have obtained three quotes from internet for Laptop and same number for projector. They are for comparable specifications on each product.

Internet prices are always lower than shop prices, though the availability and prices change frequently. We have searched for best value for money.

At the time of ordering we will order any one of the three of each product that is then available.

The following is the summary of quotes:

Quote no.	Product	Make	Model	Supplier	Price Incl. VAT	
1	Laptop	Toshiba	Qosmio F20-110	PC World	£1,200	
2	Laptop	Toshiba	Portege S100	Dabs.com	£1,134	
3	Laptop	Dell	Inspiron 2200	Dell	£1,146	
4	Projector	Toshiba	TDP S80	PC World	£1,050	
5	Projector	Toshiba	TDP T90	Dabs.com	£1,056	
6	Projector	Dell	2300MP	Dell	£1,115	
7	Screen	Projecta Portalite	PSTPL 003	Projected Image	£382	Only one suitable product available

M. Hackett
04/10/05

**TOSHIBA - INTEL PENTIUM M 740 PROCESSOR 1.73GHZ
LAPTOP - FREE DELIVERY**
(809528)

Add to Basket →

- Product Information**
- Features & Specifications**
- Promotions**
- Accessories**



+ Enlarge Image

Delivery item ✓

Collect @ Store item
* Subject to availability ✓

Product Information

- Intel Pentium M 740 Processor 1.73GHz
- 533 MHz FSB
- 2 Mb cache
- 512 Mb RAM
- 60 Gb Hard Drive
- DVD ReWriter SuperMulti Drive
- 15.4" Widescreen TruBrite Display
- Microsoft Windows XP Media Center 2005
- 128Mb nVidia GeForce Go 6600 graphics
- 1 year FREE warranty

Price inc VAT	£1,199.99
save	£100
was	£1,299.99
Standard Delivery	Free

← Back

Add to Basket →

[Print Details](#) [Email a friend](#)

Item(s) added to product

SYM NIS 2005 PC-CD NORTON
INTERNET SECURITY 2005 + NORTON
GO BACK 4

Essential offers for this product, click check box to de-select



SYM NIS 2005
**Internet Security 2005 - HALF PRICE! WHEN YOU BUY ANY PC
OR LAPTOP - USUAL PRICE £49.99, OFFER PRICE £24.99**
We feel it is our duty to protect your PC and we have teamed up with the award
winning Internet Security team from Symantec to bring you this fantastic deal!

MORE INFO

Yes please



[Delivery & Installation](#) | [Collect @ Store](#) | [Terms & Conditions](#) | [Site Security](#) | [Privacy Policy](#) | [FAQs](#) | [Site Map](#)

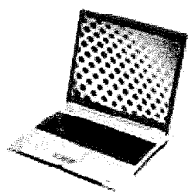
© DSG Retail Limited 2005 Terms of Use



[please click here to print this page](#)



www.dabs.com/3R91WS

<p>TOSHIBA</p> <p>Portege S100 P-M740 1.73/XP</p> <p>URL www.dabs.com/3R91WS</p> <p>Mfr Code PPS10E-01S019EN</p> <p>QuickLink 3R91</p> <p>Ex VAT £965.00</p> <p>Inc VAT £1,133.87</p>	
--	--

Specification subject to change. E&OE
Please see manufacturers website for up to date information

Join the community of business professionals who already use Toshiba notebooks as their corporate weapons. From using the most demanding applications to working seamlessly with wireless technology, choose one of these high performance systems to keep you at peak performance all day long. Portégé S100 features lightweight 14" display that packs heavy performance features. It is equipped with an ultra slim DVD Super-Multi drive. With Toshiba EasyGuard this notebook is the better way to enhanced data security, advanced system protection and easy connectivity.

[Click here to see additional information on TFT displays.](#)

Features

Audio Input / Type	None
Audio Output / Type	Sound card
Battery / Technology	Lithium Ion
Cache Memory / Installed Size	2 MB
Dimensions & Weight / Depth	26.9 cm
Dimensions & Weight / Height	3.1 cm
Dimensions & Weight / Weight	2 kg
Dimensions & Weight / Width	31.9 cm
Display (Projector) / Colour support	24-bit (16.7 million colours)
Display (Projector) / Diagonal Size	14.1 in
Display (Projector) / Max Resolution	1024 x 768
Display (Projector) / Technology	TFT active matrix
Header / Compatibility	PC
Header / Localization	English
Header / Manufacturer	Toshiba
Header / Model	S100
Header / Packaged Quantity	1
Header / Product Line	Toshiba Portege
Input Device / Type	Keyboard

Dell recommends Windows® XP Professional

Buy Online or Call 087



Advanced Search

Desktops | Notebooks | Printers & Ink | Electronics & Accessories | Services & Support | Purchase

BACK TO: United Kingdom > HOME

My Basket


Welcome! Registered members sign in now to retrieve an old basket or to save this basket. Not registered? Then select Account to enjoy membership benefits like Save Basket and faster checkout with pre-filled forms.

▶ Sign In ▶ Create An Account

Basket Detailed View

Save Basket Print Basket E-mail Basket View My Saved Items

Please review the contents of your order for accuracy before placing your order
- Specific information about each item in your basket is available by selecting the "Detailed View" tab above

Basket Items	Qty	Unit Price Incl. VAT	Total Price Incl. VAT
 Inspiron 2200 (N10227) ▶ System Details			£1,036.00
Inspiron 2200 (N10227) Intel® Pentium® M Processor 725A (1.60 GHz, 2MB L2 cache, 400MHz FSB), Genuine Windows® XP Home Edition, SP2 ▶ Adjust System Save 5% (Excl Vat) on select Dimension desktops and Inspiron notebooks Offer Due to End 12/10/2005 View Details	1	£1,041.05	
↳ 8 Cell 65Whr LI-ION High Capacity Additional Battery	1	£47.00	
↳ Dell Colour Ink Printer 720 (including trial ink cartridges, excluding cable)	1	£0.00	

Additional Discounts and Coupons

Free Delivery - Worth £57.58 (Inc Vat) on selected Inspiron notebook
Offer Due to End 12/10/2005 View Details

Coupon Entry

Sign in to retrieve coupons from your account OR

Enter coupon number

Apply Coupon

Note: Coupon savings are only applied to items you have added to your basket.

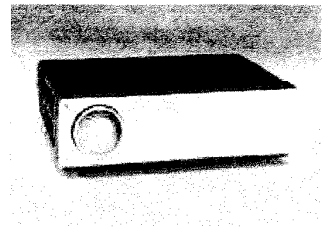
	Total excl. VAT	VAT Rate	Total incl. VAT
Sub-total	£881.70	17.50 %	£1,036.00
Total Delivery Charge	£49.00	17.50 %	£57.58
Delivery Charge Discount	-£49.00	17.50 %	-£57.58

Excluding offer → £1036 + £52 + £58 = £1146

TOSHIBA TDP S80 DLP PROJECTOR
(406188)

Add to Basket →

- Product Information**
- Features & Specifications
- Promotions
- Accessories



+ Enlarge Image

Delivery item



Collect @ Store item

* Subject to availability



Product Information

- DLP Display Technology
- SVGA Projector Resolution
- 2000 ANSI Lumens Brightness
- Eco mode functionality
- 6.25 m Projected Image Size
- MANUAL ZOOM Lens
- 2.8 kg Weight
- 1 watts Built in speaker
- 1 S-Video Input
- 1 Composite Video Input

Price inc VAT	£1,049.99
save	£50
was	£1,099.99
Standard Delivery	£9.99

← Back **Add to Basket →**

Print Details Email a friend

Item(s) added to product
None



Delivery & Installation | Collect @ Store | Terms & Conditions | Site Security | Privacy Policy | FAQs | Site Map
© DSG Retail Limited 2005 Terms of Use





New & Improved Website easier than ever to... find, refine & decide coming soon

search for your product in entire shop go

view b

- home
- hardware
- components
- software
- shop by brand
- gaming
- photo & video
- home entertainment
- in car

you're in home > hardware > projectors > projectors > productview

TDP-T90 DLP Projector 2000ANSI

£1,056.32 inc VAT (£899.00 ex VAT)
0 in stock now
Up to 2 further units available to order

buy

£ low cost online finance available!

- buy now, pay in July 2006
- pay £40.23 for 36 months
- pay £32.71 for 48 months

manufacturer code TDP-T90
quicklinx 3KHGWS

description		features	specificatio
Item	Value		
Device Type	DLP Projector - portable		
Built-in Devices	Speaker		
Width	29.8 cm		
Depth	26.7 cm		
Height	10 cm		
Weight	2.9 kg		
Image Brightness	2000 ANSI lumens		
Image Contrast Ratio	1000:1		
Image Size Projection	0.62 m - 6.25 m		

print friendly

email a friend



Image for illustrative purposes only

TOSHIBA

customer reviews

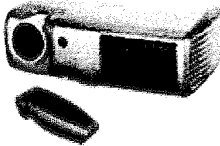
There are no reviews associated with this product.

Print this page | Close



Dell recommends Windows® XP Professional

Dell 2300MP Projector Details



Dell 2300MP Projector
Details

→ Customise & Buy

Product Highlights Product Views Tech Specs Service & Support

360° Product View

360° Demo
More Details

Affordable Performance Presentation Solution

- Bright 2,300 ANSI Lumens (Max)¹
- Excellent high contrast ratio of 2100:1 (Full on/Full off)
- 2.1kg and only 92.5mm high
- Integrated zoom lenses and keystone connection
- DLP™ DDR technology from Texas Instruments
- Native XGA (1024 x 768) resolution with auto synchronization to UXGA (1600 x 1200)
- Eco-mode option for quieter operation and to extend lamp life up to 2500 hours
- Full connectivity □ Supports PC, S-video, composite video and RS-232 connectors
- Supports full range of television and video standards, including NTSC, NTSC 4.43, PAL, PAL-N, PAL M, SECAM and HDTV (480i/P; 576i/P, 720P; 1080i)
- Up to 3 year Next Business Day Whole Unit Exchange (90 days on bulb) and Optional CompleteCare² Coverage
- Includes all relevant cables, remote and a sleek carrying case which allows easy, no hassle transportation from room to room

What is DLP™ DDR Technology?

DLP™ DDR technology is based on a unique semiconductor known as the Digital Micromirror Device, or DMD. It was invented by Texas Instruments in 1987. The DMD is a fast, reflective digital light switch. It can be combined with image processing, memory, a light source and optics to form a DLP™ system capable of projecting large, bright, seamless, high-contrast colour images with unmatched colour fidelity and consistency. The Dell 2300MP incorporates the latest generation of DLP™ DDR technology which now features a 12 degree mirror tilt for higher brightness, a new manufacturing process to deliver superior contrast and DDR memory for even better video reproduction.

→ Customise & Buy

¹ Based on ANSI/NAPM IT7. 228-1997 tests of 58 units, June 2004, with average ANSI Lumens 2113. Bulb brightness degrades with usage. Dell recommends replacing your bulb after 2000 hours of usage (up to 2500 hours in Eco-mode).

² Up to 3 year protection against accidental damage and provides an exchange projector free of additional fees, as appropriate, for accidental damage caused by events such as drops, spills, electrical surges (excludes theft, loss, and damage due to fire or

Dell Inc. - The Dell Store

Basket Summary downloaded on 07/10/2005

Prices are valid only to the end of the business day on the day that this
basket summary was downloaded.

=====
Dell recommends Microsoft® Windows® XP Professional
=====

-* Dell 2300MP Micro-portable Projector *-
=====

Quantity : 1
Total excl.VAT : £949
Total incl.VAT : £1,115.08

Standard Features
=====

2300 ANSI Lumens (max)
Native XGA (1024 x 768) Resolution
Contrast Ratio 2100:1 (Full On/Full Off)
Weight 2.1kg

Included Accessories
=====

2300MP Micro-portable Projector
2300MP Standard Remote Control
2300MP Hard Foam Carry Case

Service and Support Options
=====

1 year Next Business Day Exchange

CompleteCare Accidental Cover
=====

No cover

SUMMARY OF PRICING

Total Price of System
=====

Price excl.VAT : £949
VAT Rate : 17.5%
Price incl.VAT : £1,115.08

Total Delivery Charge
=====

Price excl.VAT : £0
VAT Rate : 17.5%
Price incl.VAT : £0
=====

Total excl.VAT : £949
Total incl.VAT : £1,115.08

Price to pay excl. VAT : £949

Price to pay incl. VAT : £1,115.08

=====
Content designed and accurate for United Kingdom customers and users only.
Dell's Terms and Conditions of sale and service apply. All system prices and
specifications subject to change without notice. Photographed products shown
may not match the specifications detailed on this web page. Systems shown with
optional extras.

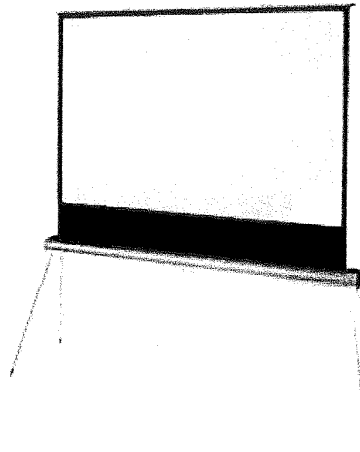
I do not intend to export these computers from the European Union, Norway,
Switzerland, Poland, Czech Republic or South Africa.

Language : en
Currency : gbp
Store : ukpad

projected image Projector Screens

Projecta Portalite screen

Matt white surface with black borders
 Ultra light aluminium case and carry handle
 Easy to set up and use with flexible height adjustment



[Back to portable screens page](#)

[Back to screens main page](#)

Portalite (lightweight portable screen)

PSTPL001	£288 (£338.40 inc vat)
PSTPL003	£325 (£381.88 inc vat)
PSTPL005	£389 (£457.08 inc vat)

[Home](#)

[Data Projectors](#)

[Price & Specs](#)

[Projector screens](#)

[Projector screens](#)

[Wall screens](#)

[Electric screens](#)

[Portable screens](#)

[More Information?](#)

Phone to discuss your requirements or

E-Mail us for a brochure.

T: 01603 481100

F: 01603 481105

info@projected.co.uk

projected image
 Havers Road
 Norwich
 Norfolk NR3 2DU

Contact:

Jon Freeman

or

Leamon Franklin

Metric vs Imperial

1020mm = 3'4"
 1250mm = 4'
 1270mm = 4'2"
 1350mm = 4'5"
 1450mm = 4'9"
 1500mm = 4'11"
 1530mm = 5'
 1600mm = 5'3"
 1750mm = 5'9"
 1780mm = 5'10"
 1800mm = 5'11"
 1910mm = 6'3"
 2130mm = 7'
 2400mm = 7'11"
 2440mm = 8'
 3050mm = 10'

EDWARD HARVIST TRUST: GRANT APPLICATION

Name of Organisation: Otakar Kraus Music Trust (Registered Charity 1009797)

Aim of the Trust:

To provide music therapy for people of all ages who have psychological, behavioural, learning or physical difficulties, with the aim of improving their quality of life.

The Trust was founded in the early 1990's in memory of Otakar Kraus, an opera singer and singing teacher, who helped the Trust's Director regain her voice and singing career after serious illness.

Beneficiaries:

Music therapy is provided to individuals or groups and is geared to their specific needs. It can be used to aid development (typically of children and younger adults) or to ease the adjustment to life changing events (such as serious injury or the onset of dementia). In broad terms, it is used to open up channels of communication through music when traditional channels have failed; to develop social skills including interaction, self-expression, listening, sharing and turn-taking; to develop co-ordination and motor control; to develop awareness of self and others and to increase confidence.

The Trust provides music therapy individually to about 70 clients with various problems. Regarding existing provision to Harrow residents, while the Trust's head office is in Twickenham, it has an outreach centre in Ruislip. Last year it served 10 individual clients at Ruislip, 4 of them from Harrow (HA5 and HA7 postcodes). The clients attending the Ruislip centre in 2004 were boys and girls ranging in age between 3 and 14 years. They were from various ethnic backgrounds (4 white, 4 Asian, 1 Afro-Caribbean, 1 mixed race) and with a range of disabilities (5 with cerebral palsy of whom 1 was blind, 2 with autistic spectrum disorder, 1 with autism and 2 with severe speech delay and poor concentration). Some of the children have made considerable progress particularly those with speech difficulties.

The Trust also provides a weekly group session for 4 young people, 2 men and 2 ladies, in a residential home in Stanmore. These 4 are aged between 23 and 32 years, are all white and problems include severe mental retardation, learning difficulties, autistic spectrum disorder and autism. There has been a marked improvement in the social skills of these residents and the music therapy is also very well respected by the staff and management.

Annex C provides further information about music therapy using some case summaries.

Amount and purpose of application:

The Trust is very keen to extend the service it provides to Harrow residents. It is seeking a revenue grant of £5,000. This would be earmarked to go towards the costs of providing

therapy for a year to at least 5 new clients from the London Borough of Harrow. This could be achieved by making therapy available for a further day at the Ruislip centre (the Winston Churchill Hall). It is perhaps worth noting that while the Trust would like to have a centre within the Borough of Harrow and is looking at this again, it has previously been unable to find suitable affordable premises.

A year's individual therapy (12 sessions per term for 3 terms) for one person is charged at £1,080 – ie £30 per session, which includes £25 to pay the therapist and £5 towards administrative costs and overheads. This does not fully cover costs and in particular accommodation costs. Moreover, the Trust typically subsidises up to half the £30 charge - where clients are unable to pay the full amount - by providing "bursaries", with the client paying the remainder. Most individual clients are unable to meet the full cost and receive a bursary of up to half the charge. For some clients even this is not affordable and a number now receive larger bursaries. This has stretched existing resources to their limit. A grant of £5,000 would allow us to extend the provision of music therapy to some of the most needy residents of Harrow. It would be used to subsidise therapy for at least 5 new clients and would enable priority to be given to those who are unable, or least able, to contribute towards the cost.

Evidence of any match funding

In 2004, 74% of expenses (excluding fundraising expenses) was met by fee income (net of bursaries), while fundraising income net of expenses, income from concerts, donations and gift aid – around £17,000 in total - met the remaining 26% (encompassing the cost of bursaries). As fee income for school/group sessions covers the full cost, these percentages understate the relative importance of bursaries to individual clients.

To help finance its costs and in order to finance bursaries, the Trust is continuing its fundraising activities and, following a lull in the early part of this year associated with personnel changes, is giving this new impetus. However, with an increasing interest in music therapy from clients unable to meet the full costs themselves, the Trusts workload in 2004 increased by about a third while fee income increased by only about 4%. As a result the Trust urgently requires new sources of funds both to maintain existing services and to be able to extend its services to more clients who would greatly benefit from music therapy. As indicated above the funds sought here would be earmarked for new Harrow clients and would be focussed on those in need of therapy and least able to afford it.

Financial Information

A copy of the annual account for 2004 is attached at Annex A. Available information for the current year (2005) is at Annex B.

Otakar Kraus Music Trust (Registered Charity 1009797) – Annual account 2004

	<u>2004</u>	<u>2003</u>
<u>Income Received</u>		
Donations	2,187	2,530
Fundraising	14,545	15,709
Concerts	5,613	6,656
Gift Aid	154	0
Fees - Therapy	46,808	44,993
Other income	450	119
	<u>69,757</u>	<u>70,007</u>
Interest Received	480	132
<u>Expenses</u>		
Administration	7,721	5,944
Therapist Fees	52,878	38,556
Fundraising	4,918	4,434
Equipment	2,002	913
Stationary & Postage	525	25
Advertising	893	341
Bank Charges	0	0
	<u>68,937</u>	<u>50,213</u>
Accumulated Fund	<u>1,300</u>	<u>19,926</u>

BALANCE SHEET**Current Assets**

Cash & Bank	29,761	24,508
Debtors	10,494	12,996
Accruals	1601	150
Net Assets	<u>38,654</u>	<u>37,354</u>

Represented By

Accumulation Fund b/fwd	37,354	17,428
Surplus/Deficit	1,300	19,926
	<u>38,654</u>	<u>37,354</u>

Otakar Kraus Music Trust (Registered Charity 1009797)**Income 2005 (part year)****Donations**

Help a London Child	2,000
Lyme Regis Foods	1,000
Bollinger Trust	300
Deutch Bank	200
3 Individual donations (each £100+)	520
Miscellaneous (incl gift aid)	414
Total donations	4,434

Fundraising 2,085

Fee income 41,893

Note:

Above is the available information for the current year.

It excludes the proceeds from a concert in September 2005: in the absence of key personnel the information has not yet been processed but this concert is believed to have made a modest profit. A further concert is planned for October 2005.

Music therapy some case examples

The question most frequently asked of the Trust is “what exactly is music therapy?” The following case examples provide an indication of its diverse application, its importance in improving quality of life and why therefore we are seeking support.

S, a 14 year old autistic child, spent her days in a special needs centre facing a corner with her back to the other children and helpers. She had been non-verbal all her life, was very withdrawn, not even communicating with her mother. At her first music therapy session whilst seated at the piano with therapist Edison she shared in the improvisation with remarkable rhythm and spectacular creativity. She then through her own initiative began to sound. With persistent encouragement from Edison four months later, she spoke her first words. Music therapy has helped her self-esteem and communication skills, enabling her to have a much happier life with her family and other children.

M, was trained from the age of 5 for a career in acting and dancing and had already appeared in several TV shows when at 19 a serious road accident brought this to an abrupt halt. Not expected to live, he lay in a coma for a year. Since starting to work with director and therapist Margaret, he is regaining his speech and beginning to once again explore his gift for singing and acting. Together they are writing his life story, explaining how being in a coma, unable to open his eyes, move or talk gave M the terrifying experience that he may be dead. To move forward with M’s development as quickly as possible, therapist Andreas also takes M weekly for music therapy to help improve his overall motor-control, co-ordination and confidence. With patience and dedication M will be able to make a place for himself in the community, earn his own living and eventually return to acting.

B, had just lost his father. He had no words with which to communicate his grief. With his music therapist Liz, he was able to find the support needed when he chose a small pipe with which he created a wistful tune, shared his pain, bewilderment and sadness while Liz accompanied him on the piano.

Andreas takes a group of elderly people living in a residential care home. There they find music therapy beneficial in helping the residents - all suffering from dementia, come to terms with their memory loss and the anguish of growing old, away from their families and losing their independence. Music therapy helps these senior citizens to continue to access their memory and allows them to express their emotions and fears that the aging process and its disabilities brings.

Margaret in conjunction with doctors and physiotherapists works with a group of people suffering from Parkinson’s Disease. Through re-establishing correct breathing techniques and co-ordinating this with the use of the voice, facial muscles (which sometimes become ‘frozen’ with this condition), and introducing rhythmic exercises and sounding to improve singing, motor-control and coordination, her clients show a remarkable improvement, helping to restore their confidence and quality of life.

Zach Stavrinou
The Edward Harvist Trust Fund
Civic Centre
Harrow
Middlesex HA1 2XF

6th September 2005

Funding application for West London YMCA 's Winter Shelter.

Dear Mr. Stavrinou,

I am writing to submit an application to your trust. I have been responsible for running a winter shelter in Harrow for the past two years. Up to now it has been funded by Harrow Primary Care Trust together with match funding from ourselves, but this funding will end on 31st March 2006 and in order to continue the work we need external financial support.

Proposal and evidence of need.

The winter shelter is open to all homeless people sleeping rough in the Harrow area during the winter months. Last year we housed 21 between the months of November and February. We accept clients from aged 18 and over, and are committed to making the shelter somewhere they can rely on to give them the practical support they need. The project is staffed entirely by part-time staff and volunteers, overseen by our Harrow Programme Manager.

The shelter is the only one of its kind in the Harrow area, the nearest alternative shelter is in Aylesbury, some twenty miles away. Our objective is to provide a safe and welcoming place for homeless people during the winter months where they can enjoy an evening meal, a good nights sleep and breakfast the following morning. Because many of the referrals have a history of alcohol misuse we employ staff with all the necessary training to give them the support they need.

About West London YMCA.

West London YMCA'S vision is to work in communities focusing on vulnerable young people in an holistic way so that they gain control over their lives, make informed decisions and can contribute to their community. We are a registered charity working across the boroughs of Harrow, Ealing, Hillingdon and Hammersmith & Fulham. We run

seven different housing projects including our main hostel in Ealing which houses 170 vulnerable and homeless people. We provide homes for over 390 people in total.

Our children work includes after school clubs, a nursery, holiday clubs and a busy programme of children's activity classes catering for children from 12 months and above. Our Youth Inclusion team provides Mediation, Homelessness Prevention, Victims of Crime and Tenancy Sustainment support services for the 13-19 age group. We also run a youth centre in Hayes which benefits almost 200 young people every week. In addition, we run our own health & fitness club in central Ealing which has almost 3,000 members.

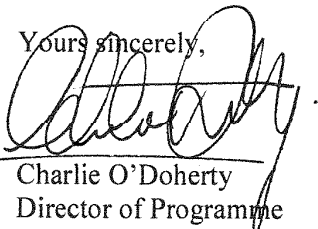
How much we are applying for.

We are applying for £5,000 from 1st April 2006 in order to continue the running of the winter shelter. To match this funding, West London YMCA will add an additional £11,000 contribution itself.

We feel the winter shelter is a vital service based in the heart of a community with people who have significant needs. Without additional funding we will not be able to run the shelter in the Winter of 2006.

I would be very grateful if you could consider our application. I am only too happy to send any further information you require such as our annual report, audited accounts, full project budget and job descriptions of staff etc. If you have any queries whatsoever please do not hesitate to contact me.

Yours sincerely,



Charlie O'Doherty
Director of Programme

charlie.odoherty@londonymca.org
07909 533 914

Winter Shelter Budget

No. of weeks in each month	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Total												
	4	5	4	5	4	4	5	4	4	5	4	4													
EXPENDITURE:																									
Salaries	<table border="1"> <thead> <tr> <th>Hours per Week</th> <th>Rate</th> <th>Salary</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>12.02</td> <td></td> </tr> <tr> <td>39</td> <td>10.10</td> <td></td> </tr> <tr> <td>39</td> <td>10.10</td> <td></td> </tr> </tbody> </table>													Hours per Week	Rate	Salary	40	12.02		39	10.10		39	10.10	
Hours per Week	Rate	Salary																							
40	12.02																								
39	10.10																								
39	10.10																								
Winter Shelter Supervisor								1,923	1,923	2,404	1,923		8,174												
Winter Shelter Support Worker 1								1,576	1,576	1,970	1,576		6,696												
Winter Shelter Support Worker 2								1,576	1,576	1,970	1,576		6,696												
NI & Pension								5,074	5,074	6,343	5,074		21,565												
Training								507	507	634	507		2,157												
Total Salary Costs								152	152	190	152		647												
								5,734	5,734	7,168	5,734		24,370												
Operational Costs																									
Food Costs								700	700	700	700		2,800												
Volunteer Costs								60	60	60	60		240												
Travel								100	100	100	100		400												
Telephone													0												
Rental for Centre (Weldon Centre, Harrow)								3,500	0	0	0		3,500												
Advertising and Promotion								100	100	0	0		400												
Electricity								0	0	0	0		0												
Furniture & Equipment								200	0	0	0		700												
Gas								0	0	0	0		0												
Health & Safety Costs								0	0	0	0		0												
HR Costs (Recruitment)								1,900	0	0	0		10												
Insurance								0	0	0	0		0												
Postage & Stationery								30	30	30	30		210												
Total Operational Costs								4,490	890	890	890		10,170												
Total Direct Costs	20	0	0	0	2,030	630	330	10,224	5,624	8,658	6,624	0	34,540												
Departmental Central Costs																									
Central Management Charge (maintenance, IT, Payroll costs etc.)								300	300	300	300		3,600												
CAP (Centrally Allocated Payroll) i.e. Manager and Departmental salary proportions								600	600	600	600		7,200												
Total West London YMCA Central Costs								900	900	900	900		10,800												
Total Expenditure:	920	900	900	900	2,930	1,530	1,230	11,124	7,524	8,858	7,524	900	45,340												
Total Grant being Applied for	5,000																								
Amount being covered by West London YMCA	40,340																								



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

28 November 2005

Dear Grants Unit,

Application for The Edward Harvist Trust Grant for Self Harm Prevention & Support Work for Young People with Schools and Families – 5K

We are grateful to apply for a grant under The Edward Harvist Trust programme to support this extremely important piece of work.

The Organisation

WISH is a voluntary sector organization working to support new and existing services that are needed. For over two years WISH have been leading and supporting work about self harm amongst young people through our Award winning Girls Xpress! group and a Self Harm Practitioners Forum.

The project

Self harm is the deliberate intention to hurt oneself through cutting, burning, mutilation. It is not attention seeking, it is drawing attention to the pain within, and is often linked to child abuse, family violence and family breakdown. There are increasing links with bullying and other stressors of young people.

We have the highest rates of self harm in Europe, with over 24,000 teenagers being admitted to UK hospitals every year as a direct result of self harm. Research by WISH in 2004 in local High schools showed that over 1 in 10 teenagers in Harrow admit to self harming. Over 50% do it secretly where it cannot be seen. This is a growing problem of immense concern that is not going away.

WISH are working actively with partners in the voluntary sector to build capacity for supporting and preventing self harm. We accept referrals for self harmers from local high schools, Connexions, school counselors, Harrow Young Persons Centre, Social Services, Yakeen Asian Womens Counselling; Youth & Connexions and many others. Unless the young person is able to join the Girls Xpress! group we are unable to offer effective support to them or the agencies and professionals without funding.

There is now a huge and immediate demand for WISH to work with schools and families to raise awareness of the issues; work preventatively on self harm; support educational professionals dealing with self harmers; provide one to one support for professionals, self harmers and families of self harmers; run PHSE days in schools; develop advice and information materials for schools and families.

Beneficiaries

This grant will enable WISH to support Harrow High School; Rooks Heath High School; Bentley Wood; Hatch End High and other schools with advice, information, training and one to one interventions.

We will also for the first time work directly with families of self harmers and those at risk to help them move their children out of self harming.

Number of users – over 5000 young people in Harrow schools

- 100 teachers and educational professionals
- 100 agency staff
- 2000 family members

100% users are Harrow residents. WISH works in all wards in Harrow. The leading wards will be central Harrow, South Harrow, Wealdstone.

Outcomes

- 1. The relief of distress among young self harmers and their families through one to one support work and advice and information.**
- 2. The provision and support of educational activities for families, young people, schools and agencies to work on prevention of self harm and support to recovery**
- 3. Improvement in the skills and support of teachers, school counselors and agency staff in spotting self harm and supporting young self harmers**
- 4. Production of useful training, information and advice tools about self harm**
- 5. Reduction in rates of continuous self harm and first time self harmers**
- 6. understanding of and prevention work of linked issues such as substance abuse, binge drinking, bullying**

Budget

The grant will be used in the following way to make the above work happen :

- Salary for session work in schools and agencies – 2K
- Training materials, handouts, leaflets, flipcharts etc – 1.5K
- Session work with families and one to ones – 1.5K
- Total requested – 5K

Match funding

WISH is funded 5K by Connexions London West to run a girls only out of school group. We are funded 15K by the Camelot Foundation to run a Self Harm Practitioners Forum and website.

We have no funding to work directly with schools and families or to provide individual support and advice where needed.

Financial Information (attached)

We hope that this application is considered favorably to support the relief of distress of young people, their families and the schools and agencies who support them. It really will make a huge difference to the lives of many local people and there is no service provision at all locally to meet this need.

We are happy to provide references and testimonies on the need for this work from schools, families and agencies on request.

We look forward to hearing from you,

A handwritten signature in black ink, appearing to read 'R Jaber', written in a cursive style.

Rowena Jaber
Centre Developer
The WISH Centre

ENCS.

Annual Report with Annual Accounts
Income for 2005-6 with funding information

Meeting:	Grants Advisory Panel
Date:	5 th December 2005
Subject:	Grant Funding 2006/07
Responsible Officer:	Director Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	Yes
Status:	Part I

Section 1: Summary

This report presents the applications for funding and the grants-based service level agreements for 2006/07.

Decision Required

Members are recommended to:

1. Decide whether to accept the applications received after the deadline (outlined in paragraph 2.2.2 and in the individual reports)
2. Agree in principle the recommendations relating to the individual reports in the appendices, which will be subject to the Council approving its overall Revenue Budget for 2006/07
3. Agree to recommend that Cabinet approve the overall grants budget 2006/07, inflation additions to salaries, and the individual grant allocations.
4. Agree to recommend funding of £14,900 from this year's budget to 9 new applicants, as detailed in the individual grant applications and Appendix 1.
5. Agree to recommend that Cabinet approve in 2006/07 a Heritage Grant of £15,000 to the Harrow Heritage Trust out of the Council's Capital Programme.

