



GRANTS ADVISORY PANEL

MONDAY 9 JUNE 2008

7.30 PM

PANEL AGENDA (ADVISORY)

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

MEMBERSHIP (Quorum 3)

Chairman: Councillor Chris Mote

Councillors:

**Don Billson
G Chowdhury
Ashok Kulkarni
Mrs Myra Michael
Joyce Nickolay**

**Ms Nana Asante
Asad Omar
Mrs Rekha Shah
Mrs Sasi Suresh**

Adviser: Mike Coker, Voluntary and Community Sector Representative

Reserve Members:

**1. Manji Kara
2. Yogesh Teli
3. Narinder Singh Mudhar
4. Jeremy Zeid
5. Susan Hall
6. Julia Merison**

**1. Nizam Ismail
2. David Gawn
3. Thaya Idaikkadar
4. Krishna James**

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

**Contact: Paul Gallagher, Democratic Services Officer
Tel: 020 8424 1265 E-mail: paul.gallagher@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 9 JUNE 2008

AGENDA - PART I

1. **Appointment of Advisory Panel Chairman:**

To note the appointment of Councillor Chris Mote at the Cabinet meeting on 15 May 2008 under the provisions of Advisory Panel and Consultative Forum Procedure Rule 5.1 as Chairman of the Grants Advisory Panel for the Municipal Year 2008/2009.

2. **Attendance by Reserve Members:**

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

Reserve Members may attend meetings:-

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

3. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

4. **Arrangement of Agenda:**

To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972.

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

To appoint a Vice-Chairman of the Grants Advisory Panel for the Municipal Year 2008/09.

Enc.

6. **Minutes:** (Pages 1 - 4)

That the minutes of the meeting held on 9 April 2008 be taken as read and signed as a correct record.

7. **Public Questions:**
To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

8. **Petitions:**
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

9. **Deputations:**
To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (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].

[Note: The Panel's policy (Minute 13: 06.07.06) is to receive deputations annually at its November meeting].

10. **Appointment of Panel Advisor:**
To note the appointment of Mike Coker as the advisor to the Grants Advisory Panel for the Municipal Year 2008/2009.

Enc. 11. **Grant Funding 2008/09 - Grant Appeals:** (Pages 5 - 28)
Report of the Director of Community and Cultural Services.

Enc. 12. **Grant Funding 2008/09 - Reserved Grants:** (Pages 29 - 34)
Report of the Director of Community and Cultural Services.

Enc. 13. **Flash Musicals - Reserved Grant 2007/08:** (Pages 35 - 38)
Report of the Director of Community and Cultural Services.

Enc. 14. **Edward Harvist Trust - Reserved Grants:** (Pages 39 - 52)
Report of the Director of Community and Cultural Services.

Enc. 15. **Applications for Community Premises 2008/09:** (Pages 53 - 64)
Report of the Director of Community and Cultural Services.

16. **Any Other Urgent Business:**
Which cannot otherwise be dealt with.

AGENDA - PART II

Enc. 17. **Grant Funding 2008/09 - Grant Appeals:** (Pages 65 - 90)
Confidential Appendix 4 to Agenda item 11.

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GRANTS ADVISORY PANEL

9 APRIL 2008

Chairman: * Councillor Joyce Nickolay

Councillors: * Ms Nana Asante * Mrs Anjana Patel
* Don Billson * Mrs Rekha Shah
* Ashok Kulkarni * Stanley Sheinwald
* Julia Merison (2) * Mrs Sasi Suresh
* Asad Omar

Adviser: * Mike Coker, Voluntary and Community Sector Representative

* Denotes Member present
(2) Denote category of Reserve Member

PART I - RECOMMENDATIONS

RECOMMENDATION 1 - Edward Harvist Trust Charity - Grant Applications

The Panel received a report of the Director of Community and Cultural Services which presented applications for funding that had been made to the Edward Harvist Trust Fund for monies available as at 31 December 2007. Members were requested to recommend to the Portfolio Holder for Community and Cultural Services their recommendations for Edward Harvist Trust grant funding.

An officer confirmed that a balance of £16,395 was available for the Panel to recommend to the Portfolio Holder for distribution. 9 organisations had submitted applications for funding by the published deadline.

Resolved to RECOMMEND: (to the Portfolio Holder for Community and Cultural Services)

That (1) £500 be allocated to Friends of Canons Park;

(2) £885 be allocated to Harrow Anti-Racist Alliance;

(3) £1,790 be allocated to Harrow Bengalee Association;

(4) £1,422 be allocated to Harrow Kuwati Community Association;

(5) £2000 be allocated to Harrow Talking Newspaper pending that the organisation provides two quotations for costs. The organisation also to be made aware of the limit on expenditure and to be directed to other sources of funding.

(6) £1,936 be allocated to the Somali Cultural and Educational Association;

(7) £2000 be allocated to Weald Village Community Association pending confirmation from officers that the organisation provides two quotations for its costs;

(8) The applications for Angolan Civic Communities Alliance (ACCA) and Harrow Gingerbread be deferred until the next meeting of the Panel. Both organisations to provide two quotations for costs prior to the meeting.

[Reason for Recommendation: To enable the distribution of Edward Harvist Trust monies held by Harrow to local voluntary organisations. The funding would enable local organisations to deliver services to their members and users, thereby improving the quality of life for people in Harrow.]

(See also Minute 107)

RECOMMENDATION 2 - Community Lettings

The Panel received a report which provided Members with an update on the situation with regards to Community Lettings.

Amendments to the officer recommendations were moved and carried.

Resolved to RECOMMEND: (to the Portfolio Holder for Community and Cultural Services)

That (1) any changes regarding community lettings are subject to the Overview and Scrutiny review of Council support to the voluntary sector;

(2) the subsidy for Community Lettings to be set at 50% effective from 1st September 2008, to apply to all groups;

(3) the current grant qualifying conditions be applied to all organisations wishing to make use of community lettings and the exception for religious activities be removed.

[Reason for recommendation:

(1) To allow groups to get used to 50% subsidy and allow overview and scrutiny process to complete before changes are made to administration of community lettings;

(2) To give consistency of access to subsidy by applying the subsidy to all groups and applying the current grant qualifying conditions.]

(See also Minute 108)

RECOMMENDATION 3 - Street Collection Applications 2008

An officer presented a report which set out the procedure for dealing with street collections in the Borough. Two applications received for 2008 were also presented.

Resolved to RECOMMEND: (to the Portfolio Holder for Community and Cultural Services)

That the applications for street collection from Harrow M.S. Therapy Centre and Mencap Hillingdon North be sponsored to the Metropolitan Police on their chosen collection dates.

[Reason for Recommendation: To enable each organisation to make a formal application to the Metropolitan Police in order to obtain a permit to collect on a specified date. These organisations would then be able to raise funds, which would allow them to continue to deliver services and improve the quality of life of their members and users.]

(See also Minute 109)

PART II - MINUTES100. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Myra Michael	Councillor Julia Merison

101. **Declarations of Interest:**

RESOLVED: To note that the following interest was declared:

<u>Agenda Item</u>	<u>Member</u>	<u>Nature of Interest</u>
8: Edward Harvist Trust Charity – Grant Applications	Councillor Rekha Shah	Councillor Rekha Shah declared a personal interest as she was a Member of the Harrow Anti-Racist Alliance. Accordingly, she remained in the room for the discussion of all items.

102. **Arrangement of Agenda:**

RESOLVED: That (1) agenda item 12 be taken with agenda item 8, while appreciating the confidential information in agenda item 12;

(2) all items be considered with the press and public present.

103. **Minutes:**

RESOLVED: That (1) the minutes of the meetings held on the 11 June 2007 and the 4 September 2007 be taken as read and signed as correct records;

(2) the minutes of the meeting held on the 5 March 2008 be deferred until printed in the Council Bound Minute Volume.

104. **Public Questions:**

RESOLVED: To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

105. **Petitions:**

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

106. **Deputations:**

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

107. **Edward Harvist Trust Charity - Grant Applications:**

Further to Recommendation 1, The Chairman asked the Panel to consider the criteria for allocating the Edward Harvist Trust Charity funds to voluntary organisations. It stated that funds were to be used for one-off revenue or capital grants. In response to questions by Members, an officer confirmed that for future reports to the Panel, the reference to the Edward Harvist Trust monies being used to 'support small, unfunded organisations and new/emerging groups' could be removed. This was inconsistent with the criteria for allocating Edward Harvist Trust monies, as decreed by the trust itself.

The Chairman noted that organisations applying for funding from the Edward Harvist Trust Fund should be more widely advertised.

RESOLVED: That (1) the above be noted;

(2) Reference to the Trust monies being used to 'support small, unfunded organisations and new/emerging groups' be removed in future officer reports to the Panel.

108. **Community Lettings:**

Further to Recommendation 2, an officer explained that there was an exception for voluntary groups who used rooms in schools or other Council premises for religious activities. These groups did not qualify for a concession for Community Lettings.

The Chairman expressed concerns with the implications of the cost of Community Lettings for religious groups. It was noted that the exception for religious groups in the case of community lettings was contrary to the main grants criteria.

RESOLVED: That the above be noted.

109. **Street Collection Applications 2008:**

Further to Recommendation 3, the adviser to the Panel explained that a significant amount of voluntary organisations were discouraged from applying to hold street collections due to the bureaucracy involved. Street collections therefore tended to take place on private land such as at supermarkets.

RESOLVED: That the above be noted.

110. **Any Other Urgent Business:**

A Member queried the status of funding for Flash Musicals, a voluntary organisation.

RESOLVED: That officers deal with the Member's query outside of the meeting.

