

Appendix 4: Equality Impact Assessment (EqIA)

What are the proposals being assessed? (**Note:** 'proposal' includes a new policy, policy review, service review, function, strategy, project, procedure, restructure)

The proposal being assessed is the application process for the new Outcomes Based Grants (OBG) 2013-16 and Small Grants programme 2013-14. This new process was approved by Cabinet in September 2012 to ensure that the distribution of Council grant funding was more closely aligned to the delivery of the corporate priorities and core outcomes. The new process invites eligible Third Sector organisations to make applications for funding under two funding programmes ie. the Outcomes Based Grants programme and the Small Grants programme. The distinctive features of each programme are;

Outcomes Based Grants:

- The maximum grant award available is either £75,000 or £25,000 per annum depending on the core outcome against which an application is made. (List of core outcomes and maximum grant awards shown in Appendix 1 'Guidance to applicants' attached below)
- Organisations will be able to apply for funding for up to three years.
- Grants awarded on a three year basis will be reduced in years 2 and 3 by 2.5% per annum in order to encourage sustainability for the activity beyond the funding period.
- Partnership or consortia applications will be eligible to apply.
- Individual organisations will be able to submit one application (against one of the core outcomes).
- In addition, organisations applying as the lead organisation on a partnership or consortia application will be able to submit one application (against one core outcome).
- In addition to providing responses to the questions on the form applicants will have an opportunity to provide 'any other relevant information' as part of their application,
- Assessment panels will be able to request additional information once the

	<p>application has been received to clarify information provided by applicants. Applicants will be expected to provide this information within 48 hours of the request being made, if it is not provided it will be recorded as 'unavailable'.</p> <p><u>Small Grants:</u></p> <ul style="list-style-type: none"> • Applications to this programme are invited from organisations with an annual income of and up to £50,000 per annum. To ensure that the programme remains responsive to the needs of the sector, this limit will be reviewed on an annual basis. • The maximum grant available is £5,000 per annum. • The application form and assessment sheet for 2013-14 was amended in light of feedback received to make it simpler to use. • The budget allocated for small grants to be increased from last year to encourage more applications from smaller organisations
Which Directorate / Service has responsibility for this?	Community Health and Well-Being / Community and Cultural Services
Name and job title of lead officer	Kashmir Takhar, Service Manager Community Sector Services
Name & contact details of the other persons involved in the EqIA:	
Date of assessment:	12 th December 2012
Stage 1: Overview	
<p>1. What are the aims, objectives, and desired outcomes of your proposals?</p> <p>(Explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p>The application process for the OBG and Small Grants programme aims to provide a fair and transparent system for the distribution of grant funding to Third Sector organisations. The objective is to align the distribution of funding to services that help deliver the Council's corporate priorities and core outcomes.</p>
<p>2. What factors / forces could prevent you from achieving these aims,</p>	<p>Factors/forces that could prevent the achievement of these aims are;</p> <ul style="list-style-type: none"> • The application process does not achieve the desired objective.

objectives and outcomes?	<ul style="list-style-type: none"> • Unexpected circumstances prevent the application process from being implemented as agreed. • Third Sector organisations lack the capacity to engage with the new process. • Insufficient good quality funding applications are received to achieve the aims and objectives of the of the programme. • Inadequate individual levels of funding are offered to assist delivery by successful applicants against their stated outcome proposals
3. Who are the customers? Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	Customers affected by this proposal are Third Sector organisations seeking funding from Harrow Council. Other customers potentially affected by these proposals are service users of these organisations.
4. Is the responsibility shared with another department, authority or organisation? If so: <ul style="list-style-type: none"> • Who are the partners? • Who has the overall responsibility? 	The Community and Culture division within the Community Health and Well-Being directorate is responsible for this proposal. Other departments within the Council are involved in delivering aspects of this proposal eg. officers from other Directorates have been were invited to join the assessment panels and were involved in assessing applications.
4a. How are/will they be involved in this assessment?	Members of the assessment panels were invited to provide their comments on the process. They were asked in particular to provide their comments on any potential impact on equalities.
Stage 2: Monitoring / Collecting Evidence / Data	
<p>5. What information is available to assess the impact of your proposals? Include the actual data, statistics and evidence (including full references) reviewed to determine the potential impact on each equality group (protected characteristic). This can include results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys, workforce profiles, service users profiles, local and national research, evaluations etc</p> <p>(Where possible include data on the nine protected characteristics. Where you have gaps, you may need to include this as an action to address in the action plan)</p>	
Age (including carers of young/older people)	Information used to assess the impact of these proposals includes;