Reason for report

To enable the allocation of funding to voluntary organisations in 2006/07.

Benefits

The funding will enable the relevant organisations to continue delivering services to their members and users, thereby improving the quality of life for people in Harrow.

Cost of Proposals

The base Grants Budget (excluding Community Lettings) for 2006/07 is

£1,163,694. This includes inflation additions at £24,094. Whilst the total grants applied for in 2006/07 is £2,025,554 the total amount recommended is £1,162,651, which leaves a balance of £1,043.

The figures do not include £15,000 from the grants budget for 2005/06, which is available for distribution in the current year. It is recommended that a total of £14,900 from this under-spend be offered to 9 new applicants as shown in Appendix 1.

Risks

Some of the organisations approved for funding may not deliver all the services they promised in their grant applications, or the quality of their services may not be of high enough standard. Officers will address these risks through vigorous monitoring and support to groups in order to improve their capacity.

Implications if recommendations rejected

Should the recommendations be rejected services to the community will be greatly affected or cut and relevant voluntary organisations will be unable to pay their staff salaries.

Section 2: Report

2.1 Brief History

2.1.1 Harrow Council is empowered to make grants to voluntary organisations under Section 48 of the Local Government Act 1985, as well as under other legislation.

2.2 Options considered

- 2.2.1 During July 2005, grant application packs were sent to all organisations currently in receipt of funding from Harrow Council, including those in receipt of service level agreement funding. Notices were placed in the local press, Harrow libraries, on the Harrow Live website, via the HAVS mail-out and at the Community Premises inviting local voluntary organisations to apply for funding. Officers from the Grants Unit organised a funding workshop jointly with HAVS on 1st September 2005 to advise groups on the grant application process. The deadline for receipt of completed application forms was Friday 30th September 2005.
- 2.2.2 Applications were received after the deadline from Harrow Crime Prevention Panel, Harrow Pre-School Learning Alliance, Harrow Weald Common Conservators, Harrow Women's Centre, Women's Aid Harrow and Harrow Agenda 21 Environmental Forum.
- 2.2.3 The following organisations, which are currently funded, have not applied for funding in 2006/07: Arts Culture Harrow (funded directly by Cabinet), Bentley Priory Nature Reserve, Aspire, BTWSC, Disability Foundation, Harrow Community Transport, Harrow in Leaf, Headway Harrow, National Council of Vanik Associations UK, Rayners Lane Tenants and Residents Association, Sahara and Wealdstone Active Community.
- 2.2.4 All applicants were asked to complete a form stating how much funding they had received from all other funding bodies in the current financial year. The information, where provided, has been incorporated into the attached individual reports.

- 2.2.5 When the applications were received, copies were hand-delivered to officers in the relevant departments. The officers provided summaries and their comments / recommendations, which have been incorporated into the attached reports. Where departments failed to respond or did not provide full reports, the Grants Unit wrote and/or amended those reports.
- 2.2.6 Officers attempted to meet with all the new applicants to pre-assess their application and establish if they met the qualifying conditions. Officers have assessed the grant applications received for 2006/07 and have provided individual reports, which include their comments and recommendations, to enable Members to approve grant allocations in principle.
- 2.2.7 The original recommended grants exceeded the budget by £80,862. It needs to be noted that £52,815 was recommended in respect of 5 new applicants. Usually, new applicants only attract start-up funding of up to £5,000 and therefore the Grants Unit scaled those recommendations down. Significant growth was also recommended in respect of 9 currently funded organisations, which amounted to £61,093. Again, the Grants Unit had to scale those recommendations down in order to ensure that there is budget provision for all the recommended grants.
- 2.2.8 Under the new Strategy, funding for £10,000 or more will be provided in the form of a service level agreement on a 3-year cycle and will be subject to quarterly payments and claw-back provisions. A number of currently funded groups have service level agreement funding below that figure and therefore from 2006/07 these will revert to grants.

2.3 Consultation

- 2.3.1 None in relation to this report but the Grants Advisory Panel held a consultation meeting with the voluntary sector in June to discuss the new strategy and grants process. Officers also held jointly with HAVS a funding workshop in September to advise organisations on the new grants process.
- 2.3.2 The draft report was sent to the Voluntary Sector Adviser for comments (see 2.8 below).

2.4 Financial Implications

- 2.4.1 This is a report of the Director of Financial and Business Strategy and deals with financial matters throughout.

2.5 Legal Implications

- 2.5.1 The Council will be complying with its duty in accordance with s48 of the Local Government Act 1985, by providing grants to voluntary organisations.

2.6 Equalities Impact

- 2.6.1 The funding proposals contained in this report have significant implications for the whole of the voluntary sector in Harrow. The proposals aim to address through funding inequalities and disadvantage and to promote equality of opportunity and better community and race relations. The funding proposed will assist organisations serving

Black and minority ethnic communities, young people, women, people with disabilities, the elderly and carers.

2.7 Section 17 Crime and Disorder Act 1998 Considerations

2.7.1 The organisations being recommended for funding in this report are expected to comply with all relevant legislation. They are expected to have Health and Safety policies and procedures, Child Protection policies (where applicable), procedures for the Protection of Vulnerable Adults (where applicable). Relevant organisations are expected to play an active role on relevant committees of the Safer Harrow Management Group. Included in the aims of some of the organisations being recommended for funding is the provision of services that deal with crime prevention, crime and anti-social behaviour and ways to combat them.

2.8 Comments by Voluntary Sector Adviser

2.8.1 Verbal comments will be given at the meeting.

Section 3: Supporting Information/ Background Documents

Appendix 1 – Schedule of grants, including funding awarded in 2003/04, 2004/05 and 2005/06, funding requested 2006/07 and funding recommended for 2006/07

Appendix 2 – A) Grants-based Service Level Agreements
B) Grant applications from currently funded groups
C) Grant applications from groups not currently funded

Other background papers:

Grant Applications Directory: This contains all the grant applications and supporting documents (circulated separately to Members ONLY).

APPENDIX 1							Notes
HARROW COUNCIL GRANTS ADVISORY PANEL							
GRANTS TO VOLUNTARY ORGANISATIONS 2006/07							
FUNDING AWARDED 2003/04	FUNDING AWARDED 2004/05	FUNDING AWARDED 2005/06	FUNDING REQUESTED 2006/07	OFFICER RECOMMENDATION			
APPLICANTS FUNDED UNDER SERVICE LEVEL AGREEMENT IN 2005/06							
ARTS CULTURE HARROW	334,061	369,590	£ 373,008	373,008	Subject to Cabinet decision		
BENTLEY PRIORY NATURE RESERVE	2,000	2,200	0	0			
HARROW AFRICAN-CARIBBEAN ASSOCIATION	5,000	5,152	34,320	6,600			
HARROW ASSOCIATION OF DISABLED PEOPLE	42,062	43,097	51,000	45,018			
HARROW ASSOCIATION OF VOLUNTARY SERVICE (HAVS)	72,612	74,578	88,603	90,995			
HARROW CRIME PREVENTION PANEL	15,755	11,250	6,250	5,000			
HARROW IN BUSINESS	60,479	62,293	72,000	65,875			
HARROW IN EUROPE ASSOCIATION	5,000	5,000	5,000	5,000			
HARROW PRE-SCHOOL LEARNING ALLIANCE	4,230	4,230	8,804	4,230			
HARROW SHOPABILITY SCHEME	11,963	12,311	17,680	14,570			
HARROW SPORTS COUNCIL	27,381	27,381	27,000	27,000			
HARROW WEALD COMMON CONSERVATORS	25,837	26,537	33,000	30,000			
HARROW WOMEN'S CENTRE	50,285	55,655	67,169	56,891	plus £10,886 from People First		
K.S.I.M. SENIOR CITIZENS ASSOCIATION	1,535	2,387	3,500	2,387			
MIND IN HARROW	7,722	7,722	7,722	7,722			
NATIONAL AUTISTIC SOCIETY-HARROW BRANCH	1,650	1,650	26,445	4,650			
RELATE	21,683	22,188	23,376	23,185			
WELLDON ACTIVITY GROUP	21,504	21,504	22,150	22,150			
WOMEN'S AID HARROW	31,591	32,539	62,000	30,000			
TOTAL (SERVICE LEVEL AGREEMENTS)			931,685	814,281			
APPLICANTS IN RECEIPT OF GRANTS IN 2005/06							
ADHD SUPPORT GROUP	1,000	8,096	16,320	8,319			
AFGHAN ASSOCIATION	3,584	3,584	8,000	3,584			
ANGLO-INDIAN CIVIC COMMUNITIES ALLIANCE	1,000	1,500	8,500	3,000			
ASPIRE		1,000	0	0	DID NOT APPLY		
ASIAN ELDERLY GROUP	6,670	6,670	8,000	3,950			
ASSOCIATION OF SENIOR MUSLIM CITIZENS	0	500	7,250	2,000			
BTWSC	0	0	0	0	DID NOT APPLY		
CARRAMEA	2,400	2,400	2,400	2,400			
COMMUNITY LINK UP	0	2,000	10,000	5,000			
CONNAUGHT OPERA	0	2,000	2,200	2,200			
DISABILITY FOUNDATION	0	0	0	0	DID NOT APPLY		
GIRLGUIDING MIDDLESEX NORTH WEST	0	0	5,000	2,000			
HARROW AGENDA 21 ENVIRONMENTAL FORUM	1,500	1,500	44,380	5,000			
HARROW ANTI-RACIST ALLIANCE (HARA)	1,500	1,500	3,000	3,000			
HARROW ASSOCIATION FOR THE BLIND	2,500	2,500	18,665	4,670			
HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGS (HASVO)	0	0	100,000	10,000			
HARROW BANGLADESHI ASSOCIATION	0	0	3,419	1,860			
HARROW BENGALLEE ASSOCIATION	0	1,500	4,575	2,675			
HARROW BEREAVEMENT CARE (FORMERLY HBVS)	6,816	7,059	8,600	7,181			
HARROW CITIZENS ADVICE BUREAU	93,885	96,098	98,417	100,543			
HARROW COMMUNITY TRANSPORT	5,000	5,000	0	0	DID NOT APPLY		
HARROW COUNCIL FOR RACIAL EQUALITY	45,361	52,075	84,075	57,585	2 APPLICATIONS		
HARROW EMERALD CIRCLE	0	0	4,000	500			
HARROW HERITAGE TRUST	9,000	9,000	9,500	9,000	plus £15,000 Heritage Grant		
HARROW IN LEAF	0	1,000	0	0	DID NOT APPLY		
HARROW IRANIAN COMMUNITY ASSOCIATION	5,000	5,000	16,000	5,000			
HARROW PENSIONERS' ACTION GROUP	500	500	750	750			
HARROW PUBLIC TRANSPORT USERS ASSOC.	250	275	300	300			
HARROW REFUGEE FORUM	2,000	5,000	26,730	6,000			
HARROW SCHOOL OF GYMNASTICS	2,000	2,000	2,500	2,500			
HARROW SOMALI WOMEN'S ACTION GROUP	0	5,000	10,000	5,000			
HARROW TAMIL SCHOOL ASSOCIATION	0	2,400	10,000	4,500			
HARROW YOUTH & COMMUNITY PROJECT	500	1,000	3,000	2,000			

HEADWAY HARROW	450	450	3,102	0	0	DID NOT APPLY
HERGA ROAD & MASONS AVENUE COM. ASSOCIATION	0	500	1,000	2,000	1,000	
HINDU COUNCIL	0	1,000	2,000	7,850	0	
HOME START - HARROW	0	2,496	5,000	5,000	5,000	
IGNITE TRUST	1,000	3,500	3,500	50,500	10,000	2 APPLICATIONS
ISLAMIC & CULTURAL SOCIETY OF HARROW	0	500	500	2,000	0	
JAAAGO PUNJABI WOMEN'S GROUP	2,750	2,750	2,750	2,750	2,750	
KALA ANJALI ARTS CIRCLE	1,500	1,500	1,500	3,000	0	
KIDS CAN ACHIEVE	0	2,000	4,524	25,809	7,227	
MULTIPLE SCLEROSIS SOCIETY- HARROW BRANCH	0	1,000	1,000	1,000	1,000	
NATIONAL COUNCIL OF VANIK ASSOCIATIONS U K	0	500	1,000	0	0	DID NOT APPLY
PAKISTAN SOCIETY OF HARROW	1,000	6,000	6,500	9,000	6,642	
PARKINSON'S DISEASE SOCIETY	1,297	2,240	2,300	2,400	2,400	
PERSIAN SENIOR CITIZENS CLUB	0	0	500	9,725	500	
RAYNERS LANE TENANTS & RESIDENTS ASSOC.	0	0	500	0	0	DID NOT APPLY
RUSSIAN IMMIGRANTS ASSOCIATION	2,300	2,300	3,000	5,000	3,000	
SAHARA	0	0	500	0	0	DID NOT APPLY
SANGAT ADVICE CENTRE	0	0	1,000	28,000	1,000	
SPECIAL CONNECTION	2,000	2,000	2,000	2,500	2,000	
TONGUES ON FIRE	4,500	5,000	5,000	9,500	5,000	
U. K. ASIAN WOMEN'S CONFERENCE	2,750	2,750	2,750	3,000	2,750	
VICTIM SUPPORT HARROW	15,220	15,415	15,780	33,455	16,129	
VITALISE (WINGED FELLOWSHIP TRUST)	2,573	2,022	3,364	3,282	0	
WEALDSTONE ACTIVE COMMUNITY	0	0	1,000	0	0	DID NOT APPLY
WISH CENTRE (THE)	0	0	2,000	9,500	2,000	
WOODLANDS COMMUNITY ASSOCIATION	7,500	7,725	4,000	11,000	4,000	
TOTAL (CURRENTLY GRANT FUNDED)				770,861	332,915	
APPLICANTS NOT CURRENTLY IN RECEIPT OF A GRANT						
13th KENTON SCOUT GROUP	1,000	0	0	7,500	0	
13 CADEMY OF SOUTH INDIAN ARTS (A.S.I.A.)	0	0	0	9,360	0	£3500 TO BE PAID FROM 2005/06
ANSAR YOUTH PROJECT	0	0	0	9,978	0	£1500 TO BE PAID FROM 2005/06
ASHIANA	0	0	0	24,945	0	£3000 TO BE PAID FROM 2005/06
COMMUNITY ACCOUNTANCY SELF-HELP (C.A.S.H.)	1,000	1,000	0	5,000	0	£2000 TO BE PAID FROM 2005/06
DEAFPLUS	500	500	0	17,250	0	
EAST AFRICAN WELFARE & DEVELOPMENT CONCERN	1,000	1,000	0	4,000	0	
EDO STATE WOMEN'S ASSOCIATION	0	0	0	10,000	0	£1000 TO BE PAID FROM 2005/06
ELMSLEIGH AVENUE RESIDENTS ASSOCIATION	0	0	0	1,230	0	£1000 TO BE PAID FROM 2005/06
FLASH MUSICALS	0	0	0	30,000	5,000	
HARROW FAMILY LEARNING NETWORK	0	0	0	26,440	0	
HARROW KUWAITI COMMUNITY ASSOCIATION	1,000	0	0	5,000	0	
HARROW MENCAP	0	0	0	83,185	7,455	
HARROW UNEMPLOYED TEENS FORUM	0	0	0	15,000	0	
HAYS TRANS-AGE PROJECT	0	0	0	5,000	0	
INDIAN ASSOCIATION OF HARROW	0	0	0	6,500	0	
LIGHT & COLOUR WORKSHOP UK	0	0	0	34,000	0	£1500 TO BE PAID FROM 2005/06
NAVNAT YUVA VADIL MANDAL	0	0	0	11,100	0	
PAKISTAN WOMEN'S ASSOCIATION HARROW	0	0	0	7,000	0	£500 TO BE PAID FROM 2005/06
SRISHTI NINA RAJARANI DANCE CREATIONS	0	0	0	6,000	0	£900 TO BE PAID FROM 2005/06
U CAN DO I.T.	3,600	3,600	0	4,520	3,000	
TOTAL (NOT CURRENTLY FUNDED)				323,008	15,455	
GRAND TOTAL				2,025,554	1,162,651	
BASE BUDGET 2006/07						
SALARIES INFLATION						
TOTAL						
LESS OFFICER RECOMMENDATIONS						
TOTAL REMAINING/OVERSPENT						

This page is intentionally left blank

APPENDIX 2 A

GRANTS BASED SERVICE LEVEL AGREEMENTS

Arts Culture Harrow
Harrow African Caribbean Association (HACAS)
Harrow Association of Disabled People (HAD)
Harrow Association of Voluntary Service (HAVS)
Harrow Crime Prevention Panel
Harrow in Business
Harrow in Europe Association
Harrow Pre-School Learning Alliance
Harrow Shopmobility Scheme
Harrow Sports Council
Harrow Weald Common Conservators
Harrow Women's Centre
K.S.I.M. Senior Citizens Association
Mind in Harrow
National Autistic Society- Harrow Branch
Relate
Welldon Activity Group
Women's Aid Harrow

ARTS CULTURE HARROW

Current value of SLA: £369,590

Proposed value of SLA: £373,008 (inclusive of salary inflation)

Funding for this organisation is considered and agreed directly by the Cabinet. The SLA of Arts Culture Harrow has already been agreed by the Cabinet.

The organisation has not submitted a grant application for 2006/07 and the Arts Unit of People First have advised that no report is required.

HARROW AFRICAN-CARIBBEAN ASSOCIATION (HACAS)

Current value of SLA: £5,152
Amount requested: £34,320
Proposed value of GRANT: £6,600

Background

HACAS continues to provide Day Centre and weekly lunch facilities to elderly members of the Afro-Caribbean community. Harrow residents who attend the centre may be isolated or disabled, and it gives them the opportunity to meet and socialise in a culturally sensitive setting. Special diets are catered for and people are able to join in keep-fit sessions, craft activities, board games and outings. Approximately 40-50 people attend the lunch club every Friday held at the Methodist Church, Wealdstone from 11.30am to 4pm.

Grant request

In addition to the activities listed above, the additional funding requested by the Organisation is for the recruitment of Administrator, Care Worker and Assistant Cook on part-time basis, purchase of computer equipment*, and for the provision of a dance school for children aged 5-16 years.

Monitoring information 2004/05

HACAS had a successful monitoring visit on 28 September 2005. During 2004/05, the organisation had 1,340 enquiries/cases. The organisation keeps good administrative and financial records.

Officer comments and recommendation

From the statistics and the breakdown of the costs provided by HACAS, funding of £6,600 is recommended as follows:

Administration Costs	£1,000
Cook (Salary)	£2,000
Keep Fit	£1,000
Premises	£2,600
TOTAL:	£6,600

* Officers will try to secure computer equipment for the Organisation from HITS from the replacement programme.

Funding received from other sources in 2005/06

None.

Report produced by Service Commissioning Team, People First.

HARROW ASSOCIATION OF DISABLED PEOPLE

Current value of SLA: £44,163
Amount requested: £51,000
Proposed value of SLA: £45,018 (inclusive of salary inflation)

Background

Harrow Association for Disabled People (HAD) was established in 1972. There are 265 people and organisations that have become members of HAD, 99% are Harrow residents.

Grant request

HAD is requesting funding of £51,000 to employ one and a half members of staff to provide the following services:

- 1,200 welfare benefit appointments
- 100 training sessions to voluntary community groups to inform them about accessing welfare benefits to be delivered at outreach locations across the Borough
- 100 referrals from clients who need help with money management
- Produce and distribute leaflets about welfare benefits that would be of interest to disabled people
- Train 5 volunteers who will assist clients in completing welfare benefit forms

Officer comments

HAD currently provide a well established welfare benefits service to the disabled population of Harrow which is well used and has been very successful in increasing benefit take-up and winning DSS appeals. HAD have calculated that its Welfare Benefits Team help bring in an additional £3,040,959 in benefits to disabled people using the HAD service.

Monitoring information 2004/05

In the year 2004/05 the following outputs were recorded: -

Telephone enquires	3,464
Office appointments	1,585
Home visits	258
Benefit applications	1,720

Also for 2004-05, there were a total of 180 tribunals and appeals.

Recommendation

Officers recommend that funding for 2006/07 be maintained at the current level plus inflationary uplift as most of the costs relate to salaries, subject to Cabinet agreeing to provide inflation for salaries.

Funding received from other sources in 2005/06

£31,641 from Big Lottery for 3 years (expires 2008) to provide televisual video-link equipment to enable deaf/hearing impaired people to have access to service providers
£5,500 from Royal National Orthopaedic Hospital for the provision of welfare benefits advice service (ongoing)

Report produced by People First Service Commissioning Team.

HARROW ASSOCIATION OF VOLUNTARY SERVICE (HAVS)

Current value of SLA: £88,603
Amount requested: £91,261
Proposed value of SLA: £90,995 (inclusive of inflation for salaries)

Background

The service objectives of HAVS are:

- To support the development of new projects/organisations
- To assist emerging organisations to become independent of HAVS and self-reliant
- To improve the management and delivery of existing projects through training
- To identify alternative funding sources and assist Harrow groups to access them through improved grant applications and funding advice
- To represent Harrow's voluntary sector on statutory and voluntary bodies and on the Harrow Strategic Partnership
- To enable individuals and groups (existing and emerging) to access the core services and resources of HAVS
- To co-ordinate the development and implementation of the Compact between Harrow Council and the Voluntary Sector in Harrow

Grant request

The funding of £91,261 is requested to provide the core activities of HAVS.

Monitoring Information 2004/05

The monitoring visit on 13th June 2005 established that HAVS has met, or exceeded all targets shown in the quantity standards in the specification of the service level agreement (targets shown in brackets):

Number of groups helped with governance issues (15)	20
Number of training courses arranged / delivered (15)	20
Number of briefings/newsletters issued (15)	16
Number of groups assisted with funding applications (30)	in excess of 30
Number of external bodies liaised with / represented on (200)	240
Number of key volunteers recruited (15)	13
Number attending Stroke Club (35)	50
Number of affiliated groups (220)	220
Number of volunteers introduced to agencies (300)	1000
Numbers attending volunteer meetings and /or training events (400)	433

Officer comment and recommendation

In 2005/06, HAVS received funding of £168,201 from a number of sources for one off project work, but not for core costs. It should be noted that the organisation's budget for 2006/07 anticipates expenditure of £166,165, which means that they will raise £75,170 from other sources, but again this will not be for core costs. HAVS is increasingly playing a very active role in the Harrow Strategic Partnership and was the lead agency in the development of the Compact and the accompanying Codes between the Council and the voluntary sector. HAVS is also the leading body in the Voluntary Sector Forum and in that capacity has argued successfully for the appointment of a Voluntary Sector Adviser on the Grants Advisory Panel. Officers recommend that HAVS be funded in 2006/07 at this year's level plus inflation addition for salaries, subject to Cabinet agreeing to provide inflation to salaries.

Funding received from other sources in 2005/06

£7,000 from Connexions & £7,000 from LBH Youth & Connexions to establish a Youth Forum for Harrow Organisations

£15,000 from Harrow Council for the Funding Advice Worker post

£4,975 from Lloyds TSB and £2,000 from Adult Community Learning (match-funding) to implement PQASSO Quality System in HAVS and other organisations

£15,000 from Harrow Council/HSP to employ a faith communities worker to map service provision and identify gaps

£5,500 from Harrow Council Safeguarding Communities Board to employ a part-time worker to undertake CRB checks

£108,000 from the Bridge House Trust to employ a full time small groups development worker

£6,570 from Volunteer Development England to update quality assurance at the centre and increase of Co-ordinator

£42,656 from Government Office for London to implement Change Up in Harrow

£3,000 from Harrow Council Partnership Unit to match fund Change Up monies

£4,000 from Harrow PCT to match fund Change Up monies

£7,500 from the West London Network to set up and administer to West London Faith Forum

£2,000 from the West London Network as one-off project mapping BMER groups in West London

£10,000 from Association of London Government to write Change Up infrastructure plan.

Report produced by Grants Unit

HARROW CRIME PREVENTION PANEL

Current value of SLA: £11,250
Amount requested: £6,250
Proposed value of GRANT: £5,000

Aims of the Service:

1. To contact all referrals to offer an assessment of security.
2. To supply and arrange for the fitting of appropriate door viewers, door chains, smoke alarms, locks, bolts or other security equipment, to the homes of referred victims.
3. To liaise with other agencies to ensure that the most efficient and effective response to vulnerable members of the community is provided whilst avoiding duplication of effort.
4. To ensure the provision of appropriate crime prevention literature and advice to all referred victims.
5. To report as required to the relevant bodies of the Harrow Strategic Partnership.
6. To raise sponsorship towards the project.
7. To provide a gardening service for elderly, isolated and vulnerable members of the community in order to enhance the security of their dwellings and thus improve their safety and reduce their fear of crime.

Monitoring Information 2004/05

During the monitoring visit it was established that the organisation would wish to concentrate on promotional work about crime prevention and community safety, representation on various committees of the Safer Harrow Management Group and on the Gardening project.

Officer Comment and recommendation

Since the introduction of the Handyperson's Scheme, run jointly by the Police and Harrow Council the Panel's work on the Repeat Victimisation Scheme has been reduced considerably. As a result, the Panel devotes more time and effort to the Gardening project. As clients of this project make a financial contribution, the funding ought to support cases where people are unable to do so.

The Panel failed to submit its grant application by the deadline of 30th September. The application was received, after a reminder, on 27th October 2005. Members are asked to decide whether to accept the late application. If Members agree to accept the late application, it is recommended that the Panel's funding in 2006/07 be reduced to £5,000 to cover the following outcomes:

- 4– 6 Presentations on Crime Prevention and Crime Reduction
- Production and distribution of quarterly newsletter on crime prevention and community safety
- Representation on relevant committees of the Safer Harrow Management Group
- Provision of free gardening services to vulnerable people, who are unable to pay, to reduce their fear of crime and enhance their safety
- Provision of a limited fitting service (locks, door viewers etc) for cases not covered by the Handypersons Scheme.

Funding received from other sources in 2005/06

The organisation does not receive funding from any other source.

Report produced by the Grants Unit

HARROW IN BUSINESS

Current value of SLA:	£64,162
Amount requested:	£72,000
Proposed value of SLA:	£65,875 (inclusive of salary inflation)

The strategic aims and objectives of the SLA are:

- To stimulate the growth of enterprise in the Borough
- To assist the formation, growth and competitive position of small and medium-sized businesses
- To address, where appropriate, the issue of social exclusion through measures relating to economic and social self-determination
- To provide, directly and in partnership, a stimulus to raising the level of management skills and other skills of small business owners, managers and employees, particularly in sectors experiencing problems.
- To work with and enhance business networks within the region.
- To be a significant participant in the delivery of Business Link Services for London's "Managed Network".
- To participate in appropriate activities and strategic alliances that are aimed at the enhancement of the Harrow business environment, and the wider regeneration of parts of Harrow, through active participation in the Harrow Partnership.
- To facilitate the continuous development of staff and associates, in order to enhance individual skills and improve the effectiveness of the organisation in achieving its corporate objectives.

The objectives should be achieved through a comprehensive service, which will cover:

- Pre start –up support
- Other Business support
- Start up Business Counselling
- Induction to Businesses New in the Borough
- Setting up a Business Intelligence Collection Service
- General support and liaison Marketing Services
- Support for Social Inclusion/ Social Enterprise
- Liaison and Supporting Networks
- Support for Regeneration Activities
- Encouraging Young Entrepreneurs
- Equal Opportunities
- Quality standards.

Harrow in Business continues to provide a strong quality-driven service to new and would-be businesses in the area, but it needs to be noted that the organisation has not signed this year's SLA.

Officers recommend continuation of funding at this year's level with inflation addition for salaries.

Funding received from other sources in 2005/06

London Development Agency - £118,700 per annum for 3 years for New, Young and Micro Business Support (Harrow and surrounding boroughs) Expires March 2006.

Business Link for London - £42,000 (1 year) for advice and guidance for new businesses in Harrow. Expires March 2006.

Harrow Council LPSA - £31,000 for 2.5 years for BME Market Penetration and Support. Expires March 2006.

SBS Phoenix Fund - £43,000 for 2 years for Retail Support & Training (Pan-London). Expires March 2006.

Report produced by the Grants Unit

HARROW IN EUROPE ASSOCIATION

Current value of SLA: £5,000
Amount requested: £5,000
Proposed value of GRANT: £5,000

Purpose

- Raising awareness, including encouraging exchanges from groups from the business, educational and disadvantaged communities; the provision of hosting facilities, hospitality and support to twinning visitors from Douai.
- The provision of support services in relation to agreed twinning activities, such as translations and interpreting services to the Council.
- The promotion of twinning opportunities by facilitating links between schools, Borough representatives and local groups, and twinning contacts in Douai.

Funded Activities

1. Remembrance Day Representation for Borough visitors to and from Douai.
2. Civic hosting (visitors from and to Douai).
3. Fêtes de Gayants (visit of Harrow Giants group with supporters)
4. Provision of translation and interpretation services to the Council in relation to twinning activities.
5. Promotion of twinning in the wider community.

Monitoring Information 2004/05

HIE provided full details of membership (362, 98% from Harrow) with ethnic data. It has also provided the number of users (291, 100% from Harrow) with a breakdown by age and ethnicity. Finally, HIE provided a list of events held in 2004/05, the total cost of the events and the grant paid by HIE to schools and other groups to enable them attend the events (£2,172.70)

Officer comment and recommendation

Under the new strategy for supporting the voluntary sector in Harrow, the funding to Harrow in Europe will be provided in the form of a grant, because it is below £10,000. The expected outcomes are the delivery of the funded activities listed above.

Funding received from other sources in 2004/05

The organisation does not receive funding from any other funding body.

Report produced by the Grants Unit

HARROW PRE-SCHOOL LEARNING ALLIANCE

Current value of SLA:	£4,230
Amount requested:	£8,804
Recommended GRANT:	£4,230

The Alliance aims to enhance the development of education of children primarily under statutory school age, by providing support to pre-school playgroups and toddler groups that are members of the Harrow Pre-School Learning Alliance within the borough.

Service Objectives

- To visit all Pre-School Learning Alliance member groups in the borough.
- To liaise regularly with the Manager of the Registration and Inspection Unit.
- To hold regular open meetings each year

Funding request: HPSLA is applying for funding of £8,804 to cover the cost of employing a part time Bookkeeper and a part time Administrator (both already in post) and office costs.

- The Bookkeeper offers support to all Treasurers in pre-school settings, e.g. payroll
- The Administrator deals with all enquiries from pre-schools and toddler groups
- Offers bulk buy to member groups
- Both workers support the development workers, to promote expansion and “wrap-round” services, crisis work for individual pre-schools
- Support pre-schools with training of their Management Committees, linking with the work of the Childcare Early Years and Parenting services
- Promote the Alliance’s Accreditation Scheme
- Support providers in identifying areas for development through training
- Offices accessible to all pre-school and toddler groups for training
- Provide support and development to parent and toddler groups
- Identifying areas of need in Harrow to expand or open new groups.

Officer comments

Most of this organisation’s funding comes from the Early Years Childcare and Parenting Services. The Alliance produces regular quarterly newsletters, which detail the many activities, events and training courses it organises for its members. Whilst it is acknowledged that the two part-time posts for which funding is sought perform a very important role, it appears that some of their functions could, or should, be performed by the Development Workers. Alternatively, the workers could be employed on a sessional basis, or one post could perform both functions. The organisation failed to submit its grant application by the deadline of 30th September 2005. The application was received, after a reminder, on 21st October 2005. If Members decide to accept the late application, it is recommended that the organisation be offered a grant of £4,230, with the proviso that the organisation’s total funding should in future be provided through the SLA from the Early Years Childcare and Parenting Services.

Funding received from other sources in 2005/06

Harrow Early Years Childcare and Parenting Services - £56,998 per year for 2 years for salaries for 4 Development Workers, expenses, training and LWA. Expires March 2006.

