

Meeting:	Grants Panel
Date:	6 July 2006
Subject:	The Grants Function
Responsible Officer:	Director of Financial and Business Strategy
Contact Officer:	Chander Vasdev
Portfolio Holder:	Business Development – David Ashton
Key Decision:	No
Status:	Part I

Section 1: Summary

Decision Required

To consider and comment on a number of issues relating to the Grants Function.

Reason for report

To ensure that the Grants Function is as effective as possible in the future.

Benefits

Allows the Grants Panel to consider a number of important issues at an early stage.

Cost of Proposals

No direct costs.

Risks

Lack of clarity about the grants process.

Implications if recommendations rejected

Lost opportunity to clarify and resolve a number of issues.

Section 2: Report

Brief History

1. During 2005-06 the grants panel carried out a range of activities including considering grant applications, allocating funds from the Harvist Trust, reviewing the Community Premises and other matters. However, a variety of issues arose from the conduct of business and it would be helpful to clarify or resolve a number of points with the newly appointed Grants Panel.
2. This report covers:
 - Conduct of meetings
 - Eligibility for grants
 - Use of Premises and Facilities
 - Allocation of the grants budget for 2007-08
 - The application process and timetable
 - Officer Reports on applications
 - Review/appeals process
 - 3 year funding
 - Management and monitoring of SLAs
 - The role of strategic or umbrella groups in future
 - The role of the grants team in future
 - Edward Harvist Trust
3. The questions for the panel are summarised at the end of each section.

Conduct of meetings

4. Grants Panel meetings often have large agendas and attract considerable public interest. Therefore it is important that the management of the meetings goes smoothly.

Distribution of Papers

5. Officers will ensure that papers are distributed to all members of the panel in advance of the meeting and will support the Panel in its work.

Officer Attendance

6. The officers in attendance will normally be:

Kevin Unwin – Committee services
Legal Services Representative (as required)

Myfanwy Barrett – Director responsible for grants
Chander Vasdev – Service manager responsible for grants
Parveen Vasdev – Grants Officer (will attend when individual grant applications are considered)
Charlotte Clark – Grants Officer (will attend when individual grant applications are considered)

Declarations of Interest

7. Given that many members have extensive links with the voluntary sector, declarations of interest can take some time. It is therefore recommended that declarations of interest should be made in writing in advance and tabled at the meeting. This does not of course preclude members from adding items verbally at the meeting.

Deputations

8. In the past the Grants Panel has tended not to accept deputations. All applications for funding that are put before the panel include a detailed report. Allowing deputations would not necessarily add any further information and could be perceived as influencing the panel as some groups will be represented and others will not.

Management of Agenda

9. Last year there were a lot of items on the agenda for the December meeting in addition to the grant applications for funding in 2006-07. This meant that members of the public had to wait over 2 hours before the panel considered their applications. It is therefore recommended that we hold two meetings in November/December – we can deal with general business at one and the applications at another. This means that another date will have to be identified in December.
10. The Panel also tried to deal with the Harvist trust applications at the same time as the main grant applications and this caused some confusion. It is therefore recommended that Harvist Trust applications are dealt with later in the year.
11. A proposed workplan for the business of the committee during 2006-07 is attached at Appendix 1 for consideration.

Briefings

12. Briefings will be arranged for each party group and the voluntary sector representative in between the publication of the agenda and the meeting itself. This provides an opportunity for Panel members to request additional information or ask questions.

Recording Decisions

13. Officers prepare reports on grant applications and put forward recommendations to the Panel for consideration. The Panel then discusses the applications and makes a recommendation to Cabinet or the Portfolio Holder. For transparency, it is important that, where the panel chooses to amend the recommendation, a clear reason is given and recorded. This can then be relayed to the organisation in question after recommendations have been approved by Cabinet or the Portfolio Holder.

Recommendations to Portfolio Holder or Cabinet

14. The Grants Panel refers matters to the Portfolio Holder or onto cabinet for decision. The recommendations in relation to grant applications tend to go to cabinet in January and, due to the combined value, this is a key decision. Other matters can be agreed by the relevant Portfolio Holder. Officers will take steps to ensure that this part of the process goes smoothly.