(Note: The meeting having commenced at 7.32 pm, closed at 8.55 pm)

(Signed) COUNCILLOR JOYCE NICKOLAY
Chairman



Meeting:	Grants Advisory Panel
Date:	9 th June 2008
Subject:	Grant Funding 2008/09 – Grant Appeals
Responsible Officer:	Javed Khan, Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote
Exempt:	No – Except Appendix 4 which is exempt (Part 2) under Paragraph 2, Part 1 of Schedule 12A of the Local Government Act in that it contains information which is likely to reveal the identity of an individual, and Paragraph 3, Part 1 of Schedule 12A of the Local Government Act in that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).
Enclosures:	Appendix 1: - List of Appeals; Appendix 2a: - Summary Reports of Appeals from Currently Funded Organisations; Appendix 2b: - Summary Reports of Appeals from New Applicants; Appendix 3: - Summary Reports of Original Applications Presented to Grants Advisory Panel on 5 th March 2008; Appendix 4: - Letters of Appeals (Part 2)

Section 1 – Summary and Recommendations

This report presents the appeals received against the recommendations made on 5th March 2008 by the Grants Advisory Panel.

Recommendations:

Members are requested to consider the appeals listed in Appendix 1 of this report and make recommendations to the Portfolio Holder for Community and Cultural Services accordingly.

Reason: (For recommendation)

A number of organisations have made appeals against the decisions made by the Grants Advisory Panel at the meeting of 5th March 2008. These appeals have been made in accordance with grant funding processes and require consideration by the Grants Advisory Panel.

Section 2 – Report

2.1 Background

2.1.1 Following the meetings of the Grants Advisory Panel on 5th March 2008 and Cabinet on 13th March, letters were sent to all grant applicants on 28th March to inform them of the Panel's decisions. The letter also informed the grant applicants of their right to appeal against the recommendations and the appropriate procedure.

2.1.2 The recommended grounds for appeals are as follows:

- If the organisation feels that it did meet the grants criteria and demonstrated compliance in its application;
- If the organisation feels that the information contained in the officer report submitted to the Panel was incorrect or incomplete and had a material affect on the decision.

2.1.3 In response to the letter of 28th March, letters of appeals were received by the deadline of 24th April from 7 organisations as listed below (see also Appendix 4):

African Women Initiative 4 Nationwide Development;
Community Link Up;
Harrow Association of Somali Voluntary Organisations;
Harrow Kuwaiti Community Association;
Harrow Pensioners' Action Association
Harrow Refugee and Minorities Forum;
National Council of Vanik Associations (UK).

2.1.4 Summary reports of the above appellant organisations are listed in Appendix 2a and 2b.

2.1.5 Copies of original officer reports presented to the Grants Advisory Panel at the meeting on 5th March 2008, are listed in Appendix 3.

2.1.6 In relation to appeals, members are reminded that the Grants Advisory Panel at its meeting on 6th July 2006, agreed that they would not allow an appeal simply because an organisation felt that the grant recommended was less than what they applied for.

2.1.7 Members are requested to consider the appeals and take into account the implications and risks, before they accept or reject the appeals.

2.2 Current situation

2.2.1 It should be noted that from the total grants budget of £762,610 available for 2008/09, an amount of £748,347 was allocated, leaving a balance of £14,263.

2.2.2 A further amount of £5,729 has been held in reserve for Harrow Bengalee Association (£2,729) and Harrow Youth & Community Project (£3,000) pending further clarification of their grant requests. This would leave a balance of **£8,534**.

2.3 Why a change is needed

2.3.1 No changes are required to the current process.

2.4 Main options

2.4.1 If all the appeals from organisations listed in paragraph 2.1.1 are approved in full, the revenue funding associated with the appeals will be £20,684.

2.4.2 The unallocated grants budget of £8,534 (see paragraph 2.2.2 above) could not cover these appeals, should Members decide to accept them in full. This will result in an overspend of £12,150 in the grants budget for 2008/09.

2.5 Other options considered

2.5.1 No other options to have been considered.

Implications of the Recommendation

Resources, costs and risks

All the appellant organisations have highlighted the detrimental effect the Panel's recommendations of 5th March 2008 will have on their organisation and the services they provide to the communities of Harrow.

Some of the organisations may have to cease operations and others will have to reduce their services considerably.

Staffing/workforce

There are no staffing or workforce implications.

Equalities impact

The appeals process aims to address inequalities and disadvantage, to promote equality of opportunity and improve community cohesion. If approved, some of the funding will provide support to organisations serving black and minority ethnic communities, children and young people, women, people with disabilities and the elderly.

Legal comments

There are no legal implications.

Community safety

The provision of grant funding through the Main Grants Programme has the potential to support initiatives that contribute to community safety. Some of the activities of the appellant organisations contribute to preventing and tackling crime and anti-social behaviour.

Financial Implications

The Grants Advisory Panel will need to work within the total grants budget of £762,610 for 2008/09. Providing any further allocations are under £8,534, there are no financial implications.

Performance Issues

The provision of funding through the Main Grants Programme has the potential to contribute to the performance of the LAA target on community cohesion. Target performance against this indicator is 61%; current performance against this measure is 51%.

Section 3 - Statutory Officer Clearance

Name: ...Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 28 th May 2008		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 28 th May 2008		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);

Parveen Vasdev, Principle Grants Officer (ext. 7625);

Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Available on request. Directory of grant applications (circulated to Members prior to the Panel meeting on 5th March 2008, under Part 1 of the Agendas.

If appropriate, does the report include the following considerations?

1.	Consultation	YES - Draft report sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

Appendix 1

LIST OF APPEALS

Currently Funded Groups 2007/08	Grant 2007/08	Grant Requested 2008/09	GAP Decision 5th March 2008
Community Link Up	£4,500	£10,000	£5,650
Harrow Association of Somali Voluntary Organisations	Nil (SLA - £9,500)	£27,214	£3,000
Harrow Pensioners' Action Assoc.	£650	£750	Nil
Harrow Refugee & Minorities Forum (formerly Harrow Refugee Forum)	£5,400	£23,743	£7,000
New Applicants 2008/09			
African Women Initiative 4 Nationwide Development		£9,684	Nil
Kuwaiti Community Association		£13,567	Nil
Nation Council of Vanik Associations (UK)		£8,000	Nil

Appendix 2a

Summary Reports of Appeals from Currently Funded Groups

Community Link Up

Funding 2007/08:	£4,500
Funding Requested 2008/09:	£10,000
GAP decision 5/3/08 for 2008/09:	£5,650

Community Link Up are appealing for an additional £750, which was included in their budget towards the Volunteer Screening administration costs. The organisation have stated that they recently lost their CRB registration status, and therefore now have to get all their CRB checks done through other agencies.

Harrow Association of Somali Voluntary Organisations (HASVO)

Funding 2007/08:	£Nil (for Substance Misuse Project)
Funding Requested 2008/09:	£27,214
GAP decision 5/3/08 for 2008/09:	£3,000

HASVO have stated that they do not have any other funds or alternative funders to pay the rental expenses at St. John's Court premises. They provide regular services for clients with substance misuse, traumatic and depressive experiences, mentoring young people, meditation, and advice to other service providers in the voluntary and community sector of Harrow.

The premises at St. John's Court is the only venue for the Somali Umbrella Organisation, and without it, coordination of their services would be difficult. The funding they receive under service level agreement arrangement is to run 4 days a week community open surgeries in South Harrow. The SLA grant pays for telephone costs, council tax for St. John's Court as well as administrative expenses. This grant also pays for volunteer expenses to 7 organisations covering the rota for the open surgeries (totalling £75 a month).

Harrow Pensioners' Action Association

Funding 2007/08:	£650
Funding Requested 2008/09:	£750
GAP decision 5/3/08 for 2008/09:	£Nil

The Harrow Pensioners' Action Association are appealing against the Panel's recommendation not to award any funding to their organisation for 2008/09. In support of their application, they have stated that they meet on a monthly basis with an average attendance in excess of 20 members (higher attendance at quarterly meetings). There are approximately 80 members on their register. Their meetings are mainly to disseminate information on matters affecting older people both at national and local level. The following are some of the examples of their activities over the past year:

- 2 of their members attended National Pensioners Parliament;
- 2 active members on the Partnership with Older People;
- 1 member on Transport sub-committee;
- 1 member on HPTUA committee;
- 1 member on Harrow Police and Community Consultative Committee;
- Discussion on Harrow Council's consultation on Meals on Wheels, Home Care charges, and closure of day centres, which was followed up by a written submission to the Council;
- A Christmas lunch at Red Brick Café attended by 28 people;
- Speakers at meetings included Gareth Thomas MP on NHS and PFI, David Prowse on community policing in Harrow, Age Concern Harrow, Keith Toms as a councillor for 25 years, and Andrew Baker on recycling.

Harrow Refugee and Minorities Forum (formerly Harrow Refugee Forum)

Funding 2007/08:	£5,400
Funding Requested 2008/09:	£23,743
GAP decision 5/3/08 for 2008/09:	£7,000

The Harrow Refugee and Minorities Forum are appealing against the Panel's decision to award insufficient funding to their organisation. The Forum's application reflects basic running costs, i.e. rent, utilities, and volunteer expenses. The amount of £7,000 awarded to them falls short of meeting their rent requirements, and the security needed to provide basic support service to their member groups, which they feel, may seriously affect their ability in keeping the organisation viable. The organisation have submitted various grant applications to appropriate funders, however there is no guarantee that there will be a satisfactory outcome to any of their applications.

In light of the facts stated above, Harrow Refugee and Minorities Forum are therefore requesting an additional £5,000 to enable them to meet the cost of the office accommodation and running expenses.

Appendix 2b

Summaries of Appeals from New Grant Applicants

African Women Initiative 4 Nationwide Development

Funding Requested 2008/09: £9,684
GAP decision 5/3/08 for 2008/09: £Nil

The African Women Initiative 4 Nationwide Development is appealing on the grounds that the report presented to the Panel on 5th March 2008 was misleading, contradictory and did not provide the Panel with the information needed to make an informed decision. They have stated that the report did not capture the following:

- Encouraging participation from the African community in management and service delivery and encouraging direct expression of needs by the community it serves;
- African Dance and Theatre is a means of empowering 22 young people from Harrow by educating them in the history and values of 3 West African dances. Their project also aims to teach young people from different ethnic backgrounds, enhancing community cohesion. The project was presented merely as a dance project;
- Referring their application to the Arts and Events Unit was considered prejudicial, as they do not know the organisation;
- They expect 98% of the users will be from Harrow.