Report produced by the Grants Unit

HARROW SHOPMOBILITY SCHEME

Current value of SLA: £12,670
Amount requested: £17,680
Proposed value of SLA: £14,570 (inclusive of salary inflation)

Background

Harrow Shopmobility was established in 1994 and has seen an increase in requests for its services since then. Shopmobility provides a wheelchair loan service, both daily and long term. Shopmobility has a range of scooters and wheelchairs to meet the different needs of the users. Currently Shopmobility has 22 scooters, 4 powered chairs, 25 wheelchairs and 2 walkers.

Shopmobility also provides a shopping support service for people with either a learning disability, physical disability or sensory impairment within central Harrow. The service is based at St George's Shopping Centre.

The service currently operates 4 days a week. It has 13 volunteer members and a manager who works 4 days a week (Monday, Wednesday, Thursday and Friday) providing office support.

Grant request

Shopmobility is requesting an increase on current funding due to an increase in insurance costs. Shopmobility also feels that due to an increased number of people using the service and a reduction in the number of available volunteers, there is a need to increase the office manager's availability from 4 days a week to 5 days a week.

Monitoring information 2004/05

In 2004 Shopmobility provided 1,636 day loans and 2,240 wheelchair days on long term loan. In 2005 Shopmobility are on course to provide 1,700 day loans and 2,800 wheelchair days on long term loan.

Officer Comments and recommendation:

It is recommended that the Grants Advisory Panel fund Shopmobility at the current level plus salary inflation, subject to Cabinet agreeing to provide inflation for salaries. In addition it is recommended that the additional cost of insurance, £1,930 be met by the Panel.

The organisation should be advised to seek additional funding, to extend the number of days worked by the Manager from 4 to 5, from other funding sources.

Funding received from other sources in 2005/06

Applications to the North West London Community Foundation and Edward Harvist Trust are pending.

Report produced by People First Service Commissioning Team

HARROW SPORTS COUNCIL

Current value of SLA: £27,381
Amount requested: £27,000
Proposed value of SLA: £27,000

Background

This organisation provides the Borough and other interested organisations with a body of opinion reflecting the views of local sports interests on matters concerning the development and future planning of sport and recreation within Harrow.

Grant request

HSC is seeking funding of £27,000 to fund sports development activities within local sports clubs and individuals, who apply for a grant to assist in their own sports development.

Monitoring of funding received in 2004/05

The Sports Strategy Unit, People First, monitor the SLA of the HSC and an officer attends management committee meetings.

Officer comment

Harrow Sports Council (HSC) provides grant aid to Eagles Sports Club, Harrow School Sports Association, Harrow and Wealdstone Swimming Club and Harrow Athletics Club. These organisations are identified in the annual Service Level Agreement but the amounts given are determined by HSC.

Also, HSC continues to offer grants to other voluntary sports organisations based within Harrow.

In addition, it also offers individual bursaries to individual sports people based in Harrow to assist in their participation in regional, national and international sports events.

In partnership with the London Borough of Harrow's Sports Strategy Unit and the Schools Development Services, HSC assists with the development, organisation and administration of Borough representative teams in regional competitions and meets associated costs in certain identified competitions.

No comment or recommendation has been received on this application from the Sports Strategy Unit, but the Grants Unit recommend that the organisation's application be funded in full, i.e. £27,000 in 2006/07.

Funding received from other sources in 2005/06

None

Report produced by the Grants Unit

HARROW WEALD COMMON CONSERVATORS

Current value of SLA: £27,258
Amount requested: £33,000
Proposed value of SLA: £30,000 (inclusive of salary inflation)

Background:

The Harrow Weald Common Conservators was established by the Metropolitan Commons (Harrow Weald) Supplemental Act 1899. The Conservators have a statutory responsibility for preserving and maintaining the Common, preventing any form of encroachment or enclosure and ensuring that the Bylaws to conserve and protect the area and maintain public order are adhered to.

Grant request:

HWCC are requesting a grant of £33,000 to pay the salaries of the two Rangers, the Clerk's allowance, to meet administrative costs and other running expenses.

Officer comment:

During the past 12 months the Conservators have continued to provide a high standard of stewardship at Harrow Weald Common and associated areas through the activities of the Keepers and the Board.

They have met the specifications as detailed in the previous Service Level Agreement.

The continuation of grant funding at an increased level will allow the work to continue and enable the Board to further meet their requirements for;

- Ongoing staff training and development plus salary increments
- Supply and maintenance of equipment
- Promotion of access, particularly for minority groups
- Contingency for covering for staff sickness and unexpected expenses

The application was received after the deadline, on 19th October 2005, after a reminder.

Recommendation:

If the Panel agrees to accept this late application, it is recommended that HWCC be offered funding of £30,000 in 2006/07, inclusive of inflation for salaries, subject to Cabinet agreeing to provide inflation additions to salaries.

Monitoring information 2004/05

A monitoring meeting was held on 5th July 2005, which was followed by an inspection of the Common. Both the monitoring meeting and the inspection were satisfactory.

Funding received from other sources in 2005/06

None

Report by Grounds Maintenance Manager, Urban Living and Grants Unit

HARROW WOMEN'S CENTRE

Current value of SLA: £56,283
Amount requested: £67,169 (inclusive of £10,886 People First grant)
Proposed value of SLA: £56,891 (inclusive of salary inflation) + £10,886

Main objectives

Providing advice and information to women, including signposting services and client support for women, primarily resident in Harrow. This will include information and advice work on domestic violence, welfare benefits, housing, legal matters, relationship breakdown, children's resources, health, social well-being and stress relief. They also give emotional support and assistance to women needing to be signposted to access other services.

Monitoring Information 2004/05

The monitoring visit held on 8th June 2005 established that the Centre met many of its targets for 2004/05 and exceeded two of them. Whilst the milestone for quarter 1 had not been met, steps have been taken to address this, in that the user satisfaction survey, which was due in the first quarter, was carried out in July 2005 and steps were taken for the preparation for obtaining a CLSP Quality Mark, which was the milestone in the 3rd quarter. During the visit, it was suggested to the organisation that they should start recording the figures for the alternative therapies they provide and for the older women's group. It was also suggested that they should draw a Code of Conduct for the Centre, which should cover the expected behaviour of users. These suggestions were accepted by the Centre.

Officer comments:

On 17th October the Harrow Primary Trust wrote to the Centre stating, among other things, that the PCT has made the following decision regarding the support and advice to women project:

- Review contract for 2006/07 with a view to reduce by 10%
- No guarantee of future funding
- Any payments made for 2006/07 have to be evidenced by activity information.
- Should any future funding be agreed, it will be paid on evidence of activity on a monthly basis.

Despite the above decision by the Harrow PCT, the Harrow Women's Centre would be able to function and deliver the agreed services, because they have unrestricted reserves of £48,955. The Harrow Women's Centre failed to submit its grant application by the deadline of 30th September 2005. The application was received on 21st October 2005. Members are asked to decide if the late application can be accepted. If it can be accepted, it is recommended that the Harrow Women's Centre be funded in 2006/07 in the sum of £67,777, which is the same level of funding as in the current year, inclusive of the grant of £10,886 from People First and inflation addition for salaries, subject to Cabinet agreeing inflation additions to salaries.

Funding received from other sources in 2005/06

£10,789.92 from Harrow PCT for advice and administration for women in the community

£10,885.87 from People First to fund the Counselling Service Co-ordinator and support

£16,000 from the City Parochial Foundation for the salary and on-costs of a part-time advice and advocacy worker

£12,000 from Harrow PCT Commissioning Fund to further develop the women's counselling service.

Report produced by the Grants Unit

K.S.I.M. SENIOR CITIZENS ASSOCIATION

Current value of SLA: £2,387
Amount requested: £3,500
Proposed value of GRANT: £2,387

Background

This Organisation was set up in 1988 and provides a weekly drop-in/day service for elderly, disabled or isolated members of the Shia Muslim community. Housebound members are supported at home or visited while in hospital. Health promotion speakers regularly visit the centre, covering topics such as Diabetes, Arthritis, and Nutrition. Classes in English are also offered to members. Several outings are arranged during the summer.

Grant request

The organisation is requesting £3,500 as a contribution towards running costs.

Officer comment

The membership has risen from 90 to over 140 in the last 3 years. From the register provided by the Organisation, approximately 77% of the regular members are from Harrow. The organisation's main costs relate to transporting members to and from the centre, one vehicle belongs to KSIM and another is on loan. Funding from the Council contributes towards vehicle insurance, fuel, and driver's expenses. Members who attend the centre also receive refreshments and a meal.

Recommendation

Officers consider that this service represents good value for money, and therefore it is recommended that the current level of funding, £2,387 be continued.

Funding received from other sources in 2005/06

None

Report produced by the Service Commissioning Team, People First.

MIND IN HARROW

Current value of SLA: £7,722
Amount requested: £7,722
Proposed value of GRANT: £7,722

Background

Mind in Harrow was set up in 1967 and works to improve the quality of life for people experiencing mental health problems. They provide drop-ins, befriending, education, counselling and other services.

Grant request

The organisation is requesting £7,722 as follows:
£3,722 for two sessional tutors, premises and facilities for 9 college courses
£4,000 to part-fund the Befriending Outing Group post.

Officer comment

The Grants Advisory Panel has supported two innovative and highly successful projects run by MIND in Harrow:

- a) *Stepping Stones* – This project works with local colleges to provide vocational and sporting activities for mental health service users in mainstream settings. For 2006/07 MIND wishes to offer, for three terms, Aerobic sports at the Kodak Sports Ground, and two vocational courses – Hairdressing, and Computing, at Harrow College. The courses are tailored to meet the individual learning needs of students. This project has over 1000 people on its database. Approximately 80 of the attendees are either in-patients at Northwick Park Hospital or are living in high support accommodation.
- b) *Befriending Group Work* – This project provides befrienders and group activities for mental health service users with high support needs. MIND offers accompanied small group outings fortnightly to educational and leisure venues locally and in London.

Each year, both projects successfully help 380 people with serious and debilitating mental illness to reintegrate into the community, through increased self-confidence, re-learning social skills (mixing with others, making friends, using public transport, coping with crowds), physical co-ordination and fitness, and gaining qualifications which lead to further education.

MIND is asking for support from the Grants Advisory Panel to continue these extremely beneficial and constructive projects, which are unique in Harrow in assisting mental health users back into ordinary mainstream life.

Monitoring information 2004/05

The organisation has six-monthly monitoring visits, which have been very successful. Attendance for the mixed drop-in service is approximately 45-60 people, the women's drop-in attracts about 25 women every Thursday, the Befriending Scheme offers services to 35 people and engage about 23 volunteers. The Asian scheme had 18 people attending (the target is 15), the befriending Scheme/Outing group has 20 members, the Stepping Stones project has a membership of 1093 with an average of 8.4 new referrals per month. Overall the organisation provides very good services.

Recommendation

The Grants Advisory Panel is recommended to fund £7,722 towards these Projects.

Funding received from other sources in 2005/06

£137,192 from Harrow Council for core services, drop-in, Stepping Stones project

£22,995 from Harrow Council for User Involvement (2 years remaining)

£38,000 from Lifelong Learning for the Stepping Stones Project

£13,171 from Prevention and Carers Grant for Stepping Stones for Carers

£82,320 from Harrow PCT for Core costs, drop-in, Stepping Stones project

£22,995 from Harrow PCT for User Involvement (2 years remaining)

£25,625 from Harrow PCT for the Voluntary Sector Access Worker (2 years remaining)

£15,234 from CNWL Trust for Roxbourne Befriending

£34,738 from Community Fund for Asian Befriending & Refugee Work (2 years remaining)

Report produced by the Service Commissioning Team, People First.

NATIONAL AUTISTIC SOCIETY HARROW (NASH)

Current value of SLA: £1,650

Amount requested: £26,445

Proposed value of GRANT: £4,650

Growth of £9,818 for part-time post to be considered by the Panel

Background

NASH is an organisation providing support to children with autism or Aspergers Syndrome and their parents.

NASH supply the London Borough of Harrow with the following activities:

The Harrow Respite Scheme

The Autistic Spectrum Disorders (ASD) respite project provides weekly term-time activity sessions (on Saturday mornings) that enables carers to have a break from their caring responsibilities. Sessions of music and drama therapy, structured activities and free play are provided. There is a high level of staff support.

The scheme consists of 10 weekly sessions during term time.

The SCATT Scheme

SCATT is a carer's service for parents/carers of children with ASD. It provides parents/carers with information, training and support on areas that enable them to manage their caring role more effectively. SCATT consists of a programme of evening meetings. It offers Peer group contact, education on Autistic Spectrum (ASD), input from relevant professionals, information on relevant agencies and a parent handbook. SCATT offers crèche and childcare facilities with a consistent, trained team.

Referrals to the service can be made by People First, Social Care, Northwick Park Hospital, GPs and parents/carers. The SCATT programme consists of an induction evening and six training sessions, followed by a parent/carer/reunion/evaluation meeting. People who have attended the training programme receive a training pack.

The Autistic Play-Scheme

The Play-Scheme provides breaks to carers/parents of children and young people with ASD in the school holidays, by running an autistic friendly play-scheme. Thirty-two paid staff provide a very specific and structured scheme for the children. The service provides 15 places for 5 days for older able ASD children aged 8-15 years. They gain experience of structured activities and are offered a range of outings and new experiences. There are 16 places for 5 days. Of these, full day places are given to younger ASD children and those at the less able end of the spectrum, and half day places are given to those who are more tired and those with high challenging needs, or on the waiting list for breaks. The service is to include planning the scheme, carrying out risk assessments, staff training, consultation with parents/carers and young people regarding the scheme's content.

Grant request

The grant requested will fund a Family Support Worker post for 16 hours per week together with the required equipment, furniture and administration costs. This post will manage the above schemes and a number of other schemes that NASH run in Harrow for service users and their carers. It will also be a developmental post and will represent NASH at various planning and

strategy meetings within Harrow. At present this work is carried out by volunteers who have now become too stretched in other areas of NASH work to continue.

Officer comment and recommendation:

This service is highly valued by the Children and Families Service. It is therefore recommended that this part time post be funded at the level requested of £26,445 in year one and £22,769 in each of the second and third years.

Comments from the Grants Unit

Because of financial constraints, the above recommendation had to be scaled down to £4,650 and Members are requested to consider the additional growth recommended by People First.

Funding received from other sources in 2005/06

£21,596 from Harrow Council Carers Grant for the SCATT project (expires 2007/08)

£14,524 from Harrow Council Carers Grant for Respite Projects for ASD (expires 2007/08)

£13,361 from Harrow Council Carers Grant for Playschemes for Children with ASD

£3,000 from People First Contracts for the rent of one desk space at 29 Pinner Green

£3,375 from NW London Community Foundation for additional 5 days playscheme/trips

Part-share of £50,000 from Harrow PCT for the Rental of premises with 3 other organisations

This report has been produced by the Service Commissioning Team – People First

RELATE

Current value of SLA: £22,708
Amount requested: £23,376
Proposed value of SLA: £23,185 (inclusive of salary inflation)

Background

Relate provides relationship counselling and advice for individuals and couples, family mediation for parents trying to cope with divorce and separation, and psychosexual therapy.

Grant request

Relate is requesting funding of £23,276 to provide relationship counselling, consultation with a counsellor, recruitment of counsellors, education and training.

Monitoring information 2004/05

The service is monitored by People First (Service Commissioning Team) half-yearly, and by the Grants monitoring officer (Business Development) annually. The quality of Relates' administrative records and systems is excellent, as is the monitoring information they provide to the Council. The service is provided to all sections of the community.

Figures received from Relate for the period 1st April 2005 to 30th September 2005 are as follows:

	Target	Results
Relationship Counselling	296	868
Consultations offered to Harrow residents	85	163
Psychosexual Therapy (sessions)	19	77
Family Mediation (sessions) (Not referred by the courts)	8	82
Family Mediation (sessions) ((Referred by the courts)	8	49

Ethnicity (New Clients):

White UK/Irish	61%
Asian	23%
Black	9%
Mixed	3%
Other	4%

Officer comment and recommendation

Relate have exceeded the targets set for the above period and the equal opportunities breakdown shows that the service is used by a cross section of Harrow residents in terms of ethnicity, disability and benefit status.

As a substantial element of the grant relates to salaries, it is recommended that the current level of funding plus inflation be continued, subject to Cabinet agreeing inflation additions for salaries.

Funding received from other sources in 2005/06
Not received

Report produced by Service Commissioning Team, People First.

WELLDON ACTIVITY GROUP

Current value of SLA: £21,504
Amount requested: £22,150
Proposed value of SLA: £22,150

Background

The Welldon Activity Group was set up in 2002 to provide a day care centre (5 days per week) for adults with learning disabilities. The Welldon Activity Group provides day services for adults with a learning disability, physical disability and or mental health needs.

Grant request

The organisation is requesting funding of £22,150 to cover the cost of providing for 8 clients for 4 days per week for 48 weeks of attendance each year.

Officer comment

The grant covers the cost of a block contract for 8 places, 4 days a week, 48 weeks a year. The block contract is currently full and in addition some service users are also placed on a spot purchase basis. When a vacancy on the block becomes available, service users who attend on the spot basis are transferred to the block contract.

The Welldon Activity Group provides an alternative day service for service users who do not wish to attend in-house day services or college.

The service represents very good value for money at £11.55 a day. Generally, day services for adults with a learning disability costs on average £50/60 a day.

Monitoring information 2004/05

The organisation keeps very good records and has been meeting all of its annual targets.

Funding received from other sources in 2005/06

£54,310 Daily Attendance fees from Residential Care Homes
£2,850 from local church grants to support all activities and projects
£2,600 from Fundraising events

Report produced by People First Commissioning Team.

WOMEN'S AID HARROW

Current value of SLA: £33,515
Amount requested: £62,000
Proposed value of SLA: £30,000 (inclusive of salary inflation)

Background

Women's Aid Harrow was established in 1975. It aims to provide temporary emergency accommodation to women and their children (if any) who have experienced or are exposed to domestic violence and / or abuse.

The organisation's objective is to build stronger networks and partnership with the community, enable growth of the organisation, develop children and parenting service whilst using approaches that promote fairness, is enabling and which are based on openness.

Service users can expect to have staff who are professional and able to respond to their needs, who promote anti-discriminatory practices, including having an awareness of cultural practices and who will also work not just with the women, but also their children.

Grant request

Women's Aid Harrow is seeking a grant of £62,000, (£12,000 capital, not specified, and £50,000 revenue). The revenue grant is to cover the salaries of two Outreach Worker posts, one currently funded by Harrow Council and the other by the Bridge-house Trust. The funding will help them develop the Outreach Workers posts and extend the service in women's homes.

Monitoring information 2004/05

Women's Aid Harrow had a monitoring visit on 5th July 2005. The monitoring visit and report could not have been finalised on the day, as a number of documents and essential information was not available. In fact the information for a variety of reasons had not been supplied until 19th September 2005. The visit established that the organisation had the following statistics in 2004/05:

Drop – Ins 5 per week

Outreach 210 women

Outreach 260 children

Referrals 167

Refuge 24 women, 32 children

The visit also established that the organisation failed to meet some of the quality and quantity standards set in the specification of its Service Level Agreement:

Did not translate any of its leaflets into appropriate minority ethnic languages;

Has not attempted to obtain a quality mark for the Outreach Service;

Has not met the annual targets for the Outreach Service (500 clients).

The organisation provided an explanation for the above failures, mainly that they were due to staffing problems and conflicting priorities, but did not dispute the report's findings.

Officer comment and recommendation

In addition to the SLA funding from the Grants Panel, Women's Aid Harrow receives funding from Supporting People. This funding is for support services in the Refuge. The Panel's funding covers the salary and on-costs for one Outreach post. The organisation is applying for a grant of £62,000 to cover the salaries of two Outreach Worker posts, because the funding for the second post, provided by Bridgehouse Trust, comes to an end in December 2005.

The practice has been for the Council not to pick up funding from other sources that has expired.

Women's Aid Harrow did not send its grant application by the deadline of 30th September 2005. In fact the application arrived by email on 4th November 2005, after a number of telephone and email reminders.

In view of this, the Panel is asked to decide if the late application can be accepted. If the Panel agrees to accept the late application, officers recommend that, in the light of the monitoring information provided above, funding of only £30,000 be offered in 2006/07, to cover the salary (£25,687.50 ER's N. I. £3,288 and £1,024.50 contribution to core costs) for one Outreach Worker's post. The salary of £25,687.50 includes inflation addition, which is subject to Cabinet agreeing inflation additions to salaries. WAH have reserves of £52,828 (£17,250 restricted and £35,578 unrestricted).

Funding received from other sources in 2005/06

Supporting People £92,000

Bridge House Estates Trust - £25,000 for 2 years for Outreach Worker post (expires Dec.2005)

Report produced by the Grants Unit

APPENDIX 2 B

CURRENTLY FUNDED GROUPS

ADHD Support Group
Afghan Association
Angolan Civic Communities Alliance
Asian Elderly Group
Association of Senior Muslim Citizens
Carramea
Community Link Up
Connaught Opera
Girlguiding Middlesex North West
Harrow Agenda 21 Environmental Forum
Harrow Anti-Racist Alliance (HARA)
Harrow Association for the Blind
Harrow Association of Somali Voluntary Organisations (HASVO)
Harrow Bangladeshi Association
Harrow Bengalee Association
Harrow Bereavement Care
Harrow Citizens Advice Bureau
Harrow Council for Racial Equality – 2 applications
Harrow Emerald Circle
Harrow Heritage Trust
Harrow Iranian Community Association
Harrow Pensioners' Action Group
Harrow Public Transport Users' Association
Harrow Refugee Forum
Harrow School of Gymnastics
Harrow Somali Women's Action Group
Harrow Tamil School Association
Harrow Youth and Community Project
Herga Road & Masons Avenue Community Association
Hindu Council
Home Start Harrow
Ignite Trust – 2 applications
Islamic & Cultural Society of Harrow
Jaago Punjabi Women's Group
Kala Anjali Arts Circle
Kids Can Achieve
Multiple Sclerosis Society – Harrow Branch
Pakistan Society of Harrow
Parkinson's Disease Society
Persian Senior Citizens Club
Russian Immigrants Association
Sangat Advice Centre
Special Connection
Tongues on Fire
U.K. Asian Women's Conference
Victim Support Harrow
Vitalise (formerly Winged Fellowship Trust)
Wish Centre (The)
Woodlands Community Association

ADHD (ATTENTION DEFICIT HYPERACTIVE DISORDER) SUPPORT GROUP

Grant requested: £16,320
Current Grant: £8,096
Grant recommended: £8,319 (inclusive of salaries inflation)

Background:

The ADHD support group in Harrow is a registered voluntary organisation which started in October 1996. The group provides, support, information and empowers carers of the children with ADHD in a safe and non-judgemental environment.

Living and working with ADHD can be extremely difficult and challenging, as the children struggle with a range of problem behaviours which often prevent the child from learning and socialising. This is reflected in all aspects of the child's life, education and personal friendships.

The ADHD support group in Harrow works with carers to offer them skills to support their children, both socially and emotionally. In turn the children develop skills themselves. This is offered through advice and information, parenting courses, anger management, one to one support, social events for families and children, drama therapy and educational support within schools, respite through play schemes, junior football team and telephone helpline.

Their partnership work with the Child and Adolescent Mental Health Service(CAMHS), Youth Offending Team(YOT), Social Services, Kids can Achieve, GP's and Schools has become a recognised and valued contribution to the community.

Concerns over the amount of children waiting to be seen for diagnosis has led CAMHS to signpost carers to their services whilst undergoing diagnosis, This means they can start to work with the families immediately. This in turn has increased the workload significantly.

Grant request:

Due to the success and ever increasing demand for the services, they have identified the need for a full time Project Manager to co-ordinate existing core activities, capacity building and develop the organisation to meet the increased needs of the community it serves and is essential for the existence of the support offered. The Grants Advisory Panel currently funds a part time post of Project Manager.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05, which shows that they met all of their targets. The form also provides a breakdown of how the grant was spent as well as a statement of achievement.

Officer comments: This is a valued service. The Child and Adolescent Mental Health Service will be re-provided within the Central and North West London NHS Trust in 2006/2007. This should lead to an improvement in the delivery of the service of CAMHS. If the service is more effective then there should be less sign-posting of young people to the ADHD support group, which has caused the increase in demand for their service. However, if the number of young people sign-posted by CAMHS still continues at a significant level, then the organisation could apply for funding for project support from the CAMHS Grant.

Recommendation:

It is recommended that the funding continues at its present level of £8096 plus inflation to maintain the part time post of Project Manager.

Funding received from other sources in 2005/06

£5,207 for 3 years from Harrow Carers Grant to provide a term-time drop-in coffee morning with crèche facilities and care worker.

£7,040 for 3 years from Harrow Carers Grant to provide parent training, teenage anger management and various courses.

£6,787 for 3 years from Harrow Carers Grant to provide care workers to support children in playschemes.

£7,000 from North West London Community Fund to provide drama therapy to 15-20 children over one year.

£2,654 for 1 year from Sports Relief to provide location and equipment for a children's football team.

£1,000 for 1 year from Wider Family Learning to provide 2 Anger Management Courses.

This report has been produced by the Service Commissioning Team – People First

AFGHAN ASSOCIATION OF LONDON (HAROW)

Grant requested:	£8,000
Current grant:	£3,584
Grant recommended:	£3,584

Background

The Afghan Association was set up in 1995 to provide an advice and information service to members of the Afghan community. Its services include advice and assistance on immigration, benefits, education, training and employment issues, health issues, housing advice and liaising with service providers. The Association also provides mother tongue and supplementary classes as well as after school activities.

The Association is very active in the Borough, is a founder member of CARRAMEA and active in the Renewal SRB Project, the Harrow Refugee Forum, HAVS and the Refugee Council.

The Association has expanded its service throughout West London and has opened an office in Brent in order to meet the demands for its services.

During 2004/05 the Association dealt with over 7,000 enquiries. The Association's service and other records are of high quality, and this was recognised by the Community Legal Services, which awarded the association the Quality Mark two years ago.

Grant Request

The grant is requested as a contribution towards general running costs, publicity, volunteer expenses and placements, as well as their educational, health and women's group activities.

Monitoring information 2004/05

A monitoring and assessment form for 2004/05 was submitted, which shows that the organisation met its targets for the year. Over 7,000 enquiries were received and the client base in Brent increased. The Drugs and Parenting project was successful and a number of other activities were provided including after-school classes, summer holidays scheme, health seminars and cultural events. The organisation is working very hard to ensure that the Afghan community is fully integrated into the host community.

Officer Comments

The Afghan Association continues to provide an effective service to Afghan refugees and asylum seekers in Harrow. The Association is also a very valuable resource for statutory and voluntary agencies in Harrow and indeed in the whole of London.

Whilst the Association does not meet the 80% criterion in terms of Management Committee (only 3 out of 9 are from Harrow) and users (only 60% of the 2,500 users are from Harrow), it must be noted that it provides services to substantial numbers of Harrow citizens.

The Association's work has been recognised by many funding bodies, including the ALG, which provide the Association with substantial grants, totalling over £60,000. In view of the fact that the Association provides services to many Harrow residents, it is recommended that it be funded at this year's level.

Funding received from other sources in 2005/06

£38,297.25 from the ALG
£12,000 from City Parochial Foundation
£2,000 from the Turville Trust
£1,700 from the Football Foundation

£2,000 from Brent Council Wembley National Stadium Trust
£1,100 from the Evelyn Oldfield Unit
£3,000 from Brent Teaching PCT

Report produced by the Grants Unit

ANGOLAN CIVIC COMMUNITIES ALLIANCE

Grant requested: £8,500
Current grant: £3,000
Grant recommended: £3,000
Growth request to be considered by Members

Background

The Angolan Civic Communities Alliance (ACCA) aims to continue the empowerment of members of the Angolan and other Portuguese-speaking communities that are currently under-represented by community organisations in Harrow. By so doing they hope that the members of these communities will become able to access mainstream services and information as an alternative to a life of permanent dependency.

Grant request

ACCA are requesting £8,500 to cover the costs of employing a part-time administrative and finance assistant (£6,500) and a contribution towards running and volunteering costs (£2,000). The intended outcomes of the funding are:

1. Reduction of long-term unemployment among refugees, particularly Angolans and other Portuguese-speaking communities.
2. Improvement of the employability conditions of these people through the provision of training, work experience and enhancing their skills and aptitudes to enable them to compete with success for employment.

Help will initially be given in the following areas:

Re-training programme, including:

Needs analysis

English language programme

Accreditation of existing qualifications from overseas

Work placements

Training and employment support

Refresher training relevant to the particular discipline

Monitoring Information for 2004/05

ACCA recruited ten volunteers to support the growing pan-Portuguese and French speaking communities in the borough and established themselves as a major point of contact for such communities. A large-scale employment and training project is being devised as a result of a needs assessment carried out. Over 25 focus group sessions were run by women to establish the needs of women, children and young people; a successful project was run to address concerns of drugs and substance misuse by young people within the community; A new project has begun to provide young people with new skills in I.T., literacy and numeracy, ESOL, mother tongue and after-school support. A new elderly club and luncheon club is now up and running.

Officer comments:

ACCA is very active at the Community Premises and is the lead organisation in the Harrow Refugee Forum. The budget for this project for 2006/07 is £41,000 (£35,500 revenue and £5,500 capital) and the work programme outlined above will be dependent on ACCA obtaining funding from other sources. Applications have been made to BBC Children in Need, The Paul Hamlyn Foundation, DFES Strengthening Families and the Trust for London. If ACCA were to move to the next phase of its development, it would need to employ a paid member of staff. Officers would support ACCA's request on condition that more specific outcomes are agreed in terms of the number of courses, the number of people benefiting from the courses, the number

of work placements and finally the number of people who will secure employment with ACCA's help. It is recommended that ACCA be funded £3,000 in 2006/07 and that Members consider the request for growth.

Funding received from other sources in 2005/06

£3,000 from Harrow Council Drug Action Team for drugs and alcohol awareness project

£4,875 from Neighbourhood Renewal Community Chest for advice work

Report produced by the Grants Unit

ASIAN ELDERLY GROUP (HARROW)

Grant Requested:	£8,000
Current grant:	£3,950
Grant Recommended:	£3,950

Background:

The Asian Elderly Group was set up in 1975 to promote the interests of elderly Asians in Harrow, provide venues to meet, socialise, share information, participate in activities for better physical and mental health and spend time in company, rather than alone, for a better quality of life.

Grant request:

The Group is seeking funding to support a drop-in / activity centre for elderly, frail and disabled Asians. They have a membership of 275 people and advise that between 50 and 75 people attend their club each day. They are seeking funding to employ a paid staff member, pay for rent of the hall, insurance cover and administrative costs. The organisation received £3,950 from the Council for 2005/06. Income/expenditure accounts for 2004/05 shows expenditure of £5,513.53 for these items, plus £1,947 for festivals and a donation of £1,000 to the tsunami appeal. The organisation is carrying forward a balance of £6,838.22, of which they state that £3,189.50 is reserved for a special project (unspecified).

Monitoring information 2004/05:

The organisation had a successful monitoring visit on 25th August 2005, which established that the organisation has increased its take-up of female members. It has also been able to provide more services for them. They also provided a monitoring and assessment form for 2004/05, which shows that they have met their objectives, increased membership and provided details of how the grant was spent.

Officer comment and recommendation:

Officers recommended a grant of £6,670 last year, which was reduced to £3,950 because the organisation had reserves of £9,800. For 2006/07 officers recommend they should again be awarded a grant of £3,950, as they have reserves of £6,838.

Funding received from other sources in 2005/06:

No other funding received.

Produced by People First Service Commissioning Team

ASSOCIATION OF SENIOR MUSLIM CITIZENS

Grant Requested:	£7,250
Current grant:	£2,000
Grant Recommended:	£2,000

Background

The organisation was established in 2003 with the aim of improving the lives of senior Muslims in Harrow and surrounding areas by informing them of benefits, services and facilities that are available to them, including specific training and advice in health awareness, and to reduce social isolation.

The organisation has a membership of about 115 of whom 111 live in Harrow, and 6-8 regular volunteers and is seeking to recruit further volunteers, specifically to provide 50/60 hospital visits annually to improve communication between hospital staff and patients.

Grant request:

The organisation is seeking a grant of £7,250 (£2,500 for capital equipment, i.e. computer equipment £1,000, a PA system £1,000 and an overhead projector £500). The £5,250 revenue is to cover general running costs. The funding requested is to enable them to deliver home/social visits, organise seminars/talks and other events and ensure improvement in health awareness and safety and reduction in isolation.