Questions for the Grants Panel: Conduct of Meetings

- Does the Panel agree that declarations of interest should be generally made in writing and tabled at the meetings?
- Does the Panel wish to allow deputations?
- Does the Panel agree that an extra meeting should be arranged for December?
- Is the Panel content with the suggested business for each meeting set out in Appendix 1?
- Does the Panel agree that, where it varies the recommended grant for an organisation, a specific reason should be minuted?

Eligibility for grants

15. At present organisations have to show that their project is consistent with one or more of the community strategy headings:

- Empowering Local Communities
- Safer Harrow
- Regenerating Harrow
- Greener Harrow
- Children and Young People
- Learning for All
- Making ICT work
- Healthy Harrow

16. In practice, as these headings are very broad, all applications tend to comply. The Panel may wish to consider adopting more specific themes for each grant round in order to target the funding and make better use of the resources available.

17. One option would be to select themes which reflect the six corporate priorities, for example:

- Protect our precious environment
- Empowering Harrow youth

18. Grant applicants also have to satisfy a number of conditions (for instance, they have to show that 80% of their members live or work in Harrow, and they must have a constitution, management committee and bank account).
19. At present there are some conditions hidden on the application form (for example we ask questions about level of reserves) and we need to be more explicit about these. We also need to ensure that the conditions are straightforward and that it is easy for grants officers to determine whether an organisation has satisfied them. With this in mind, revised conditions are set out in Appendix 2.
20. In relation to reserves, groups will be asked to supply their reserves policy and comment on the current level of reserves, the target level, and any earmarked sums.
21. It is important for groups to provide up to date and accurate evidence in support of their applications. Periodic checks are undertaken to confirm the veracity of this evidence.
22. In the past the conditions have not always been applied strictly and this has led to some confusion and some inconsistencies. Therefore the panel is asked to agree that in future the conditions will be applied strictly and that organisations who do not meet one or more of the criteria will be rejected. They will be advised of the reason why they do not satisfy the conditions. Their applications will not come forward to the Panel.
23. The application pack suggests that the Council will not normally support routine functions of sports clubs, residents associations, brownies/guides/scouts, religious activities or political activities. This list does not lend itself to consistent application and required greater clarity accordingly. Does the Panel wish to make a firmer statement about which groups it will not support? If so residents associations need careful consideration as this group was flagged up as part of the scrutiny review.
24. If the Panel does wish to support residents' associations then a definition should be agreed to avoid any confusion.

Questions for the Grants Panel: Eligibility for Grants

- Does the Panel wish to adopt specific themes within the community strategy headings for each grant round?
- If so which themes does the Panel wish to adopt for 2007-08 applications?
- Does the Panel agree the new conditions set out in Appendix 2?
- Does the Panel agree that in future the conditions should be applied strictly?
- Does the Panel wish to make it clear that it will not support applications from certain groups or for certain activities?

Use of Premises and Facilities

25. At presents groups request free or subsidised use of Council premises and facilities (such as committee rooms in the Civic Centre or parks) on an ad hoc basis. This means that the support provided is not transparent.

26. It is recommended that in future all groups requesting the use of council premises or facilities are asked to apply for a grant via the grants committee. The group would then hire the relevant premises or facilities in the normal way and at the normal rate. This could be done throughout the year rather than in a single tranche if required.

Questions for the Grants Panel: Use of Premises and Facilities

- Does the panel agree that groups requesting free or subsidised use of Council premises or facilities should apply for a grant?
- Does the panel wish to consider such applications in a single batch or on a more ad hoc basis?

Allocation of the grants budget for 2007-08

27. The total grants budget for 2007-08 is likely to be around £1.2m (based on the 2006-07 budget plus inflation). In practice a substantial part of this is committed. In addition, the HearSay review recommended that some of the budget should be earmarked for emerging groups or residents associations for instance.
28. There is a perception amongst voluntary groups that the Council supports the same groups every year and does not give proper consideration to new applicants.
29. In order to improve transparency and address some of the scrutiny recommendations, it is recommended that the 2007-08 budget is provisionally allocated as set out in Appendix 3.
30. The funding to Arts Culture Harrow is not determined by the Grant Advisory Panel and should formally transfer to Cabinet in due course. The Service Level Agreement is monitored by the Sports and Culture Team in the Learning and Community Development Directorate and there are regular reports to cabinet on the organisation's position.
31. Members will be aware that the final budget for 2007-08 will not be agreed until the Council meeting in February. Nevertheless the provisional allocation will aid planning.
32. For strategic groups, it is important that despite the implied ongoing commitment, performance is monitored and value for money is continually assessed.