	<p>Feedback on last year's process received from voluntary groups, Members and Officers involved in the process.</p> <p>Analysis of grant applications received to both OBG and Small Grants programmes by protected characteristics served.</p> <p>Analysis of attendees of grant information sessions by characteristics served.</p> <p>Consideration and responses to a petition received from Harrow Shopmobility and feedback from the Overview and Scrutiny Committee, 30th May 2012</p> <p>Feedback from voluntary groups at an information event held on the 17th July 2012.</p> <p>Feedback from the GAP meeting, 30th July 2012</p> <p>An analysis of the annual income of grant applicants in 2012-13.</p> <p>An analysis of grant applicants by protected characteristic served in 2012-13</p>
Disability (including carers of disabled people)	As above
Gender Reassignment	As above
Marriage / Civil Partnership	As above
Pregnancy and Maternity	As above
Race	As above
Religion and Belief	As above
Sex / Gender	As above
Sexual Orientation	As above

6. Is there any other (local, regional, national research, reports, media) data sources that can inform this assessment?

Include this data (facts, figures, evidence, key findings) in this section.

7. Have you undertaken any consultation on your proposals? (this may include consultation with staff, members, unions, community / voluntary groups, stakeholders, residents and service users)

	Yes		No	
--	-----	--	----	--

NOTE: If you have not undertaken any consultation as yet, you should consider whether you need to. For example, if you have insufficient data/information for any of the protected characteristics and you are **unable** to assess the potential impact, you may want to consult with them on your proposals as how they will affect them. Any proposed consultation needs to be **completed before** progressing with the rest of the EqIA.
Guidance on consultation/community involvement toolkit can be accessed via the link below
http://harrowhub/info/200195/consultation/169/community_involvement_toolkit

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different equality groups (protected characteristics)?	What action are you going to take as a result of the consultation? This may include revising your proposals, steps to mitigate any adverse impact. <i>(Also Include these in the Improvement Action Plan at Stage 5)</i>
Voluntary sector organisations	Meetings with voluntary sector representatives Consultation workshops Public Questions to Grants Advisory Panel Petition to Overview and Scrutiny Information event	There was general support for the proposals to move to OBG and Small Grants programmes. There were questions about how many applications could be submitted and support for organisations being able to submit both single and partnership applications. There was also support for making the grant application form for small groups simpler and for setting an income limit on organisations eligible for this	The Guidance to Applicants was amended in light of the feedback received from voluntary groups. Clarification was provided on the number of applications that could be submitted including the number that could be submitted either by an individual applicant and the number that could be submitted as part of a partnership/consortia application. To address concerns regarding the application form and its use by smaller organisations the form was amended,

		<p>programme. There was support for increasing the character limit on the form and allowing applicants space to provide additional information. Some concern was expressed about the impact of setting a maximum grant award of £50,000 on organisations such as Harrow CAB (Citizens Advice Bureau) that have relied on higher amounts of Council funding to cover core costs. This was linked to previously raised concerns about the percentage levels of funding awarded in order to achieve outcomes.</p>	<p>with the aim of making this shorter and simpler to complete. The character limit was increased and an additional information was included to allow applicants to provide any other relevant information. Support and advice on the new process has been made available to all organisations during the application period including separate information sessions on the OBG and Small Grant process as well as one to one advice from the interim CVS (Council for Voluntary Service) funded by the Council. In response to concerns expressed about the impact on organisations such as the CAB the maximum grant award in the OBG programme was increased from £50,000 to £75,000.</p>
Grants Advisory Panel (GAP)	<p>Presentation of reports to GAP and discussion of proposals by GAP Members.</p>	<p>GAP Members supported the introduction of a separate small grants programme aimed at supporting smaller organisations, including the introduction of an income threshold for eligibility to the programme. GAP members also supported the introduction of a limit on the maximum grant award available through the Outcomes Based Grants programme and supported the increase from £50,000 to £75,000.</p>	<p>In response to the feedback from GAP Members the eligibility criteria for the Small Grants programme restricted applications from organisations with an income limit of up to £50,000 per annum. The maximum grant award available within the OBG programme was set at £75,000</p>
Council officers	Officer meetings	Officers support the need for a	In light of feedback received a new