Monitoring information 2004/05:

The organisation organised two social events to bring members of the community together and relieve isolation. They organised health seminars to raise awareness of health care, diabetes and heart disease. They maintained contact with housebound members to assess their needs in the areas of social services, health and benefits available to them. They increased membership from 73 to 110 members.

Officer comment:

The membership has increased slightly since last year, although the number of volunteers has remained the same.

Officers recommend that this organisation is funded at the same level as last year, i.e. £2,000.

Funding received from other sources 2005/06

None received.

Produced by People First Service Commissioning Team

CARRAMEA (CONSORTIUM OF ANTI-RACIST, REFUGEE AND MINORITY ETHNIC ASSOCIATIONS)

Grant requested:	£2,400
Current grant	£2,400
Grant recommended:	£2,400

Background

CARRAMEA was set up in 1999 by five groups based at the Community Premises to consolidate the services they were providing and to develop additional services. CARRAMEA currently has 9 full member associations.

CARRAMEA has established very good links with the statutory and voluntary sectors in Harrow and beyond. It has provided training and capacity building to individuals and groups, primarily to groups at Community Premises.

Grant request

The grant is requested so that CARRAMEA will continue to provide people from black and other minority ethnic backgrounds (including refugees, students and unemployed people) with the opportunity to develop ICT skills and gain accreditation in word-processing, data-bases and desk-top publishing at a variety of levels, in a welcoming and confidence-building environment. The training will cover the following:

- Word processing, spreadsheets and databases
- E-mailing and internet information-seeking
- Camera skills and image manipulation
- Desktop publishing

The grant requested is for contribution to running costs £1,200 and volunteers' expenses £1,200 (the volunteer trainers).

Monitoring Information 2004/05

ICT skills were developed in the target group (50 trainees, of whom 4% were African-Caribbean, 32% African, and 64% Asian. 40% were refugees and 70% were female.)

21 trainees started their first computer course. 25 started a DTP course. 7 went into FE and 3 got jobs.

A welcoming and confidence-building environment was provided in which 43 of the 50 trainees progressed from one stage to the next.

Officer Comments

The ICT training has been very beneficial. During 2004/05, 65 Harrow users benefited from the following courses including Tasters, Introductions, Internet, Desk -Top Publishing.

In view of the number of people benefiting from CARRAMEA training it is recommended that funding be approved at this year's level.

Funding received from other sources in 2005/06

CARRAMEA received £900 funding from ESF in March 2005.

Report produced by the Grants Unit

COMMUNITY LINK UP

Amount requested:	£10,000
Current grant:	£5,000
Grant recommended:	£5,000

Background

Community Link Up is a local charity, set up in 1981, which supports adults and children with learning disabilities in the borough through several different projects. The projects include:

- The Transitions Project for High School leavers.
- The Inclusions project for education/vocational placements
- Volunteer Training
- “Dosti” project which works with people from ethnic minority groups, refugees and asylum seekers.
- Children’s activities/ Junior 1-1 club.

Community Link-Up has 250 volunteers currently supporting 350 people in Harrow who have a learning disability. Although the organisation is local it has been recognised nationally for the quality of the work it has undertaken with people with learning disabilities. Community Link –Up is involved with the healthy living centre in Wealdstone as well as partnership arrangements with other local organisations and provides services to people in residential care and day services.

Grant request

Community Link- Up is requesting a grant of £10,000 as a contribution towards the administrative and running costs in respect of the five projects listed above.

Monitoring information 2004/05

Community Link Up provided a monitoring and assessment form for 2004/05, which shows they met their objectives and targets for the year. They also provided a statement of achievements: Being a finalist in the National Lottery’s charity awards called Helping Hands out of 170,000 projects

Launching the first radio station for people with learning disabilities

The Dosti project for ethnic minorities

They won the Harrow Observer Bright Young Things award for their Junior Club

Officer comments and recommendation

In recognition of the valuable work that Community Link-Up does in the borough it is recommended that the Council continues to fund Community Link Up at the same level, as a contribution towards the running and administration costs of the above projects. A grant of £5,000 is therefore recommended.

Funding received from other sources in 2005/06

£10,000 from Baily Thomas for running costs

£2,081 from BBC Children in Need for the Junior Club (1 year left to run)

£10,000 from the City Parochial Foundation for Inclusions (1 year left to run)

£28,000 from the Community fund for the Dosti project

£7,000 from Esmee Fairbairn for Inclusions (1 year left to run)

£15,000 from John Lyon Charity for running costs (1 year left to run)

£5,000 from the Sobell Foundation for volunteering (1 year left to run)

Report produced by People First Service Commissioning Team

CONNAUGHT OPERA

Grant Requested: £2,200
Current Grant: £2,000
Grant Recommended: £2,200

Background

Connaught Opera are a not-for-profit organisation set up to promote Classical and Music Hall concerts in January 2003. They provide concerts for Elderly People in residential homes, hospitals, hospices, day care centres, sheltered housing and community-based clubs for elders. They take pride in their ability to provide for different cultures from a wide selection of medleys and with diverse performers and are acutely sensitive to the needs of their main audience, usually frail, elderly people. They participated in last years programme of arts events in full cooperation with the Arts Unit and we received very favourable reports.

Grant Request

The application is to provide 10 Concerts within Harrow for the period 2006 – 2007 (Exact times and dates to be worked out in collaboration with the Arts Unit) in settings where Elderly people congregate and appropriate for a performance.

Monitoring Information 2004/05

Connaught Opera met all its targets for the year: they performed in 12 venues in the Borough, including a hospice, day centres and residential and nursing homes. The concerts were very well received by the audiences and Connaught Opera has built a rapport with many of the people who benefited from its concerts.

Officer Comments

A good application from an organisation with a proven track record of providing quality arts activities for a target group for arts provision. The project would provide for a potential audience of 500 people (including carers, relatives and staff) across the ethnic and cultural diverse groups that make up Harrow.

Budget

The budget of £2,200 is for the cost of putting on the performances at £220 per performance (including Artists Fees, Travel, admin and accountancy fees).

Recommendations

Award £2200 for first year

That we require activity to be presented within one or more of the festivals organised within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Funding received from other sources in 2005/06

Arts Council	£9,000
Trust for London	£5,000
ALG	£10,000
Sutton Community Fund	£1,000
Small sums from 8 other funders amounting to	£1,800
Individual venues paying for concerts	£1,400

Report produced by the Arts Unit

GIRLGUIDING MIDDLESEX NORTH WEST

Grant requested: £5,000
Current grant: £2,000
Grant Recommended: £2,000

Background

Girlguiding Middlesex North West is an autonomous part of Girlguiding UK. The organisation, working in small groups and with commitment to a common standard, provides a varied programme of activities which teaches the girls values, life long skills, self confidence and the opportunity to reach their full potential and be aware of their local community and the wider world.

Grant request

They are requesting £5,000, which will increase the number of days for their groundwork contractor. Increasing the number of days would enable more young people from Harrow to use facilities at the Willow Tree Centre. It is important to keep the groundwork maintained for those with special needs and the grant requested would ensure that this happens.

Monitoring information 2004/05

The organisation did not receive a grant in 2004/05 and therefore were not required to complete monitoring information.

Comments from the Youth & Connexions Service

A good number of Guide and Brownie groups registered with the Youth and Connexions Service. This has been growing as we have done more work together. The Willow Tree Centre is open to non-Guiding youth groups from Harrow and is very suitable for special needs young people. We are recommending £2,500.

Officer comment

The organisation states that it has 620 adult volunteers and 4,177 members, 50% of whom are Harrow residents. Out of 6,500 users, 3,200 were Harrow residents. Clearly, the organisation serves a great number of Harrow residents and would, therefore, qualify to receive part funding in recognition of this fact. It is recommended that the organisation be offered £2,000 in 2006/07.

Funding received from other sources in 2005/06

None reported

Report produced by the Grants Unit with comments from Youth & Connexion Service

HARROW AGENDA 21 ENVIRONMENTAL FORUM

Grant requested: Purpose 1: £5,000 Purpose 2: £38,380 Purpose3:£10,000

	TOTAL:	£5,000	£38,380	£10,000
Current grant:		£5,000		
Recommended grant:		£5,000		

Background and grant request

Harrow Agenda 21 Environmental Forum is requesting funding to help support it's work in relation to the Sustainable Communities Volunteering Programme (Purpose 1 volunteers' expenses) and will support the running costs of this programme i.e. promoting, recruiting, managing and training volunteers, running consultation events, project costs and advertising/communication (purpose 3). Funding is also requested to pay for the salary and running costs of employing a Sustainable Communities Coordinator (Purpose 2).

The breakdown of the budget for Purpose 2 is:

Salary (part-time)	£16,800
Pension	£1,600
Insurance	£1,000
Accounts	£2,000
Project costs	£3,000
Training	£600
Travel expenses	£600
Advertising	£1,000
Audit	£700

Total £27,380 Plus £11,000 premises costs £38,380.

Monitoring of funding received in 2004/05

HA21 provided it's monitoring and assessment form on 21st July, after a reminder. The form was due by 13th May 2005.

Officer comments:

Officers are fully supportive of the aims and objectives of this organisation, but the grant request constitutes significant growth over against this year's grant. The budget appears unrealistic in many respects, e.g. salary and on-costs, accounts and audit. Also, the organisation's record thus far does not guarantee that it has the capacity to administer grants of the scale applied for. Over the past few years, the organisation failed on a number of occasions to provide information by the set deadlines. In fact this year's grant application was not received until 1st November 2005. The organisation has not yet provided audited accounts for 2004/05, as required by the Standard Conditions of Grants.

The Panel is requested to decide whether to accept the late application from HA21. If it does, officers will only recommend funding at this year's level, i.e. £5,000.

Funding received from other sources in 2005/06

None.

Report produced by the Grants Unit

No comments or recommendation received from Urban Living.

HARROW ANTI-RACIST ALLIANCE (HARA)

Grant requested:	£3,000
Current grant:	£3,000
Grant Recommended:	£3,000

Background

The Harrow Anti-Racist Alliance (HARA) was set up in 1993 with the principal objective of supporting people subject to racial discrimination and harassment. HARA provides the following services:

- Casework on racial harassment/discrimination and crime reduction.
- Guidance and support to people and families experiencing social exclusion and racial harassment/discrimination.
- Participation in existing crime reduction initiatives such as the third-party reporting, CASEWORKS and MAF.
- Encouraging the inclusion of people of minority-ethnic heritage, refugees, the elderly and young people in a range of Harrow Council initiatives, including the Arts Festival and Black History Month.

Grant request

HARA is seeking a grant of £3,000 to cover the salary of the part-time community support co-ordinator (£1,500) and administration costs (£1,500).

The Community Support Co-ordinator would liaise with other frontline statutory/voluntary agencies within the Harrow Strategic Partnership and other agencies as appropriate. The worker will co-ordinate existing and new volunteers who undertake casework or provide assistance to HARA's clients. They will also be leading on casework, advisory work and enabling full participation in existing crime reduction initiatives, such as third party reporting, Caseworks, MAF, and the inclusion of minority ethnic, the elderly and young people in a range of Harrow Council initiatives, including the Arts Festival and Black History Month.

Officer Comments

HARA is very active at the Community Premises and is well respected by other voluntary organisations and statutory agencies.

HARA has been in operation for over 12 years and during that period has been very active and successful in delivering a number of projects in Harrow relying entirely on volunteers. In order for HARA to move successfully onto the next stage of its development, it would need to employ a paid member of staff. The grant request of £3,000 includes £1,500 for a part-time / sessional Community Support Co-ordinator. It is recommended that HARA be funded at this year's level, i.e. £3,000.

Monitoring Information 2004/05

During 2004/2005 they dealt with:

- 75 cases of racial harassment.
- 13 beneficiaries participated in Harrow fora, including MAF, HPCCG, HIAP, Black History Month Planning Group, Arts Festival Planning Group, and several I T projects.
- Gave 8 poetry / drama performances
- Provided work experience for 14 jobseekers

Funding received from other sources in 2005/06

Lifelong Learning	£1,500
Arts Culture	£350
HCL	£3,000

Report prepared by the Grants Unit

HARROW ASSOCIATION FOR THE BLIND

Grant requested: £18,665
Current grant: £2,500
Grant Recommended: £4,670 or £9,330 or £14,000

Background

Harrow Association for the Blind (HAB) is part of the Middlesex Association for the Blind (MAB), a locally based organisation that offers support, information, equipment and advice for people who are partially sighted, blind or deaf-blind. MAB also works in eight other local authorities and is a well-respected organisation.

Grant request

The organisation wishes to develop a community support service for visually impaired people. The community support scheme would provide information, demonstrations and training in the use of specialised equipment, which HAB will provide. HAB also want to develop a support group for visually impaired children and young people of which there are 240 children with sight difficulties in Harrow, and their carers. The support group for children would provide after school access to computers and resources for children to do homework and study. The service would be open 5 days a week, 50 weeks of the year. Information would also be available on sport and leisure services, e.g. British Blind Sports Association and Look, which is the national support organisation for visually impaired children. HAB also want to provide information in an accessible format and provide and promote visual awareness training and safety in the community.

Officer Comments:

The funding requested is for an additional member of staff and expenses for the community support service. The community support service would fill several gaps in Harrow Council's services for adults and children with a visual impairment.

The Commission for Social Care Inspection (CSCI) noted in its report that services and resources were lacking for people with sensory disabilities and that there were limited services for Deaf-Blind people in the borough, of which there are 81 children and adults registered with Harrow Sensory Services.

Monitoring information 2004/05

The association provided a monitoring and assessment form which showed that they supported 32 clients, which included 10 clients that fell into the deaf-blind category. The grant was spent on volunteers and staff along with other associated costs. The grant enabled both clients and carers to receive the necessary support to continue to remain independent and to ensure that carers were able to take a break.

Recommendation

In view of the reserves held by this organisation Members may wish to consider funding these services on a match-funding basis. Funding on a 75%/25% basis would result in a grant of £14,000; funding on a 50/50 basis would result in a grant of £9,330 and funding on a 25%/75% basis would result in a grant of £4,670. This would be subject to the organisation confirming that it will make available the balance from its own resources or from another funding source.

Funding received from other sources in 2005/06

The organisation receives the following grants for the Home Visiting Service:

£36,000 from Harrow Council

£30,000 from Barnet Council

£36,000 from Hounslow Council
£20,000 from Brent Council
£15,000 from Richmond Council
£35,000 from Enfield Council
£40,000 from Ealing Council
£14,000 from Hillingdon Council

Report produced by People First Commissioning Team.

HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGANISATIONS (HASVO)

Grant requested: £100,000
Current grant: £10,000
Grant Recommended: £10,000

Background

HASVO was set up in January 2004 to provide a united voice to the needs of the Somali community in Harrow; to help Somali groups to network and develop; to improve the social and economic conditions of the Somali community.

HASVO is the umbrella group of 9 Somali groups. In addition to co-ordinating services to the Somali community, HASVO is trying to avoid duplication of effort and service by allocating responsibility to member organisations for a specific service area or client group.

Grant request

HASVO is applying for a grant of £100,000 to cover running costs and to employ a Co-ordinator and two full-time community development officers, who will carry out the project work and work with 1000 members of the community. They also aim to regenerate the community by helping members of the community to acquire skills that can help them to develop themselves economically.

The expected outcomes are:

- 1000 people assisted (400 children, 600 adults).
- 20 people will be helped to gain employment.
- 80% of the users will have the quality of their life improved.
- 100% of the target group will gain access to services and provisions.

Officer comments

The establishment of HASVO is a most welcomed development, because it brings a number of groups together, thus creating community cohesion, a focus for the whole community and avoids the dilution of effort and duplication of services.

The Somali groups have in the past experienced a degree of competition and antagonism. HASVO hopes to create a united front and equip the member groups with specialist skills so that members of the community will know who deals with a specific service area or client group (youth, women, elderly, disabled). The Council currently funds HASVO (£10,000) and the Somali Women's Action Group HASWAG (£5,000). The intention was for HASVO to apply for funding on behalf of all the Somali groups in Harrow, but HASWAG and the East African Welfare & Development Concern have submitted grant applications of their own. This implies that HASVO has not yet managed to create the sense of cohesion that it's setting up promised. The fact that the two groups are primarily run by women and for women could suggest that there is some tension between the male and female dominated Somali groups.

Until these issues are properly clarified, it is recommended that HASVO be funded at this year's level, i.e. £10,000.

Monitoring Information 2004/05

As HASVO has been funded in 2005/06 for the first time the monitoring information is not due until next financial year. However, the monitoring of the use of the Community Premises being made by HASVO shows that they are not always keeping to the published timetable of their availability to the public.

Funding received from other sources in 2005/06

Harrow Council Drug Action Team £37,000 (BME drug misuse) + £3,000 for promotion
Edward Harvist Trust £2,500

Report produced by the Grants Panel

HARROW BANGALDESHI ASSOCIATION

Grant requested: £3,419
Current grant: £1,000
Grant Recommended: £1,860

Background

The organisation was set up in 2004 to provide Bangladeshi cultural, intellectual and social welfare to young people of Harrow and promote good will and understanding of Bangladeshi culture to people of all ethnic origins.

Grant request

The organisation is seeking a grant of £3,419 (£3,119 towards classroom hire and £300 towards materials).

Monitoring information 2004/05

The Association was first funded in this financial year and, therefore, the monitoring information is not due until next May. However, the organisation states in its application that they run a Bangla Class every Sunday, for 3 hours 45 weeks a year, using 3 classrooms. They have 6 members of staff (two paid, four voluntary), 24 member families, 8 supporting non member families and 43 students, all from Harrow.

Officer comment

This project provides three hours classroom activity every Sunday between 10.00am and 1:00pm at Whitmore High School. The classes teach children between the ages of 6 and 16 years Bengali language, culture and good behaviour and manners. A register is maintained. Examinations to monitor progress will be carried out every 4 months. Parents' meetings will be held at least once a year to discuss progress.

The staff attend training courses. There is a voluntary professional accountant who manages the finances. Their management team, as set out in their constitution, will overlook all aspects of the organisation.

The project will require six members of staff (two paid, four voluntary), as existing, three classrooms three hours a week, (they currently have two classrooms), purchase of new books and replacement of stationery.

This group is registered with the Youth and Connexions Service.

Recommendation

Officers recommend funding of £1,560 for room hire for 6 months and £300 towards materials, making a total of £1,860. For the costs of classroom hire from 1.9.06 to 31.3.07 the organisation will be advised to submit a Community Lettings grant application.

Funding received from other sources in 2005/06

None, other than individual donations amounting to £2,600.

Report produced by the Grants Unit

HARROW BENGALEE ASSOCIATION

Grant requested:	£4,575
Current grant:	£1,500
Grant Recommended:	£2,675

Background

The organisation was set up in 1989 to provide a common platform for the Bengalee residents in and around Harrow in order to share their views, experience, concerns and practise and maintain their rich cultural heritage.

Grant request

They are requesting £4,575 to support the training programme of the Association that comprises the following:

- Mother-tongue classes: 30 pupils in 2 classes plus a waiting list of 12 young people for an Open Learning Class.
- 10 week sessions on:
 - a) Nutrition & Skincare Class.
 - b) Health Awareness Sessions.
 - c) Citizenship, Rights and Responsibilities.
 - d) Counselling sessions for the deprived and underprivileged of the local Bengali community.

The grant requested is broken down as follows:

Rent:	£1,000
Salaries (mother tongue)	£1,575
Salaries (Topical sessions)	£1,000
Resources:	£ 300
Demonstration	£ 400
Admin	£ 300
Total	£4, 575

Monitoring information 2004/05

The Association provided it's monitoring and assessment form for 2004/05 together with a breakdown on how the grant was spent.

Officer comment and recommendation

This group is not registered with the Youth Service and the groups' work is not known to the Service. However, the organisation is long established and has had a base at the Community Premises since 1995/96.

From January 2006 the organisation's activities will take place on Sundays at Harrow High School.

It is recommended that the organisation be offered a grant of £2,675, broken down as follows: Rent £500 (for 6 months April – August, until Community Lettings comes on stream), £300 Resources, £300 Admin Costs and £1,575 Salaries for mother tongue project, subject to them providing an itemised budget.

Funding received from other sources in 2005/06

None

Report produced by the Grants Unit with comments from Youth and Connexions Service

HARROW BEREAVEMENT CARE

Grant requested: £8,600

Current grant: £7,128

Grant recommended: £7,181 (inclusive of salary inflation)

Background

Harrow Bereavement Care, formerly Harrow Churches Bereavement Visiting Scheme, was established in 1981. The change of name was decided at a general meeting on 18th November 2004 in recognition of the fact that Harrow is now more culturally, ethnically and religiously diverse and is based on the organisation's wish to serve all communities in Harrow by:

- Offering support through the process of grieving.
- Increasing public awareness and knowledge of the needs of bereaved people throughout the community.
- Training and supervising volunteers in visiting and listening skills for working with the bereaved (whether in their homes or in other appropriate places).
- Co-operating and offering training to other agencies engaged in similar work.
- Establishing and making contact with other community groups and faiths to enable them to provide relevant support to all sections of the community, recognising the cultural diversity of the Borough.

Grant request

The funding requested is to cover core costs, such as rent, insurance, office running costs and staff costs for a part-time administrator in order that some 165 volunteers could be trained and supported in their vital work of visiting nearly 1000 bereaved people a year. The total requested is £8,600 represented by:

£4,000	Administrator's salary
£2,200	Running costs
£1,900	Rent
£ 500	Production of new leaflet.

Officer Comment

The organisation continues to provide a very valuable service to the most vulnerable people in the community, the bereaved. Harrow Bereavement Care is making serious efforts to address the needs of Harrow's diverse communities. Officers recommend funding at this year's level. The organisation will be advised to apply to Awards for All for funding for the production of its new leaflet.

Monitoring Information 2004/05

The organisation had a successful monitoring visit on 18th July 2005. The visit established that during 2004/05 the organisation carried out 985 home visits, 130 of whom were to bereaved people from minority ethnic communities. During the year it used 165 Volunteer Visitors, of whom 20 were from minority ethnic communities.

Funding received from other sources in 2005/06

John Lyon Trust £10,000 (expires June 2006) for running costs associated with bereavement service to young people.

Report produced by the Grants Unit

HARROW CITIZENS ADVICE BUREAU SERVICE LIMITED

Grant requested: £127,426
Current grant: £98,417
Grant recommended: £100,543 (inclusive of salary inflation)
Growth request for consideration by Members

Background

The Harrow CAB was established in 1939 to provide free, independent advice to the local community. Advice is offered on benefits, education, employment, housing, consumer issues, immigration, leisure and health facilities, personal and family problems. In addition to the grant, the Harrow CAB has a service level agreement with Harrow Housing Services to provide housing advisory services on behalf of the Council and a service level agreement with People First (Social Services) to provide outreach welfare benefits service.

The Harrow CAB Service has been awarded the Community Legal Services Quality Mark.

Grant request

The £127,426 grant is requested to fund the CAB's salaries, rent and rates and running costs. The funding will enable the CAB to deliver the following:

- Face to face generalist advice (diagnostic interview system, pre-bookable appointments, emergency advice service, reception service)
- Case work service (letter writing, negotiating, telephoning, advocacy)
- Access to representation at court (housing) and social security appeals
- Assistance with ET applications (employment)
- Saturday morning advice for clients in full time employment
- Telephone and postal advice
- Email advice service to be launched during the year
- Access to free legal advice from Honorary Legal Advisers (local solicitors)
- Access to specialist advice (welfare rights, debt, housing, disability issues, and tax)
- Recruitment and training of volunteer advisers to recognised CitA Certificate in Generalist Advice and other volunteering opportunities
- Gathering client based evidence to identify local and national social policy issues and to exercise a responsible influence on local and national decision makers.

The grant request of £127,426 includes funding for one of 3 new part-time posts of Family Debt Advice Worker (£16,650), Diagnostic Receptionist (£11,920) and Telephone / Email Adviser (£16,550).

Officer comment and recommendation

Undoubtedly, the Harrow CAB provides a very important service to the people of Harrow. It also meets most of the Council's Common Grants Criteria and priorities, e.g. it holds the Community Legal Service Quality mark and provides advice on priority areas, such as consumer, debt, immigration and housing. The organisation has attempted to raise funds from other sources by submitting 3 unsuccessful grant applications: Big Lottery £250,000 (consortium bid with Hillingdon and Hounslow CABx), £27,140 to Legal Services Commission (Family advice Project) and £40,000 to Harrow PCT (GP Surgery Outreach Project).

The services provided by the Harrow CAB are unique, especially in view of the fact that there is no Law Centre in Harrow. Apart from delivering the direct services outlined above, the Harrow CAB also plays a very important role in the Harrow Community Legal Services Partnership, the Voluntary Sector Forum and the Harrow Strategic Partnership

It is recommended that the Harrow CAB be funded at least at this year's level plus inflation for salaries, subject to the Cabinet agreeing to provide salary inflation additions. Members are asked to consider the growth request, if resources allow.

Monitoring Information 2004/05

On 20th June 2005, the organisation had a very successful monitoring visit, which established that during 2004/05 they had 17,351 enquiries, of which 59% were from people from minority ethnic communities. During the same period they dealt with 12,972 cases. 42% of the CAB Volunteers are from minority ethnic communities as are 11% of its Management Committee members. At present none of the 5 members of staff come from minority ethnic communities. The CAB record system is very robust and is subject to inspection every 2-3 years during the formal Membership Review of Citizen's Advice (formerly called NACAB).

The breakdown of this year's grant is:

Salaries £77,300, rent £8,400, running costs £12,717, making a total of £98,417. The CAB has reserved funds of £28,000 (£10,000 restricted and £18,000 unrestricted).

Funding received from other sources 2005/06

Name of funder	Amount	No. of years	Expires	Purpose
Housing Management Urban Living	£17,000	1	-	Money Advice Referral (Tenants in rent arrears)

Report prepared by the Grants Unit

HARROW COUNCIL FOR RACIAL EQUALITY (HCRE)

Grant requested: A) Core Costs £64,075 and B) £20,000 for Children's Project
Current grant: £56,795
Grant recommended: £57,585 (inclusive of salary inflation)
Growth requests of £6,280 and £20,000 for consideration by Members

Background

HCRE's duties are to:

- Work towards the elimination of racial discrimination
- Promote equal opportunities and encourage good relations between people of different ethnic or racial backgrounds
- Monitor the way the amended Race Relations Act is working.

HCRE provides free legal advice for victims of racial harassment, advice to employers and service providers on how to develop effective equal opportunities practices, community development work to help minority communities gain a fair access to public resources and to build good relations between different communities.

Grant request

A) Core Costs: The purpose of the grant is to assist with accommodation costs and also pay for two full-time posts:

An Administrative Officer whose role it will be to support nine members of staff on specific projects and in HCRE's areas of activity.

A Racial Harassment Incidents Officer (new post), whose role it will be to monitor police services to victims of racial harassment. This role will involve liaising with victims to gain an understanding of how satisfied they are with the police services they receive. Case reviews will then be undertaken with the police to provide feedback and determine whether further investigation is needed.

The services HCRE provides are summarised as follows:

- Offering legal advice and representation to victims of racial harassment and discrimination
- Advising employers and service providers on how to develop effective equal opportunities
- Monitoring police services to victims of racial harassment
- Undertaking community development work to assist minority communities to gain fair access to public resources
- Building community cohesion
- Campaigning to raise awareness of the effects of discrimination and the benefits of ethnic diversity.

B) Children's Project: HCRE are requesting £20,000 to replace the funding from the Children's Fund Partnership, which is expiring on 31st March 2006. The funding will enable HCRE to deliver sports programmes, health workshops, I T C clubs, safety and crime awareness workshops to 15 – 20 children and / or parents attending at one time. Some activities will be during half- term, others will be weekly and some on a quarterly basis.

Monitoring Information 2004/05

Officers carried out a monitoring visit to the HCRE on 16th June 2005. HCRE's statistics and record- keeping are very good. During 2004/05 they had about 3,500 enquiries and dealt with a number of cases, including 128 employment cases, 126 racial harassment cases, 85 advocacy cases and 53 domestic violence cases. HCRE was awarded the Community Legal Services Quality Mark and is registered with the Office of the Immigration Commissioner to provide advice on immigration.

Officer Comment and recommendation

The breakdown of this year's grant is £28,720 for salaries, £16,355 for running costs and £11,720 for rent. The HCRE provides a semi statutory role in its monitoring of the implementation of the Race Relations Act 1976 and the Race Relations Amendment Act 2000. Officers recommend funding at this year's level plus inflation for salaries, subject to Cabinet agreeing inflation additions to salaries, and advise Members to consider the growth request of £6,280 for core costs and £20,000 for the Children's Project, whose funding from the Children's Fund Partnership is expiring on 31.3.06. It needs to be noted that the practice has been for the Council not to provide replacement funding. The HCRE has accumulated funds of £104,878 (£63,439 restricted and £41,439 unrestricted).

Funding received from other sources in 2005/06

Name of funder	Amount received	Number of years	Expires	Purpose
Commission for Racial Equality	£23,000	1	31.3.06	Activities relating to Racial Discrimination.
Harrow Council Carer's Fund	£28,071	1	31.3.06	Holiday Breaks for B&ME Communities
Harrow Primary Care Trust	£35,875	3	30 th June 2008	Domestic Violence Project
Harrow Primary Care Trust	£35,000	3	31.3.07	Health Advocacy and Referrals Service
Children's Fund Partnership	£20,000	3	31 st March 2006	Activities for refugee and asylum-seeking children
Sport England	£19716.50	3	31 st .12.05	Increase participation by B&ME Women in Sports
Connexions Harrow	£14,000	1	31 st March 2006	Mentoring and Advocacy Officer
City Parochial Foundation	£14,000	1	31 st March 2006	Mentoring and Advocacy Officer (match funding)

Report produced by the Grants Unit

HARROW EMERALD CIRCLE

Grant Requested:	£4,000
Current Grant:	£500
Grant Recommended:	£500

Background

This organisation was established in 2002, it is run for and by Irish pensioners in the borough of Harrow, and provides social and educational sessions one afternoon per week, based at St Joseph's Church, Salvatorian College in Wealdstone. There are 30 current members / users. The organisation wishes to attract more members and provide more events.

Monitoring information 2004/05

The organisation was first funded in 2005/06 and therefore monitoring information is due next year.

Officer comment:

Officers recommend a grant of £500 to this organisation with the proviso that expenditure is limited to premises costs, keep fit or computer classes.

Funding received from other sources 2005/06

None received

Report produced by Service Commissioning Team, People First

HARROW HERITAGE TRUST

Grant requested: £9,500 (plus £15,000 heritage grant)
Current grant: £9,000
Grant recommended: £9,000 (plus £15,000 heritage grant)

Background

The Harrow Heritage Trust has been a focus for many heritage and environmental projects and initiatives since 1985. It operates through a number of sub-committees, each with its own specific role. These functions are co-ordinated through the Executive Committee. It also supports the Headstone Manor restoration through fundraising and advice.

Grant request

The Harrow Heritage Trust is requesting a grant of £9,500 to enable it to continue providing services to the Borough and the general public in terms of clearance and maintenance of open spaces, extra educational programmes for Harrow school children, administering the historic grants and plaque schemes, graffiti clearance and increasing knowledge of the Borough's heritage to all in accordance with the Trust's Equal opportunities and Anti-Racism policies.

The 9,500 will cover the following:

Harrow Nature Conservation Forum	£4,500
Work with young people	£2,000
Administration	£2,000
Plaque Scheme	£300
Graffiti removal	£200
Contingencies	£500

Monitoring Information 2004/05

The Trust had a very successful monitoring meeting on 6th July 2005. The meeting established that the Trust met all its funded objectives and targets.

Officer comments

Much of the Trust's work falls clearly within the environmental objectives of the New Harrow Project. The Heritage Grants, which support restoration and improvement of historic buildings and landscapes, the graffiti removal initiative, Public Art and Nature Conservation work, all seek to improve the Borough's environment and in terms of 'added value' provide good value for money. The site-specific work, such as the Nature Conservation site wardens, will provide a network for future New Harrow Project area development in conjunction with the local community. The Trust keeps very good administrative and financial records. Whilst the Trust accounts to 31st March 2005 show net assets of £122,013, the 2005/06 budget shows a projected deficit of £30,000, which is the payment of £30,000 for the Headstone Manor restoration fund. However, taking that into account, the Trust still has substantial reserves and, therefore the growth request of £500 is not supported.