Questions for the Grants Panel

- Does the Panel agree the provisional allocation of the budget for 2007-08?
- Does the Panel agree that responsibility for ACH should transfer to Cabinet.

The application process and timetable

33. The application process can be perceived as quite complex by voluntary groups. Therefore we have reviewed and streamlined the application form. The proposed new form is attached at Appendix 4. Part 1 covers the grant conditions and Part 2 covers the project or activity.
34. The draft timetable for 2007-08 applications is attached at Appendix 5.
35. The communications strategy is attached at Appendix 6.
36. In the past there has been some discussion about whether one group can apply for and receive more than one grant if they are for different projects. In some cases there may be economies of scale.
37. Last year there was considerable confusion around late applications. It is recommended that late applications should not be considered in future.

Those groups who have received the Grant application will be given four reminders (2 written & 2 by telephone) in the two weeks prior to the closing date.

Questions for the Grants Panel

- Does the Panel approve the new application form?
- Does the Panel agree the timetable for 2007-08 applications?
- Does the Panel agree the communications strategy?
- Does the Panel wish to consider multiple applications from a single group?
- Does the Panel agree that late applications should not be considered?

Officer reports on grant applications

38. Officers are keen to ensure that the reports accompanying grant applications are of a high standard and consistent.
39. Officers will comment on:
- The nature of the proposed project or activity
 - Where assets are to be acquired or enhanced, where will they be located, and who will own them?
 - Past performance of the group if previously funded
 - Value for money
 - Risks
 - Financial stability including level of reserves
 - Added value
40. The recommended amount of funding will reflect the quality of the individual application as well as the total sum available.

Questions for the Grants Panel

- Is there any additional information that the Panel would like to see included in officer reports on individual grant applications in future?

Review Process

41. At present the Panel does re-visit applications of its own accord (for instance where additional information has been requested) and consider requests for reviews which have been submitted by organisations. However, the review process is poorly understood by the voluntary sector and does not involve an independent assessment of the situation.
42. The Panel could decide not to allow reviews in future on the grounds that all information supplied by the organisation in question will have been given full consideration by the officers and, where a grant has been recommended, by the Panel members. However, this could be construed as unfair as it denies groups the right to question the decision of officers or the panel.
43. The Panel is also asked to consider whether it wishes to establish a more formal appeals process with any appeals heard by a separate group to provide objectivity and independence, or continue with the current less formal review process. A formal appeal process would require an amendment to the constitution and could be very resource intensive.
44. If the Panel does wish to allow reviews it is recommended that there is a specified time when an appeal can be lodged (shortly after the Panel meeting to consider grant applications).
45. It is also recommended that the grounds for review are laid out clearly in advance – for instance we would not allow a review simply because the organisation feels that the grant was too small. The recommended grounds for a review are as follows:
- If the organisation feels it did meet the grants criteria and demonstrated compliance in its application.
 - If the organisation feels that information contained in the officer report submitted to the Panel was incorrect or incomplete.

Questions for the Grants Panel

- Does the Panel wish to allow reviews or formal appeals in future?
- If so does the Panel wish to amend the review process as suggested?

3 year funding

46. As part of the Strategic Review of Grants conducted in 2004, the Panel agreed in principle to move towards 3 year funding for grants and SLAs. However, this was not fully implemented when the 2006-07 grants were agreed.
47. We have set up 3 year SLAs with HAVS, CAB, HCRE, HASVO, HWCC, Shopmobility, Welldon Centre, HAD and Relate.
48. The SLAs with Women's Aid, Women's Centre, Ignite, Harrow Sports Council and Victims Support are awaiting signature.
49. In practice, it may be advisable to agree only a small number of 3 year funding arrangements each year. This will ensure that the sum committed is reasonable relative to the total budget available and stagger the arrangements so that they do not all span the same 3 year period.