Kuwaiti Community Association

Funding Requested 2008/09: £13,567
GAP decision 5/3/08 for 2008/09: £Nil

Kuwaiti Community Association are appealing on the grounds that their funding circumstances have changed since their original application, on which the officer's report was based upon. They have now secured the following funding:

Scarman Trust:- £1,500 (for Youth Club activities);
Edward Harvist Trust:- £1,500 (IT equipment).

Due to the success of the above funding, they now feel confident that they will be able to secure external funding for their elderly club and other projects.

They have therefore, revised their original proposal and are now requesting £1,500 for the following:

Insurance	£200.00
Telecommunication & Postage	£700.00
Volunteer expenses	£400.00
Stationery	£200.00
TOTAL:	£1,500.00

National Council of Vanik Associations (UK)

Funding Requested 2008/09:	£8,000
GAP decision 5/3/08 for 2008/09:	£Nil

The National Council of Vanik Associations (UK) are appealing on the grounds that they are now able to provide more detailed information regarding their survey and membership (this was not available at the time of drafting the officers' report for the GAP meeting on 5th March 2008).

The organisation has now provided supporting evidence of the need of the Vanik community in raising awareness of health issues. In March 2005, around 90 community members met to discuss the need for health programme. In March 2006, the organisation posted 1,800 letters to the Vanik community members in Harrow to identify the various needs of their particular community. In June 2006, approximately 75 people attended a meeting to draw up a 5 year plan for Community Health. They are hoping to hire a hall to accommodate around 400 members in June 2008, and to offer the attendees health checks. Topics for discussion delivered by a group of consultants will include mental health, diabetes and gastro-intestinal problems.

They have now revised their budget, and are requesting funding of **£2,000** (for hire of hall, publicity materials, consultants fees, etc). The organisation have stated that they will guarantee that this funding will be used purely for the Harrow based members.

Appendix 3

Summary Reports of Original Applications Presented to Grants Advisory Panel on 5th March 2008

COMMUNITY LINK UP

Grant requested:	£10,000
Current grant:	£4,500
Grant recommended:	£5,650

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
- Senior 1:1 Club – for people aged 18 and above;
- Individual and group friendships
- Volunteer Training
- Children's activities/ Junior 1-1 club.

Community Link-Up has 250 volunteers currently supporting 480 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. Changes Night Club is now run and managed by a group of people with learning disabilities with support from Community Link Up.

Grant Request:

Community Link- Up is requesting a grant of £10,000 as a contribution towards salaries, administrative and running costs in respect of the projects listed below. A full breakdown of the grant request is outlined below:

<u>Transitions Project:</u>	*Staffing costs - £1,250;
<u>Inclusions Project:</u>	*Staffing costs - £2,750; Fees & charges payable to other providers for activities - £1,250
<u>Volunteer Training:</u>	*Training for 50 volunteers over 12 months - £750 Volunteer screening administration costs - £750 *Volunteer expenses - £150;
<u>DOSTI Project:</u>	Production of literature & specialist information - £475 *Staffing costs - £750;
<u>Junior 1:1:</u> children) - £1,875	Cost of outings (3 per year @ £25 per person x 25
TOTAL:	£10,000

The total cost of all projects is £180,821 and to date the organisation has secured £66,743 however applications to a number of funding bodies have been submitted (decisions pending).

Comments and Recommendations:

Community Link Up continues to provide much valued services to adults and children with learning disabilities in the Borough through their varied activities. Despite the difficult financial climate, they have been able to maintain their prominence in the media and the quality of their work has been recognised by beneficiaries, carers and partner organisations. Funding of £5,650 is recommended as a contribution towards all expenditure listed above marked by an (*), i.e staffing costs. Volunteer training, and volunteer expenses.

Funding received from other sources in 2007/08:

£4,500 – BBC Children in Need (Junior Club);
£48,959 – Big Lottery (Transitions & Inclusions);
£20,000 – City Bridge Trust (Inclusions);
£1,500 – David Solomans Charitable Trust (Core costs);
£19,404 – Harrow Council, People First (volunteers and spending on service users);
£2,000 – Mrs Smith & Mount Trust (volunteers);
£1,000 – The Steel Charitable Trust (Adult Club);
£2,000 – The Peter De Haan Charitable Trust (Adult Club).

Report produced by the Grants Unit in consultation with Adults & Housing Contracts & Brokerage.

HARROW ASSOCIATION OF SOMALI VOLUNTARY ORGANISATIONS (HASVO)

('Community Intervention Against Substance Misuse for Enhanced Development and Integration')

Grant requested: £27,214 (in addition to SLA)
Current grant: £10,200 (continuation of SLA for 2008/09)
Grant recommended: £6,000 (in addition to SLA funding)

Background:

HASVO was set up in January 2004 to provide a united voice for the Somali community in Harrow; to help Somali groups to form a network and to improve the social and economic conditions of the Somali community. HASVO is the umbrella group of 8 Somali groups. In its role of providing community leadership and strategic planning, HASVO co-ordinates and allocates responsibility to member organisations for a specific service area or client group, i.e., disabled, women and mental health.

HASVO provides an open access and surgery to all members of the Somali community in Harrow from 2 venues: the Community Premises and its office in St. John's Road. Advice and guidance is given on a variety of issues including social and welfare benefits, housing, education and health. Practical assistance is also provided with interpreting, translation, completing forms and letter writing. Often, volunteers accompany clients to the relevant services to interpret for them and liaise on the client's behalf. Volunteers also visit some clients in their own homes and provide outreach work.

Grant Request:

Part of the grant is requested for the 'Community Intervention Against Substance Misuse for Enhanced Development and Integration' Project and will be used to continue funding the post of part-time Co-ordinator for this project (currently funded by Harrow Drug Action Team until April 2008). The services provided will address the wider issue of Khat Use and substance misuse among adult and young Somali people in relation to housing problems, family conflict, low educational achievement, unemployment and social isolation. The education and peer training programme will target at young Somali people up to the age of 25 who are involved in, or at risk of developing mental health problems, becoming involved in substance misuse and/or crime and disorder.

The other part of the grant is requested to fund a part-time Community Development Officer for the organisation, the expenses of five volunteers, the rent of the organisation's premises at St. John's Road and a contribution to administrative costs. The Officer will be based at the Community Premises to fill the current gaps arising from the organisation's total dependency on volunteers from member organisations to cover the current rota in operation.

A breakdown of the grant request is detailed below:

A. Substance Misuse Project

Project Officer (17.5 hours p.w.)

£10,627

Office rent (St. John's Road)	£6,000
Total	£16,627

B. Community Development

Community Development Officer (21 hours p.w.)	£9,087
Running costs (incl. Volunteers)	£1,500
Total	£10,587

Total A+B:	£27,214
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Comments and Recommendations:

Over the past two years, the Council's Drug Action Team and Harrow Stronger and Safer Community Fund have supported HASVO to run this pilot project on drug education and awareness for substance misuse among Somalis and other BME groups in Harrow. The project has made significant contributions in the provision of a range of services for this community particularly in the areas of drug education and awareness of substance misuse and increased awareness among the frontline staff and borough leadership of the BME substance misuse.

In 2007/08, HASVO does not receive any funding from the Safer and Stronger Communities due to the competitive crime and disorder agendas. The HASVO Drug Education Service has been picked up by the DAT's Adult Pooled Treatment Budget (PTB) for the delivery of advocacy, volunteer training, and user/carer involvement. However, there are specific terms and conditions of the PTB funding, which should prioritise the Class A drug clients and specialist treatment service provision. In view of the zero budget allocation for 08/09, there will be only a small amount (less than £5000) allocated to the advocacy and volunteer training service provided by HASVO.

Against this background, HASVO puts in a bid to the community grant to enable HASVO to provide a free and independent advice service over a range of social and integration issues which are beneficial to the community cohesion and social inclusion.

During 2006/07, HASVO assisted 822 people with the services mentioned. The project co-ordinator and his team of volunteers through out the borough conducted numerous workshops, conferences and debates. HASVO worked closely with Harrow Voluntary Service (HAVS) and co-facilitated the youth training project with their small group's development specialist. HASVO is a member of the Harrow Policing and neighbourhood safety committee to promote crime prevention. HASVO also provides ongoing support and partnership with the schools and Harrow Council Education Department and plans to develop a lesson plan on BME substance misuse for PCHE teachers in the secondary schools.

HASVO is also a key member of the BME Community Engagement (Substance Misuse) Steering group, which provides overall management of the BME substance misuse projects. The Steering Group champions and promotes the aims and the ethos of the BME project and provide it with co-ordinated leadership. HASVO has conducted a series of meetings with the Harrow Council Teams and voluntary sector leaders in order to highlight the plight and special needs of the Somali family and the impact of substance misuse on them.

A major achievement for HASVO last year was working in partnership with the Council's Community and Cultural Services on a report entitled 'Harrow Somali Community Needs Assessment'. HASVO enlisted the help of volunteers from the Somali community who helped with undertaking door-to-door surveys and facilitating discussion groups to ensure that the views of all sections of the community were reflected including children, young people, older residents and those with disabilities.

HASVO currently operates a volunteer casework service on a rota basis at the Community Premises. 4 of the Somali community groups based at the premises volunteer for one day each as part of the rota. When these volunteer caseworkers accompany clients to external agencies to advocate on their behalf there is no HASVO presence at the premises to attend to other clients. The service would benefit from part-time casework officer support based exclusively at the premises during casework service hours so that all clients who visit the premises during these hours can have a caseworker to assist them.

Officers from the Drug Action Team are supportive of this application and have stated that DAT funding will not be able to support this project beyond March 2008, which is likely to have a negative impact on both the Somali community and the DAT outcomes.

Although positive reports have been received about the Substance Misuse project, the limited amount of funding available means that this project can not be fully funded. £6,000 is recommended to HASVO for 2008/09 to cover the rental costs of the office in St. John's Road to assist the organisation in maintaining some stability whilst alternative funding is sought.

Funding received from other sources in 2007/08:

£8,000 from LAA for Volunteering/Breast Feeding project;
£30,560 from Harrow Drug Action Team for the Community Engagement Against Substance Misuse project (comes to an end in March 2008).