Recommendation

Officers recommend funding at this year's level. Officers also advise that the Panel recommends to Cabinet support for the Trust's application for a £15,000 Heritage Grant, from the Capital Programme.

Funding received from other sources in 2005/06

The Trust did not receive funding from any other source.

Report produced by the Grants Panel (no comments received from Urban Living)

HARROW IRANIAN COMMUNITY ASSOCIATION (HICA)

Grant requested:	£16,000
Current grant:	£5,000
Grant recommended:	£5,000

Background

The Harrow Iranian Community Association was set up in 1991 to provide mother tongue classes in Farsi to Iranian children born in the U K and also to provide advice and information to their members and users from Harrow and neighbouring boroughs.

HICA's main services are to provide a point of reference for newly arrived refugees, to escort non-English speaking refugees to G P surgeries, hospitals, solicitors and other statutory agencies, providing interpretation and translation services, organising social / cultural events and running a very successful mother tongue school for over 145 pupils and supplementary classes for about 50 pupils. They also run English classes for adults (mainly women) and visit house bound people in their homes. They also run a youth project jointly with East African Welfare & Community Concern funded by Renewal.

HICA has been awarded the Community Legal Services Quality Mark.

Grant request

HICA is requesting £16,000 (including £6,000 for rent at Community Premises) to enable it to carry on the following activities:

1. Maintaining and improving the level of services, covering health, education, settlement and referral of clients to statutory and non-statutory organisations.
2. Increasing the level of computer application
3. Continuing ESOL classes
4. Organising cultural events
5. Continuing Elderly Club
6. Organising women's art and sport club
7. Continuing supplementary maths classes
8. Printing bi-lingual leaflet and circulars
9. Continuing Saturday Mother Tongue Language School for 160 students
10. Recruiting volunteers
11. Continuing Youth Advice Centre
12. Assisting other organisations
13. Fundraising and applying for grants

Monitoring information 2004/05

HICA had a satisfactory monitoring visit on 21st June 2005. HICA continues to provide very well used services to a substantial number of users and plays an active role in the Harrow Refugee Forum, CARRAMEA and Renewal. In 2004/05, they dealt with 2141 cases and 290 interpretation sessions. They have an active pool of about 50 volunteers.

Officer comments and recommendation

HICA has been successful in obtaining funding from other sources, but the excellent work they provide to Harrow people warrants support. Officers recommend funding at this year's level, i.e. £5,000.

Funding received from other sources in 2005/06

Funder	Amount received	No of years	Expires	Purpose
NL Community Fund	£38,671	3	1	Salaries
BBC Children in Need	£7,904	2	1	Project Fund
LBE (Renewal SRB)	£30,305	2	None	Salaries
London Police	£750			Occasional
Children's Fund	£500			Occasional

Report produced by the Grants Unit

HARROW PENSIONERS ACTION GROUP

Grant Requested:	£750
Current Grant:	£750
Grant Recommended:	£750

Background

The group has been established since 1975. It aims to facilitate people who are over 60 years of age to meet, discuss any difficulties they may have and to jointly seek possible solutions. In 2005/6 97 Harrow residents were registered members of the organisation.

The group organise meetings on a monthly basis. They also arrange outings to places of interest and social activities.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form, which stated that they met all of its objectives for the year and provided a breakdown of how the grant was spent.

Officer comment

The organisation continues to provide a focal point for all pensioners in Harrow. The Panel has supported their activities in previous years and may wish to continue to support them in 2006/07. Current activities would not appear to justify an increase in their funding.

A grant of £750 is recommended with the proviso that expenditure is limited to hall hire and administration.

Funding received from other sources 2005/06

No other funding received.

Report produced by Service Commissioning Team, People First

HARROW PUBLIC TRANSPORT USERS ASSOCIATION

Grant requested:	£300
Current grant :	£300
Grant recommended:	£300

Background

The HPTUA is a voluntary association based in and covering only this borough. The chair has been an advisor to the Traffic and Road Safety Advisory Panel and its predecessor bodies for many years, and now also chairs the quarterly member-level public transport liaison meetings. There is also close officer co-operation with HPTUA.

Grant request

The grant is required to contribute towards running costs.

Monitoring information 2004/05

The organisation met its objectives for the year.

Officer comments

The Council provides a modest grant of £300 to HPTUA and it is therefore recommended to continue this funding in 2006/07.

Funding received from other sources in 2005/06

HPTUA does not receive funding from any other source.

Report produced by Grants Unit

HARROW REFUGEE FORUM

Grant requested: £26,730
Current grant : £5,000
Grant recommended: £6,000
Growth request to be considered by Members

Background

The Harrow Refugee Forum was set up in 1992 and was re-constituted in 1999 as an umbrella organisation of some 20 refugee and migrant groups based in Harrow. The Forum assists local refugee community organisations with capacity building in order to enhance the quality of the services they provide and increase their ability to access resources from a variety of sources. The Forum also represents refugee groups in partnerships and joint-working initiatives and articulates the views of refugees to statutory and voluntary bodies.

Grant request

The grant is requested for the following :

Needs Analysis plus production of report and directory	£3,580
Administrator salary (part-time) with on costs	£9,650
Premises costs	£7,000
Running expenses	£6,500

The first part of the programme will be a mapping exercise carried out within the sector to establish what services are available to the refugee communities in the borough and to raise the awareness and capacity of refugee community organisations so that they can enable members of their communities to access those services. The programme that is proposed will help management committee members to focus on outcomes, and promote better service delivery through the use of strategic monitoring and effective involvement with the mainstream. A report on the mapping exercise will be produced as well as a directory of services, which will be updated regularly.

The second part of the programme will be to continue the Forum's ongoing core services of consolidating and providing capacity building initiatives to RCOs and member organisations.

Monitoring information 2004/05

The Forum had a monitoring visit on 19 July 2005, which was satisfactory. During 2004/05 they had 250 users. The organisation's records are adequate. During the year, they provided a number of seminars, courses and workshops on capacity building, finance, fundraising, quality assurance, etc, which were well-attended.

Officer comments

Officers are aware of the important role of the Harrow Refugee Forum and fully support its aims and objectives. Despite that fact that the Forum is in receipt of funding from the ALG and Renewal, officers think that Harrow Council needs to support the Forum as well, because the Forum's services are directed at some of the most disadvantaged members of the communities in Harrow. It needs to be emphasised that the Harrow Refugee forum is very active within the Harrow Strategic Partnership and the Voluntary Sector.

Recommendation

Officers recommend that the Forum be funded in 2006/07 in the sum of £6,000 as a contribution to rent, rates and running costs. The Forum will be advised to apply to other sources for the Needs Analysis project.

Funding received from other sources in 2005/06

Funder	Amount	No. of years	Expires	Purpose
Renewal SRB	£30,000	1	-	Manager/Director
ALG	£25,000	1	-	Capacity Building Officer/Manager

Report produced by the Grants Unit

HARROW SCHOOL OF GYMNASTICS

Grant requested:	£2,500
Current grant:	£2,000
Grant recommended:	£2,500

Background

Harrow School of Gymnastics (HSG) has over 950 members/users and it is estimated that about 75% of them come from Harrow. It is designated a National Performance Centre and has awarded the quality standard "Gym Mark", which is a kite mark award for good practice bestowed by the sport's governing body. The club provides a Harrow team in the annual London Youth Games.

The club works with local schools and also provides opportunities for young people who have participated in the sport in curriculum time to continue with the sport outside school.

Grant request

The organisation is seeking funding of £2,500 to continue to serve financially disadvantaged children.

The organisation's Hardship Fund aims to provide funding to support young gymnasts living in Harrow whose families are not able to meet the full financial costs of participating in the sport.

Monitoring information for funding received in 2004/05

The organisation provided its monitoring and assessment form for 2004/05. This shows that they have met their targets and the grant was spent on the Hardship Fund (details of payments made were provided).

Officer comments

No comments or recommendation were received from the Sports Strategy Unit, but the Grants Unit recommends funding of £2,500 for the club's Hardship Fund to be spent on Harrow gymnasts.

Funding received from other sources in 2005/06

£500 from Camelot Foundation for Hardship Fund

£8,000 from John Lyon Charity for coach development, competition expenses, etc.

Report produced by the Grants Unit

HARROW SOMALI WOMEN'S ACTION GROUP

Grant requested: £10,000
Current grant : £5,000
Grant recommended: £5,000

Background

Harrow Somali Women's Action Group aims to promote the welfare of Somali women and their dependants (especially young Somali men and women). They run a supplementary schools project for over 50 Somali children in Harrow schools who are aged between 5 and 16 years to support their learning with English, Maths and Science.

Grant request

They are seeking to recruit a part-time school co-ordinator and two sessional workers to teach and support the children with one-to-one homework, especially in Maths, English and Science. They propose to provide help and extra support for those who are preparing for their GCSE to enable them to achieve better grades. The grant requested is to support the salaries of the school co-ordinator and two tutors as well as running costs.

Monitoring information for 2004/05

A monitoring meeting was held on 25 July 2005. The organisation's financial and other records need improvement and advice has been offered on that. Subsequent to the meeting, the organisation provided financial records and accounts, which are satisfactory. According to the organisation, they had 280 users in 2004/05. At the time of the visit, the organisation did not have any insurance but this has now been rectified following advice from the monitoring officer.

Officer comments and recommendation

HASWAG aims to raise the self-esteem and confidence of children at school and help them integrate in the society and enhance their life chances.

The group reaches out to isolated people most of whom are refugees or asylum seekers and unemployed, they also assist single women and their families.

HASWAG has been a founding member of HASVO, which has submitted a grant application purporting to be on behalf of all Somali groups in Harrow. It appears that the working arrangements with HASVO have not been successful so far. Until these matters are clarified, officers recommend that HASWAG be funded at this year's level, i.e. £5,000.

Funding received from other sources in 2005/06

£4,099 from BBC Children in Need for the supplementary school and stationery.
£700 from the North West London Community Foundation.

Report produced by Grants Unit.

HARROW TAMIL SCHOOL ASSOCIATION

Grant requested:	£10,000
Current grant:	£4,500
Grant Recommended:	£4,500

Background

The organisation was set up in 1987 to promote Tamil language, Dravidian culture and related performing arts, social and welfare of the members and to provide leisure and sports activities. The organisation was first funded by the Council in 2004/05 and has a base at Community Premises.

Grant request

The organisation is requesting a grant of £10,000 in 2006/07 to cover the following:

- To pay Teachers and Trainers (Fee and Expenses) £4,500
- To assist with annual rent payout £2,000
- To subsidise parents with difficulties £2,000
- Capital Expenditure (not specified) £1,500

Monitoring information 2004/05

The organisation provided its monitoring and assessment form for 2004/05, which showed that they had met the following targets:

- Term fees were reduced to enable parents on low income to enrol their children
- Number of students increased by 30%
- Three additional classrooms and three additional teachers were hired
- A school web site was established
- A new computer laptop was purchased

Officer comment

The activities to be supported by the grant will be:

- Tamil Language courses and Fine Arts courses at Whitmore High School, every Saturday to prepare pupils for exams conducted by 'Oriental Fine Arts', London
- Running a Yoga Club with assistance of a qualified trainer.
- Participate in Football and Netball tournaments for age group under 10, under 12, under 14 and under 16 with adequate training.
- Organising a School Cultural Event with an aim of producing quality programmes including hire of teachers and artists to boost up the confidence of young artists.

To ensure that the project, activities, and services are of good quality, they would employ qualified, experienced and suitable teachers and hold regular meeting of management committee to assess quality and regular assessment of children performance.

This group is not registered with the Youth Service and the groups' work is not known to the service. However, the organisation is known to the Council and they have been in receipt of funding since 2004/05 and are active at the Community Premises where they have casual use.

Recommendation

Officers recommend a grant of £4,500 for 2006/07 as follows:

- To pay Teachers and Trainers (Fee and Expenses) £2,500

- To assist with annual rent payout (6 months) £1,000
- To subsidise parents with difficulties* £1,000

*Subject to the organisation keeping separate records of people on hardship assisted by the grant.

Funding received from other sources in 2005/06

Not provided

Report produced by Grants Unit with comments from the Youth & Connexions Service

HARROW YOUTH & COMMUNITY PROJECT

Grant requested: £3,000
Current grant: £1,000
Grant Recommended: £2,000

Background

The Harrow Youth & Community Project was set up in 2002 to provide services for the local community, mostly in and around the Kenmore Park Estate area (Kenton). The services are primarily aimed at young people, but the organisation is also planning to run services for the elderly if they secure adequate resources.

Grant request

The organisation is seeking funding of £3,000 to continue providing activities for the youth club for 12-17 year olds and also to set up a new youth club for 8-11 year olds.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05, which states that the grant of £500 was spent on providing activities for young people in the youth club, purchasing equipment for the club and partly paying for the insurance.

Officer Comments

The Project's youth group for 12-17 year olds meets for 2 hours per week in the Kenmore Park Community Hall. It is supported by the Youth and Connexions Service, which has 2 Professional Youth Workers who attend the sessions on Thursday evenings.

The grant requested is to fund the cost of providing the club activities and the cost of running the extra youth sessions for 8-11 year olds.

The group is registered with the Youth and Connexions Service. The Service supplies 2 Youth Workers every week to this project.

Recommendation

Officers recommend a grant of £2,000 in 2006/07 to enable the Project to run both youth clubs.

Funding received from other sources in 2005/06

None

Report produced by the Grants Unit with comments from the Youth and Connexions Service

HERGA ROAD & MASONS AVENUE COMMUNITY ASSOCIATION (HAMCA)

Grant requested:	£2,000
Current grant :	£1,000
Grant recommended:	£1,000

Background

HAMCA was set up in September 2003 with the following aims:

- To create and maintain a safe and pleasant living environment promoting good will, pride, and community spirit in residents, businesses and the wider community.
- To promote the interests of the community by providing a forum for consultation and negotiation with Harrow Council and other bodies that may have an interest in the area, e.g. Wealdstone Active Community or housing agencies
- The Association is non-political

Grant request

HAMCA is requesting a grant of £2,000 to cover the cost of professional printing of newsletters and flyers (£1,000) and a contribution of £1,000 towards the cost of purchasing a notice-board to back-up the newsletter. The full cost of the notice-board is £1,600.

Monitoring information 2004/05

The organisation met all of its objectives e.g.:

Clean, well-maintained roads and housing

Safer, friendlier environment

Fewer neighbour disputes

Improved community spirit, cohesion and pride

Effective communication with Harrow Council and other bodies

Officer comments

HAMCA consider effective communication with the local community as central to its work. Their main method of communication is their newsletter, which needs to be eye-catching in order to persuade the community to read it and join in with the activities. Officers recommend a grant of £1,000. HAMCA has already applied to Awards for All for the cost of the notice-board and they are awaiting a decision. If the decision is negative, officers will advise them on alternative sources of funding.

Funding received from other sources in 2005/06

£600 has been pledged from the North West London Community Foundation towards the cost of a notice-board.

Report produced by the Grants Unit

HINDU COUNCIL

Grant requested:	£7,850
Current grant :	£2,000
Grant recommended:	Nil

Background

The Hindu Council was set up in 1998 as a non-political entity and its objects are:

- To promote the Hindu religion, be it the Jains, the Sikhs, the Vaishnavas, the Buddhists or any other relevant religion based on the Hindu philosophy.
- Advance the Education and Social Welfare of the Hindus.
- To work towards improving the quality of life for all Hindus.

Grant request

The Hindu Council is requesting a grant of £7,850 for capital equipment (not specified), I T, seminars, workshops and dissemination of information on health issues. Activities associated with Harrow Council and Black History Month.

Hindu Council plan to the following activities:

- Group meetings on Racial Harassment
- Creating awareness on healthy living
- Group meeting on learning disability
- Business start –up
- Health seminar for all ages (Yoga)
- Community events

Monitoring Information 2004/05

The organisation failed to return it's monitoring and assessment form (due on 13th May 2005), despite two reminders sent on 28th June and 28th July 2005.

Officer comments and recommendation

Most of the organisation's growth request is to fund a part-time administrator. Most of the duties described in the draft job description and person specification could and be undertaken by volunteers. The Hindu Council has not justified the growth request and it is not, therefore supported. It needs to be noted that the Hindu Council did not comply with the Council's monitoring requirements.

Officers, therefore, recommend that no funding be offered to this organisation in 2006/07.

Funding received from other sources in 2005/06

No other funding received in 2005/06 or applied for.

Report produced by the Grants Unit

HOME START HARROW (First Time Mothers Group)

Grant requested:	£5000
Current grant:	£5000
Grant recommended:	£5000

Background

Harrow Home Start works with families experiencing difficulties or suffering stress to prevent family crisis and breakdown. Those who receive the service have at least one child under five. The services that the organisation provides include support in the home for as long as necessary, a family group, a drop-in and a summer holiday play scheme.

Grant request

£5,000 is requested for the First Time Mothers Group to cover the cost of the group leader's salary and relaxation massage for mothers.

Monitoring information 2004/05

The service is covered by a Service Level Agreement, which is monitored by People First. Quarterly statistical returns are submitted by Home Start and formal meetings are held six monthly. Home start has consistently increased the number of families it helps, which now average out to 142 each year. Collectively, these families have approximately 113 children under five years of age and 152 over the age of five years. They provide this service with an average of sixty volunteers. The organisation is based at the Headstone Centre.

Officer comment and recommendation

Home Start provides valued preventative services to families with young children and works extremely well with People First Children's Services. The First Time Mothers Group has supported 32 mothers over a period of 1 year, from birth to approximately 8 months old when the baby starts to crawl.

The purpose of the group is to provide specialist support to the mothers to give the babies a positive start to life. This involves sitting together as a group to discuss issues that have arisen during the week and this way mothers are able to see that they often have similar concerns and this in itself lessens anxiety.

Three times a year baby massage is taught to the group and this frequency ensures that all those attending are able to receive this service that is an invaluable assistance to mother and baby bonding.

Mothers are offered the opportunity to receive an aroma massage and many value this opportunity to relax.

Attendance at the group allows the mothers to make friendships that often continue outside the group so forming a network of support they may not have had before.

The funding will be used to meet the cost of four sessional workers, a qualified massage therapist and a trained baby massage therapist.

This project is currently match funded by the PCT. This is a much-valued service and it is therefore recommended that the current grant of £5,000 be approved.

Funding received from other sources in 2005/06

£57,864 from Harrow Council for core costs (ongoing)

£10,421 from Harrow PCT for core costs (expires March 2006)
£25,000 from Harrow PCT for groups
£8,500 from Harrow PCT for the First Time Mothers Group (2 years remaining)
£11,000 from BBC Children in Need (1 year remaining)
£15,000 from Bridge House Estates Trust (1 year remaining)

This report has been produced by the Service Commissioning Team – People First

IGNITE TRUST

Grant requested: £50,500 (2 applications)
Current grant: £3,500
Grant Recommended: £10,000
Additional growth request to be considered by Members

Background

Ignite Trust was set up in 2001 and seeks to support and empower people especially the most vulnerable in society. They seek to achieve this through a number of innovative, focussed projects. Some of their work is based in schools such as Club 2000 and Drugs Road-show projects. Other work takes place in the community, such as Elevate Academy and the Romance Academy.

Grant request 1 – Elevate Academy (requested £29,500)

This project is to provide a service for targeted vulnerable young people, especially those from disadvantaged backgrounds, to help them develop as individuals and to learn new skills.

Elevate Academy will provide a number of core sessions focussed around dance and music-related activities. These core functions will be supported by a number of workshops covering a wide range of peripheral issues. The grant requested is as follows:

Salaries (admin, youth workers and NI)	£15,500
Staff expenses	£1,500
General expenses	£4,000
Rent	£1,500
Project management	£2,500
Trips away	£3,000
Equipment	£1,500

Grant request 2 – Club 2000 (Compact Club) Schools Programme (requested £21,000)

The purpose of this project is to enhance the educational opportunities for young people in Harrow schools by extending the Compact Club pilot work to all Harrow secondary schools.

The grant will be used to contribute towards the delivery of the programmes across Harrow schools and will be spent on staff salaries, volunteer expenses and learning and assessment materials.

Monitoring information 2004/05

Ignite Trust provided a monitoring and assessment form for 2004/05, which showed that they met their service objectives for the year.

Office comment and recommendation by Youth & Connexions Service

“Ignite trust has proved the quality of its management, planning and communication systems and the way it trains and develops its people. Formative monitoring and evaluation is ensured through weekly team meetings, trustees meetings and evaluation forms, which are regularly completed.

There are 2 applications from this group. The first is the “Elevate Academy”. For this project we would recommend £10,000. The second project is the “Club 2000”. We would recommend £10,000 for this project also. This group is registered with the Service and we know their work.”

Comments from the Grants Unit

Because of financial constraints, the recommendations from the Youth and Connexions Service had to be scaled down to £10,000 (this already constitutes substantial growth). Members are asked to consider the recommendation from Youth and Connexions for additional growth of £10,000.

Members may wish to note that the organisation at 31st March 2005 had reserves of £95,378 (£73,315 restricted and £22,063 unrestricted).

Funding received from other sources in 2005/06

£60,000 from Harrow Drug Action Team for Drugs Road Show

£25,000 from Harrow Drug Action Team for Elevate Academy

£4,000 from the Local Network Fund for 'Hot desk' Office Project

£18,000 from Donations spent on general outreach top-up

£11,000 from Fundraising as above

£33,400 from sales and charges as above

Report produced by the Grants Unit with comments and recommendation from Youth and Connexions Service.

ISLAMIC & CULTURAL SOCIETY OF HARROW

Grant requested: £2,000
Current grant: £500
Grant Recommended: Nil

Background

The Islamic and Cultural Society of Harrow is a registered charity and was established in 1973. The aims of the Society are to provide a common platform for Muslims in North West London and propagate greater understanding of Islam and their duties as citizens. They organise activities such as get-togethers, talks, discussions and Urdu poetry.

Grant request

The organisation is requesting £2,000 to be spent mainly on teachers' salaries and premises (no budget provided).

Monitoring information 2004/05

The organisation failed to return its monitoring and assessment form for 2004/05, despite two reminders sent on 28 June and 28 July 2005. The organisation informed is by telephone that they had sent the form but it has not been received.

Officer comment

The organisation states in the application form that they provide a common platform for Muslims in the North West London area for greater community cohesion. They are active in various Council activities including "Under one Sky" and multi-agency fora. The flagship of their activities has been their mother tongue and core subject classes they have been providing for the last twenty years. The grant requested is mainly for teachers' salaries.

The geographical target of their organisation is the London Borough of Harrow and Northwest London Area, e.g. NW10, Hendon.

This organisation runs debates, children's variety programmes and a weekly Saturday School teaching mother tongue and coaching in core school subjects where needed. Teaching 4 classes, 2 junior level 1 senior level at present at Harrow High and 1 GSCE subjects, 3 paid teachers, 1 volunteer.

The executive committee oversees these activities. They aim to work with other organisations with similar interests.

Comment from Youth & Connexions Service

"This group is not registered with the Youth and Connexions Service and the group's work is not known to the service. We are therefore unable to make any recommendations regarding this groups' application".

In view of the fact that the organisation failed to return their monitoring form, officers are unable to recommend funding for this organisation at present.

Funding received from other sources in 2005/06

None

Report produced by the Grants Unit and Youth and Connexions Service

JAAGO PUNJABI WOMEN'S GROUP

Grant requested: £2,750
Current Grant: £2,750
Grant recommended: £2,750

Background

The Jaago Women's Group started in 1985, and provides a meeting place and forum for Punjabi women and children for sharing and promoting the Punjabi language. They also run other activities including Bhangra classes and yoga.

Grant request

The funding is requested in order for the Jaago Punjabi Women's Group to pay for the room they rent in the Vaughan Centre, Harrow. This enables the group to have a permanent base from which to run their activities.

Monitoring information 2004/05

Jaago Punjabi Women's Group is presently run by volunteers. There are 25 volunteers who are active throughout the year and 69 volunteers who assist as required.

The Group provides a forum for Punjabi speaking children. There are also Bangra dance classes held under the guidance of a trained instructor. The group is also keen to offer Counselling to Punjabi women. A women's group meets every Thursday from 12.30pm to 2.30pm.

Officer comments and recommendation

Members have increased over the years (latest figures have been requested). It is likely that Jaago will need to move to another premises during 2006/07 because the Vaughan Centre will close for refurbishment.

The Grants Advisory Panel is recommended to fund £2,750 for the rent of a room in the Vaughan Centre.

Funding received from other sources in 2005/06

None

Report produced by the People First Service Commissioning Team

KALA ANJALI ARTS CIRCLE

Grant requested: £3,000
Current grant : £1,500
Grant recommended: Nil (Re application)

Background

Kala Anjali Arts Circle has been involved in providing Arts to Harrow Schools and communities since 2000. It has also been constituted as an Arts based organisation providing services on a Not For Profit basis since this time. This is principally a music based organisation focussing on Asian music and promoting Tamil Heritage.

The Aims of the project are as follows:

Quality for Equality – meeting the need for dual language resources for bi-lingual pupils in the community

Inclusion of grassroots artists in varied events

Training for Educational, social and emotional needs of young people

Equal Opportunities

Grant Request

Community languages and literature project : Dual language – printing of resources, Audio Recordings, CD with community artists, pupils and teachers.

This application is for the following

- unspecified amount of printing
- unspecified resources
- unspecified Arts Promotions

Monitoring Information 2004/05

Kala Anjali Arts Circle met the following targets in 2004/05:

Completed 5th Indian Music Festival '05

Equal Opportunities and valuing cultural diversity

Contribution to borough-wide events such as intercultural events, Harrow's Jubilee celebrations 2004, Inset for schools, Black History Month events and Diwali events.

Officer Comments

It is very hard to see from this application specifically what the project is and what the money will be spent on. In addition the methodology behind the project is unclear and the monitoring and evaluation process is vague – Arts For Schools review our joint ventures. Whilst it is clear that this organisation has produced some 'high profile' work for Harrow and has made a positive contribution, it is unclear as to precisely what Harrow is being asked to fund and how this will be monitored.

Would suggest that the following is monitored with applicant at the design stage:

- Method and plan as to setting quantitative outcomes and how these will be ensured?
- Within plan to look into the legacy of the project?
- What is the financial plan for future?

Recommendations

Re application

That we require activity to be presented within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Funding received from other sources in 2005/06

£200 from Harrow Council for Black History Month schools' presentation and exhibition

£1,000 application to the North West London Community Foundation for administration and volunteers' expenses

Report produced by the Arts Unit

KIDS CAN ACHIEVE

Grant requested:	£25,809
Current Grant:	£4524
Grant recommended:	£7,227

Background

Kids Can Achieve (KCA) is a registered voluntary organisation that was started in October 2002. They support children and young people with special needs and their carers and families. Their young people have a range of emotional, social, behaviour and learning difficulties including Autistic Spectrum disorders and ADHD.

The majority of the children and young people they work with are vulnerable. They have few, or no, similar friends to go out with and very often are not confident enough to take part in mainstream activities. Also many carers are reluctant to let their children take part in mainstream activities as they feel they do not cater for their specific needs, or, are unsafe for their children to participate in.

Grant request

The organisation is requesting funding of £25,809 to provide:

- An After School Club targeted at the pre-teen age group of 8-12 year olds on two afternoons per week
- To move and expand the youth group to new premises and provide more places for 12-19 year olds for one evening per week
- To fund an Art Therapy Club for under-12s for one evening per week

The grant will cover the costs of sessional staff, resources, refreshments and management overheads at 15%.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05, which shows that they met the service targets for the year, i.e. fully subscribed youth group held every week during term time, increased membership and nine weeks of holiday youth schemes run during the year.

Officer comment

KCA aim to develop the self esteem, social skills and education of their young people and prepare them for integration into mainstream activities and independent young adulthood as far as possible. Their approach is to address the individual needs of service users and tailor provision for them accordingly.

They provide a range of services including: Ofsted registered 9-3 term-time day care for those unable to go to, or excluded from, school; After School Clubs, Youth Groups, Holiday Schemes, outings, outreach in schools and family homes, sports and creative activities, family support and respite, and complementary therapies.

Activities and strategies target young people at key stages of their development. Particular attention is paid to their smooth transition to settings/activities outside Kids Can Achieve and progressing to other groups.

In October 2003, an area of need was identified within the group of young people aged between 12-19 years and a youth project called Kids Can Crew (KCC) was created to address this need. KCC activities include a weekly youth group (run on a Wednesday night), one to one work,

small group work, working with families and their children, school support and holiday provision for young people.

KCA also began running After School Clubs (ASC) for under 12s on two evenings per week in response to requests from carers. These are highly successful. ASC activities include cookery, arts and crafts, puzzles, organised games, competitions, water and sand play, outdoor play, free play with the toys, play equipment and sensory room available at the centre and outings to local attractions.

In addition to this a weekly Art Therapy Club (ATC) has been piloted this year, as a result of some very well received one-off weekend events. ATC is designed to help children express themselves and find an outlet for their creativity, whilst widening their emotional development through access to many types of art materials, projects and media.

Due to the success of all three projects KCA are seeking funding to cover the following development of activities:

- Priority 1 - To move the existing Kids Can Crew Youth Group to new premises so that they can expand it to provide 14 more places for 12-19 year olds with access to more space, better facilities and a wider range of activities. This is to address the ever-growing waiting list.

Grant to cover this project: £7,227 per year

- Priority 2 - To provide an After School Club targeted at the pre-teen age group of 8-12 year olds on two evenings per week, 3.30 – 5.30.

Grant to cover this project: £12,060 per year

- Priority 3 - To fund an Art Therapy Club for Under 12s. One evening per week 4.30-6.30pm.

Grant to cover this project: £6522 per year

Recommendation

The Grants Advisory Panel already funds the Kids Can Crew Youth Group (£4524). In view of the success of this youth group and its need to expand it is recommended that the present grant be increased to £7227. This will meet the cost of priority 1 above. Kids Can Achieve have been very successful in attracting funding from other funding bodies and should be encouraged to seek funding elsewhere for priorities 2 and 3.

Officers recommend that the grant requested for priority 1 of £7,227 is agreed.

Funding received from other sources in 2005/06

£28,500 from Harrow Carers Grant for core funding and respite provision (expires March 2008)

£47,000 from Harrow Council for 9, 3-day care for children unable to attend school (expires March 2008)

£4,000 from Connexions for Youth holiday schemes - Easter and Summer 2005

£5,000 from March Day Trust for Core funding (expires March 2006)

£50,000 from Harrow PCT for multi-agency family support with 3 other organisations

£10,000 from Bailey Thomas Charitable Fund for Youth Summer Scheme 2005

£1,500 from City Parochial Foundation for Youth Group

This report was produced by the Service Commissioning Team – People First

MULTIPLE SCLEROSIS SOCIETY – HARROW BRANCH

Grant requested: £1,000
Current grant: £1,000
Grant recommended: £1,000

Background

The Harrow Branch of the MS Society was established in 1963, and is part of the national MS organisation. The main aim of the group is to promote awareness of people with MS and to offer information and support for people with MS and their carers. There are currently 200 members of the society in Harrow.

Grant request

For 2006/07 the grant request is to contribute towards the cost of printing and distributing the MS society bi-monthly newsletter. The newsletter is one of the ways that people with MS are able to receive information about social activities, contact numbers and information. The newsletter is also produced on tape for people who have a visual impairment.

Monitoring information 2004/05

The organisation submitted a monitoring and assessment form for 2004/05, which shows that they achieved their main objective, which was to promote awareness of the needs of people with MS and their carers. This was achieved through the publication and distribution of a newsletter.

Officer Comment and recommendation

The MS society provides a vital link for local people who are affected by MS and also their carers. The MS society funds the newsletter from the current grant, fundraising and donations.

Officers recommend grant funding at the current level of £1,000 towards the cost of the newsletter.

Funding received from other sources in 2005/06

None

Report produced by People First Commissioning Team.

PAKISTAN SOCIETY OF HARROW

Grant requested:	£9,000
Current grant :	£6,500
Grant recommended:	£6,642 (inclusive of salary inflation)

Background

The Pakistan Society of Harrow was set up in April 2002 to promote the interests of the Pakistani community living in Harrow in order to improve their health, education and access to employment, to enable them to make a positive contribution to Harrow.

Grant request

The organisation is requesting a grant of £9,000 (£7,200 for the salary of the part-time Co-ordinator and £1,800 for running costs). The funding will help them in their work with the youth, women and elderly. The aim is to raise awareness towards improving health, encouraging access to services, promoting equality, encouraging access to education, increasing knowledge about domestic violence and about child care facilities.