	Written and verbal feedback Discussion at Corporate Leadership Group	new process that ensures Council funding is distributed to projects/ services that support the delivery of the Council priorities and core outcomes.	weighted question has been included in the application form. This question asks applicants to demonstrate how the proposed activity will help achieve the core outcome against which the application has been made. This question has been weighted to ensure that those applicants that can best demonstrate that their activity will achieve the core outcome are more likely to be successful in being awarded funding.
--	---	--	--

Stage 3: Assessing Impact and Analysis

8. What does your information tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Positive	Adverse	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to eliminate or reduce the adverse impact(s)? E.g. consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 5)
Age (including carers of young/older people)			<p>The inclusion of the core outcome 'Harrow residents are able to lead independent and fulfilling lives' should encourage applications from organisations that support this protected group.</p> <p>Analysis of previous funding rounds suggests that applications from organisations serving this group are well represented in the application process. In addition to funding provided through these programmes, other departments such as Children's Services and Adults and Housing provide funding to voluntary groups that support the needs of people within this group.</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>

			<p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	
<p>Disability (including carers of disabled people)</p>			<p>The inclusion of the core outcome 'Harrow residents are able to lead independent and fulfilling lives' should encourage applications from organisations that support this protected group.</p> <p>Analysis of previous funding rounds suggests that applications from organisations serving this group are well represented in the application process. In addition to funding provided through these programmes, other departments such as Children's Services and Adults and Housing provide funding to voluntary groups that support the needs of people within this group.</p> <p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>

			<p>process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	
Gender Reassignment			<p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>
Marriage and Civil Partnership			<p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>

Pregnancy and Maternity			<p>The new arrangements are based on the same process used in previous years which is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>
Race			<p>An analysis of applications made in 2012-13 indicates that BME organisations were more likely to apply for a small rather than large grant. A number of measures have been put in place to support small grant applicants including (1) a separate and simplified application form for small grant applicants; (2) improved guidance notes included throughout the form (3) separate assessment of small grant applications using a proportionate approach to assessment; (4) the ring-fencing of 15% of the budget for allocation to small grant applicants.</p> <p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>

			<p>funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	
Religion or Belief			<p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>
Sex			<p>The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs</p>	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>

			of people within this group.	
Sexual Orientation			The new arrangements are based on the same process used in previous years. The application process is competitive and offers no guarantee of funding to any particular organisation. It is not possible to accurately predict which organisations will apply and which will be successful in securing funding for their activities. The application process is likely to attract applications from a range of organisations serving most of the protected characteristics. It is therefore possible that as a result of this process funding will be distributed to organisations that serve the needs of people within this group.	<p>All applicants have access to the grant information sessions and the one to one advice offered by the interim CVS.</p> <p>Grant applicants will be asked to indicate at the time of application, which groups are being targeted and why. This information will be monitored and reported to GAP.</p>
Other (please state)				
<p>9. Cumulative impact – Are you aware of any cumulative impact? For example, when conducting a major review of services. This would mean ensuring that you have sufficient relevant information to understand the cumulative effect of all of the decisions.</p> <p>Example: A local authority is making changes to four different policies. These are funding and delivering social care, day care, and respite for carers and community transport. Small changes in each of these policies may disadvantage disabled people, but the cumulative effect of changes to these areas could have a significant effect on disabled people's participation in public life. The actual and potential effect on equality of all these proposals, and appropriate mitigating measures, will need to be considered to ensure that inequalities between different equality groups, particularly in this instance for disabled people, have been identified and do not continue or widen. This may include making a decision to spread the effects of the policy</p>			<p>The grant application process is an open, competitive process. The assessment of applications is neutral as to whether or not applicants have received grants in former years' grants rounds or receive funding from any other source.</p> <p>Some organisations rely on funding from a range of bodies. In the current financial environment some of this funding is being reduced or withdrawn which could have a cumulative impact on some organisations and the delivery of services for clients.</p>	

