

## REPORT FOR:

## GRANTS ADVISORY PANEL

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<b>Date of Meeting:</b>	25 <sup>th</sup> November 2013
<b>Subject:</b>	Edward Harvist Trust grant application from ASAP (Aspergers Syndrome Access to Provision)
<b>Key Decision:</b>	No
<b>Responsible Officer:</b>	Paul Najsarek, Corporate Director Community Health and Well-Being
<b>Portfolio Holder:</b>	Councillor Manji Kara, Portfolio Holder Community and Culture
<b>Exempt:</b>	<b>No</b> - except Appendix 1. This is exempt from publication under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) as it contains information relating to any individual
<b>Decision subject to Call-in:</b>	Yes
<b>Enclosures:</b>	Appendix 1: ASAP application for Edward Harvist Trust grant funding

### Section 1 – Summary and Recommendations

This report sets out information relating to the application from ASAP for Edward Harvist Trust grant funding.

**Recommendations:**

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

1. Approval of Edward Harvist Trust grant funding to ASAP.

**Reason: (For recommendation)**

To distribute Edward Harvist Trust funding in accordance with the criteria established for this fund.

## **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 charity. In April 2013, applications were invited for this year's funding round and in July 2013, recommendations on funding were made by the Grants Advisory Panel (GAP). Subsequent to that recommendation, it has come to light that one of the applications disqualified for funding on the grounds of lateness, had in fact been submitted by the deadline. This report outlines the options and a recommendation for GAP on the further award of EHT funds.

### **2.2 Options considered**

2.2.1 The Grants Advisory Panel (GAP) considered options for the distribution of EHT funds at its meeting on 11<sup>th</sup> July 2013. A total of £13,248.02 was awarded, leaving a balance of £6,247 available for award. At the meeting, GAP considered the late applications received by Afghan Association Paiwand and from ASAP (Aspergers Syndrome Access to Provision). GAP decided to award to Afghan Association Paiwand as they missed the deadline by only 7 minutes but not to ASAP who appeared to have been a day late in submission. Subsequently to this, it has been discovered that ASAP did in fact submit to the deadline but that the application was delivered to the team a day later.

2.2.2 As the application was delivered to the Civic Centre by the deadline and all other criteria has been met, the Grants Advisory Panel is requested to consider recommending to the Portfolio Holder for Community and Culture the award of EHT funding to ASAP of £1,500 for equipment to run a specialist 'Social Eyes session' (Appendix 1).

## 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 as outlined in the GAP report of 11<sup>th</sup> July 2013 (Edward Harvist Trust applications).
- 2.3.3 Harrow Council receives money from the Edward Harvist Trust Charity three times a year and applications are invited from local voluntary organisations when a sufficient balance is available for allocation. In April 2013 when applications opened the balance available for distribution was **£19,495**. 21 applications were received and of these 11 were approved for funding. EHT funds have been distributed as follows:

No.	Organisation	Amount approved
1.	Aspire	£1,099
2.	Harrow Over 50 Club	£1,500
3.	Kids Can Achieve	£1,253.76
4.	St Luke's Hospice	£1,500
5.	St Peter's Harrow	£1,356.24
6.	Russian Immigrants Association	£1,080
7.	Holy Trinity, Wealdstone	£1,470
8.	ADHD and Autism support	£1,000
9.	Harrow Iranian Community Association	£899.99
10.	South Harrow Christian Fellowship	£789.03
11.	Afghan Association Paiwand	£1,300
	<b>Total</b>	<b>£13,248.02</b>

The current balance available for allocation is **£6,247**

## 2.4 Current situation

- 2.4.1 The report provided to GAP on the 11<sup>th</sup> July 2013 stated that two late applications had been received: One from the Afghan Association Paiwand which was received at 12.07pm on 8<sup>th</sup> May 2013 and the other from Asperger's Syndrome Access to Provision (ASAP) which the report stated had been received on the 9<sup>th</sup> May 2013. GAP approved funding to the Afghan Association Paiwand on the basis that the application had been received only a few minutes after the deadline.
- 2.4.2 Following notification of the outcome of their application ASAP contacted the Community Sector Services team stating that their application had been delivered to Harrow Civic Centre by the deadline. ASAP hand delivered their application to the mail box outside the Civic Centre prior to the 12pm midday deadline. Both reception and mail-

room staff assist the team in collecting applications from all delivery points to ensure they are received by the deadline. On this occasion the application was not collected until after the deadline and delivered to the team the following day.

- 2.4.3 For the future, Community Sector Support officers will personally ensure that all mailboxes are checked at the deadline for applications to avoid any such occurrence again.

## **Implications of the Recommendation**

### **2.5 Legal comments**

- 2.5.1 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.

### **2.6 Financial Implications**

- 2.6.1 The distribution of Edward Harvist Trust funding has no implications on the Medium Term Financial Strategy (MTFS) as this is a distinct source of funding provided to the Council for administration as grants to the Third Sector.
- 2.6.2 £6,247 is available for allocation and grant awards can not exceed this amount. The amount requested by ASAP can be awarded within the funds available.

### **2.7 Risk Management Implications**

- 2.7.1 Harrow Council has a duty to ensure that the distribution of Edward Harvist Trust funds is undertaken in accordance with the criteria stipulated by the charity. Harrow Council also has a duty to ensure that funds are distributed with due diligence to bona fide Third Sector organisations that have systems and processes in place to account for the appropriate use of the funds. The measures in place to fulfil these obligations and minimise the risk to the Council are;

- (1) Grant funded organisations must provide a report on the use of funds when requested.
- (2) Prospective applicants are required 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
- Organisation's Bank account details

## 2.8 Equalities implications

2.8.1 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 recommendations to the Portfolio Holder.

## 2.9 Priorities

2.9.1 Applications for Edward Harvist Trust funding support a range of activities and services. These activities in turn support the administration's priority of a cleaner, safer and fairer Harrow, in particular the award of funding to ASAP helps support a fairer Harrow by supporting people with Aspergers syndrome prepare for independent living.

## Section 3 - Statutory Officer Clearance

Name:.....Anthony Lineker....	<input type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: ...8 <sup>th</sup> November 2013.....		
Name: ...Jessica Farmer...	<input type="checkbox"/>	on behalf of the* Monitoring Officer
Date: ...7 <sup>th</sup> November 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 17<sup>th</sup> January 2012 meeting:  
<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=255&MId=60681>

(2) GAP report and minutes of 11<sup>th</sup> April 2013 meeting:  
<http://www.harrow.gov.uk/www2/documents/g61464/Public%20minutes%20Thursday%2011-Jul-2013%2019.30%20Grants%20Advisory%20Panel.pdf?T=11>