Monitoring Information 2004/05

The organisation had a monitoring visit on 21 June 2005, which established that the organisation did not have adequate record keeping systems, complaints procedure or methods for ascertaining client satisfaction. Advice was offered on all above which was accepted by the organisation. According to the visit, the organisation had 300 users in 2004/05.

Officer comments and recommendation

The Pakistan Society is active at the Community Premises and since the appointment of the part-time Co-ordinator there has been an increase in the take-up of its services by the community. The grant application mentions that the Sunday Club for over 50s, which functioned for a while has been stopped, because they cannot cope with the numbers, until they find bigger premises, which they hope to do soon. Most of the funding applied for would go towards the salary of the Co-ordinator and for running costs, which does not leave anything for project work. In any event, the Society failed to provide specifics about its work programme. In view of this, officers can only recommend funding at this year's level, plus salary inflation, subject to Cabinet agreeing inflation additions for salaries, and the Pakistan Society providing a detailed work programme and evidence that they have applied for funding from other sources, as currently they rely entirely on the Council's grant.

Funding received from other sources in 2005/06

£4,875 from the North West London Community Foundation to purchase equipment.

Report produced by the Grants Unit

PARKINSON'S DISEASE SOCIETY – HARROW BRANCH

Grant requested: £2,400
Current grant: £2,300
Grant recommended: £2,400

Background

The Parkinson's Disease Society Harrow Branch was set up in 1972 to help people with Parkinson's and their carers, family and friends with the problems arising from Parkinson's disease; to collect and share information on PD; to encourage and provide funds for research into PD.

The overall objective of the Parkinson's Disease Society is to be one of the leading neurological charities in the UK serving all people with PD. All the activities, including those of the branch, focus on achieving its aims.

Grant request

The organisation is requesting a grant of £2,400 to part-fund the Community Support Worker's post.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05. The Community Support Worker provided telephone support to 520 people, letters/e-mail support to 62 people and 80 home visits. They also provided training courses, information packs to residential homes, and provided the Community Support Worker's details to GP surgeries and health centres.

Officer comment

The Harrow Parkinson's Disease Society has 124 members of which 89 are Harrow residents. 518 people used the service within the last year of which 93% are Harrow residents.

The Harrow branch of the Parkinson's Disease Society employs a part-time Community Support Worker to provide advice, information and support to all existing and newly diagnosed people affected by Parkinson's Disease, their families and carers. Practical and emotional support is given as well as information on other support services.

Recommendation

Officers recommend a grant of £2,400 as a contribution towards funding the Community Support Worker post. This is a valuable local service doing excellent work.

Funding received from other sources in 2005/06

None.

Report produced by People First Commissioning Team.

PERSIAN SENIOR CITIZEN CLUB

Grant Approved 05/06:	£500
Grant Requested 06/07:	£9,725
Grant Recommended:	£500

Background

This organisation was established in May 2004 to support older people of Iranian origin who entered Britain as refugees/asylum seekers. It aims to preserve, promote and celebrate the Iranian cultural heritage, and reduce isolation within the Iranian community. The group meets once a week at the Victoria Hall, Sheepcote Road. The organisation supports about 15 people, 10 of whom come from Harrow.

Grant request

They already have one member of paid staff and wish to appoint an additional part-time member of staff. They are also seeking to recruit one volunteer and a yoga teacher.

Monitoring information 2004/05

This organisation was funded for the first time in the current year and therefore monitoring information will be required next year.

Officer comment and recommendation

Members should note that this is a small organisation with just 10 Harrow residents as users and, whilst funding of £500 is suggested, Members may wish to review this in the light of the number of users.

Funding received from other sources 2005/06

None

Produced by People First Service Commissioning Team

RUSSIAN IMMIGRANTS ASSOCIATION

Grant requested: £5,000
Current grant : £3,000
Grant recommended: £3,000

Background

The association was set up in April 1999 to address the needs of London's large Russian-speaking community, which is not served by any other organisation. The main aims of the organisation are:

- To support community involvement, particularly among Russian-speaking people who are at greatest disadvantage and fully excluded, such as minority ethnic community, asylum seekers, refugees, people on low income, unemployed people and lone parents;
- To provide services for Russian-speaking refugees and asylum seekers;
- To provide information about British law, culture, traditions, health service, and education system among Russian-speaking people.

Grant request

RIA is requesting a grant of £5,000 to cover volunteers' expenses (£3,000), telephones (£500), postage and stationery (£300), office equipment (£400) and interpreting and translation (£800).

Monitoring information 2004/05

The organisation provided a monitoring and assessment form, which shows that they have met all of their targets. The organisation also provided details of how the grant was spent.

Officer comments and recommendation

RIA is very active and has a very large membership (730 members, of whom 420 are from Harrow). During 2004/05 they dealt with over 1520 users, of whom 70% were from Harrow. In view of the large number of Harrow residents who benefit from the organisations services, officers recommend a grant of £3,000 to cover the following:

Volunteers' expenses £1,500
Interpreting services £700
General running costs £800 (telephone, postage, stationery)

Funding received from other sources in 2005/06

Funder	Amount	No. of years	Expires	Purpose
Turvill trust	£2,000	1	July 2006	Summer club for children
BBC Children in Need	£6,000	1	April 2006	Children's club
City Parochial Foundation	£15,000	3	May 2008	Salary for Co-ordinator
Community Fund	£15,000	2	May 2006	50+ club
Harrow Heritage Trust	£3,000	1	March 2006	Heritage/Environment project

Report produced by Grants Unit

SANGAT ADVICE CENTRE

Grant requested: £28,000
Current grant: £1,000
Grant recommended: £1,000
Growth request to be considered by Members

Background

The Sangat Advice Centre was set up in 1996 to provide information, advice, advocacy, case work and representation of South Asian and other refugee communities; to provide mentoring services for other organisations wishing to set up similar services; to provide training for I.T. learning; to identify hidden BME carers.

The Centre is a company limited by guarantee. The Centre was the first BME organisation to be awarded the Community Legal Services Quality Mark. They are authorised by the Office of the Immigration Commissioner to provide immigration advice and services at level 3, category 1–6.

The Centre provides an advice service in other languages including Gujarati, Punjabi and Hindi.

Grant request

The Sangat Advice Centre is seeking funding of £28,000 to cover the salary and on-costs for a new post of advice/admin/support officer. The funding will enable the Centre to provide free legal advice and case work on a range of welfare issues to prevent and reduce poverty, social exclusion, discrimination, family unity, settlement difficulties, debt, housing and other areas of benefits. The expected outcomes are:

- To provide advice and advocacy for up to 500 individuals
- To enable up to 200 clients to exercise their rights to British Citizenship and/or other immigration matters
- To reduce poverty for up to 175 clients
- To prevent loss of accommodation and other housing case work for up to 125 clients
- To improve working relations with two other local groups to improve/assist towards better advice services
- To organise two seminars for local participation on local needs and available services

Monitoring information 2004/05

The Centre was funded for the first time in the current year and therefore monitoring information will be required next year.

Officer comments and recommendation

The Sangat Advice Centre has a very good track record. The Centre's reputation for good quality services has been recognised with the award of the Quality Mark and the registration with the Office of the Immigration Commissioner. A number of funding bodies have also shown their confidence in the organisation. The ALG provides an annual grant of £60,000 and the Bridge House Estates Trust provides a grant of £28,700.

Officers are impressed by the professional services provided by the Sangat Advice Centre and would be very supportive of the organisation's attempts to secure more resources. Officers have been informed that the Centre's attempts to secure funding for this post from the ALG have been unsuccessful. Officers are fully supportive of the organisation and its work and would wish to support the application in full. However, since this constitutes considerable growth, officers recommend funding at this year's level and recommend to Members to consider the growth if resources would allow.

Funding received from other sources in 2005/06

£60,000 from the ALG to employ two members of staff and running costs (expires 31.3.2007)

£28,700 from Bridge House Estates Trust Fund to employ an outreach and advice worker (expires 31.12.2006)

Report produced by the Grants Unit

SPECIAL CONNECTION

Grant requested:	£2,000
Current grant :	£2,000
Grant recommended:	£2,000

Background

Special Connection is a registered charity organisation whose aim is to break down the preconceived perceptions of disability through the opportunity to work in an integrated environment on equal terms. The whole of the borough of Harrow is covered by the group. Special Connections plan to run two day drama workshops involving 30 young people from mainstream education working on a one to one basis with 30 young people with special educational needs. The aims of the project are:

- To break down social barriers in Harrow
- To influence for the good future colleagues, employers and decision-makers
- To promote friendships across the barriers, and promoting social inclusion.

Grant request

Proposed are three two-day workshops for 180 young people 50% of whom will have special needs, and 50% from mainstream education. Participants will be encouraged to use their imaginative skills to 'make up' the play they are working on- based this year on a Health and Fitness project. They then have to produce, costume and stage their idea.

The two-day workshops will be held either in Harrow Arts Centre, or Canons Community Centre. At each workshop 6 Special Connection qualified and experienced team leaders will work with approximately 60-65 young people.

Monitoring Information for 2004/05

Two, 2-day workshops held at Travellers Studio

Two, 1-day sensory workshops held at Woodlands/Kingsley schools and one at Sunshine RNIB School

Raised awareness on the problems facing visually impaired students and encourage greater interaction between mainstream students and their visually impaired colleagues

Officer Comments

An excellent project proposal in general that will directly benefit Harrow in the area of social and cultural integration of special needs persons.

The project implemented by Special Connection means that all the young people, disabled and non-disabled are given equality of opportunity and empowerment. Whilst they are able to take part in drama activities and performances, the project also promotes understanding of disability issues, encourages team-work, develops confidence and offers a pathway to future training and employment within the arts sector.

Project links to Council's Strategic Plan and Cultural Strategy

Would suggest that the following is monitored with applicant at the design stage:

- Method and plan as to setting quantitative outcomes and how these will be ensured?
- Within plan to look into the legacy of the project?
- What is the financial plan for future?

Budget

Funding is also sought from Awards For All, Trust for London, Edward Harvist Trust.

Recommendations

That we require activity to be presented at one or more of the festivals within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Funding received from other sources in 2005/06

£3,000 from the Paul Hamlyn Foundation for Local Area Drama Workshops

£4,000 from Children in Need for PMLD Workshops

£3,000 from the Herts Community Foundation for Local Area Drama Workshops

£3,000 from Local Network Fund Herts for Local Area Workshops

£2,000 from Ealing & Brentford Community Care for Local Area Drama Workshops

£2,000 (pending) from Local Network Fund Hounslow for Local Area Drama Workshops

Various amounts from other boroughs for Local Area Drama Workshops

Report produced by the Arts Unit, Harrow Council

TONGUES ON FIRE

Grant requested: £9,500
Current grant : £5,000
Grant recommended: £5,000
Growth request to be considered by Members

Background

Tongues on Fire is a charitable company since 2001, but with a history of putting on a festival in Harrow since 1999. The main objectives of the organisation are to promote Asian cinema and Arts, showcase Asian Art films and provide participation opportunities for women and young people. They have provided innovative, popular and ground breaking activity within Harrow over the past six years as well as an exciting education programme linked to Harrow College and local community centres.

- The proposal outlines a Short Film Competition (aimed at college students and in collaboration with the Arts Unit)
- Sourcing and screening diverse, controversial and Art Films to Women's Community Groups.
- Ongoing programme of events in conjunction with Arts Unit

Grant Request

Proposed :

- Screening of three films plus Q&A session
- London Students Competition Winners Showcase
- Whole Day of workshops (introducing to film)
- Invitations for Harrow Kids to attend London Screenings of Art Films.

The applicant has previous experience of managing all these activities successfully

Monitoring Information for 2004/05

Facilitated network opportunity for young people at Institute of Contemporary Arts by showcasing students work. Showed arts films at various different venues in Harrow and Film Festival held at 14 different venues. An increase in audience numbers was recorded.

Officer Comments

A good project and proposal, reasonably budgeted but would suggest that the following is monitored with applicant at the design stage:

- Method and plan as to setting quantitative outcomes and how these will be ensured?
- Within plan to look into the legacy of the project?

Whilst acknowledging existing links with Arts Unit, programme and Arts Strategy, would like to tie in specifically to Words Live Festival and Under One Sky.

Budget

Total budget for this project 149,000, of which £9,500 applied for from Harrow (for Harrow based activity). Remaining funding is sought from the following organisations:

B.A.F.T.A.,	Dept of Health,
Channel 4,	Film Council

Recommendation: That we require activity to be presented within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Comment from the Grants Unit

Because of financial constraints, the grant of £9,500 recommended by the Arts Unit had to be scaled down to £5,000 (current year's level). Members are asked to consider the growth recommended by the Arts Unit.

Funding received from other sources in 2005/06

No other funding has been received.

Report produced by the Arts Unit

U.K. ASIAN WOMEN'S CONFERENCE

Grant requested: £3,000
Current Grant: £2,750
Grant recommended: £2,750

Background

The "SEWA" drop-in service provides much needed services and support to Asian women of all ages. The Centre has been running successfully since 1991 and provides information, advice and support to Asian Women. Also different activities like health programmes, seminars, educational, entertainment programmes and outings being organised. This gives an opportunity to women who are lonely and isolated at home and to others to mix with the community, exchange ideas, share experiences and gain confidence. The main purpose of the Project is to strengthen the community and help improve health and general well being.

Grant request

The funding is sought to pay rent for the room at the Vaughan Centre from where the Drop-in-Centre "SEWA" Project is run.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05, which shows that they run a regular drop-in centre, organised regular sessions in alternative therapies, organised regular yoga classes and provided talks on healthy eating and cooking demonstrations. They held a health/sports day to celebrate volunteers' week in June for people with learning disabilities and special needs. They held a health seminar on heart disease, which was attended by 250 people (men and women).

Officer comment and recommendation

In addition to the drop-in service, the UKAWC also provides a commercial translation and interpreting service and currently has a service level agreement with the Council for this service. The organisation is required to use part of the surplus from their trading account to part-fund the post of Co-ordinator and other running costs of the SEWA project. The funding transferred from the trading account to this project is normally £4,000 annually.

It is likely that the UKAWC will need to move to other premises during 2006/07 because the Vaughan Centre will close for refurbishment.

The Grants Advisory Panel is recommended to fund £2,750 for the rent of the room in the Vaughan Centre.

Funding received from other sources in 2005/06

None

Report produced by the People First Service Commissioning Team

VICTIM SUPPORT HARROW

Grant requested: £33,455
Current grant : £15,780
Grant recommended: £16,129 (inclusive of salary inflation)
Growth request to be considered by Members

Background

Victim Support Harrow was set up in 1981 to provide emotional support, advice and information to victims of crime living in Harrow. Victim Support Harrow is committed to providing victims of crime and witnesses with appropriate and sufficient recognition, support and information to assist them in dealing with crimes which they have experienced; to ensuring that the rights of victims and witnesses are acknowledged and advanced in all aspects of criminal justice and social policy; to ensuring that all clients receive a consistent level of service throughout the London Borough of Harrow.

The work includes; liaising with police and other statutory and voluntary agencies to receive and record referrals of victims of crime; to receive and encourage self-referrals; deciding on the most appropriate method of offering support to victims and their families; monitoring the standard and effectiveness of the work of volunteers; to deal appropriately with cases requiring further action or referral to other agencies; recruiting training and maintaining a team of volunteers to reflect the diversity of the borough and the needs of the charity.

Grant request

The organisation would like to maintain their present effective service but develop their core services, especially the role of the co-ordinator for Black Minority Ethnic groups to deal with the increasing diversity of the borough's population. In order to develop the service to meet the changing demography they need to maintain the existing staff levels and increase the part time hours of work in order to cope with the increased workload. Their main source of funding is the Home Office grant, which is not sufficient to cover their present salaries and running costs, hence the growth request.

Monitoring information 2004/05

VSH had a very satisfactory monitoring visit on 9th June 2005. According to VSH statistics, in 2004/05 they dealt with 5,817 cases of which 46% were from minority ethnic communities. VSH has very good administrative and financial records and a committed pool of about 20 volunteer visitors, 7 of whom are from minority ethnic communities.

Officer comments and recommendation

The organisation provides a very valuable service to the people of Harrow and plays a significant role in the field of community safety. Over the last few years, VSH made considerable efforts to extend its services to the whole community in Harrow in terms of engaging staff, volunteers and management committee members from all sections of the community. Nearly 50% of the people assisted come from minority ethnic communities. Officers are supportive of the organisation and would normally recommend funding in full but because of financial constraints they recommend funding at this year's level plus inflation for salary, if Cabinet agrees inflation additions to grants. Officers also recommend that the Panel consider the growth request, if resources allow.

Funding received from other sources in 2005/06

Funder	Amount	No. of years	Expires	Purpose
National Assoc. of Victim Support	£66,900	1		Salary, on costs and running

Schemes				costs
Children's Fund	£39,500	3	31.3.2006	Young victims of crime project

Report produced by Grants Unit

VITALISE (FORMERLY WINGED FELLOWSHIP TRUST)

Grant requested: £3,282
Current grant: £3,364
Grant recommended: Nil - refer to Carers Grant

Background

Vitalise (formerly The Winged Fellowship) provides breaks for adults with a physical disability and/or visual impairment. Breaks are also provided to children from the age of 6 who have a learning disability, physical disability or visual impairment. The respite service is provided in Vitalise's five purpose-built centres around the country. Vitalise provides 24hr nursing and residential care and is also supported by a well-established team of national and international volunteers.

Grant request

The organisation is seeking a grant of £3,282 as a 10% contribution towards the total cost of the provision of their services to residents of the Borough.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05. The objectives for the year were to provide 62 breaks for disabled people from Harrow, thereby enabling their carers to have a vital break, and also to accommodate 13 volunteers from Harrow at their care centres. Both targets were exceeded as they provided 81 care breaks and accommodated 15 volunteers.

Officer comments and recommendation

Each break is subsidised by Vitalise. During 2005, 91 weeks have been booked to provide breaks for physically disabled and sensory impaired people from Harrow and 11 weeks to accommodate volunteers from Harrow. The number of breaks offered to Harrow residents has increased by 3 weeks in 2005.

The organisation provides a valued break for carers and an opportunity for disabled people to have a wide range of experiences in a safe and stimulating environment. Volunteers receive an opportunity to develop work related skills.

It is recommended that the Council continue to support this organisation but that the application be referred to the Carers Grant, administered by People First, which should be able to fund this service and incorporate these breaks in its Department of Health returns.

Funding received from other sources in 2005/06

The organisation receives funding from a great number of local authorities throughout the country to provide care breaks and volunteers expenses. The average grant is £1,500.

Report produced by People First Service Commissioning Team.

WISH CENTRE (THE)

Grant requested: £9,500
Current grant : £2,000
Grant recommended: £2,000
Growth request to be considered by Members

Background

WISH is an umbrella organisation and was set up in 2003 by women in Harrow in recognition that they may face disadvantage and inequality as a community. WISH provides resources, information and support to ensure that there is equal access to services for the diverse community of women in Harrow and to identify gaps in services and be a catalyst for new services.

WISH strengthens and builds the capacity of existing services through partnership work and by sharing best practice. WISH convenes the multi-agency Women's Forum, which has over 400 members representing over 120 local service for women. The Women's Forum links with other bodies including the Harrow Strategic Partnership to ensure that women are empowered through shared information and they can voice their needs, issues and concerns.

WISH is a leader for new local initiatives, including the successful Borough-wide multi-agency self-harm work with young people, which has won several local and national awards and is an integral part of the government inquiry into self-harm. WISH takes referrals from local high schools and many local agencies.

A Directory of Services for Women was recently launched, which provides up to date information and advice on a range of services in the Borough for women, their families and agencies. This will be regularly updated and, subject to funding, translated into several local community languages.

The core funding from Harrow PCT, for the Centre Developer's salary, comes to an end in January 2006.

Grant request

WISH is requesting funding to secure the continuation of its work in the form of funding for premises and running costs. WISH will be moving from its premises at the end of 2005 as the land, owned by YWCA, is being sold to property developers. The new premises that they have identified and will move in to in January 2006, will allow them to continue to provide their services and run their various projects.

The funding requested will cover:

Rent of premises	£5,000
Running costs	£2,000
Harrow Women's Forum	£1,000
Updating and maintaining of the Directory of Services	£1,000
Volunteer expenses	£500

Monitoring information 2004/05

The organisation was first funded in the current year and therefore monitoring information will be required next year.

Officer comments and recommendations

WISH is an innovative and successful partnership project, which has made a significant impact on the groups servicing women and on the voluntary sector as a whole.

Funding for the Centre Developer was originally provided by joint finance and subsequently by Harrow Primary Care Trust. WISH has re-activated the Harrow Women's Forum and has improved the capacity of member organisations. Their successful Borough-wide multi-agency self-harm work has been recognised throughout Harrow and beyond. The Directory of Services, which can also be accessed online, and the associated training will enhance women's self-confidence and ability to access valuable services. It is therefore important that they directory is maintained and updated constantly.

Officers are fully supportive of the organisation and its work and would normally recommend funding in full. However, because of financial constraints, they recommend funding at this year's level and request Members to consider the growth request if resources allow.

Funding from other sources 2005/06

£5,000 from Connexions London West for the Girls Xpress! Self Harm Group creative workshops

£7,500 from the Camelot Foundation for 2 years (expires October 2006) for the Self Harm Practitioner's Forum.

Report produced by the Grants Unit

WOODLANDS COMMUNITY ASSOCIATION

Grant requested: £11,000

Current Grant: £4,000

Grant recommended: £4,000

Growth recommended by Youth & Connexions to be considered by Members

Background

The organisation was set up in 1997 to provide support, advice and guidance to local residents, to encourage a sense of community through activities and events and to empower the local community to manage the environment.

The Association has established the Woodcottes Youth Club, which is being run with support from the Youth and Connexions Service.

Grant request

The Association is requesting a grant of £11,000 to pay for the salaries of the current 2 youth workers, who work 6 hours per week each. The grant will also fund an additional youth worker to enable outreach work to be provided to young people in the local area.

Monitoring information 2004/05

The organisation provided a monitoring and assessment form for 2004/05, which provides details of how the service objectives and targets were met. The grant of £7,500 was spent to employ two youth workers working 6 hours each per week.

Officer comment and recommendation by Youth & Connexions Service

The activities are provided at the The Bede Anandappa Community Hall and include a diverse, fun and challenging programme. The programme includes a range of sports, arts and life skills sessions that aim to give young people the opportunity to learn new skills, build knowledge and broaden horizons. They also provide outreach to engage with young people who are not members of the youth club. They also try to involve the wider community.

Woodlands Community Association work very closely with the Youth and Connexions Service, who employ and manage staff and volunteers.

The grant is needed to provide two youth workers 6 hours per week, an additional youth worker as the session is very successful with an average of 20-25 young people attending.

This Group is registered with the Youth and Connexions Service.

Recommendation £7,000

Comment from the Grants Unit

Because of financial constraints the recommended grant of £7,000 had to be reduced to £4,000 (current year's level). Members are asked to consider the growth recommended by the Youth and Connexions Service.

Funding received from other sources in 2005/06

None reported

Report produced by Youth and Connexions Service with input from the Grants Unit

APPENDIX 2 C

GRANT APPLICATIONS FROM GROUPS NOT CURRENTLY FUNDED

9th Kenton Scout Group
Academy Of South Indian Arts (A.S.I.A.)
Ansar Youth Project
Ashiana
Community Accountancy Self-Help
Deafplus
East African Welfare & Development Concern
Edo State Women's Association
Elmsleigh Avenue Residents Association
Flash Musicals
Harrow Family Learning Network
Harrow Kuwaiti Community Association
Harrow Mencap
Harrow Unemployed Teens Forum
HAVS Trans-Age Project
Indian Association Of Harrow
Light & Colour Workshop Uk
Navnat Yuva Vadil Mandal
Pakistan Women's Association Harrow
Srishti Nina Rajarani Dance Creations
U Can Do I.T.

9TH KENTON SCOUT GROUP

Grant requested: £7,500
Grant recommended: Nil

Background

The Group was set up in 1946 to provide a structured environment for children to learn new skills, build up their confidence, experience outdoor activities (camping, etc) both individually and by working together as a team. The Group is open to children of different faiths and cultures local to the Priestmead School catchment area in Kingsbury, Kenton and Stanmore.

Grant request

The Group is seeking a grant of £7,500 to be used towards the cost of purchasing a new or used minibus.

Officer comment and recommendation from the Youth & Connexions Service

“This organisation’s minibus is 18 years old and is used for transporting their members to different Scouting events, visits, activities, transporting camping equipment to and from various camps and for facilitating activities for Scouts at their annual District camp.

They need to purchase a new, or nearly new, minibus to enable the group to continue to provide the exciting activities that they currently undertake with their members (aged 6-14 years old) and to enable them to plan and run outdoor activities and camping experience.

The kind of activities that they have used the old minibus for recently, and would certainly plan to continue in the future, include District camps, their own group camps, survival skill camps/courses, gliding and theme park visits and trips to local pantomimes.

The organisation has been speaking with a number of specialist vehicle suppliers of new and used minibuses to obtain guide prices for a vehicle meeting their requirements.

This group is registered with the Youth and Connexions Service and we know their work. The grant will go towards a new (nearly new) bus, which will serve the group and young people of Harrow and is likely to enable the young people to take part in activities for many years. **We recommend £7,500.00”.**

Comment from the Grants Unit

The organisation holds unrestricted reserves of £13,000 of which £7,500 is earmarked for the purchase of the new minibus. They plan to use the remainder of the reserves for special events celebrating the Group’s Diamond Jubilee. The Council does not normally fund capital projects but sometimes provides funding for the revenue costs of such projects. **Members may wish to note that if this application is approved it may create a precedent. The Grants Unit, therefore, does not recommend support of this application.**

Funding received from other sources in 2005/06

None

Report produced by Youth and Connexions Service with input from the Grants Unit

ACADEMY OF SOUTH INDIAN ARTS (A.S.I.A.)

Grant requested: £9.360

Grant recommended: £3,500 to be paid from the 2005/06 budget

Background

A.S.I.A. are a professional dance company with charitable status that have been operating since 1991 and are involved with the Harrow Arts programme since 2004. As a Dance Company that provides for people with a disability, A.S.I.A. offer a unique service for the community and they are a regular part of Harrow's cultural calendar, headlining at the Festival of Light 2005 and taking part in the annual celebration of Disability Day 2005.

The main aims of A.S.I.A. are to :

- educate and promote the education of individuals in the wider community, and in particular children, disabled persons and the elderly, in the appreciation, practice and presentation of classical Indian performing arts.
- Provide opportunities for, encourage and facilitate participation of individuals in exhibitions, workshops, arts festivals, professional and amateur performances and presentations with a view to promoting integration and inclusion.

Grant Request

The proposed activity includes a series of 240 1 hour dance-based workshops to be delivered in schools for up to 7200 participants, leading to a performance by participants (to take place in school or otherwise).

Officer Comments

A very well thought through application for an exciting project that fits in with the Arts Strategy, the sub regional strategy for dance and with clearly defined outcomes and design methodology and with the benefit of targeting groups that have not been highlighted in the recent past within Harrow's Arts provision.

Recommendations

That we require activity to be presented within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Comment from the Grants Unit

Because of financial constraints the grant of £9,360 recommended by the Arts Unit had to be scaled down to £3,500 (to be paid from the 2005/06 budget). Members are asked to consider the additional funding recommended by the Arts Unit.

Funding received from other sources in 2005/06

None

Report produced by the Arts Unit

ANSAR YOUTH PROJECT

Grant requested: £9,978
Grant recommended: £1,500 (to be paid from 2005/06 grants budget)

Background

The Project was set up in August 2005 and is a youth-led voluntary group which aims to promote informal education and youth work across the Borough targeting marginalised and minority ethnic and faith communities.

Grant request

The organisation is requesting a grant of £9,978 to cover the basic costs of running a programme of 25 diverse activities to enhance the skills development and informal learning of 100 young people. The breakdown of costs is as follows:

Venue hire	£1,550
Insurance	£300
Minibus	£695
Drop-in facilities	£2,484
Workshops	£1,190
Specialist Activities	£790
Excursions	£500
Volunteer training	£1,400
Volunteer travel & refreshments	£500
Telephone	£100
Publicity	£349
Stationery/postage	£120

Officer comment and recommendation from Youth & Connexions Service

This project will commence with the training of 14 additional volunteers, predominantly from minority communities in youth work, mentoring and basic counselling/advice skills. The project will involve hiring of school facilities at weekends and during the holidays and the purchase and/or hire of sports and recreational activities that form the basis of the life skills programme. The workshops and awareness raising activities will be developed by a group of young people in conjunction with the Working Group in charge of running the Project and be delivered in conjunction with specialist agencies working in drugs, crime reduction, mental health and education across the Borough.

The team of volunteers will be managed by 2 volunteer co-ordinators including a Youth Worker from Harrow Youth Service and a Project Manager with previous experience of running youth facilities in several voluntary sector organisations.

The project is registered with the Youth and Connexions Service. An employee of the Youth and Connexions Service serves as a key worker for the Project on a voluntary basis. **We recommend £4,000 as young people are involved with the running of this new project and it aims to run lots of activities.**

Comment from the Grants Unit

Whilst the Project's work programme is one that Officers would support, the fact that the organisation has only been in existence since August 2005 does not justify the level of funding recommended by the Youth and Connexions Service. **Members are advised to provide a start-up grant of £1,500 to be paid from the current year's grants under-spend.**

Funding received from other sources in 2005/06

None

Report produced by Youth and Connexions Service

ASHIANA

Grant requested: £24,945

Grant recommended: £3,000 (to be paid from 2005/06 grants budget)

Background

Ashiana is a local voluntary organisation, which supports children and adults from the Asian communities who have learning disabilities or physical disabilities and their carers. The organisation aims are to provide regular social activities for people, including trips out, Asian arts and culture, singing and dancing. Currently Ashiana arrange a monthly entertainment/leisure evening in a local school for service users and carers.

Ashiana started in September 2000 and has grown from 10-15 members at the beginning to 120 children/ young adults and 200 carers registered with the organisation.

Grant requested

Ashiana are requesting funding for the following projects/ activities:

- Venue hire of premises for monthly entertainment/leisure evening £1440
- Venue hire for weekly activity centre for children and young people - £4,000
- Professional fees for tuition classes for weekly activity centre (singing, dancing, drama and IT) - £2,000
- Cost of computer and printer for the weekly activity centre - £3,535
- Venue hire costs for fortnightly meeting at carers support group - £1,820
- Office rent and services - £4,800
- Part time staff costs - £5,000
- Printing, postage, stationery, insurance, telephone and sundry costs - £2,350

Officer comments and recommendation

Ashiana has applied to the Carers Grant for funding of £5,500 towards the part time worker and running costs to support these projects and other areas of work.

There are several carers support groups already in the borough and it has not been demonstrated that another carers support group is required.

However, it is recommended that Members fund the weekly Activity Centre (venue hire costs) and the cost of the professional fees for tuition classes within the Activity Centre. This would provide a service for children and young people and give regular breaks for their carers. A grant of £6,000 is recommended.

Comment from the Grants Unit

Because of financial constraints, the grant of £6,000 recommended by People First had to be scaled down to £3,00, to be paid from this year's grants underspend. Members are asked to consider the additional funding recommended by People First.

Funding received from other sources in 2005/06

None

Report produced by People First Service Commissioning Team

COMMUNITY ACCOUNTANCY SELF-HELP

Grant requested: £5,000
Grant recommended: £2,000 (to be paid from the 2005/06 grants budget)

Background

C.A.S.H. was set up in 1984. Its aims are:

- Provision of advice, training and publications on financial management for community and voluntary organisations.
- To help such organisations to set up bookkeeping systems, budgets, cash flow, calculate salaries, produce financial reports for trustees and funders, prepare for independent examinations and write business plans.
- To empower voluntary organisations and communities with the financial skills needed to manage their services.

Grant Request

CASH is requesting £5,000 a contribution to the salary of the Community Accountant who will be teaching local voluntary and community organisations how to run their finances and adjust their systems to the new Charities Act regulations contained in SORP 2005. This service will be provided through one-to-one casework, training courses, fact sheets and web site geared towards providing people with the basic financial skills needed to run successful organisations: writing budgets, bookkeeping, bank reconciliation, cash accounting, preparing finance reports for trustees and fundraising.