elsewhere to lessen the concentration in any one area.										
<p>10. How do your proposals contribute towards the requirements of the Public Sector Equality Duty (PSED), which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.</p> <p>(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)</p>										
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010		Advance equality of opportunity between people from different groups			Foster good relations between people from different groups			Are there any actions you can take to meet the PSED requirements? <i>(List these here and include them in the Improvement Action Plan at Stage 5)</i>		
Some of the organisations that apply for grant funding provide services that work towards eliminating unlawful discrimination, harassment and victimisation.		The Council's core outcomes aim to advance equality of opportunity between people from different groups. The new process will ensure funding is directed towards the delivery of these core outcomes. The grant application form asks applicants to indicate how their proposed project/activity will contribute to advancing equality of opportunity between people from different groups. The response to this question is assessed as part of the overall assessment of applications.			The Council's corporate priority 'United and Involved Communities' aims to foster good relations between people from different groups. The new process will ensure funding is directed towards the delivery of this priority. In addition the grant application form asks applicants to indicate how their proposed project/activity will contribute to the fostering of good relations between people from different groups. The response to this question is assessed as part of the overall assessment of applications.			The application form for both programmes asks applicants to indicate how their services will tackle disadvantage, advance equality of opportunity and foster good relations between people from different groups. The responses to this question are assessed as part of the overall assessment process.		
<p>11. Is there any evidence or concern that your proposals may result in a protected group being disadvantaged (please refer to the Corporate Guidelines for guidance on the definitions of discrimination, harassment and victimisation and other prohibited conduct under the Equality Act)?</p>										
	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation	

Yes									
No									

If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)

If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.

If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. (select outcome 4)
 If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. (select outcome 4)

Stage 4: Decision

12. Please indicate which of the following statements best describes the outcome of your EqlA (tick one box only)

Outcome 1 – No change required: when the EqlA has not identified any potential for unlawful conduct or adverse impact and all opportunities to enhance equality are being addressed.	
---	--

Outcome 2 – Minor adjustments to remove / mitigate adverse impact or enhance equality have been identified by the EqlA. <i>List the actions you propose to take to address this in the Improvement Action Plan at Stage 5</i>	
--	--

Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to enhance equality. In this case, the justification needs to be included in the EqlA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (explain this in 12a below)	
---	--

Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	
--	--

12a. If your EqlA is assessed as outcome 3 or have ticked 'yes' in Q11, explain your justification with full reasoning to continue with your proposals.	
---	--

Stage 5: Making Adjustments (Improvement Action Plan)

13. List below any actions you plan to take as a result of this impact assessment. This should include any actions identified throughout the EqlA.

Area of potential	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
-------------------	-----------------	-----------------	-------------	--------------	----------

adverse impact e.g. Race, Disability					
All groups	Monitoring of grant applications received	To monitor the protected characteristics served by grant applicants.	15 th January 2013	Kashmir Takhar	Monitoring question included on the grant application form. Analysis of responses to be presented to GAP as part of report on the 15 th January 2013.

Stage 6 - Monitoring

The full impact of the decision may only be known after the proposals have been implemented, it is therefore important to ensure effective monitoring measures are in place to assess the impact.

14. How will you monitor the impact of the proposals once they have been implemented? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 5)</i>	All applicants are asked to indicate which protected characteristics are served or targeted by the proposed activity. These responses are analysed and presented to GAP as part of the report presented to the Panel on the 15 th January 2013.			
15. Do you currently monitor this function / service? Do you know who your service users are?	Yes		No	
16. What monitoring measures need to be introduced to ensure effective monitoring of your proposals? <i>(Also Include in Improvement Action Plan at Stage 5)</i>	As described above.			