Questions for the Grants Panel

- Does the Panel support a gradual introduction of 3 year funding arrangements, starting with the 2007-08 grants round?

Management and monitoring of Grants and SLAs

50. At present organisations in receipt of grants submit reports to the Grants team which are used for monitoring purposes. However, this information is not consistently fed back to the committee and there is no strategic overview of the impact the funding has had.
51. Some service level agreements are run in Directorates and some are managed by the Grants Team. It is recommended that an officer is nominated as the lead person for each SLA and that this officer should provide feedback to the panel on performance and impact. The feedback could be in a standard format to aid the Panel.
52. It is further recommended that the Grants team produce a monitoring report on the 2005-06 grants for the November meeting of the Panel so that we can start to assess the impact the grants have. This report will provide useful background in advance of considering new grant applications.
53. It is particularly important that the service delivered by strategic groups is assessed.

Questions for the Grants Panel

- Does the Panel support the idea of nominated lead officers for SLAs?
- Does the Panel support the introduction of performance reports?

The role of strategic or umbrella groups in future

54. The Panel may wish to consider making more use of strategic or umbrella groups in future. For example the Panel could provide funding to the Refugee Forum to deliver a range of outputs on the understanding that the Refugee Forum would work with other refugee organisations in the borough to deliver the outputs.
55. If the Panel chooses to adopt specific themes for the 2007-08 grants round, this could be combined with a more commissioning based approach.
56. Strategic groups could also assist with evaluating projects and applications in future.

Questions for the Grants Panel

- How does the Panel feel about using strategic groups in future?

The role of the grants team in future

57. In future the grants team should have a more strategic and proactive role that goes beyond processing applications, but this is of course subject to available resources. Once we build up the monitoring activity and start to identify the impact of the grants programme we should also be able to identify gaps in provision in the voluntary sector.
58. Comment on frequency of visits to groups before and after funding awarded, and introduction of spot checks.

Pre-assessment visit are made when a group first applies for funding. Annual monitoring visits for groups receiving grants of £5,000 and over.

Spot-checks are usually carried out if a concern has been raised.

Questions for the Grants Panel

- Does the Panel have any views on the future role of the grants team?

Edward Harvist Trust

59. The Grants Panel allocated all the accumulated funds to 2006/07 at the March 2006 meeting. Edward Harvist Trust funds are now likely to be less than £11K per annum.
60. For this smaller amount it would make sense for the Panel to agree a maximum grant per organisation, say £500, and to consider all the applications at a single meeting. (This should not be the special meeting in December to deal with the main applications.)

Questions for the Grants Panel

- Does the Panel wish to set a maximum for grants from the Edward Harvist Trust?
- Does the Panel agree that the applications should be considered on an annual basis in future?

Consultation

61. Consultation has been carried out with officers involved in the grants function and the voluntary sector representative during the preparation of this report.

Financial Implications

62. There are no direct financial implications, although the report does cover the possible allocation of the 2007-08 grants budget.

Legal Implications

63. A transparent criteria and process for dealing with all grant applications is vital for both good administration and to avoid challenge by way of judicial review.

Equalities Impact

64. The grants application process is designed to capture equalities information so that we can review the allocation of funds. Grants support a diverse range of community groups in Harrow.

Section 17 Crime and Disorder Act 1998 Considerations

65. There are no direct implications although some grants may be directed at crime prevention activities.

Section 3: Supporting Information/Background Documents

Appendices:

No.	Title
1	Draft workplan for Grants Advisory Panel
2	Proposed Grant Conditions
3	Provisional allocation of 2007-08 budget
4	Proposed application form
5	Grant application timetable
6	Communications Strategy for 2007-08 grants round

Background Documents: None.