Officer Comments and recommendation

C.A.S.H. was previously funded in 2002/03 and 2003/04 and provided a valuable service to voluntary and community groups in Harrow. A number of Harrow-based voluntary organisations benefited from the workshops and one-to-one advice offered by CASH. Officers are supportive of the work carried out by CASH as it enhances the capacity of organisations and leads to greater transparency and accountability. However, because of financial constraints, officers recommend funding of £2,000 as a contribution to the salary of the Community Accountant. **The grant could be paid from this year's budget.**

Funding received from other sources 2005/06

£139,706 from the ALG for Community Accounting in 9 Boroughs
£19,000 from Royal Borough of Kensington & Chelsea for Community Accounting
£19,000 from Computer charities for Community Accounting in Kensington & Chelsea
£15,000 from L.B. Hammersmith & Fulham for Community Accounting
£11,000 from Westminster Council for Community Accounting
£12,000 from L.B. Ealing for Community Accounting
£60,000 from Community Fund for Community Accounting in Tower Hamlets and Hackney
£40,000 from Bridge House Estates for Community Accounting in Ealing, Hillingdon and Harrow (ends November 2006).

Report produced by the Grants Unit

DEAFPLUS

Grant requested: £17,250

Grant recommended: Nil

Background

DeafPlus is a national organisation who's main objective is to encourage integration and equality between deaf and hearing-impaired people in all areas of life. The organisation also provides services to people who are deaf/ hearing impaired.

Grant request

The organisation is requesting funding of £17,250 to fund the Deaf and Hard of Hearing Advice and Advocacy Service. This project will support one member of staff two days a week and offers a social group, basic ICT training and advocacy. The main aim of the project is employment support and helping people to job search.

Officer comments and recommendation

Although a worthwhile project, People First and the PCT are reviewing services for the deaf in the next twelve months and will look at future commissioning of services to meet identified gaps. This service may be considered at that time.

Funding received from other sources in 2005/06

£37,293 from Tower Hamlets for Advocacy, BME and Sport (2.5 years remaining)

£46,220 from Southwark Council for employment (expires March 2006)

£64,170 from from Ealing Council/PCT for equipment, information, BME

£19,754 from Ealing Council for Deaf/Blind (1.5 years remaining)

£10,900 from Pertemps/Mauzer for SE London Sport

£16,000 from Wakefield Trust for Deaf women in Central London

£5,000 from Marks and Spencer for employment

£3,000 from Lennox Homes Trust for employment

£6,442 from Hammersmith & Fulham Council for Advocacy (expires March 2007)

Produced by People First Service Commissioning Team

EAST AFRICAN WELFARE & DEVELOPMENT CONCERN

Grant requested: £4,000
Grant recommended: Nil

Background

The organisation was set up in 2000 to empower the Somali Community and people of East African origin and increase their confidence and capacity to successfully integrate into the mainstream society. The organisation's main objectives are:

- To promote and support the education skills development of East African youth and their families to assist them to become socially independent and economically self-sufficient.
- To help them settle down and achieve their academic potential.

Grant Request

The organisation is requesting £4,000 to pay telephone/internet bills, volunteers' expenses, hiring halls and venues for activities, stationery and other running costs.

Monitoring information 2004/05

This organisation received funding in 2004/05, but not in 2005/06. The organisation provided its monitoring and assessment form for 2004/05 with the grant application for 2006/07 instead of 30 May 2005. The monitoring and assessment form says that they set up a drop-in centre for day-to-day assistance in welfare and social matters and helped improved the academic achievement of more children. The form also gives a breakdown of how the grant of £1,000 was spent.

Officer Comment and recommendation

It is not clear from the application what the organisation is proposing to do. No budget or work programme have been provided. Furthermore, the organisation is a founder member of HASVO, which has applied for funding on behalf of all Harrow-based Somali organisations. In view of all of the above reasons, officers do not recommend any funding for this organisation at present.

Funding received from other sources 2005/06

The application form states that funding has been secured from Renewal and Children in Need but the amounts have not been specified.

Report produced by the Grants Unit

EDO STATE WOMEN ASSOCIATION

Grant requested: £10,000

Grant recommended: £1,000 (to be paid from the 2005/06 grants budget)

Background

The organisation was set up in 1991 to provide support services and facilities for education and recreation in the interest of social welfare and improving the quality of life of people. The organisation is a registered charity and the objects of the charity are: "for the benefit of the public generally and Nigerians, Edo State heritage in particular, both in Nigeria and in the United Kingdom; with regard to providing support services and facilities for the advancement of education and recreation in the interest of social welfare and with the aim of improving their conditions of life".

Grant request

The organisation is requesting a start-up grant of £10,000 to enable them to engage a youth worker, pay for BT communication costs, volunteers' and running costs. The breakdown of the request is as follows:

Youth Co-ordinator weekend work (£400 per month x 12)	£4,800
BT line rental and calls	£350
BT Broadband (£30 per month x 12)	£360
Electricity	£360
Gas	£360
Rent (£50 per week x 52)	£2,600
Stationery/postage	£700
Publicity	£120
Volunteers' expenses (£10 a day x 60 days)	£600
Monitoring/evaluating report writing	£250

Officer comment and recommendation from the Youth & Connexions Service

This is for a start up cost for Edo State Women Association, which recently moved to South Harrow. Their activities and services state to meet many of the priority areas in the grants criteria. This will enable for ESWA to set up their office where activities and services are being planned and developed for adults and young people, particularly people from BME groups in Harrow. The activities include, youth football, workshops and African dance, aerobics, planning and developing weekly football games, career/personal development, leadership and citizenship workshops during half term and summer holidays.

The youth club project activities are led by the young people. They are encouraged to be involved in the planning and delivery of the project. The young participants have asked for the football games and have contributed to the planning of the project.

This group is newly registered with the Youth and Connexions Service. This is a new project in Harrow but is based upon claimed successful work, in East London. We recommend £1,000.

Comment from the Grants Unit

Officers from the Grants Unit had a pre-assessment meeting with the Association on 17th October 2005. It was established that:

- Only one of the seven members of the management committee comes from Harrow
- The management committee meets only twice a year
- The organisation has 22 members of whom only one comes from Harrow
- The proposed salary for the Youth Co-ordinator is excessive

The organisation has also applied to the Edward Harvist Trust for a grant to refurbish a privately-owned garage, which is currently being used as their office. The organisation has provided additional information following the pre-assessment meeting, which shows that all of the young people involved in one particular event came from Harrow. It would appear that this organisation does not at present meet the 80% criterion in terms of management committee and general membership, but meets the criterion in terms of users. **Members may wish to provide a start-up grant of £1,000 to this organisation from this year's underspend, on condition that the beneficiaries are from Harrow and that the organisation makes efforts to recruit more members from Harrow.**

Funding received from other sources 2005/06
£500 from HBOS Foundation for start-up costs

Report produced by the Grants Unit and the Youth and Connexions Service

ELMSLEIGH AVENUE RESIDENTS ASSOCIATION

Grant requested: £1,100

Grant recommended: £1,000 (reserved) (to be paid from 2005/06 grants budget)

Background

The Association was formed in June 2005 with the aim of uniting the residents and work together to improve the security of the street and surrounding area, by expanding the Neighbourhood Watch, improving the traffic on the road, and creating a greener environment, and thus improving the lifestyle of the residents. The Association intends to work closely with council departments and the Police.

Grant request

The Association is requesting a grant of £1,100 to cover the costs of producing a newsletter, flyers, hiring of hall, buying ink, paper, meeting photocopying costs and purchasing a computer and a printer.

Officer comments and recommendation

Officers held a pre-assessment meeting with the Chairman of the Association on 27th October 2005. The Association seems to be very active. Current membership is 28 households of various ethnic backgrounds. Meetings are well attended and appropriate records are kept. The Association has not yet opened a bank account, but they hope to do so after their meeting on 24th November 2005.

Officers are of the view that the Association meets a number of the Council's Common Grants Criteria, but at present does not meet the Grant Conditions, as it does not yet have a bank account in the name of the Association. **In view of this, it is recommended that a grant of £1,000 be reserved to be paid from this year's grants budget, when the account is opened.**

The Association was advised to also apply to the North West London Community Foundation and to Awards for All.

Funding received from other sources 2005/06

Not applicable

Report produced by the Grants Unit

FLASH MUSICALS

Grant Requested: £30,000 (£90,000 over three years)

Grant Recommended: £5,000

Background

Flash Musicals is a Theatre- based charitable organisation in Edgware with good connections to the local community and the council (Area Manager, Youth Service, Connexions Service). Flash Musicals have a good history of producing strong, popular, well-organised and innovative dance and drama activity for local children and young people. The building comprises of two workshop areas and a fully equipped, virtually brand new 200- seat theatre, complete with new Disabled Toilets. The owner has personally raised £60,000 for the costs of the building, but has been unable to raise money for staffing. It is currently staffed on a voluntary basis by the Manager and volunteer dance/music/ youth leaders.

Grant Request

The application is for the costs of a Project Coordinator to utilise the facilities at to its full potential and through this and the enhanced performance opportunities raise the profile of the centre within Harrow.

Officer Comments

This is an extremely well run centre that is running some extremely worthwhile activities for young people, whilst also putting on high profile performances. There is no doubt as to the worth of the activity and recent research conducted by the Area Manager for Harrow East confirms that it is well supported locally.

The centre is well placed to become one of the four on-going performance areas for Harrow as outlined in the Cultural Strategy Update

There is not yet a financial plan to deal with what happens after the proposed funding runs out, but the Manager is prepared to look at this with the relevant council officers. In addition the Manager recognises that getting funding from elsewhere will also help his case in terms of future funding and is therefore making applications to Connexions, Awards For All, and John Lyons Trust to get experience of applying for a grant.

Project links to Council's Strategic Plan and Cultural Strategy

Budget

The budget of £90,000 is planned over a three-year period (split into three annual £30,000 payments).

Recommendations

Award £5,000 as match funding for a £25,000 grant application to Arts Council England, or subject to other successful funding bids.

That we require activity to be presented within one or more of the festivals organised within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Funding received from other sources in 2005/06

£9,100 from Lottery Heritage Fund to perform for war veterans

£2,000 from Truemark Trust for special needs and disability workshops

£2,000 from Capital Radio Help a London Child for special needs and disability workshops

£250 from the Coutts Charitable Trust

£7,000 from the Rose Foundation for capital works for new theatre

Report produced by the Arts Unit

HARROW FAMILY LEARNING NETWORK

Grant requested: £26,440

Grant recommended: Nil

Background

Harrow Family Learning Network provides support to parents through parenting classes and groups, One to One Parent Mentoring Support, Mother Tongue Parenting Groups for parents whose first language is not English, topical workshops for parents and they also train parents to support other parents.

They offer parents an opportunity to meet and discuss ways to develop positive relationships, improve communication with their families and understand their children's behaviour.

Grant request

The organisation is requesting funding of £26,440 for the Parenting Support Project to cover the cost of a needs assessment study, staffing groups, publicity and project running costs.

Officer comment

They work closely with Connexions, the Youth Offending Team, local schools, People First, foster carers and community organisations to provide support to carers and parents.

Increased number of referrals from schools, Health Visitors, GPs, Social Services and the Youth Offending Service has resulted in an increased demand for parenting support across all their projects. This has also identified gaps in services, usually by the parents themselves, that need to be addressed to ensure a complete and effective service to all those in need in the borough. With this in mind the following have been identified as being of the highest priority:

Priority 1- Parenting Surgeries: one to one sessions with a parent mentor to deal with crisis situations and for the mentor to assess the parent and refer to the appropriate support service.

Priority 2- Specialised Parent Support Groups: to include Anger Management, Lone Parenting, Fathers' Groups and Parenting a Child with Special Needs.

Members may be aware that the Council has a Children's Centre Strategy and it is proposed that ten Children's Centres will be created in Harrow over the next two years. A report will be submitted to Cabinet in November 2005. These Centres will provide parenting and family support. The proposals put forward by HFLN should be linked with the activities that will be provided within these Centres. The work provided by HFLN is much valued and any extension of their present work as set out in their application may be funded from the funds being made available for the Children's Centre.

Recommendation

As this service already receives funding from the Children's Funds and a number of other sources, it is recommended that any additional funds needed for the extension of their service be considered by the Working Group that is developing the Parenting Strategy and funded from that source.

Recommended grant is nil.

Funding received from other sources in 2005/06

£46,500 from Harrow Council Children's Fund for Parenting, education and Support development, One to One Project and Mother Tongue Project (to be extended to 2008)

£10,000 from the John Lyon Charity to cover office rent and part salary of Network Co-ordinator and office expenses

£6,000 from LBH YOT Team for Surviving Parenting Courses

£2,250 from 4 Harrow schools for provision parenting courses

£300 from LBH Tuition Service for Parent Support

This report has been produced by the Service Commissioning Team – People First

HARROW KUWAITI COMMUNITY ASSOCIATION

Grant requested: £5,000
Grant recommended: Nil

Background

The Harrow Kuwaiti Community Association was set up in 2001 to relieve hardship in the Kuwaiti community and others and to offer translation services. They also intend to offer health advice, football team, Arabic classes, a newsletter and a website.

Grant request

Funding is requested to develop the Association in order to provide translation services, advice on matters such as housing, welfare rights, health, employment and education for the Kuwaiti community and other Arabic communities, including refugees and asylum seekers. They are seeking a grant of £5,000 to cover running costs and the purchase of a computer (costs have not been broken down). The activities they hope to provide are: accompanying people to interviews with the Council, health agencies, provide interpreting, write supporting letters and fill forms. They also want to establish Arabic classes, a football team, a newsletter and build a website.

Officer comments and recommendation

The organisation received funding in 2002/03 and in 2003/04 and has a base at the Community Premises. Despite the fact the organisation has been functioning for over 4 years, there is no real evidence of progress, or community involvement. The grant application states that on the basis of last year they will help about 40 people with interpreting, visits and advice. However, the application is very short on specifics. Furthermore, they failed to provide accounts for 2004/05, a budget for 2006/07 and equal opportunities policy with their application, but these documents were provided on 8th November, after a reminder letter sent to them on 18th October 2005. On 1st November 2005, officers received an email from the organisation's chairman, explaining that the delay in providing the missing information was due the ill health of his wife. Finally, the membership list shows 20 members. Out of the 20, 8 share one address, 4 share another, and 3 share another.

Officers are not satisfied that the organisation has a broad base, despite the fact it has been in operation for over 4 years, and therefore, do not recommend funding to this organisation at present.

Funding received from other sources in 2005/06

This information has not been supplied

Report produced by Grants Unit

HARROW MENCAP

Grant requested: £83,185

Grant Recommended: £7,455

Members to determine additional support, if resources allow.

BACKGROUND

Harrow Mencap is a major provider of services for people with learning disabilities within the borough. Current services include housing and supported living services, advocacy, person centred planning, Asian outreach services, and a forum for people with learning disabilities.

GRANT REQUEST

Additional funding is requested for:

Carer and Toddler Group	£ 4,292
After school club Woodlands School for 6 children	£ 7,461
After school club Shaftesbury School for 20 children	£22,084
Holiday club at Shaftesbury School	£14,500
Holiday club at Woodlands School	£ 9,537
Senior Project Worker	£25,311

OFFICERS COMMENTS

Officers recommend funding for carer and toddler group (£4293) and the after school clubs for Shaftesbury (£22,084) and Woodlands (£7461). Mencap have consulted with both schools, which support the project and have offered their premises after school free of charge, children have already been identified for the after school clubs. These services will be supported by a Senior Worker p/t costing £12,650.

These projects fit with the objectives of Hatch End Children First cluster of schools of which Shaftesbury is a member, recognising the need for early identification of factors which contribute to children's health and well being and early intervention to support those in great need and their families. The project will provide accessible support throughout the children's school years and will establish a good support network at an early age and access to professional involvement at an earlier stage.

These services for children with learning disabilities have been highlighted as an area for development under the Child and Adolescent Mental Health Service (CAMHS) strategy. However, bearing in mind the size of the Grants budget and the requests being made on it, the Grants Advisory Panel may wish to support one or more of these projects. If the Panel agreed to fund the Carer and Toddler Group (£4,292) and the After School Club at Woodlands School (£7,461) and some Support Worker time (£6,327) the grant required would be £18,080. If the Panel supported the Carer and Toddler Group and some Support Worker time the grant required would be £7,455 (£4,292 plus £3,163). Alternatively, the Panel could agree a level of support subject to the organisation receiving match funding from elsewhere. In such case the level of funding from the Grants Advisory Panel will be reserved.

Funding received from other sources in 2005/06

Harrow Mencap listed a number of funders, but no amounts.

Report produced by the Service Commissioning Team – People First

HARROW UNEMPLOYED TEENS FORUM

Grant requested: £15,000

Grant recommended: Nil

Background

The aim of this project is to encourage unemployed teenagers to achieve self-sustaining personal and organisational development and community participation through information dissemination in order to help create a more just, fair and inclusive society.

They will provide free information and advice, guidance and job application support, access to computer databases and Internet for job search, updating CV and job interview techniques.

The method that will be used to ensure that services are of good quality would be to give information that is accurate and up to date. They state they would give equality of opportunity to all regardless of their colour, sex or race. A management review will take place every 6 months to ensure the activities are of good quality.

Grant request

They are requesting £15,000 for running cost and salaries.

Officer comments from Youth & Connexions Service:

This group is not registered with the Youth and Connexions Service and the group's work is not known to the service. We are therefore unable to make any recommendations regarding this groups' application.

Comments from Grants Unit

A pre-assessment meeting was held with the Co-ordinator on 19th October 2005. It was established that the draft constitution is not adequate for funding purposes as it has no sections on powers, and the sections on membership, management and on meetings need strengthening. Advice has been offered on how to improve the constitution, which was accepted by the Co-ordinator. A copy of the Charity Commission's model constitution was given to the Co-ordinator with an offer of further support, if needed. The inaugural meeting to approve the constitution will be held in December 2005. At present the organisation has no members, but following advice from officers they are undertaking a recruitment drive prior to the AGM in December.

At present the organisation has no bank account in the name of the group.

For all of the above reasons, the organisation does not qualify at present for Council funding.

Funding received from other sources in 2005/06

None

Report produced by Grants Unit and Youth and Connexions Service.

HAVS - TRANS-AGE PROJECT

Grant Requested: £5,000
Grant Recommended: Nil

Background and grant request

This organisation has set up a network of volunteers from both the younger and older communities. Older people work with young people in schools in Harrow, giving them support and extra help in areas such as English and other community languages.

Young people volunteer to visit older people in residential homes and day care centres, including Milmans and Anjali day centres. For young people this experience can be used for accreditation with the Duke of Edinburgh Award Scheme. Relevant training is provided by the organisation.

As at September 2005 there were 104 older volunteers working in 42 schools in Harrow, and 40 young people have provided their services on a voluntary basis.

Grant request

The organisation is requesting funding of £5,000 to cover core costs and salary for a 5 hour a week project worker to enable the manager to increase the number of locations benefiting from the Trans-Age services.

Officer comment:

This organisation submitted an application for 2005/06, but it was withdrawn prior to Panel meeting because other bids were successful.

It is noted that the organisation has applied for funding from other sources. Members are recommended to approve the application. However, it should only be released if their bids for funding from the other organisations are unsuccessful.

Comment from the Grants Unit

Because of financial constraints, the £5,000 grant (reserved) recommended by People First had to be reduced to nil. However, if resources allow Members are asked to consider the recommendation from People First to reserve £5,000 for this organisation.

Funding received from other sources in 2005/06

£8,000 from the POP Prevention and Modernisation Grant for core costs
£5,000 from Wider Family Learning to provide project costs and training for volunteers
£10,000 from City Parochial Foundation for project costs (expires March 2007)
£10,000 from the Rank Foundation for project costs (expires January 2008)

Report produced by Service Commissioning Team, People First

INDIAN ASSOCIATION OF HARROW

Grant requested: £6,500

Grant recommended: £1,500 (to be paid from 2005/06 grants budget)

Background

The Indian Association of Harrow was set up in 1976 with the following aims and objectives:

- To create a forum, where the Indian Community can pool resources and skills and form strategies to enrich the social and cultural aspects of the community they live in.
- To provide information on matters relating to social welfare, health, education etc.
- To provide help, advice and assistance for people in need.
- To foster better understanding between communities.
- To work together with minority and mainstream organisations.

The Association has had a designated desk at the Community Premises since the premises were opened. The Association also received funding from the Council some years ago, when it was trying to become an umbrella group for Indian groups in the Borough.

Grant request

The Association is seeking funding of £6,500 to enable it to provide the following services:

- Social and cultural activities for Senior Citizens
- Interpreting and translating services for the community and their members
- To develop IAH as an Umbrella Organisation
- To undertake health education and awareness of common health problems affecting the Asian community, which are diabetes, blood pressure and heart problems
- To provide services to Youths in the community.

The breakdown of the grant request is:

Health seminars £1,500, outings and meals for senior citizens £2,500, youth club £1,000, PA and computer equipment £3,000.

Officer comments and recommendation

The Association is long established and has been based at the Community Premises since the premises opened in 1995/96. The IAH has been playing an active role at the Community Premises, CARRAMEA and in joint social and cultural events and activities with other Asian groups at the Premises. The organisation keeps proper administrative and financial records. The funding requested is to cover the costs of:

First aid workshops and health seminars, provision of meals at times of festivals and to arrange outings for senior citizens, to run sport games, dance classes etc for their youngsters and to run a resource centre for information, advice and help.

No details have been provided on the proposed work programme. Some of the proposed expenditure, such as meals at times of festivals and outings cannot be supported by the grant, but should be met from fundraising. The request for a capital grant of £3,000 for PA and computer equipment should be referred to the North West London Community Foundation.

Officers recommend funding of £1,500 from this year's budget as a contribution to running costs. Officers will also offer to help the Association prepare a detailed and properly costed work programme and assist them identify other appropriate funding sources.

Funding received from other sources 2005/06

None

Report prepared by the Grants Unit

LIGHT & COLOUR WORKSHOP UK – VITAL (Vision is the Art of Learning)

Grant Requested: £34,000

Grant Recommended: None (Re application)

Background

Light and Colour Workshops have been registered a charity organisation since 2003, with aims of providing art-based workshops with a particular focus on the use of light and colour to push boundaries and engage people with a wide range of creative pursuits. The organisation has contributed work to Harrow and involved Harrow residents in two separate projects connected to Harrow's Council supported Visual Arts Forum with reasonable success (and support provided by the Arts Unit).

The Project proposes 5 linked sub-projects as follows:

My Story

Creating Dialogue and understanding between Harrow Youth and Asylum seekers leading to the production of a DVD (talking book of stories)

Show me the Light

Use of Dance/Movement, Poetry/Storytelling and Light Art production with young BME community participants

Mobile Muggger

Use of animation and open discussion to combat street crime

Colour Me Urban Arts

Exploration of legal and safe use of Graffiti

You Me, We

Trans age workshops with elderly and youth focused on ceramics towards the improvement of environment in residential care homes.

Grant Request

Proposed are an unspecified amount of workshops throughout the five sub-projects for an unspecified amount of people (mainly youth focused), to take place in specified wards of socio-economic deprivation and within given time frames for each project (April – July 2006). Whereas the geographic areas to focus on for each sub-project have been provided, there are no suggested venues for these activities.

Officer Comments

A proposal that is strong in innovation and creativity to be focused on some difficult areas of the community and for all the right reasons (Community Cohesion, Safer Harrow, reducing anti-social behaviour).

Whereas outcomes are provided, the lack of methodology used in the development of each of these projects in terms of setting objectives, how these are to be met, by whom, of what benefit and leaving what legacy are lacking. It may be that these will be developed if the project receives funding, but the request for such a large sum of money suggests the need for a greater degree of planning and preparation to ensure council money is well spent.

Additional concerns as to how this is to be managed. Two members of staff are the only people identified to deliver these workshops and these workers do not have the skills to deliver on their own. This is likely to be a drain on several departments in facilitating access for activity that we would be paying them to provide.

The applicants have not sought to find out how such a broad ranging variety of activity might fit in with the Arts Units own strategic plan, which already provides in many situations similar activity.

Budget

Of serious concern to the assessor is that the budget is not sufficiently broken down to allow analysis of the spending plan in relation to each activity.

No evidence of looking anywhere else for funding.

Recommendation

Suggest turn down application with recommendation to apply for the Harvist Trust (Next available deadline) and that applicant talk with Arts Unit about how they might fit in with Arts Strategy.

Funding received from other sources in 2005/06

£9,000 from L.B. Enfield for delivery of vocational training project for excluded youth

£8,000 from Fast Forward/London ESF/LDA for Urban Art Project training

£5,000 from Ely Council Riverside Project for developing Community Art Project with community consultation

Report produced by the Arts Unit

NAVNAT YUVA VADIL MANDAL

Grant requested: £11,100
Grant recommended: £500 (to be paid from 2005/06 grants budget)

Background

The organisation was set up in 1986 to promote activities for elderly and retired members, provide information, counselling and interpretation services and promote health and understanding.

Grant request

The organisation is seeking funding of £11,100.

Officer comments and recommendation

Membership is open to all but currently only the Gujarati community from Harrow Brent and Barnet participate. There are 150 members aged 70 plus and volunteers run a weekly lunch/social club for 80 – 100 members. Their function is also to provide guidance and counselling, interpreting services and to promote health.

The group is seeking funding for a part-time cook (£1,750), food (£4,000), coach trips to the seaside (£6,000), purchase of DVD player and projector (£2,500) and sundry costs (£1,150).

The group receives income of £4,400 from members' contributions and donations.

A grant of £500 is recommended (**from this year's under-spend**) as a contribution towards the employment of a cook to prepare lunch. The Hall in Harrow that is currently used for the club is expected to be sold in 2006/7. The situation should be closely monitored and the group encouraged to seek a new hall/venue in the Borough of Harrow.

Funding received from other sources in 2005/06

£875 from Age Concern
£5,000 from Bridge House Trust

Report produced by Service Commissioning Team, People First

PAKISTAN WOMEN'S ASSOCIATION HARROW

Grant Requested: £7,000

Grant Recommended: £900 (to be paid from 2005/06 grants budget)

Background

The organisation has been operational since 1984 and provides support and advice to women aged over 50 who are part of Harrow's Pakistani community. It has a membership of 659, of whom 610 live in Harrow, and 40 – 50 attend once a week to take part in activities such as yoga, sewing, talks and discussions. There are 9 volunteers, and they wish to employ a part-time worker. The accounts show that in 2004-05 the organisation spent £2,215 on hire of premises and administration. They estimate expenditure of £2,330 for 2005/06.

Grant request

The Association is requesting a grant of £7,000 as a contribution towards the cost of hiring a hall, running costs and the salary of a part-time worker.

Officer comment and recommendation

The organisation showed a shortfall of £400 in its accounts for the year 2004/05. It is recommended that the Council agree a grant of £900 to meet the cost of this shortfall and make a contribution towards their costs in 2006/07. **(This could be paid from this year's grant under-spend).**

Funding received from other sources in 2005/06

None

Produced by People First Service Commissioning Team

SRISHTI NINA RAJARANI DANCE CREATIONS

Grant requested: £6,000

Grant recommended: £3,000

Background

Shrishti is a professional dance company supporting the work of Professional Bharatnatyam Dancer Nina Rajarani. It has always worked for charitable purposes but was only recently constituted as such. Shristi has contributed to the Harrow Arts calendar of events for a number of years and participated at many festivals for free. They have also been very active in re-launching the Harrow Dance Forum.

Grant Request

The proposed activity includes 2 (five –day) dance residencies, one focused on South Asian Dance at Hatch End High School and another focussed on South Asian Music for Nower Hill High School building to the creation of a new original piece with students to be premiered at a curtain raiser at a professional performance of Srishti's own work in April 06 and a fortnight of dance development for eligible participants. This activity will provide artistic input for Harrow schools from high profile artists and choreographers such as Nitin Sahwney.

Officer Comments

This application reflects an excellent and well thought-out project. Contact has already been made with the schools who are keen to proceed and the project fits in with the local Arts strategy as well the Arts Unit's plans to raise the profile of Dance in the next financial year. The project also links to the wider Sub –regional Dance Development Plan), which similarly seeks to raise the profile of Dance in West London.

Would suggest that the following is monitored with applicant at the design stage:

- Method and plan as to audience development and how these will be ensured?

Recommendations

A grant of £6,000 is recommended but we require the activity to be presented within the Cultural Events Calendar (by mutual agreement) and Under One Sky.

Comment from the Grants Unit

Because of financial constraints the amount recommended by the Arts Unit had to be scaled down to £3,000. If this is approved, it should only be released once the organisation has provided audited accounts for 2004/05. Members are requested to consider the additional amount of £3,000 recommended by the Arts Unit if resources allow.

Funding received from other sources in 2005/06

£76,950 from Arts Council England

Report produced by the Arts Unit

U CAN DO I.T.

Grant requested: £4,520
Grant recommended: Nil

Background

The organisation was set up in 1998. U Can Do I.T is a London-wide organisation, which provides IT equipment and training for adults with a visual impairment, hearing impairment and physical disability.

The training can be offered to people in their own homes by trained staff who also have additional skills in British Sign Language and disability awareness.

Grant request

The organisation is requesting a grant of £4,520 for the U Connect project to cover the cost of recycled computers, printers and adaptive equipment (£862), 100 hours training costs (£2,750), trainer travel costs (£188), enrolment (£240), outreach/advertising/PR (£320) and stationery/telephone (£160).

Officer Comments

Although this appears to be a good service, only a small number of people (5) would benefit from it. Similar schemes are already in operation within the Harrow area run by Harrow Association of Disabled People (HAD) and Harrow Association for the Blind (HAB) which people can access for IT training and support.

Funding received from other sources in 2005/06

£55,000 from Learning & Skills Council London North for ICT (1.5 years remaining)

£35,000 from ALG for ICT (1.5 years remaining)

£32,000 from L.W. Trust for ICT (1 year)

£52,000 from Big Lottery Fund for ICT (3 years)

£42,000 from various other funders for ICT (1 year)

Report produced by People First Service Commissioning Team

This page is intentionally left blank



Meeting:	Grants Advisory Panel
Date:	5 th December 2005
Subject:	Standard Service Level Agreement Template
Responsible Officer:	Director of Financial & Business Strategy
Contact Officer:	Chander Vasdev 020 8420 9249
Portfolio Holder:	Communications, Partnership & Human Resources
Key Decision:	No

Section 1: Summary

This report informs Members that the standard SLA template has been revised to take account of recent legislative changes.

Decision Required

That the Panel notes the changes.

Reason for report

To keep Members informed of the changes made to the wording of the standard SLA.

Benefits

The revised SLA template makes reference to recent legislation, such as the Freedom of Information Act, the Human Rights Act and the Children Act. This will ensure that the Council and the organisations it funds comply with the provisions of these acts.

Cost of Proposals

None from the revised SLA template.

Risks

None arising from this report.

Implications if recommendations rejected

N/A

Section 2: Report

2.1 Brief History

2.1.1 The SLA template currently in use was agreed in September 1977. Since then, a number of relevant acts of Parliament have been passed, which have an impact on the Council and the organisations it funds. The revised template takes account of these changes in legislation and ensures that organisations in receipt of SLA funding comply with them.

2.2 Options considered

2.2.1 It is intended that the new template will be used for all the grants-based SLAs from April 2006.

2.3 Consultation

2.3.1 Officers from People First Commissioning Team in consultation with the Grants Unit revised the SLA template. In doing so, they also sought the views of officers from the Legal and Finance departments, who approved the changes.

2.4 Financial Implications

2.4.1 This is a report of the Director of Financial and Business Strategy and deals with financial matters throughout.

2.5 Legal Implications

2.5.1 The revised template ensures that organisations who are in receipt of service level agreement funding comply with all relevant legislation.

2.6 Equalities Impact

2.6.1 None from this report

2.7 Section 17 Crime and Disorder Act 1998 Considerations

2.7.1 The organisations that will be funded under service level agreements will be expected to comply with all relevant legislation. Where relevant, they will be expected to have Health and Safety policies and procedures, Child Protection policies, procedures for the Protection of Vulnerable Adults. Relevant organisations are expected to play an active role on relevant committees of the Safer Harrow Management Group.

2.8 Comments by Voluntary Sector Adviser

2.8.1 The following comments have been received from the Voluntary Sector Adviser in relation to the service level agreement document:

7.3.1 – To provide audited accounts three months after year end may be too stringent given that some organisations hold their AGM after this time.

