

**REPORT FOR: GRANTS ADVISORY
PANEL**

Date of Meeting:	11 July 2013
Subject:	Edward Harvist Trust Applications
Key Decision:	No
Responsible Officer:	Paul Najsarek, Corporate Director of Community Health and Wellbeing
Portfolio Holder:	Councillor Nizam Ismail, Portfolio Holder for Community and Cultural Services
Exempt:	No
Decision subject to Call-in:	Yes, at Portfolio Holder stage – <i>when the matter is considered by the PH upon a recommendation from the Panel</i>
Enclosures:	Appendix 1: Summary table of Edward Harvist Trust applications

Section 1 – Summary and Recommendations

This report sets out information relating to applications that have been made to the Council for Edward Harvist Trust funding.

Recommendations:

The Grants Advisory Panel is requested to recommend to the Portfolio Holder for Community and Culture:

1. Approval of funding for applications that meet the grant funding criteria as set out in paragraph 2.4.5

Reason: (For recommendation)

To distribute Edward Harvist Trust grant funding to local Third Sector organisations for the benefit of Harrow residents.

Section 2 – Report

2.1 Introductory paragraph

2.1.1. Edward Harvist Trust (EHT) funds are administered by Harrow Council on behalf of the Edward Harvist Trust. The distribution of funds to local Third Sector organisations supports the delivery of the Council's corporate priorities, in particular;

- Supporting and protecting people who are most in need.
- Keeping neighbourhoods clean, green and safe.
- United and involved communities.

2.2 Options considered

2.2.1 The Grants Advisory Panel (GAP) considered options for the distribution of EHT funds at its meeting on the 17th January 2012. At this meeting GAP agreed that funds would be distributed according to the following;

- Groups would be expected to adhere strictly to the funding criteria.
- There should be consistency and clarity about what constituted a capital spend.
- Groups must not spend EHT grant funds on items not specified in the original application.
- Any group successful in securing EHT funding will not normally be eligible to re-apply to the fund for a period of three years.
- Groups would be required to submit two quotes for any items to be purchased.
- An equalities impact assessment would be carried out every three years on the EHT grants scheme.
- The maximum amount of grant funding that can be applied for would be £1,500.

2.3 Background

2.3.1 EHT is a charity established from the estate of Edward Harvist, who died in 1609. Its proceeds are divided between the five London Boroughs, which border the Edgware Road. Harrow receives 5% of the yearly dividend income, which is intended for charitable purposes.

2.3.2 Harrow Council is expected to distribute Edward Harvist Trust funds in accordance with the charity's requirements that state;

- a) No charge whatsoever shall be imposed by the Council's for their own administration or other expense on Harvist money.

- b) So far as possible, it should be the objective to distribute or use the Harvist money during the year of receipt.
- c) Councils must be explicitly clear that Harvist money is further provision in addition to the Councils' own expenditure from their own funds.
- d) Recipients of grants allocated from Harvist money must be so informed; the trustees' preference is that the Harvist money is a discrete fund/budget to which organisations may apply who would not qualify for an award from the relevant Council's own grants programme.

2.3.3 The objects of the Charity are to further all or any of the following purposes:

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

2.4 Current situation

2.4.1 Harrow Council receives money from the Edward Harvist Trust Charity approximately three times a year. Applications are invited from local voluntary organisations when a sufficient balance is available for allocation. The current balance available for allocation is **£19,495**.

2.4.2 Applications for funding opened on the 10th April 2013 with a deadline of 12pm midday on the 8th May 2013. Information about EHT was circulated to approximately 300 local Third Sector contacts, local libraries and promoted on the Harrow Council website.

2.4.3 Applicants were asked to supply a letter of application; two quotes for the equipment they intended to purchase and supporting documents if not already provided to the Council.

2.4.4 21 applications were received and the total amount requested is £25,214, including 2 late applications.

2.4.5 A summary of all applications is provided at Appendix 1. This summary identifies;

- **2 late applications** from Afghan Association Paiwand whose application was received at 12.07pm on 8th May 2013, amount requested £1,300; and Asperger's Syndrome Access to Provision (ASAP) received on the 9th May, amount requested £1,500.