Report produced by the Grants Unit in consultation with Drug Action Team

HARROW PENSIONERS ACTION GROUP

Grant Requested:	£750
Current Grant:	£650
Grant Recommended:	£750

Background:

The group was established in 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. The group meets on a monthly basis at the Baptist Hall in Wealdstone. They also arrange outings to places of interest and social activities.

Grant Request:

The organisation is requesting funding of £750 towards the cost of hiring the hall, delegate's fees and expenses, journals (printing and postage), catering and affiliation fees.

Comments and Recommendations:

Harrow Pensioners Action Group has a current membership of approximately 100 Harrow residents. The Group has representatives on the Partnership with Older People Panel.

The organisation continues to provide a focal point for all pensioners in Harrow. Funding of £750 is recommended to Harrow Pensioners Action Group for 2008/09.

Funding received from other sources 2007/08:

No other funding received.

Report produced by the Grants Unit in consultation with Adults & Housing Contracts & Brokerage.

HARROW REFUGEE FORUM

Grant requested:	£23,743
Current grant:	£5,400
Grant recommended:	£7,000

Background:

The Harrow Refugee Forum is the umbrella organisation for the Refugee and minority ethnic community organisations in the Borough of Harrow, comprising of 60 affiliated members of which 50 are based in Harrow. The Forum assists local refugee community organisations with capacity building to enhance the quality of services provided and increase their ability to access resources. The Forum represents refugee groups on various partnerships, it also develops joint-working initiatives and articulates the views of refugee communities to statutory and voluntary bodies.

Grant Request:

The Forum has provided a breakdown of their request for funding of £23,743 for 2008/09 as outlined below :

Rent, premises, venue/hall hire, etc.	-	£7,000
Running costs (telephone, internet, stationery, etc.	-	£3,156
Salary (p/t Admin & Information Officer)	-	£9,828
Needs Analysis (BMER Consultancy Needs)	-	£3,759

The funding will also enable the Forum to continue providing capacity building initiatives to RCOs and member organisations.

Comments and Recommendations:

The Forum has reconstituted itself to be in future called Harrow Refugee and Minority Forum. Also, after losing its 3-year core funding, the Forum continues to be viable and sustainable as recognised by London Councils (a major donor) over the past 3 years. During 2006/07 they had 152 users (direct service provision). The Forum runs 5 yearly events. They organised several seminars, workshops and training sessions for Refugee Community Organisations and Minority Ethnic Community Organisations. These were specifically for raising awareness of refugee issues, capacity building, finance, fundraising, quality assurance, etc. They make referrals to other organisations providing capacity building (i.e. HAVS Small Groups Project, TIDE), and sometimes they receive referrals from others. Groups from other Boroughs often attend training as they have members in Harrow. Officers are aware of the important role of the Harrow Refugee Forum and recognise that their services are directed at some of the most disadvantaged members of the communities in Harrow. The Harrow Refugee Forum is active within the Harrow Strategic Partnership and the Voluntary Sector.

To enable the organisation to maintain some stability, funding of £7,000 is recommended to Harrow Refugee Forum for 2008/09 to be used for rental/premises costs as outlined in the grant request.

Funding received from other sources in 2007/08:

£23,845 from London Councils (ends 31.3.08) – transition funding;

£9,600 from Home Office (ends 31.3.08) – refugee activities.

The organisation has recently submitted an application for Change Up funding and will also be applying to the Big Lottery Fund and the Human Rights and Equality Council.

Report produced by the Grants Unit

AFRICAN WOMEN INITIATIVE 4 NATIONWIDE DEVELOPMENT (AWIND)

Grant requested: £9,684
Current grant: Not currently funded
Grant recommended: Nil

Background:

The aims and objectives of this new organisation are 'to improve the quality of life in the African community in London by providing assistance and research to identify their basic needs particularly in the field of career enhancement training and continuous development and in the provision of information in order to empower and enable informed choices in areas of education, health, law, employment, parenting and any culturally sensitive issues'.

The organisation is currently operating from an office in Marlborough House, Wealdstone, and is relying on donations from management committee members to operate at present.

Grant Request:

The organisation is requesting £9,684 to run a traditional dance project designed for young people between the ages of 13-18 years. It aims to teach three types of dance from different countries in West Africa as well as drumming sessions associated with the dance. It plans to focus on training a range of young people from different ethnic backgrounds to learn the dances and the values attached to them. The organisation has identified approximately 22 potential users of the project. The breakdown of the grant request is as follows:

Trainers x 2 x £50 per session x 48 sessions	£4,800
Project Co-ordinator – 12 hours per week @ £7 p.h. x 48 wks	£4,032
Volunteers expenses (2 volunteers x 2 days per week x £3.50 per day)	£672
Training materials	£180
Total	£9,684

Comments and Recommendations:

The Arts and Events Unit do not know the organisation and there are a number of similar dance-based organisations offering similar activity for the same target group.

The budget looks reasonable for the work they are trying to do, but it is unclear if they plan to link into Harrow's cultural programme and if so how, also if this is being targeted at Harrow residents.

There is a need for the work that this organisation proposes, however there is currently no information concerning their ability to deliver, artistic merit or community benefit and they would be working in competition with several other providers that do not receive funding though have committed themselves to cultural development in the area. Funding is not recommended for this group for 2008/09 but The Arts and Events Unit will work to integrate them into the Council's cultural programme through the Dance Forum.

Funding received from other sources 2007/08:

This is a new organisation and they have not yet applied for any other funding.

Report produced by the Grants Unit in consultation with the Arts and Events Unit

KUWAITI COMMUNITY ASSOCIATION

Grant requested: £13,567
Current grant: Nil
Grant recommended: Nil

Background:

The aims and objectives of the Kuwaiti Community Association are to relieve need, hardship and distress in the Kuwaiti Bidoon community and Arabic speaking communities, particularly newly arrived refugees, especially by the provision of translation services and advice regarding matters such as social and welfare rights, housing, community integration, education, training and employment.

The organisation is based at the Community Premises, as a casual user. It's main services include offering advice on benefits, housing, education and employment and accompanying clients to meetings with the Council, benefits agencies and health agencies and act as interpreters and assist them with completing paperwork and forms and writing supporting letters. They currently assist around 10-15 people per week. They have recently set up a football team, which currently has 14 members and meets every Saturday.

Grant Request:

The organisation would like to employ a part-time Co-ordinator to enable it to expand the services to include an elderly club and a youth club and computer classes. A detailed breakdown of these costs has been provided and is summarised as follows:

Co-ordinator's salary	£5,901
Elderly Club	£1,192
Youth Club	£1,496
Computer classes	£144
Running costs	£4,300
Website costs	£534

Comments and Recommendations:

This organisation has been a user of the Community Premises for a number of years and officers have met with them on several occasions to offer help and advice in terms of developing activities and keeping records, both financial and on services provided. The organisation is proposing several new activities, including an elderly club, a youth club and computer classes. It has failed to provide sufficient evidence that these services are required by the Kuwaiti community in Harrow and also the estimated costs of these activities are unrealistic.

Funding to Harrow Kuwaiti Community Association is therefore not recommended for 2008/09, however the organisation would be encouraged to take up the offers of support from officers to enable them to research and plan their activities, produce more accurate budgets and ultimately make applications to other funding bodies.

Funding received from other sources in 2007/08:

None. Harrow Kuwaiti Community Association currently have use of a designated desk provided rent-free at the Community Premises in Northolt Road.

Report produced by the Grants Unit

NATIONAL COUNCIL OF VANIK ASSOCIATIONS (UK)

Grant requested: £8,000
Current grant: Nil
Grant recommended: Nil

Background:

The organisation was established in 1978 with the aim of promoting, in both the Vanik and wider communities, programmes that:

- Target the relief of poverty, sickness and family distress;
- Raise awareness of the importance of education and good citizenship;
- Aid the understanding of, and respect for, the cultural and religious heritage of members of all communities.

National Council of Vanik Associations aim to raise awareness of, and provide expert information/guidance about the key health issues facing members of their community. They hope to organise talks/seminars on various health issues such as obesity, cancer, diabetes, coronary disease, etc.

Grant Request:

The organisation is requesting funding of £8,000 to hire suitable venues in Harrow to hold health seminars about 6 times a year for approximately 250 Vanik members of the Harrow Community. The funding is also for publicity costs, volunteer expenses, and payment of fees to consultants/specialist doctors delivering the seminars.

Comments and recommendations:

The organisation has stated that it conducted a survey in 2005/06 that identified 1,200 households (nearly 4,000 members) of the Vanik community within the Borough. It stated that their own survey identified health issues as one of the primary concerns of the community. A copy of the survey has been provided however it provides only basic information and does not demonstrate sufficient evidence of need. Funding is therefore not recommended for 2008/09.

Funding received from other sources in 2006/07:

None.

Report produced by the Grants Unit

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Meeting:	Grants Advisory Panel
Date:	9 th June 2008
Subject:	Grant Funding 2008/09 – Reserved Grants
Responsible Officer:	Javed Khan, Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote
Exempt:	No
Enclosures:	None

Section 1 – Summary and Recommendations

This report provides an update on the reserved grants to Voluntary Organisations from the last Grants Advisory Panel meeting on 5th March 2008.

Recommendations:

Members are requested to recommend to the Portfolio Holder for Community and Cultural Services approval of the reserved grant applications outlined in this report.

Reason: (For recommendation)

To finalise the allocation of grant funding to Voluntary Organisations for 2008/09.

Section 2 – Report

2.1 Background

2.1.1 At the Grants Advisory Panel meeting on 5th March 2008 – the Panel recommended to reserve grants in respect of the following organisations:

- Harrow Bengalee Association (incl. Over Fifty Society) - £2,729;
- Harrow Youth & Community Project - £3,000.

2.1.2 Cabinet on 13th March 2008 approved the recommendations of the Grants Advisory Panel on Grants to Voluntary Organisations 2008/09.