<p>17. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 5)</i></p>	<p>The results of the monitoring will be presented to GAP and publicised on the Harrow Council website as part of the report presented to the Panel on the 15th January 2013.</p>
<p>18. Have you received any complaints or compliments about the policy, service, function, project or proposals being assessed? If so, provide details.</p>	<p>GAP Members approved the proposed application process.</p>

Stage 7 – Reporting outcomes
The completed EqIA must be attached to all committee reports and a summary of the key findings included in the relevant section within them.
EqIA's will also be published on the Council's website and made available to members of the public on request.

19. Summary of the assessment

NOTE: This section can also be used in your reports, however you must ensure the full EqlA is available as a background paper for the decision makers (Cabinet, Overview and Scrutiny, CSB etc)

What are the key impacts – both adverse and positive?
Are there any particular groups affected more than others?
Do you suggest proceeding with your proposals although an adverse impact has been identified? If yes, what are your justifications for this?
What course of action are you advising as a result of this EqlA?

This equality impact assessment of the application process does not indicate any potential for an adverse impact on any of the protected characteristics. The application process is competitive and offers no guarantee of funding to any particular organisation. The application process attracts applications from a range of organisations serving most of the protected characteristics. It is therefore likely that the process will result in funding being distributed to organisations that serve the needs of a range of people across all protected groups.

During the consultation phase some voluntary organisations indicated some concerns about the application process and the potential for a differential impact on small groups. To address these concerns the following measures have been put in place; (1) a separate and simplified application form for small grant applicants; (2) improved guidance notes included throughout the form (3) separate assessment of small grant applications using a proportionate approach to assessment; (4) the ring-fencing of 15% of the budget for allocation to small grant applicants.

In addition to the above the proposed ring-fencing of funds to support the development of a new CVS service would ensure that continued support is available to these organisations. Both large and small groups have accessed the services available from the Interim CVS and any new provision would be expected to continue to offer a range of support that is accessible to all groups in the borough.

20. How will the impact assessment be publicised? E.g. Council website, intranet, forums, groups etc

Council website

Stage 8 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqlA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.

21. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?	Directorate Equalities Task Group		
Signed: (Lead officer completing EqIA)	Kashmir Takhar	Signed: (Chair of DETG)	Carol Yarde
Date:	8 th February 2013	Date:	

Guidance notes for applicants

Please ensure you read these guidance notes fully before completing your application form.

1. Introduction

The Council recognises the valuable role played by the Third Sector in Harrow and is committed to supporting a robust and diverse sector, able to meet the challenges of a new funding environment. We face a tough public sector funding challenge which means we must establish a clear basis for entering funding relationships and achieve better value for money from limited resources.

The Harrow Compact sets out how local statutory sector bodies and the Third Sector will work together to address the challenges facing the borough while continuing to support a thriving Third Sector. As part of our support for the Compact we are committed to introducing fair, transparent and consistent approaches to funding arrangements across the Council.

Our recognition of this is underpinned by a financial commitment to maintain the budget of £669,360, distributing this between Small Grants and Outcomes Based Grants to meet the needs of Harrow's residents and help the Council meet its priorities. In drawing up our plans for the Outcomes Based Grants process we have tried to strike a reasonable balance between recognising the needs of local organisations and the very tough budgetary challenges that Harrow faces.

During 2011 we developed the Third Sector Investment Plan setting out the core principles for how the Council will support and work with the Third Sector. This process is informed by key Council strategies such as the Joint Strategic Needs Analysis, the draft Health & Well Being Strategy, the Future of Cultural Services Review etc.

2. Aims

The aim is to invest in entrepreneurial, innovative and sustainable local organisations to help meet the following outcomes, which are in line with the Council's priorities and core outcomes:

Supporting and protecting people who are most in need:

- Harrow residents are able to lead independent and fulfilling lives
- Harrow residents are helped to overcome poverty, worklessness and homelessness

United and involved communities:

- Diversity is celebrated and people feel they get on well together
- Harrow residents participate in art, sport, leisure and cultural activity
- A strong and sustainable voluntary and Third Sector able to deliver diverse, efficient and tailored local services

Appendix 1: Outcomes Based Grants guidance to applicants

Keeping neighbourhoods clean, green and safe

- Harrow's streets, public buildings and spaces are kept clear of litter, fly-tipping and vandalism

Supporting our town centre, our local shopping centres and businesses.