- 5 applications that fully meet the criteria set by GAP:

Organisation	Amount requested
Aspire	£1,099
Harrow Over 50 Club	£1,500
Kids Can Achieve	£1,253.76
St Luke's Hospice	£1,500
St Peter's Harrow	£1,356.24
Total	£6,709.00

- 3 applications that partially meet the criteria;

Organisation	Total funding request	Ineligible items	Cost of ineligible items	Total without ineligible items
ADHD and Autism support	£1,250	Labour costs are revenue	£250	£1,000
Harrow Iranian Community Association	£1,151.98	Printer quotes are handwritten	£251.99	£899.99
South Harrow Christian Fellowship	£860.98	Ceramic Serving dishes are revenue	£12	£789.03
		Easels are revenue	£59.95	
Total	£3,262.96			£2,689.02

- 2 applications with queries for GAP to consider;

Organisation	Amount requested	Query
Russian Immigrants Association	£1,080	Quotes provided as website links
Victim Support	£1,500	Quotes sourced from a Government framework
Total	£2,580	

The eligibility criteria for EHT states that applications should include; "two written quotations provided directly from two different suppliers";

GAP is requested to consider whether or not the submission of quotes as web links or from a Government framework sufficiently meet the stated eligibility criteria.

- 9 applications that **do not meet the criteria** as follows;

Organisation	Criteria not met	Amount
Alzheimer's Society Harrow	Financial accounts and bank details not provided.	£1,500
Association of Tamil School Hendon	One quote provided / second quote invalid	£1,500
Barnet Football Club	All items are revenue	£1,500
EDO State Women's Association	No quotes provided / amount requested not stated	£0
Harrow Tamil Association	Quotes are from the same supplier / received EHT funds in 2011	£700
Herts Inclusive Theatre	No quotes provided.	£659
Holy Trinity, Wealdstone	Constitution not provided.	£1,470
Roxeth Youth Zone	Received EHT funds in 2012	£1,249
Voluntary Action Harrow	Only one quote provided.	£1,283.50
Total		£9,861.50

2.5 Implications of the Recommendation

2.6 Legal comments

2.6.1 Harrow Council is expected to distribute Edward Harvist Trust funds in accordance with the requirements and objects of the Charity as described in paragraph 2.3.3 above.

2.7 Financial Implications

2.7.1 The provision of funding through the Edward Harvist Trust has no implications on the medium term budget strategy. This is a distinct source of funding provided to the Council for administration as grants to the Third Sector.

2.7.2 £19,495 is available for allocation. Grant awards can not exceed this amount. There are no further financial implications.

2.8 Risk Management Implications

2.8.1 Harrow Council has a duty to ensure the distribution of Edward Harvist Trust funds in accordance with the criteria stipulated by the charity. Harrow Council has a duty to ensure that funds are distributed to bona fide Third Sector organisations that have adequate systems and processes in place to ensure that funds will be used appropriately. These organisations should also provide a report on the use of funds

when requested. The information for prospective applicants sets out the Council's requirements for applicants to provide evidence of the following;

- Organisation's adopted constitution or governing document
- Organisation's equal opportunities policy
- A full set of audited/certified accounts for the previous financial year
- Names and home addresses of management committee members
- Bank account details

This requirement helps the Council act with due diligence in discharging its duties in the distribution of funds on behalf of the Edward Harvist Trust.

2.9 Equalities implications

2.9.1 The EHT application criteria is consistent with the approach used for the Outcomes Based and Small grants programmes, subject to the EHT's specific charitable objects. The application process for the grants programme has been assessed for equality implications and no adverse impacts have been identified. EHT applicants are asked to provide information on the beneficiary groups that will benefit from the funding. This information is available for consideration by GAP when making its recommendations.

2.10 Corporate Priorities

2.10.1 Applications for Edward Harvist Trust funding support a range of activities and services. These activities in turn support the corporate priorities, in particular;

- Supporting and protecting people who are most in need.
- Keeping neighbourhoods clean, green and safe.
- United and involved communities.

Section 3 - Statutory Officer Clearance

Name: Roger Hampson	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 2 July 2013		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 2 July 2013		

Section 4 - Contact Details and Background Papers

Contact: Kashmir Takhar, Service Manager Community Sector Services,
020 8420 9331

Background Papers:

(1) GAP report and minutes of 17th January 2012 meeting:

<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=255&MId=60681>

(2) GAP report and minutes of 25th June 2012 meeting:

<http://www2.harrow.gov.uk/ieListDocuments.aspx?CId=255&MId=61106&Ver=4>

(3) Edward Harvist Trust applications - exempt from publication under paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as it contains information relating to individuals.