2.2 Options Considered

2.2.1 HARROW BENGALÉE ASSOCIATION: The Panel agreed to reserve a grant of £1,000 pending receipt of further information about the organisations activities, and clarification on how the Council's grant will be used. The organisation have confirmed that their activities are aimed at working with the socially excluded Bengalees, particularly those who are unemployed, and elderly, and helping to build a community that in the long term overcome isolation and deprivation. They also provide appropriate information centred on social welfare, housing, health, and direct them to the appropriate agencies. The funding of £2,729 recommended will be used as a contribution towards the associated costs (i.e. hall hire, volunteer expenses, etc.) for the following:

- Mother Tongue classes and music;
- Health awareness sessions / lectures on health related issues;
- Yoga classes (for the over 50's);
- Information sessions / coffee afternoons;
- Various cultural events and summer trip for children and families.

During 2007/08, Harrow Bengalee Association have provided the following statistics for their various activities:

- Health Promotion Lecture delivered by qualified medical practitioners – held on 21st July 2007 at Harrow High School (37 people attended);
- Summer trip to Margate on 12th August 2007 (98 people in 2 coaches);
- Drama presentation by young members of HBA - held on 8th September 2007 at Hatch End High School (approx. 350 people attended);
- Iftar party - held on 3rd October at HAVS premises (over 50 people attended);
- Eid reunion - held on 18th November 2007 at Harrow High School (nearly 300 people attended);

- Yoga classes – held every Saturday at Harrow High School (average of 12 people attend regularly)

The organisation will continue to provide the above services at similar or enhanced levels in 2008/09.

The Panel is reminded that Harrow Bengalee Association holds charitable status and officers have previously advised that they should also explore possible funding from other sources, i.e. City Bridge Trust and Awards for All.

It is recommended that the reserved amount of £2,729 be released on the understanding that HBA make every effort to secure other possible sources of funding, and provide evidence that they have done so during 2008/09 and 2009/10.

2.2.2 HARROW YOUTH & COMMUNITY PROJECT: The Panel agreed to reserve an amount of £3,000 pending receipt of more detailed information about their services to young people and the elderly club. However, following the GAP meeting on 5th March 2008, officers were informed that the organisation had not held any activities since January 2008 due to a damaged roof at Kenmore Park Community Hall. Officers from Adults and Housing Team have confirmed that work to repair the roof is expected to start end of May 2008 and not likely to be finished until June/July 2008. Due to the uncertainty of when the activities are likely to be resumed, it is recommended that only 50% of the reserved amount (i.e. £1,500) be released to Harrow Youth & Community Project for 2008/09 only on completion of the repair work and the full resumption of their activities.

2.3 Why a change is needed

2.3.1 No changes are required to the current process.

2.4 Other options considered

2.4.1 There are no other options to consider.

2.5 Implications of the Recommendation

2.5.1 Resources, costs and risks

No direct implications.

2.5.2 Staffing/workforce

No direct implications.

2.5.3 Equalities impact

2.5.3 The applications aim to address through funding inequalities and disadvantage, to promote equality of opportunity and improve community cohesion. If approved, some of the funding will provide support to organisations serving black and minority ethnic

communities, children and young people, women, people with disabilities and the elderly.

2.5.4 Legal comments

There are no legal implications.

2.5.5 Community safety

The provision of grant funding through the Main Grants Programme has the potential to support initiatives that contribute to community safety. Some of the activities of the organisations listed in this report contribute to preventing and tackling crime and anti-social behaviour.

2.5.6 Financial Implications

The recommendations relating to the reserved grant applications from the 2008/09 budget amount to £5,729, which is already included in the total amount allocated by the Grants Advisory Panel on 5th March 2008, therefore there are no financial implications.

2.5.7 Performance Issues

The provision of funding through the Main Grants Programme has the potential to contribute to the performance of the LAA target on community cohesion. Target performance against this indicator is 61%; current performance against this measure is 51%.

Section 3 - Statutory Officer Clearance

Name: ...Sheela Thakrar.....	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 28 th May 2008		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 28 th May 2008		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);
Parveen Vasdev, Principal Grants Officer (ext. 7625);
Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Available on request. Directory of grant applications (circulated to Members prior to the Panel meeting on 5th March 2008, under Part 1 of the Agendas.

If appropriate, does the report include the following considerations?

1.	Consultation	YES - Draft report sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

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Meeting:	Grants Advisory Panel
Date:	9 th June 2008
Subject:	Flash Musicals - Reserved Grant 2007/08
Key Decision: (Executive-side only)	Yes
Responsible Officer:	Javed Khan, Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote
Exempt:	No
Enclosures:	None

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report provides an update on the reserved grant to Flash Musicals following the Grants Advisory Panel meeting on 5th March 2008.

Recommendations:

Members are requested to consider the grant reserved to Flash Musicals in 2007/08 and make a recommendation to the Portfolio Holder for Community and Cultural Services to delegate authority to officers to release the amount of £1,000 on signing of the lease for their premises in Methuen Road, Edgware.

Reason: (for recommendation)

To finalise the allocation of grant funding to Voluntary Organisations in 2007/08.

Section 2: Report

2.1 Brief History

- 2.1.1 The Grants Advisory Panel meeting of 22nd January 2007 – the Panel recommended to reserve grant funding of £1,000 to Flash Musicals, pending the outcome of discussions with Urban Living regarding their lease arrangements in respect of the community centre in Methuen Road, Edgware.
- 2.1.2 The Grants Advisory Panel meeting of 7th March 2007 – the Panel further recommended that the sum of £1,000 to Flash Musicals be left as “reserve” pending further discussions.

2.2 Options Considered

- 2.2.1 FLASH MUSICALS: The Director of Corporate Finance has given her approval for the reserved amount of £1,000 reserved in 2007/08 be released to Flash Musicals once the lease of the community centre in Methuen Road has been signed. Officers from Legal Services have advised that the organisation have agreed all the terms and conditions of the lease and hopes to sign in early June 2008.

Financial Implications

As agreed by the Director of Corporate Finance, the amount of £1,000 has been set aside as an accrual in the grants budget for 2007/08.

Section 17 Crime and Disorder Act 1998 Considerations

The activities of Flash Musicals has the potential to support initiatives that contribute to community safety. Some of their activities contribute to preventing and tackling crime and anti-social behaviour.

SECTION 3 – STATUTORY OFFICER CLEARANCE

Name: Sheela Thakrar	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 28 th May 2008		
Name: Helen White	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 28 th May 2008		

SECTION 4 – CONTACT DETAILS AND BACKGROUND PAPERS

Contact: Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);
Parveen Vasdev, Principal Grants Officer (ext. 7625);
Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers: Available on request.

IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	YES - Draft reports sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

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Meeting:	Grants Advisory Panel
Date:	9 th June 2008
Subject:	Edward Harvist Trust Charity – Reserved Grants
Responsible Officer:	Javed Khan, Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote
Exempt:	No
Enclosures:	Appendix 1: - Original Reports to GAP on 9 th April 2008; Appendix 2: - Supporting documents

Section 1 – Summary and Recommendations

This report provides an update on the reserved grants from the applications to the Edward Harvist Trust fund from the GAP meeting on 9th April 2008.

Recommendations:

Members are requested to consider the additional information supplied by applicants for the reserved EHT grant funding and make recommendations to the Portfolio Holder for Community and Cultural Services to authorise officers to release the reserved EHT amount of £2,470 in respect of 2 organisations listed in paragraph 2.1.1 of this report.

Reason: (For recommendation)

To enable the organisations listed in paragraph 2.1.1 of this report to receive their grant funding of £2,470..

Section 2 – Report

2.1 Background

2.1.1 The Grants Advisory Panel on the 9th April 2008 considered 9 applications and awarded £10,533 to 7 organisations and decided to reserve a total amount of £2,470 in respect of the following organisations:

- Angolan Civic Communities Alliance - £2,000;
- Harrow Gingerbread - £470.

2.2 Options Considered

2.2.1 ANGOLAN CIVIC COMMUNITIES ALLIANCE: The Panel agreed to reserve the EHT grant of £2,000 pending receipt of an additional quote for an Apple Mac package. The organisation have now submitted 3 additional quotations from John Lewis, International Cyberstore, and Apple Store for Business (see Appendix 2 of this report).

2.2.2 HARROW GINGERBREAD: The Panel agreed to reserve the EHT amount of £470 pending receipt of an additional quote for the purchase of items for their Healthy Eating and Awareness Programme. The organisation have now submitted the additional quote showing the comparison of prices from Argos and Tesco's (see Appendix 2 of this report).

2.3 Why a change is needed

2.3.1 No changes are required to the current process.

2.4 Other options considered

2.4.1 No other options have been considered.

2.5 Resources, costs and risks

2.5.1 The £2,470 grant funding is contained within the existing EHT budget and has been reserved for the organisations listed in paragraph 2.1.1 above.

2.5.2 Organisations will be asked to supply receipts for the items of expenditure listed. This will reduce the risk that organisations may not use the funding for the purposes outlined in their applications.

2.6 Staffing/workforce

2.6.1 There are no staffing or workforce implications.

2.7 Equalities impact

2.7.1 The applications for grant funding through the Edward Harvist Trust aim to address inequalities and disadvantage, and promote equality of opportunity.

2.8 Legal comments

2.8.1 There are no legal implications.

2.9 Community safety

2.9.1 Some of the organisations supported through Edward Harvist Trust grant funding deal with and contribute directly to issues of crime prevention, fear of crime, youth offending and anti-social behaviour.

Section 3 - Statutory Officer Clearance

Name: ...Sheila Thakrar.....	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 28 th May 2008		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 28 th May 2008		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);

Parveen Vasdev, Principal Grants Officer (ext. 7625);

Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Available on request.

If appropriate, does the report include the following considerations?

1.	Consultation	YES - Draft report sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

Appendix 1

Original Summary Reports Presented to Grants Advisory Panel on 9th April 2008

Angolan Civic Communities Alliance (ACCA) Grant requested: £2,000

Project: IT and Web Design Services for Young People and Provision of IT and Access to Internet for Women and Elderly People.

ACCA is a local organisation that aims to relieve need, hardship and distress of Angolan people, particularly newly arrived refugees, by the provision of services such as interpreting, immigration, social & welfare rights, housing, community integration, education, training and employment to improve the quality of life for their community. The organisation has an individual office at the Community Premises.