- Harrow residents and businesses enjoy local economic prosperity.

3. Who can apply?

The programme is open to all local Third Sector organisations using the agreed definition adopted in the Third Sector Strategy:

Not for profit independent, voluntary and community groups or organisations formed by local people, or those with a local interest, to improve the quality of lives for themselves and/or fellow citizens in Harrow. These include registered charities; voluntary organisations; community groups; faith groups involved in social action; community interest companies and social enterprises.

Organisations must meet the following eligibility criteria;

A 'not for profit' Third Sector organisation delivering projects/activities for the benefit of people living, working or schooling in Harrow.

Organisations must be able to demonstrate the following:

- They are a properly constituted organisation and have a management committee and bank account in the name of the organisation.
- They are able to show that the organisation is financially stable.
- The organisation has the required policy documents in place.
- They are able to provide two references to support the grant application.

Organisations may make one application per theme area (see below). Consortia bids between larger and smaller organisations are encouraged. If an organisation is a lead partner on a consortia bid this does not preclude them from making an application in their own right under the same theme area.

4. How the funding will be distributed?

To enable us to achieve the above aims Outcome Based Grants will be delivered across four themed areas. Within each theme are listed specific outcomes with the maximum amount that organisations can apply for. Funding is available for up to three years.

The table below lists the themes and outcomes and the maximum grant award available. More information on outcomes and examples of services is provided in Appendix 2 'Outcomes' (attached).

Appendix 1: Outcomes Based Grants guidance to applicants

Theme area	No.	Outcome	Maximum award
Supporting and protecting people who are most in need	1	Harrow residents are able to lead independent and fulfilling lives.	£75,000
	2	Harrow residents are helped to overcome poverty, worklessness and homelessness.	£75,000
United and involved communities	3	Diversity is celebrated and people feel they get on well together.	£75,000
	4	Harrow residents participate in art, sport, leisure and cultural activity.	£25,000
	5	A strong and sustainable voluntary and Third Sector able to deliver diverse, efficient and tailored local services.	£25,000*
Keeping neighbourhoods clean, green and safe	6	Harrow's streets, public buildings and spaces are kept free of litter, fly-tipping and vandalism.	£25,000
Supporting our town centre, our local shopping centres and businesses.	7	Harrow residents and businesses enjoy local economic prosperity.	£25,000

* £75,000 will be ring-fenced from the Main Grants budget to separately commission voluntary sector support services (CVS) in partnership with the voluntary sector

5. Costs that can be applied for?

Needs vary across the Third Sector and as long as organisations can demonstrate that Council investment enables the organisation to deliver services that meet the outcomes, we can be flexible about the costs that are eligible for funding. However **no capital costs will be funded**.

As a guide, we will consider the following types of costs:

- Salaries of key staff;
- Overheads including rent;
- Business planning and fundraising support;
- Volunteer recruitment, training and support;
- Innovation, modernisation, adaptation to new funding/operating environments e.g. developing models of social enterprise, co-locating services, sharing resources, achieving efficiencies;

Appendix 1: Outcomes Based Grants guidance to applicants

- Quality assurance schemes;
- Initiatives to strengthen governance arrangements;
- Partnership working, networking and consortia development;
- Community outreach and development of new services;
- Communications and marketing; and
- Costs associated with providing support to other organisations

Organisations should also be applying for and receiving income from a mix of funding sources (which could include funding from other Council departments). This will need to be demonstrated in the application form and this information will be evaluated during the assessment process.

We will not fund:

- Activities that promote the adoption of a particular faith or religion.
- Activities that promote or oppose any particular parties or cause.
- Capital costs such as building work, office furniture, IT equipment etc.