10 & 25.3 (c) & 33 – Refers to 'Contractor'. If this is the same as 'Organisation' it should be consistent or 'Clarity meanings' at front of document should be changed to explain the inconsistency.

Section 3: Supporting Information/ Background Documents

Appendix 1. Revised SLA Template

LONDON BOROUGH OF HARROW



SERVICE LEVEL AGREEMENT

BETWEEN

THE LONDON BOROUGH OF HARROW

AND

.....

FOR THE PROVISION OF
AT

.....

SERVICE LEVEL AGREEMENT

ARTICLES OF AGREEMENT

This Agreement is made on200..
Between:

The Mayor and Burgesses of the London Borough of Harrow, Civic Centre, Harrow, Middlesex, HA1 2UL ("The Council")

And:

..... (*"The Organisation"*)

The Council and the Organisation ("the Parties") hereby agree as follows:

1. This Service Level Agreement constitutes the sole agreement between the Parties for the performance of the Services.
2. The Organisation shall perform the Services in accordance with the Service Level Agreement and to the satisfaction of the Council for the duration of the Agreement Period.
3. So long as the Organisation shall continue to perform the Services in accordance with the Service Level Agreement and to the satisfaction of the Council, the Council shall make to the Organisation the payments provided by this Agreement.
4. The Articles of Agreement, Conditions of Agreement, Service Specification (Schedule 1), Payment Schedule (Schedule 2), and *relevant terms of any grant from which the Council is funding this Service in whole or in part (Schedule 3)* will have effect and will together form the Agreement between the Parties.
5. Any matter relating to the operation of this Service Level Agreement should be addressed to
.....
.....
.....
6. This Service Level Agreement embodies the complete Agreement between the Parties and supersedes all other understandings and written agreements relating to the matters referred to.

SIGNATURES

IN WITNESS of which the Parties have signed this Service Level Agreement the day and year first before written.

SIGNED for and on behalf of the **LONDON BOROUGH OF HARROW:**

Signature:

Name:

Date:

SIGNED for and on behalf of

Signature:

Name:

Date:

CONTENTS

1. Purpose of the Agreement
2. Duration of Agreement
3. Service Provided
4. Method of Payment
5. Management and Constitution
6. Employment and Staffing
7. Accounts
8. Insurance and Indemnities
9. Equal Opportunities
10. Health and Safety
11. Policies and Procedures
12. No Agency, Partnership or Employment
13. Termination
14. Cessation/Disruption of the Service
15. Monitoring and Evaluation
16. Confidentiality
17. Resolution of Disputes
18. Complaints
19. Excusable Delays
20. Service Users at Risk
21. Gratuities
22. Variation
23. Notices
24. Sub-Contracting and Assignment

25. Data Protection; Council's Right of Access, Inspection & Removal
 26. Misconduct and Whistle-blowing
 27. Review of the Agreement
 28. Amendments
 29. No Waiver
 30. Third Party Rights
 31. Law and Jurisdiction
 32. Legislative Requirements
 33. Freedom of Information Act (FOIA)
 34. The Human Rights Act 1998
 35. Entire Agreement
 36. Severance
 37. Declaration/Conflict of Interests
 38. British Standards
 39. Authorised Officers of the Council
- Schedule 1 – Service Specification
- Schedule 2 – Payment Schedule
- Schedule 3 – Terms of Grant Funding

CONDITIONS OF AGREEMENT

1. PURPOSE OF AGREEMENT

- 1.1 The Council wishes to engage the Organisation in the provision of the Services as detailed in the Specification and in accordance with the terms of this Agreement.

2. DURATION OF AGREEMENT

- 2.1.1 Provision of the Services will commence from 200., for a period of Year(s)
- 2.2 The parties will review this agreement on an annual basis and by further agreement may extend the term of this agreement for a period of twelve months to commence on the anniversary of the start date of the existing agreement.
- 2.3 Any extensions to this agreement will be subject to a total term not exceeding five years.
- 2.4 Any variations to the existing agreement or extension of the term will be recorded in writing and signed by the Parties.

3. SERVICE PROVIDED

- 3.1 The Organisation will provide the Services as detailed in the Service Specification (Schedule 1).

4. METHOD OF PAYMENT

- 4.1 The payments to be made by the Council to the Organisation and the methods of payments are detailed in the Payment Schedule (Schedule 2).

5. MANAGEMENT AND CONSTITUTION

- 5.1 The Organisation will have an accountable management structure and ensure no one is denied access because of discrimination, except where its objects are to enable the benefits of membership to be enjoyed by a particular group as agreed within the Service Specification.
- 5.2 The Organisation will conduct its affairs in accordance with its constitution and notify the Council in writing as soon as practicable before any proposed alteration to it.
- 5.3 The Organisation will provide the Council with reasonable access to Annual and Special General Meetings, Management Committee meetings and minutes of meetings, if requested, except where these concern confidential client and staff information.

6. EMPLOYMENT AND STAFFING

- 6.1 The Organisation shall employ sufficient properly trained, suitably qualified and experienced staff and volunteers to ensure that the Services are throughout the Agreement Period provided in all respects to the standards outlined in the Service Specification.
- 6.2 The Organisation will ensure no job applicant, employee or volunteer is discriminated against, except where the Specification requires the Service to be provided to a particular group and/or where permitted by legislation.
- 6.3 The Organisation will take up two written references, which will not be from family members and if appropriate will include the latest employer, for every employee/volunteer. All written references will be verified by a telephone check.
- 6.4 **The Organisation shall ensure that it has on each staff member's and volunteers' personnel file a copy of an enhanced Criminal Records Bureau ("CRB") check for as long as is permitted by law.*
- 6.5 **The Organisation must have and operate a policy approved by the Council covering the employment of volunteers who have CRB checks showing evidence of criminal convictions, bind-overs or cautions.*
- 6.6 **The Organisation shall require staff to notify it of any criminal charges, bind-overs, cautions, and the like, arising from or received subsequent to the carrying out of their CRB check.*
- 6.7 **The Organisation must also note that any existing or potential staff or volunteers working within a scheme that caters wholly or partially for people aged 18 or over must be prepared to be checked against any Protection of Vulnerable Adults list established by the Secretary of State. The Organisation must refuse employment to any individual who is on such a list. In the instance of any delay in receiving clearance, any duties to be undertaken must be approved by the Authorised Officer of the Council who for the purpose of this clause shall be the Service Commissioning Manager.*
- (* to be included/excluded as appropriate)
- 6.8 The Organisation shall ensure that all potential staff and volunteers are informed that the position for which they are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and they must therefore declare all criminal convictions, even if in other circumstances such convictions would be regarded as spent. A declaration to this effect is also required on reference requests. If such persons are employed, the Organisation shall disclose to the Authorised Officer of the Council the names and addresses together with the Organisation's reasons for their employment. The Council may require such employees to be removed from the provision of the Services.

- 6.9 It will be the responsibility of the Organisation to judge the suitability of applicants based on the above. The Council reserves the right to make spot checks on personal files to make sure that the procedure of vetting is being carried out. Where considered necessary, the Council may advise against the employment of individuals who may appear unsuitable for the Service. Failure to heed this advice may lead to withdrawal of funding from the Organisation.
- 6.10 The Organisation will be responsible for providing appropriate training for and supervision to staff and volunteers.
- 6.11 The Organisation will provide induction and appropriate training for new volunteers.

7. ACCOUNTS

- 7.1 The Organisation will keep proper accounts and financial records in connection with its use of the Council's funding and provision of the Service. The Organisation will permit the financial records of the Organisation to be inspected by the Council at reasonable times and on reasonable notice, whether during the Agreement Period or within six years at the end of it.
- 7.2 The Organisation will maintain a bank account in the name of the Organisation into which the Council will pay the funding. The Organisation will ensure that all cheques drawn on that account are signed by two members of the Management Committee of the Organisation, one of whom should be the Treasurer, unless the Council and the Organisation agree otherwise.
- 7.3.1 The Organisation will deliver to the Council within three months of the end of the Organisation's financial year:
- Where the Organisation's income is £10,000 per annum or less, an income and expenditure account and balance sheet for the preceding accounting year of the Organisation certified by a person independent of the Organisation.
 - Where the Organisation's income exceeds £10,000 per annum, an income and expenditure account and balance sheet for the preceding year, audited by an independent qualified auditor appointed by the members of the Organisation at a General meeting. This will be in accordance with the current Charity Commission SORP requirements (Charity Act 1993 and Companies Act 1985).
- 7.4 If requested, the Organisation will provide estimates of the cost of providing the Services, containing such details as the Council may reasonably require.

8. INSURANCE & INDEMNITIES

- 8.1.1 The Organisation will be liable for and indemnify the Council and its employees against all liabilities, damages, costs, losses, claims, expenses, demands and proceedings whatsoever, and howsoever arising whether in contract, tort or otherwise, directly or indirectly out of or in the course of, or in connection with, the provision of or failure to provide the Service or the breach by the Organisation of any provision of this Agreement.
- 8.1.2 Save as provided by Clause 8.1.1 the Council shall not under any circumstances be liable to the Organisation whether in contract, tort or otherwise for any loss, damage or injury however caused or arising out of, or in the course of, or in conjunction with, the provision by the Agreement of the Service.
- 8.1.3 Condition 8.1.2 will not apply in relation to:
- Any failure by the Council to make proper payment to the Organisation in accordance with the terms of this Agreement; and
 - Any deliberate or negligent act or omission of the Council or any of its employees and in particular any negligent act or omission, giving rise to death or personal injury.
- 8.1.4 The Council will not in any event be liable to the Organisation for any indirect or consequential loss whatsoever and however caused.
- 8.1.5 The Organisation shall effectively maintain or cause to be maintained the following minimum insurance arrangements, and at the request of the Council shall produce evidence that they have done so. Organisations with levels of insurance below the minimum levels specified should discuss the matter with the Authorised Officer of the Council:
- Employer's Liability (a minimum of £10 million in respect of any single occurrence or series of occurrences arising out of the same event) covering all employees;
 - Public Liability (a minimum of £5 million in respect of any single occurrence or series of occurrences arising out of the same event);
 - Professional Indemnity (a minimum of £1 million in respect of any one insurance year), where the Parties agree such insurance is appropriate.
 - Malpractice insurance of £1 million per occurrence where nursing care is provided, or the Parties agree such insurance is appropriate;
 - Where staff employed by the Organisation use motor vehicles in the performance of the Services, the Organisation must ensure that

staff has appropriate and adequate vehicle and passenger insurance cover.

- 8.1.6 The Organisation will supply to the Council upon request copies of all insurance policies, cover notes, premium receipts and other documents necessary to comply with the above clauses.
- 8.1.6 The Council will be entitled to notify the Organisation that in their opinion such policy of insurance does not effect sufficient cover to comply with this Agreement and to require the Organisation to effect such insurance's as will comply. Upon receipt of such notice, the Organisation will immediately procure and effect such insurance as the Council will require and, in default, the Council may itself cause such insurance to be effected whereupon the Organisation will pay to the Council such sum as the Council certifies as being the cost to the Council of effecting the insurance.

9. EQUAL OPPORTUNITIES

- 9.1.1 Throughout the duration of this Agreement, the Organisation shall, and in addition shall ensure that its Sub-Contractors:
- 9.1.2 Discharge their obligations under this Agreement and perform Services in accordance with their responsibilities under the provisions of the Sex Discrimination Act 1975, Race Relations Act 1976 (amended 2000) and the Disability Discrimination Act 1995, and Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality; and
- 9.1.3 Discharge its obligations under this Agreement and provide the Services in a manner consistent with the Council's policies on Equal Opportunities.
- 9.1.4 The Organisation will ensure equal access to all members of the community requiring a service.
- 9.1.5 The Services provided for by this Agreement should be delivered in a non-discriminatory, professional and non-patronising manner by well-trained and courteous staff and volunteers. Service Users should be treated with dignity and respect at all times. The Organisation's staff and volunteers should be acquainted with any special requirements that Service Users may have and with their cultural and religious needs and customs. Wherever possible the Organisation will endeavour to ensure that specific preferences of Service Users are taken into account while keeping within the law.
- 9.1.6 The Organisation will ensure that its employment policies including staff recruitment policies are anti-discriminatory and will endeavour to reflect the diversity of the Service User group in its staff team.

9.2.1 The Organisation will ensure that all of its staff and volunteers are made familiar with the equal opportunity policy and its application; this will be part of each employee and volunteer's induction.

10. HEALTH AND SAFETY

10.1 The Contractor shall in performing the Services:

- (a) adopt safe methods of work in order to protect the health and safety of
 - (i) its own staff;
 - (ii) the Council's staff and the staff of any sub-contractor (as appropriate);
 - (iii) the Service Users; and
 - (iv) any other persons including (without limitation) members of the public; and
- (b) shall accordingly comply with all relevant parts of the Council's Health and Safety Policy including in particular (but without limitation)
 - (i) all applicable health and safety legislation;
 - (ii) the provisions of the Specification.

10.2 The Contractor shall:

- (a) not without the prior written approval of the Council implement any revision to its safety procedures; and
- (b) comply with any changes, amendments or further instructions reasonably requested or issued by the Council in connection with the Contractor's health and safety procedures.

10.3 For the avoidance of doubt it is hereby agreed that the Council shall not be obliged to make and the Contractor shall not be entitled to receive any additional payment by reason of:

- (a) any steps which the Council requires the Contractor to take for health or safety reasons; and/or
- (b) any part of the Services being omitted because of a stoppage required by the Council due to health or safety reasons.

11. POLICIES AND PROCEDURES

11.1 The Organisation will ensure that written Policies and Procedures are in place in respect of the following, and adequate monitoring arrangements are in place to ensure they are complied with:

Examples – add/delete as appropriate

- Health and Safety
- Complaints
- Personnel Procedures and Policies
- Recording of Accidents/Incidents
- Financial Procedures
- Policy relating to the use and development of volunteers as appropriate (e.g. supervision, training, expenses, etc.).
- Protection of Vulnerable Adults from Abuse
- Whistle Blowing
- Child Protection

11.2 Copies of the above policies will be provided to the Council on request.

12. NO AGENCY, PARTNERSHIP OR EMPLOYMENT

12.1 Save as expressly provided otherwise in this Service Level Agreement or where the context otherwise requires, the Organisation will not in any way whatsoever:

- Be, act or hold itself out as an agent of the Council; nor
- Make any representations or give any warranties to third parties on behalf or in respect of the Council; nor
- Bind or hold itself out as having authority or power to bind the Council.

12.2 Nothing in this Agreement will create, or be deemed to create, a partnership or the relationship of employer and employee between the Parties.

13. TERMINATION

13.1 Subject to the provisions of this Clause either party may terminate the Agreement even though the other party is not in default, by giving the other at any time during the Agreement Period *three/six/twelve months'* written notice (or less period by arrangement between the parties) in advance. During the period of notice both parties will co-operate to ensure that the interests of users are met.

13.2 Termination of the Agreement in accordance with 13.1 above will have no effect upon the liability of either party to the payment of any sums arising under the Agreement prior to the date upon which termination takes effect.

13.3 The Council will be entitled to terminate the Agreement forthwith and to recover from the Organisation the amount of any loss resulting from such termination if the Organisation:

- commits a material or substantial breach of the Agreement, which is incapable of being remedied;
- fails, within 2 full working days after receipt of oral or written notice from the Council of a material and remediable breach of the Agreement, to commence appropriate action to remedy the breach as soon as possible, and in any event remedy the breach within 20 working days;
- where the findings of the investigation under Clause 26 of this Agreement warrants the Agreement should be terminated;
- becomes bankrupt or makes a composition or arrangements with its creditors;
- takes any financial or improper advantage of its relationship with the Service User;
- offers any improper inducements or exerts unreasonable pressure upon a Service User;
- commits any offence under the Prevention of Corruption Acts 1889-1916;
- gives any undisclosed or illicit fee or reward to any elected member or officer of the Council for unfair gain or advantage.

13.4 If the Agreement is terminated under this Clause:

- (a) The Council will cease to be under any obligation to make a further payment until the cost or damage or both arising out of the termination have been calculated and that calculation shows a sum or sums due to the Organisation.
- (b) Until the Organisation has paid in full all sums due to the Council, the Council may keep any sum due to the Organisation before termination and deduct any sum to the Council from any payment it makes to the Organisation.

14. CESSATION/DISRUPTION OF THE SERVICE

- 14.1 The Organisation will inform the Authorised Officer of the Council immediately of any cessation or significant disruption to any part of the Service.

15. MONITORING AND EVALUATION

- 15.1 In line with the best practice of quality assurance, the Council does not wish to depend on inspection alone to ensure quality. The Organisation must operate a system to monitor quality. It is expected that the Organisation will work with the Council to demonstrate compliance with the terms of this Service Level Agreement.
- 15.2 The means by which quality and contract monitoring will be undertaken may include the following:
- *Feedback from Service Users and their carers on the standards of service being provided;*
 - *Visits to the premises at a mutually agreed time to talk with staff and inspect records;*
 - *Feedback from others involved in care of Service Users.*
- 15.3 Records kept by the Organisation will be made available for inspection by the Council.
- 15.4 A *quarterly/six-monthly/annual* Monitoring and Review meeting will take place on mutually convenient dates between the Organisation and the Council.
- 15.5 Information on the following and records relevant to the services funded by the Council will be made available at this meeting, including:
- Membership numbers/number of users;
 - Any complaints/compliments/problems/issues;
 - Staff and volunteer records;
 - Accident Book;
 - Records relating to ethnicity of staff, volunteers and users;
- 15.6 The Organisation will supply a full monitoring report on a *quarterly/six-monthly/ annual* basis. The Organisation may choose whether it prefers to submit its monitoring data in the form of a written report or a standardised form of the Organisation's own design. The report will specify the use to which the Council's funding has been applied.

- 15.7 The Council requires the Organisation to submit a range of data on actual performance. The Council will compare this record of actual performance against the targets outlined in the Service Specification (Schedule 1).
- 15.8 The Organisation will draw to the Council's attention any instances where actual performance seems likely to vary significantly from the targets specified in the Service Specification (Schedule 1).
- 15.9 The Council reserves the right to undertake unannounced visits.

16. CONFIDENTIALITY

16.1 *Without prejudice to these Conditions, the Council and the Organisation will both during the currency of the Agreement Period and at all times following its termination keep private and confidential and will not use or disclose whether for its own benefit or that of any third party save as provided by the Agreement any confidential information about the business of and/or belonging to the other Party which has come to its attention as a result of or in connection with the Agreement, in particular (but without prejudice to the generality of the foregoing confidential information relating to the Services) PROVIDED ALWAYS THAT this obligation will not relate to any such information which:*

- (a) comes into the public domain or is subsequently disclosed to the public (other than through default on the part of the Organisation or any other person to whom the Organisation is permitted to disclose such information under the Agreement); or
 - (b) is required to be disclosed by law; or
 - (c) was already in the possession of the Organisation (without restrictions as to its use) on the date of receipt.
- 16.2 The Organisation will not make any public statement or issue any press release or publish any other public document relating to, connected with or arising out of the Agreement or the matters contained therein without obtaining the Council's prior approval as to the contents thereof and the manner of its presentation and publication except where it applies only to the service provided by the Organisation.

17. RESOLUTION OF DISPUTES

- 17.1 The Parties will use their best endeavours to resolve by agreement any dispute between them with respect of any matter relating to this Agreement.
- 17.2 If either party considers that the other has failed to comply with the terms of this Agreement, then unless this is considered to lead to termination of the Agreement the following will happen:
- a) The matter will be discussed at a meeting between the Authorised Officer and the Organisation within 7 working days.
 - b) If not resolved, then a meeting is to be arranged between Senior Management from the Council and the Organisation's representative this may be called at the request of either party, and should take place within 14 days.
 - c) If still not resolved, then both parties may agree to refer the matter to an individual agreeable to both parties for mediation.
 - d) If the matter cannot be satisfactorily resolved through mediation or the Parties do not agree to mediation it may be referred, subject to agreement by both Parties, to an Independent Arbitrator who is acceptable to both Parties.
 - e) In the event that the Parties cannot agree on an Arbitrator within a further 28 days the matter shall be referred to the President of the Institute of Arbitrators who will decide upon a suitable Arbitrator.
 - f) The Arbitrator shall be entitled to make such decision as he/she thinks just and equitable having regard to the circumstances then existing. The decision of the Arbitrator, including the costs, shall be final and binding upon the Council and the Organisation.

18. COMPLAINTS

- 18.1 Complaints, concerns and suggestions must be encouraged as a means of improving the Services and an aid to quality management.
- 18.2 *The Organisation must have an accessible complaints policy and procedure available to all Service Users, their Relatives, Carers or Advocates. This complaints policy and procedure will be consistent with good practice requirements.*
- 18.3 The procedure must be known to staff, Service Users and volunteers. A written copy of the procedure must be given to Service Users, if requested.

- 18.4 The complaints procedure must encourage early discussion and informal resolution of any problems identified by Service Users.
- 18.5 If informal discussion fails to achieve a resolution satisfactory to the Service User or his Representatives, the staff member receiving the complaint must report it to the Organisation's Manager or the Chief Executive, who will also attempt to achieve a satisfactory resolution. Complaints referred to the Manager/ Chief Executive must be recorded in a register and be made available for any inspection.
- 18.6 If formal complaints cannot be resolved to the Service User's satisfaction by the Organisation, the Service User will be able to make a further representation to the Council's Complaints Procedure.

19. EXCUSABLE DELAYS

19.1 Neither the Council nor the Organisation will be liable for failure to perform under the Agreement arising from:

- a) acts of God or of a public enemy;
- b) acts of the Government or any public authority or governmental agency;
- c) acts of any person engaged in subversive activity or sabotage;
- d) fires, floods, explosions or catastrophe;
- e) epidemics or quarantine restrictions;
- f) strikes, slowdowns, lockouts, labour stoppages or disputes of any kind;
- g) unusually severe weather;
- h) causes or events beyond the control and without the fault or negligence of
the Council or Organisation.

19.2 In the event of the failure of the Organisation to perform as required by the Agreement arising from any of the causes of the events set out in clause 19.1, the Council will be entitled to obtain services elsewhere for the duration of such failure and to reduce the service, if necessary, without any obligation upon the Council.

20. SERVICE USERS AT RISK

20.1 *The Organisation must immediately inform the Council if they have any reason to believe that a Service User is at risk through self-neglect or as a result of their behaviour or lifestyle, or because of the actions or behaviour of others.*

20.2 *The Organisation shall notify the Council of any suspicion of harassment or abuse of a Service User within 24 hours of becoming aware. Abuse in this context shall be taken to mean physical, sexual, financial, psychological or emotional abuse.*

20.3 *The Organisation will have clear arrangements covering what to do in an emergency, including arrangements for informing the Council. The Organisation will instruct all staff on emergency procedures.*

21. GRATUITIES

21.1 The Organisation or any employee shall not receive or solicit any gratuity or tip or any other form of money-taking or reward, collection or charge from any Service User. If any gift is received without prior notice, this shall be entered in a hospitality book kept in the establishment.

21.2 Staff being made a beneficiary of a Service User's will, or the will of a Service User's relative, must report this to the Organisation as soon as they are made aware of this fact and the Organisation shall inform the Council. If the Organisation is the beneficiary, then the Authorised Officer of the Council must be informed by the Organisation.

21.3 The Organisation shall not offer or give or agree to give to any member, employee or representative of the Council any gift or consideration of any kind as an inducement or reward for doing or refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of this or any other Agreement with the Council or for showing or refraining from showing favour or disfavour to any person in relation to this Agreement or any such Agreement nor shall any like act be done by any person employed by the Organisation or acting on their behalf (whether with or without the knowledge of the Organisation).

21.4 The Organisation or any other person employed by him or acting on his behalf in relation to this Agreement or any other Agreement with the Council shall not commit any offence under the Prevention of Corruption Acts 1889 to 1916 or give any fee or reward to any member or officer of the Council the receipt of which is an offence under sub-section (2) of section 117 of the Local Government Act 1972.

22. VARIATION

22.1 Variation to this Agreement may only be made in writing and by agreement between the Parties.

22.2 In the event that any significant variation from the level of activity described in the Service Specification, the Council may use one or more of the following options:

- a) Convene a meeting with the Organisation and discuss the reasons for the variation;

- b) Agree, with the Organisation, an action plan to offset the future impact of such pressures as may have occasioned the variation between target and actual activity; such action plan to specify actions to be taken, by whom, and within what timescale, and should contain the methods agreed of monitoring the implementation of such action plan;
- c) Discuss, with the Organisation the need to hold back elements of funding which are or might be available under this Agreement, or where appropriate, any future agreements, subject to action being taken to offset the past variation and/or prevent future shortfalls in any planned activity; and, where necessary, to hold back such elements of funding as may be determined by the Council as appropriate.

22.3 The Council reserves the right to suspend payment of any funding, or vary the frequency and amount of funding if it considers the Organisation has committed a material and substantial breach of this Agreement.

23. NOTICES

23.1 In the case of the Organisation giving Notice to the Council: Any notice or communication given or made in accordance with this Agreement (a "Notice") will be in writing and will be addressed to theTeam, Directorate, PO Box 7, Civic Centre, Station Road, Harrow, Middlesex, HA1 2UL.

In the case of the Council giving Notice to the Organisation: Any notice or communication given or made in accordance with this Agreement (a "Notice") will be in writing and will be addressed to

23.2 A Notice may be delivered by hand, sent by recorded delivery mail, or fax confirmed by letter. A Notice delivered by hand will be deemed to have been received when delivered. A Notice sent by mail will be deemed to have been received 48 hours after posting, providing that it is not returned through the post office undelivered. A Notice sent by fax will be deemed to have been received on the first working day after it is sent.

24. SUB-CONTRACTING AND ASSIGNMENT

24.1 The Organisation may not sub-contract responsibility for the Services provided for by this Agreement without the prior consent of the Council, except for the hiring of staff in cases of emergency or planned absence.

**25. DATA PROTECTION
COUNCIL'S RIGHT OF ACCESS, INSPECTION &
REMOVAL**

25.1 The Organisation must comply with the requirements of the Data Protection Act 1998 insofar as they apply to the

provision of all the Organisation's schemes and/or otherwise to this Agreement.

Access, Inspection & Removal

- 25.2 The Organisation shall at all times both during the currency and following termination of this Agreement allow (or procure for) any Authorised Officer (or any person or persons nominated by him) immediate access to and/or a right of entry to any premises in the possession or under the control of the Organisation and in any way relating to or used in connection with the provision of the Services including the premises but not limited thereto.
- 25.3 The Organisation shall at all times both during the currency and following termination of this Agreement allow (or procure for) any Authorised Officer (or any person or persons nominated by him):
- (a) immediate access to;
 - (b) the permission to copy and remove any copy of; and
 - (c) (if in the opinion of the Authorised Officer reasonably necessary or appropriate) the permission to remove the originals of any books, records and information in the possession or under the control of the Organisation and in any way relating to or used in connection with the provision of the Services (including, without limitation, any Council Data and any such information stored on a Computer System used by the Contractor).

26. MISCONDUCT AND WHISTLEBLOWING

- 26.1 The Organisation shall investigate any allegation of misconduct including that, which could be detrimental to the well-being of Service Users.
- 26.2 The Organisation shall provide a report to the Authorised Officer of the Council on the outcome of the investigation within 30 days or such other period as the Parties may agree.
- 26.3 The Council shall consider the report and may conduct its own investigation in which the Organisation shall provide such information as the Council may reasonably receive.
- 26.4 Subject to the outcome of the investigation, the Council acting reasonably, may terminate this Agreement in accordance with Clause 13.
- 26.5 Misconduct includes the following:
- Fraud or theft;

- Physical or psychological abuse, including threatening behaviour and physical restraint;
- Deprivation of care or harassment;
- Any type of sexual exploitation;
- Neglect of Service User's requirements.

26.6 *Save where the Parties have agreed an alternative policy, the Council's Whistleblowing Policy shall apply.*

27. REVIEW OF THE AGREEMENT

27.1 Review of the Agreement will take place annually at a scheduled monitoring meeting.

28. AMENDMENTS

28.1 No amendments to this Agreement will be binding unless:-

- a) in writing and signed by the duly Authorised Officer of the Council and of the Organisation and expressed to be for the purpose of such amendment; or
- b) Carried out by the Council unilaterally in accordance with the provisions of the Agreement (including, without limitation, pursuant to a Variation).

29. NO WAIVER

29.1 Any failure by any party to insist upon the strict performance of any condition of the Agreement or to exercise any right or remedy upon breach of any provision of the Agreement will not constitute waiver of any condition or waiver of any subsequent breach or default in the performance of the condition.

30. THIRD PARTY RIGHTS

30.1 Except as otherwise expressly provide in this Agreement, none of the terms and conditions of this Agreement will be enforceable by any person who is not party to it.

31. LAW AND JURISDICTION

31.1 This Agreement will be governed by and constituted in accordance with the Laws of England and the Parties submit to the jurisdiction of the English courts.

32. LEGISLATIVE REQUIREMENTS

32.1 The Organisation must comply with all relevant and future legislation required in the provision of the Services. The Organisation will be given reasonable time, unless directed by the Legislation, to comply with the new legislation.

33. FREEDOM OF INFORMATION ACT (FOIA)

33.1 The Contractor shall take all necessary precautions to ensure that all confidential information obtained from the Council under or in connection with this Contract is treated as confidential and not disclosed (without prior written consent of the Council) or used by its employees, servants, agents, professional advisors and consultants otherwise than for the purposes of the Agreement.

33.2 The Council is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. The Contractor will assist and co-operate with the Council in carrying out its obligations under that legislation. In addition to any general obligation to assist and co-operate with the Council the Contractor and its sub-contractor shall:

- not respond directly to a request for information by an third party;
- shall transfer any request for information to the Council forthwith; and
- on request provide the Council with a copy of any information in its possession or power in the form that the Council requires.

33.3. The Council shall be responsible for determining at its absolute discretion whether the Information requested is exempt from disclosure under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

34. THE HUMAN RIGHTS ACT 1998

34.1 The Organisation shall, and shall use reasonable endeavours to ensure that its employees or agents and/or sub-contractors shall, at all times, act in a way which is compatible with the Convention rights within the meaning of Section 1 of the Human Rights Act 1998.

35. ENTIRE AGREEMENT

35.1 This Agreement constitutes the entire agreement by the Parties and supercedes all previous agreements and understandings made between the Parties. Each Party acknowledges that no other agreement or statement not contained in the Service Level Agreement shall be valid and binding on either Party.

36. SEVERANCE

36.1 In the event of any provision of the Agreement being or becoming legally ineffective or unenforceable either in its entirety or in part this shall

be without prejudice to the validity of and will not invalidate the remaining provisions of this Agreement, which will remain in full force and effect.

37. DECLARATION/CONFLICT OF INTERESTS

37.1 In order for the Council to comply with the provisions of the Local Government and Housing Act 1989, the Organisation is required to inform the Council in writing of any elected member or employee of the Council who is involved in their undertaking at any time that this Agreement is in operation.

37.2 The Organisation shall 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.

38. BRITISH STANDARDS

38.1 Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current, all goods used or supplied and all workmanship shall as a minimum requirement be in accordance with that standard or equivalent European standard without prejudice to any higher standard required by this Agreement.

39 AUTHORISED OFFICERS OF THE COUNCIL

39.1 The Authorised Officers of the Council will be the and of the London Borough of Harrow.

Schedule1

SERVICE SPECIFICATION

EXAMPLES OF HEADINGS:

Background

Purpose of the Agreement

Aims and Objectives

Service Provided

Quality Standards – complaints, questionnaires, service users survey, etc.

Expected Outcomes

Location of Service

Times of Operation

Access/Referrals

Staffing and Training

Publicity

Schedule 2

PAYMENT SCHEDULE

1. For the financial year 200../200.. the Organisation will receive funding of £.....
2. Payments will be made *monthly/quarterly/six monthly* in advance on production of an invoice to the Council.
3. The Organisation shall use the agreed funding wholly and exclusively for the purpose set out in this Agreement, unless approved otherwise by the Council.
4. Any increase in funding will only be agreed in line with the percentage allowed for inflation by the Council.
5. Payments will be made via the bank automated credit system.
6. The Council has recently introduced a procedure for paying invoices using a Purchase Card. The Council may, at any time during the term of this Service Level Agreement, request that the Organisation use this method of invoicing.