ACCA has established a Family Learning Programme Support Service predominantly targeted towards families from Portuguese or French speaking communities with selected programmes also available to locally situated host and migrant communities. The programme has entered in partnership with Harrow African Caribbean Association (HACAS) due to commence in April/May 2008 pending joint funding applications.

The overall vision of the Family Learning Support Service is to enhance the educational experiences of children and support parents with language programmes (ESOL) and understanding of the UK curriculum via a series of targeted interventions aimed at raising educational attainment, enhancing life skills, heightening awareness of health and social care issues as well as encouraging achievement through active participation across a variety of social activities and educational opportunities. The programme currently runs at Hillview Children's Centre, Northolt Road Communal Hall and at the Community Premises on Saturdays. It is hoped to move to the Beacon Centre in Rayners Lane from April 2008, where the service will be expanded. At present, 82 people have enrolled, including 45 children and young people, 22 parents and 15 elderly people.

ACCA is seeking funding to expand the above service with I.T. training and support. The grant requested will enable ACCA to comply with the new planned services and incorporate basic word processing, spreadsheets, publishing, Power Point, Access database, how to access the internet and how to set up email accounts and access emails.

A grant of £2,000 is requested from the EHT as a contribution towards the total cost of £2,998 of the project. The remainder will come from contributions made from parents. The equipment will be stored and used at the Community Premises. The proposed budget is as follows:

Apple Mac computer ready to run as web-hosting server	£1,699
Apple digital display	£399
Publisher design packages	£389
Dream weaver web design software	£276
Router	£235
Total	£2,998

Project: Healthy Eating and Awareness Programme

Harrow Gingerbread is a self-help and support group for lone parent families from different multi cultures, ages and backgrounds, and is a subsidiary of the National Gingerbread. They provide a meeting place at the Pinner Youth Centre in Chapel Lane for lone parents and their children, as well as emotional, moral and practical support.

Harrow Gingerbread is currently developing a Healthy Eating and Awareness Programme. The programme will support and encourage young people to create their own healthy eating plans from scratch, creating menus on a computer, researching recipes, keeping display books and taking photographs to keep and try out at home. Young people would be making a positive contribution to their wellbeing and independence by working in small groups to use utensils and ingredients to bring awareness of healthy eating into their lives and gain new skills and experience.

The total cost of the project is £2,000 and, since this application was made, a grant of £1,530 has been awarded from the Council's main grants programme for 2008/09 to be used as a contribution towards the running costs of the project. Therefore the balance of £470 is requested from the Edward Harvist Trust fund to be used to purchase kitchen utensils and equipment, display books and a digital camera for this project.

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John Lewis ☎ 08456 049 049

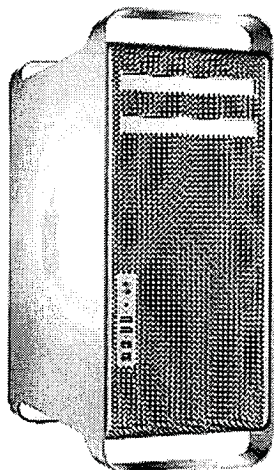
APPENDIX 2



Free delivery, 2 year guarantee
& 90 day support on all computers

ANGOLAN CIVIC
COMMUNITIES
ALLIANCE

Apple Mac Pro 2x 2.8GHz SuperDrive Desktop Computer



Product Information

The outstanding Apple Mac Pro features 2 Dual Core Intel Xeon Harpertown processors for incredible speed and efficiency. Working in tandem with the included Mac OS X Leopard operating system, the 2x 2.8GHz processors makes light work of complex applications. Eight-core processing power ensures blazingly fast computing speed up to two times faster than the previous standard-configuration Mac Pro.

This exceptional machine crams in a massive 320GB hard drive, 2GB of RAM and a double layer SuperDrive for playing and burning CDs and DVDs. It features an Nvidia GeForce 7300GT graphics card for awesome visuals and there's a whole host of connections including 5x USB 2.0, one PCI Express 2.0 plus two PCI Express ports.

Key Features

Brand	Apple
Built-in ethernet connection	10/100/1000
CD / DVD optical drive	SuperDrive (double layer)
Computer Software Helpline	<u>Free 90 day computer support</u>
Dimensions	H51 x W20.5 x D47.5cm
FireWire / IEEE 1394 ports	2x FireWire 400, 2x FireWire 800
Floppy disk drive	No
Graphics card	ATI Radeon HD 2600 XT
Graphics card - video RAM	256MB
Guarantee	FREE 2 year guarantee, <u>extend to 3 years</u> £70
Hard drive	320GB
Included	Apple Keyboard and Mighty Mouse
Memory card slot	No
Model name / number	MA970B/A

APPENDIX 2

Modem	No
Monitor	No
Operating system	Mac OS X v10.5 Leopard
Processor	Dual-Core Intel Xeon 5100 processors
Processor speed	2x 2.8GHz
RAM	2GB
Stereo speakers	Built-in
TV tuner card	No
USB ports	5x USB 2.0
Visible screen size (measured diagonally)	Not applicable
Weight	19.2kg
Wireless networking	No

Software included:

Mac OS X v10.5 Leopard (includes Time Machine, Quick Look, Spaces, Spotlight, Dashboard, Mail, iChat, Safari, Address Book, QuickTime, iCal, DVD Player, Photo Booth, Front Row, Xcode Developer Tools)
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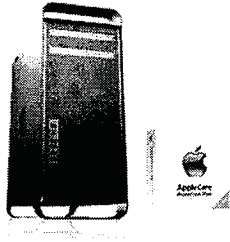
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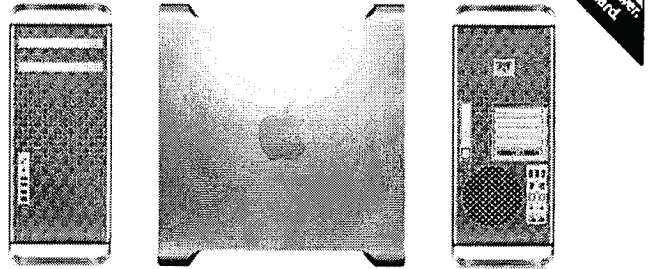
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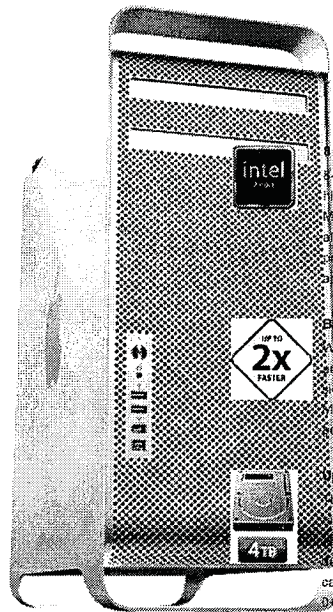
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Mac Pro. The fastest, most powerful Mac. Ever.

8 cores, standard.
 8-core processing was once reserved as a high-end option. Now it's at the heart of the Mac Pro line. This incredible power stems from all-new Quad-Core Intel Xeon "Harpertown" processors, featuring speeds up to 3.2GHz and 12MB of L2 cache per processor.

Blazing fast, up to 2x performance.
 With its 8-core processing, advanced Xeon architecture, 1800MHz dual independent front-side buses, and 800MHz memory, the new Mac Pro delivers up to 2x greater application performance.²

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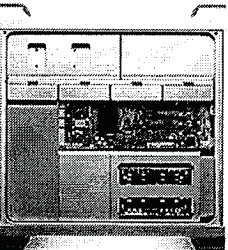
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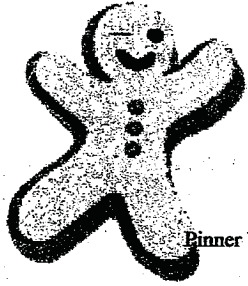
Mac Pro quad-core 2.66 GHz

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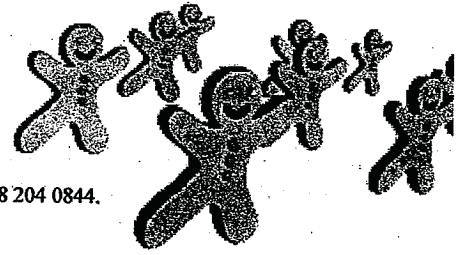


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HARROW GINGERBREAD



Pinner Youth and Community Centre, Chapel Lane, Pinner, Middx. Contact: Cathy - 0208 204 0844.

Dear Edward Harvist Trust Fund,

We are making this application for our Lone Parent Support Group, meeting the needs of children and young people, enabling them to gain independence, new life skills boost confidences and make new friendships.

These young people who will be participating come from different backgrounds – i.e. Domestic Violence, low income, and temporary accommodation, families who have suffered bereavement, young carers, disabilities and special needs.

Young people would be empowered, supported and encouraged to create their own menus and produce them onto 'menu format' from the computer, printing off recipes for all the young members to keep in a Display book and take photographs to keep and try them at home with family and friends, giving independence and responsibility towards their transitions to adulthood. Young people would be making a positive contribution to their well being by taking it in turns, in small groups to use the utensils and foods/ fruits and would be supervised with a group of adult volunteers in the kitchen, bringing Healthy Eating and awareness into their life skills and experiences.

We at Harrow Gingerbread would like to make an application for funding for equipment for our Healthy Eating Project. We would need funding for the following equipment:-

✓ Pots and pans	861/1752	p.772	£49.99
✓ Utensils	842/0826	p.763	£29.99
✓ Cutlery	820/6143	p.730	£02.99 set x 6
✓ Toastie Maker	883/0791	p.687	£24.99
✓ Smoothie Maker	422/5908	p.708	£49.99
✓ Kettle	422/9739	p.667	£24.99
Display Books			£35.00 approx.
✓ Digital Camera	560/7446	p.973	£49.97/ £9.99 insurance
✓ Memory Card	570/6488	p.972	£14.99
Batteries	980/4685	p.1735	£3.49 set x 4
✓ Aprons/ Oven Gloves/ Tea towels			£24.00 approx.
Plates/ Bowls	801/0858	p.734	£5.00 set x 3
Plastic Tupperware	842/0565	p.744	£5.99 set
✓ Chopping Board	840/6534	p.749	£7.99 set x2
CDs			£4.99 set x 7
Cling Film	Tescos		£3.00 box
Foil	Tescos		£3.00 box
Plastic Gloves	Tescos		£10.00

22/04/08

Dear Edward Harvist Trust Fund

Please find enclosed a new copy for our funding for equipment for our Healthy Eating Project.