6. Evaluation criteria

Applications will be evaluated using the following criteria:

- Evidence of need and the extent to which the proposed activity meets the selected outcome.
- *Promotes community cohesion, equality and diversity, social inclusion and sustainability.*
- *Effective use of volunteers.*
- *Measures in place to deliver a quality service.*
- Commitment to partnership working
- *Clear and realistic costs and plans for sustainability*

A weighting will be applied to the extent to which the applicant demonstrates how the project/activity addresses the core outcome selected.

In reaching a decision we will also seek to ensure, as far as possible that resources are;

- apportioned across the Outcome areas;
- targeted at services that can be accessed by all sections of the local community;
- allocated where they provide quality and value for money.

7. Quality and performance standards

Applications will be expected to provide evidence of quality or performance standards that the organisation is working to. This could include evidence of accreditations that the organisation has achieved or is working to for example, PQASSO, Investors in People, etc. or could include local systems developed by the organisation itself.

8. Value for money

Appendix 1: Outcomes Based Grants guidance to applicants

Applications will be assessed on the value for money offered by the service. Consideration will be given to whether or not realistic costs are provided and whether or not the service can be delivered within the costs outlined. Value for money will also be assessed on the basis of the Council's understanding of the costs for certain items and how these compare with other providers.

9. Application process

The application process is electronic. Application forms must be completed electronically using Adobe Reader software for opening and entering information. This software can be downloaded at no charge from:
<http://get.adobe.com/uk/reader>

Application forms can be downloaded from the Harrow Council website;
www.harrow.gov.uk/grantsprogramme

The deadline for applications is 12pm midday on Monday 22nd October. Late or incomplete applications will not be accepted.

10. Timetable

Date	Action
24 th September 2012	Application process opens
22 nd October 2012	Deadline for online applications
22 nd October – 3 rd December	Evaluation of applications
w/b 25 th February 2013	Notification of successful and unsuccessful applications
w/b 25 th February 2013	Appeals process opens
w/b 6 th March 2013	Appeals deadline
w/b 18 th March 2013	Final awards notified

11. After applications have been received

Once an application has been received further supporting evidence may be requested at any time to substantiate the information contained in the application. Any requested supporting information must be submitted within 48 hours as the Council will assume that the information is readily available. If the information is not received within this deadline the assessment will record that the information was unavailable.

Applications will be evaluated by a panel of officers which may be observed by voluntary sector representatives who will provide their feedback on the process.

Appendix 1: Outcomes Based Grants guidance to applicants

Following the assessment of your application, the Grants Advisory panel will make recommendations to Cabinet. After this process has been completed you will be notified of the outcome of your application.

12. Unsuccessful applications / Appeals process

Unsuccessful applicants will be able to appeal their decision on the following grounds:

The information presented to the Grants Advisory Panel was incorrect or information was omitted and that this had a material effect on the decision.

Applicants will have seven working days within which to submit their appeal. No new information can be considered at the appeal stage. The appeal will be considered by an independent panel that comprises; The Portfolio Holder for Community and Cultural Services; Divisional Director Community and Culture; an independent adviser. A voluntary sector representative nominated by the Voluntary Sector Forum will be invited to observe the appeals panel and provide their feedback on the process.

13. Successful applications

Successful applicants will receive final notification of the amount to be awarded once the appeals process has been completed. If the amount to be awarded is less than that applied for organisations will be able to amend their original targets to reflect the funds awarded. We will aim to ensure that Service Level Agreements are in place for successful organisations no later than 1st April 2013. Grants will be paid in two instalments one at the beginning of the year and the second payment at mid-year.

Payments will not vary from year-to-year and organisations should plan ahead on the basis that the funding they receive will be reduced in years two and three by 2.5%. No inflation will be applied to the funding.

Each applicant will be assigned a 'Relationship Manager' who will negotiate and agree key performance indicators with the successful organisation each year. This will form part of a formal agreement with the Council and payments may be withheld if monitoring information is not returned on time or where there are concerns about the performance of the service. Organisations will be required to submit mid-year monitoring returns and a full report at year end.