	ARGOS	Pg	Price	TESCO	Pg	price
Pots & pans	861/1752	772	49.99	100-5515	471	30.00
Utensils	842/0826	763	29.99	901-1348	479	19.99
Cutlery	820/6143	730	2.99x6	2009969	466	10.00 x2
Toastie maker	883/0791	687	24.99	1007154	501	19.99
Smoothie maker	422/5908	708	49.99	203-1780	510	34.94
Kettle	422/9739	667	24.99	200-3493	494	24.99
Digital camera	560/7446	973	49.99	203-2228	758	59.99
Insurance			9.99	1119468	758	34.97
Memory card	570/6488	972	14.99	2002738	764	19.99
Batteries	980/4685	1735	3.49x4	100-4179	968	3.45 x4
Plates/bowls	801/0858	734	5.00x3	N/A		
Plastic Tupperware	842/0565	744	5.99	N/A		
Chopping board	840/6534	749	7.99x2	1009445	479	9.75 X2
Laminator	670/3019	1100	29.99+4.99	200-1800	734	24.97
Insurance			4.99			10.00
CDS			£4.99 set x 7			
Display books			£35.00			
Aprons/Oven gloves/Tea towel			£24.00			
Cling film	Tesco		£3.00 box			

Foil	Tesco	£3.00 box
Plastic gloves	Tesco	£10.00
Paper	Tesco	£10.00approx
Cartridge		£65.00
Postage stamps		£35.00
Envelopes		£20.00
Food & fresh fruits	Tesco	£891.30

TOTAL	£1500	£1485
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Meeting:	Grants Advisory Panel
Date:	9 th June 2008
Subject:	Applications for Community Premises 2008/09
Responsible Officer:	Javed Khan, Director of Community and Cultural Services
Portfolio Holder:	Councillor Chris Mote
Exempt:	No
Enclosures:	Appendix 1: - Summary Reports; Appendix 2: - Guidance Notes for Community Premises Applicants 2008/09; Appendix 3:- Current Community Premises Plan.

Section 1 – Summary and Recommendations

This report presents further applications received from 2 organisations that are currently using the facilities at the Community Premises as an External Agency.

Recommendations:

Members are requested to:

1. Consider the 2 applications from:
 - Hindu Council Harrow;
 - Harrow Tamil Association.
2. Agree that the new allocations be effective immediately; and
3. Delegate authority to officers to undertake a 6-monthly review (i.e. October 2008) of all accommodation allocated to new and existing users at the Community Premises; and

4. Make recommendations to the Portfolio Holder for Community and Cultural Services on the allocation of space at Community Premises.

Reason: (For recommendation)

To finalise the allocation of space at the Community Premises to enable it to become better utilised.

Section 2 – Report

2.1 Background

- 2.1.1 The Grants Advisory Panel meeting of 22nd November 2007 recommended the allocation of all available accommodation to existing and new users who applied and met the eligibility criteria with effect from 1st January 2008.
- 2.1.2 All qualifying applicants were offered some form of accommodation at the Community Premises, i.e. individual office, designated desk or casual use.
- 2.1.3 Following the allocation of accommodation to eligible organisations, there is still availability for 2 designated desks, and casual use.
- 2.1.4 Applications have been received from Hindu Council Harrow and Harrow Tamil Association by the deadline of 9th May 2008. These organisations failed to submit their application by the previous deadline of 19th October 2007, therefore they were not presented to the Panel for consideration at the meeting on 22nd November 2007. However, they have been permitted to use the facilities at the Community Premises as external agencies.

2.2 Options Considered

- 2.2.1 Officers have assessed the applications from Hindu Council Harrow and Harrow Tamil Association against the Council's Qualifying Conditions and Common Grants Criteria (see Appendix 2 – Guidance Notes for Community Premises Applicants 2008/09), and have also provided summaries with their proposed recommendations (attached as Appendix 1 of this report).

2.3 Why a change is needed

- 2.3.1 No changes are required to the current process.

2.4 Other options considered

- 2.4.1 No other options have been considered.

2.5 Resources, costs and risks

- 2.5.1 The cost and resources are met within the existing Community Premises budget. Registered users of Community Premises are required to sign and abide by the Facilities Use Agreement.

2.6 Staffing/workforce

2.6.1 No direct implications.

3.7 Equalities impact

2.7.1 The Community Premises are an important resource for the voluntary sector in Harrow. The provision of office facilities provides valuable support to small, often unfunded organisations, many of which support BME and refugee groups in the Borough.

2.8 Legal comments

2.8.1 The Council has power to make facilities available for voluntary and community organisations charging as it thinks fit, and contributing to grants and loans under Section 19 (2) of the Local Government Act 1976.

2.8.2 This power is supplemented by Section 2 of the Local Government Act 2000 with a power to promote 'community well being'.

2.8.3 Users of the Community Premises are required to sign a facilities use agreement, which is a legally binding document that has recently been updated with advice from Legal Services.

2.8.4 Current organisations and prospective new users based at the Community Premises are expected to comply with all relevant legislation. They are expected to have Health and Safety policies and procedures, Child Protection policies (where applicable), and procedures for the Protection of Vulnerable Adults (where applicable).

2.9 Community safety

2.9.1 Many of the organisations supported at the Community Premises play an active role on partnership committees such as the Safer Harrow Management Group. Some of the organisations deal with and contribute directly to issues of crime prevention, fear of crime, youth offending and anti-social behaviour.

Section 3 - Statutory Officer Clearance

Name: ...Sheela Takrar.....	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 28 th May 2008		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 28 th May 2008		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);

Parveen Vasdev, Principal Grants Officer (ext. 7625);

Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Available on request.

If appropriate, does the report include the following considerations?

1.	Consultation	YES - Draft report sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

Appendix 1

SUMMARY REPORTS

HINDU COUNCIL HARROW:

Current Accommodation: New Applicant
Requested Accommodation: Designated Desk or Casual Use

Hindu Council Harrow has been operational since 1998, and has vast experience in sustaining local community and assist various community organisations in improving quality of life and providing support, assistance and representing them on various community issues.

The Organisation hopes to provide the following services at the Community Premises:

- Health seminars – twice a year;
- Workshops on Cultural Awareness – 4 times a year;
- Advice sessions on Business Start-Up – quarterly;
- Immigration issues – as and when required.

The intended usage of their requested accommodation is likely to be on average 6-10 hours per week.

OFFICER RECOMMENDATION: Casual Use

Usage of their accommodation will be reviewed by officers in October 2008.

HARROW TAMIL ASSOCIATION:

Current Accommodation: New Applicant
Requested Accommodation: Designated Desk or Casual Use

Harrow Tamil Association was set up in 1996 for the relief, hardship and distress of the Tamil community in the Borough, particularly the elderly members. Their main aim is to provide social support and health awareness to the elderly members of their community. They also provide advice and advocacy on welfare benefits and pension schemes.

The intended usage of their requested accommodation is likely to be on average 4 hours per week.

OFFICER RECOMMENDATION: Casual Use

Usage of their accommodation will be reviewed by officers in October 2008.



GUIDANCE NOTES FOR COMMUNITY PREMISES APPLICANTS 2008/09

Please read the following notes carefully before completing your application form for Community Premises accommodation to ensure that your organisation is eligible and that your activities match the Council's funding priorities.

A. Qualifying Conditions

Organisations must meet the following conditions in order to apply:

- The applicant must be a voluntary group based in Harrow, with 80% of its users, management committee and members either living or working in Harrow;
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation;
- The organisation must not promote or oppose any political party;
- The activities the organisation provides must not be of a religious nature;
- The organisation must demonstrate that it is a voluntary organisation and not a profit making concern;
- The organisation must demonstrate commitment to the Council's equal opportunities policy;
- The organisation must set out in its application any existing funding provided, from whatever source;
- The organisation must have no accommodation of its own. The Council reserves the right to review the tenure after a period of 3 years;
- The organisation must agree to provide accounts for the previous financial year signed by two members of its management committee, of whom one must be the Treasurer;
- New applicants should provide references that verify that the management committee members have been residents of Harrow for a certain period. References should be provided by agencies that have worked with the group, e.g. HAVS, HCRE, Harrow Refugee Forum or Council Officers.

B. The Council's Funding Priorities

The Council's Funding Priorities are based on the principles outlined in the Harrow Strategic Partnership's Community Plan 2006-2010. These priorities will be used to assess applications for Community Premises accommodation. Applicants will need to demonstrate that their proposed services/activities address one or more of the following priority areas:

- **Sustainable Communities in Harrow:** - meeting the diverse needs of existing and future residents of Harrow; being sensitive to their

environment; and contributing to a high quality of life. Promoting a safe and inclusive environment, offering equality of opportunity and good services for all. A sustainable community balances and integrates the social, economic and environmental components of their community; and respects the needs of other communities in the wider region.

- **Safer Harrow:** - ensuring a cleaner, greener and tidy built environment, contributing to feelings of security; to tackle crime and anti-social behaviour through education and awareness initiatives, and thus improve the quality of life by reducing the environment for crime and the fear of crime.
- **Stronger Communities in Harrow:** - creating and encouraging a neighbourhood where people feel a sense of belonging; where people look out for one another; where local people have a greater voice and influence over local decision-making; where people from different backgrounds get on well together, and where the most disadvantaged are valued. Stronger communities increase the quality of life for residents and make an area the sort of place where people want to live.
- **Healthier Harrow:** - improving the health of local people by introducing initiatives particularly aimed at protecting the health of children and older people; removing barriers to information and services; increasing adult participation in sport and active recreation; and improving the quality of life and independence of older people.
- **Young Harrow:** - planning and targeting services that address the needs of children and young people in the Borough. This includes the above average number of children with low birth weights; improving the nutrition from schools meals; ensuring play areas are safe and secure; supporting schools in developing their provision for young people's personal and social development; providing access to education, training and employment advice to hard to reach young people.

C. Criteria for the use of the premises

In addition, applicants for accommodation at the premises must satisfy the following criteria and conditions of grant aid:

1. The community premises are primarily for new and emerging groups.
2. The main purpose of the premises is to support community development initiatives, and priority will be given to those agreeing to set service development criteria linked to the priorities identified in the Harrow Strategic Partnership Community Plan 2006-2010.
3. Organisations allocated accommodation are required to demonstrate that their organisation has developed, evidence of which must be provided on request.
4. All users will be subject to monitoring, and their use of the premises will be evaluated to prioritise the allocation of accommodation.
5. Monitoring and evaluation of community premises' use is based on a combination of the monitoring of physical attendance and agreed criteria to evaluate community and organisation development (paragraph D).

6. All users of the premises will be assessed and monitored in accordance with agreed benchmarking criteria (paragraph F). Those groups which fail to make progress may be given 28 days notice to vacate the premises.
7. Umbrella organisations or organisations providing outreach services may make use of facilities booked under the External Agencies Booking Procedure.
8. Decisions to exclude an organisation are taken by Members, but officers are authorised to suspend an organisation until that decision is taken.

D. Types of accommodation

There are four types of accommodation: individual offices, designated desks, casual use, and post box for correspondence. All users are entitled to up to three keys or entry cards (which are time-limited) per organisation and are able to access the premises during the opening hours of 9 a.m. to 10 p.m. Monday – Saturday and 9 a.m. to 6 p.m. on Sundays. **This does not apply to new users who are subject to a six-month probation period (see below).**

(1) Individual offices and designated desks

Users with individual offices or designated desks are able to install a telephone subject to certain conditions to that specified accommodation. Storage space is made available at the allocated space. Additional equipment can be installed and left at the premises subject to suitable insurance and acceptance risk. They are entitled to a set allocation of photocopies. The allocation of individual offices and designated desks is only drawn from existing casual users unless the Grants Advisory Panel makes a specific decision.

(2) Casual Use

Casual users are not allocated a desk and space is subject to availability and pre-booking (if necessary). Casual users have access to a limited number of photocopying facilities and use of meeting rooms but are not allowed to install telephones or other equipment. Limited locker facilities are available and storage space is allocated on the basis of need. Casual users are expected to leave the space they have used in a clear, clean and tidy condition at the end of the booked session. **Failure to do so will result in termination of their casual user status.**

(3) Post Box address for correspondence

Post box users are allocated facilities for receiving incoming mail, which can be collected by arrangement with the Community Premises Co-ordinator. Post box users also have access to a limited number of photocopying facilities and use of meeting rooms through the normal booking procedures.

(4) New users – probation period

All new users will be subject to a six-month probation period. During this period, they will only be able to access the premises when premises staff are present and will only be entitled to entry cards, which are time-limited. Premises staff will meet with new users on a monthly basis to monitor their progress and identify any needs they may have. After an organisation has passed the probation period successfully, they will be given keys/entry cards to enable them to access the premises between the times stated under C above.

There is no discretion on the part of the premises staff to vary the conditions.

E. Criteria for allocation of space

The Grants Advisory Panel has decided that allocation of premises should primarily be based upon the value that the people of Harrow obtain from organisations using the premises. To this end, all user groups are required to complete annually a simple form showing the performance of their organisation.

To achieve added value for the community, the organisations clearly have to demonstrate not only that their work achieves benefits, but that they can make use of the facilities that are available. Accordingly, usage (both past and predicted) is an important factor in allocation.

1. Individual office: To warrant an organisation being allocated an individual office, it must:

- be able to occupy the office for **more than 35 hours per week**
- provide evidence of achievements, which are in line with the Harrow Community Strategy and a level of activity, which justifies the hours spent in the premises.

2. Designated desk in a specified room: An organisation must:

- demonstrate that it uses the office **at least 20 hours per month**
- provide evidence of achievements, which are in line with the Harrow Community Strategy and a level of activity, which justifies the hours spent in the premises.

3. Casual use: For this an organisation must:

- demonstrate that it uses the office **at least 4 hours per month**
- provide an action plan, which outlines activities that are in line with the Harrow Community Strategy.

4. Post Box address for correspondence: For this an organisation must:

- provide an action plan, which outlines activities that are in line with the Harrow Community Strategy.

F. Conditions of use

1. All users will be required to sign a Facilities Use Agreement.
2. Keys/entry cards will be issued to all organisations after they have passed their six-month probation period. Key/card holders will be able to use the premises at evenings and weekends within the times specified in the Facilities Use Agreement.
3. New users are only permitted to use the premises Monday to Friday from 9.00am to 5.00pm during their probation period.
4. All visitors and users are required to log in and out of the premises as a condition of grant aid.
5. Keys to the premises are only given to users solely for the use of their organisations and must be signed for by individual members of the organisations.

6. Users are required to abide by the code of conduct and the complaints procedure of the premises.

G. Benchmarking criteria for the use of the community premises

1. Record of attendance (including attendance at quarterly User Group meetings);
2. Submission of quarterly monitoring forms, which will include statistical information on:
 - Number of cases dealt with;
 - Number of people visiting the project;
 - Evidence of an active management committee, i.e:
 - frequency of meetings
 - number of members attending regularly
 - written and verbal reports considered at each meeting
 - accurate minutes produced and circulated
 - Evidence of community involvement, i.e:
 - information provided to members/users regularly
 - members/users are consulted and invited to participate in activities and decision-making
 - number of members in relation to their numbers in the community
 - number of people attending social and cultural events
 - testimonials/ thank you letters from individual users and organisations/ agencies the group is working with.
3. Evidence of gradual improvement in the administrative and financial records and systems being used by organisations.
4. Annual return showing evidence of efforts made to raise funds from sources other than the Council.
5. Evidence of relationship with other projects/agencies/ Harrow Partnership:
 - Membership of consultative groups, umbrella organisations, consortia and partnerships
 - Records of referrals to and from other agencies.

Completed application forms should be returned by no later than **Friday 9th May 2008** to:

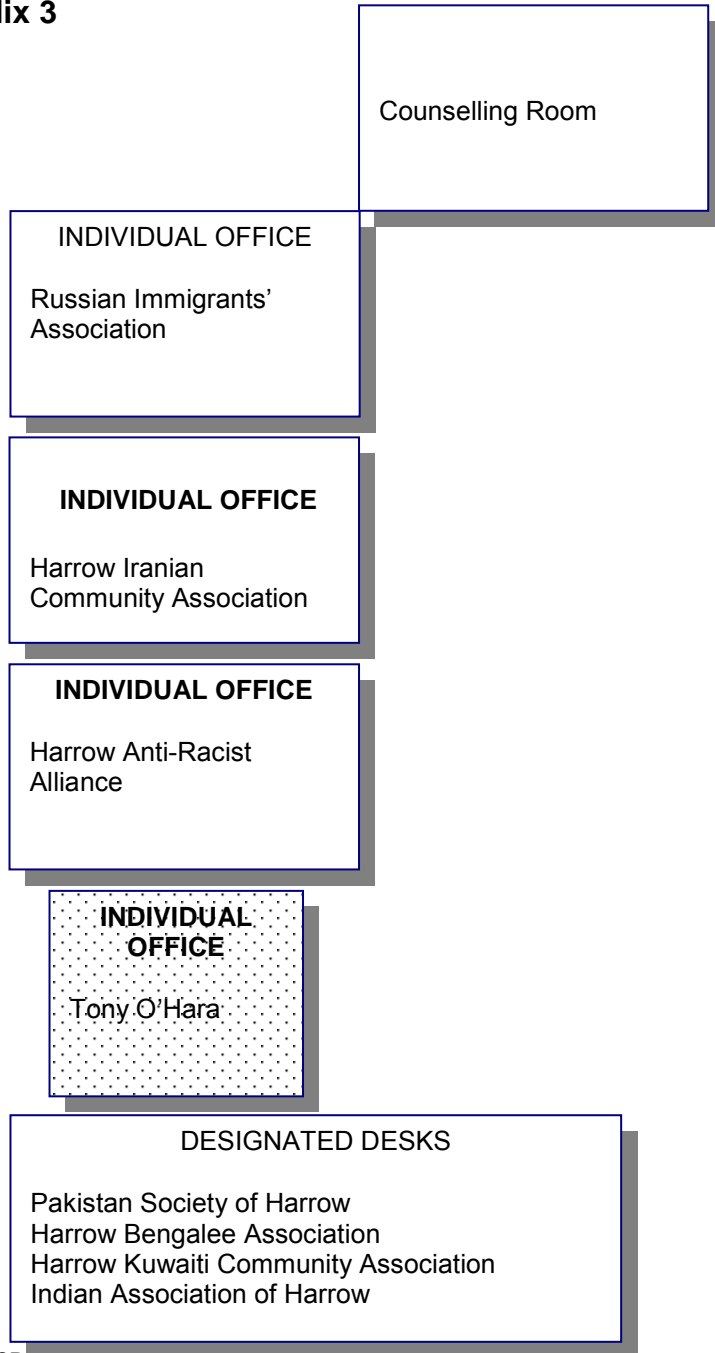
**Grants Unit
Harrow Council London
Community & Cultural Services
Civic 1, 2nd Floor, West Wing
Station Road
Harrow HA1 2XF.**

If you wish to discuss your application with an officer, please contact Charlotte Clark, Senior Grants Officer, on 020 8426 4531 or Tony O'Hara, Community Premises Co-ordinator, on 020 8426 4531.

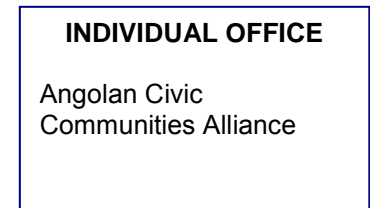
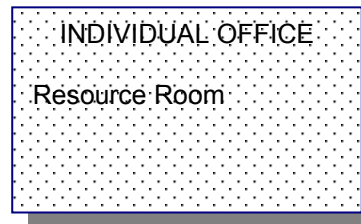
Appendix 3

Current Community Premises Plan

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Kitchen Area



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