Appendix 1: Outcomes Based Grants guidance to applicants

Appendix 2: Outcomes

Outcome 1: Harrow residents are able to lead independent and fulfilling lives

Our most vulnerable families, service users and their carers and care leavers are supported to live as independently as possible in suitable accommodation, with the ability to get out and about, have a break from caring and access support services and activities that reduce isolation and improve health and well-being.

Examples include:

Providing services such as befriending, transport or other facilities that enable older or disabled residents to reduce isolation or actively participate in everyday life.

General help for people with disabilities with a particular focus on welfare benefits and community care.

General help for people in all areas including: debt and money management, welfare benefits, housing, and community care, plus assistance on wider issues to enhance the quality of life and promote opportunity in older age.

Raising awareness and supporting self management of common long term conditions to ensure longer, healthier lives.

Influencing strategic decision-making by acting as a key consultative body, empowering people who use services and giving voice to carer experiences and raising awareness of unpaid carers and their importance in the community.

Outcome 2: Harrow residents are helped to overcome poverty, worklessness and homelessness

Residents are supported in times of hardship to access economically realistic housing options and education, training and volunteering opportunities to develop their skills and find employment and break the cycle of dependency on public services and benefits.

Examples include:

General help in all areas including: debt and money management, welfare benefits, housing, immigration, employment and community care.

Specialist information, advice and guidance services to address poverty, debt and money, immigration and employment, housing and welfare rights.

Community engagement supporting volunteering and addressing worklessness.

Outcome 3: Diversity is celebrated and people feel they get on well together

Appendix 1: Outcomes Based Grants guidance to applicants

Harrow is a cohesive place where people from all backgrounds get on well together and have a shared sense of belonging. People are treated with fairness and respect making Harrow a desirable place to live and work.

Examples include:

Supporting equality and diversity, services which are accessible to all communities and responsive to different needs.

Celebrating the diversity of Harrow so that the borough is an increasingly cohesive place where people get on well together.

Tackling hate crime and reducing tensions between communities.

Outcome 4: Harrow residents participate in art, sport, leisure and cultural activity

Increased participation in art, sport and leisure, heritage and cultural activities to encourage learning, enable people to gain new skills and increase feelings of self-worth.

Examples include:

Encouraging more positive lifestyle choices.

Enhancing Harrow's arts, cultural, sports, leisure and heritage offer.

Contributing towards improving residents' mental and physical health.

Improving social capital and reducing social isolation

Diversionary activity from crime or the risk of crime.

Encouraging healthy lifestyles including reduction in obesity, smoking and lack of exercise, targeting adults over 40, children and young people and families.

Outcome 5: A strong and sustainable voluntary and Third Sector able to deliver diverse, efficient and tailored local services

Ensuring a diverse range of local providers within Harrow's voluntary and third sector organisations and developing their capacity to deliver efficient and targeted local services.

Examples include:

Building the capacity of the Third Sector to develop a strong and sustainable sector.

Supporting volunteering services and enabling participation to increase the sector's involvement in service delivery.

Deepening partnerships to build trust and renewed confidence for joint working.

Appendix 1: Outcomes Based Grants guidance to applicants

Outcome 6: Harrow's streets, public buildings and spaces are kept clear of litter, fly-tipping and vandalism

Working together by volunteering or changing behaviour, residents can look after the local environment, reduce littering, environmental crime, making Harrow a place people are proud to live and work in.

Examples include:

- Supporting environmental projects and biodiversity.
- Supporting the maintenance of open spaces.
- Contributing towards improving residents' mental and physical health.
- Improving social capital and reducing social isolation.
- Diversionary activity from crime or the risk of crime.

Outcome 7: Harrow residents and businesses enjoy local economic prosperity

The Council will work together with commercial and private sector partners to facilitate investment and growth in Harrow that is in-keeping with the character of the borough. New housing and employment opportunities will be created, new and existing businesses will be able to grow and expand in the borough and there will be opportunities for investment in new social infrastructure, all contributing towards local economic prosperity and quality of life.

Examples include:

- Co-ordinating and supporting skills, employment and business support
- Supporting local business and residents in times of economic hardship
- Supporting town and district centre improvement scheme