Draft Workplan for Grants Advisory Panel

Meeting	Business
6 July	<ul style="list-style-type: none"> • Overview of grants function • Report of Voluntary Sector representative • Update on community premises review • Update on ALG grants • Education lettings • Deferred/reserved grant applications 2006/07 • Reserved Edward Harvist Trust applications from last round
4 September	<ul style="list-style-type: none"> • To be confirmed
20 November	<ul style="list-style-type: none"> • Monitoring/Performance reports
Xx December	<ul style="list-style-type: none"> • Grant applications (and no other business)
22 January	<ul style="list-style-type: none"> • Edward Harvist Trust Applications • Any deferred grant applications from last meeting • Community Lettings applications 2007/08
7 March	<ul style="list-style-type: none"> • Any deferred & reserved grant applications • Appeals

Proposed Grant Conditions

Grants Qualifying Conditions

- The applicant must be a voluntary group based in Harrow, with 80% of its beneficiaries 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 not be profit making.
- The organisation must demonstrate commitment to the Council's equal opportunities policy.
- The organisation must state any funding applications pending from other sources for the proposed project.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must provide a report as per the agreement/service level agreement on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).
- Organisations in receipt of funding from Harrow Council in excess of £1,000 per annum must display the council logo on their stationery acknowledging they are "supported by Harrow Council"
- Organisations must commit themselves to explore alternative / additional sources of funding.

Eligible organisations

To be eligible for funding, organisations must meet the Common Grants Criteria and comply with the Council's Standard Conditions of Grant Aid.

Organisations in receipt of grants must also agree to:

- have appropriate insurance policies
- arrange for their accounts to be audited or certified by an independent person
- acknowledge the support of Harrow Council in their annual report, annual accounts and publicity;
- the Grants Advisory Panel's monitoring requirements.

The Council will not support:

- Sports organisations seeking match funding
- Capital projects (although the revenue costs of such projects might be supported);
- Organisations seeking to duplicate existing grant-aided services
- Services provided on the grounds of religion;
- Organisations which fail to demonstrate that they have appropriate management and financial controls;
- Organisations that fail to undertake to comply with the Council's Standard Conditions of Grant Aid.
- We do not give grants to individuals nor will we consider applications for general fundraising appeals.

Provisional allocation of 2007-08 budget

Based on 2006/07 budget plus 2.5% inflation = £1.2 m

Heading	Organisations	Amount £000	Total £000
Statutory Duty	Harrow Weald Common Conservators	31,000	31,000
Strategic Groups	HAVS HCRE CAB HWCC HAD Harrow Shopmobility Welldon Activity Group Relate Women's Aid Women's Centre	93,000 59,000 103,000 31,000 46,000 15,000 23,000 24,000 31,000 58,000	483,000
Approved by Cabinet	Arts Culture Harrow	382,000	382,000
Strategic project for the year			
Large grants (over £10,000)	All SLAs excluding above groups	101,000	101,000
Small grants (up to £10,000)	Based on 2006/07	166,000	166,000
New/emerging groups	Based on 2006/07	10,000	10,000
Use fo Council premises and facilities		10,000	
Residents associations		0	
Contingency		17,000	17,000
TOTAL			1,200,000



Grants to Voluntary Organisations

Application Pack 2007-08

Please return to:

**Grants Unit,
Business Development,
P.O. Box 21, Civic Centre, Station Road, HARROW, Middlesex, HA1 2XF
Tel: 020 8424 1335, Fax: 020 8420 9635.
E-mail: charlotte.clark@harrow.gov.uk**

Grants to Voluntary Organisations 2006/07

Guidance to Grant Applicants

1. About Harrow Council

Harrow Council has a responsibility to provide services to Borough residents and recognises that in some cases these may be more appropriately provided by independent voluntary organisations. The Council welcomes the voluntary sector's ability to target services at those most in need, to respond speedily to new and emerging local issues and to be accountable to clients in the community.

The grants process is steered by the Council's Grants Advisory Panel, whose functions are:

1. Taking a strategic view of support to the Voluntary Sector across the council;
2. Promoting the council's role in supporting the Voluntary Sector;
3. Recommending to Cabinet grants and Service Level Agreements (SLAs), allocation of community premises support and community lettings grants.

In pursuit of these objectives, the Council will seek to:

- Ensure that the Council's support for the voluntary sector recognises the cultural diversity of the Borough;
- Identify Council resources available to support the voluntary sector.

2. Funding priorities and Common Grants Criteria

The Council wishes to work with the voluntary sector in partnership to develop complementary services for the community, which are cost effective, equitable, and of high quality.

The Grants Advisory Panel will give priority to applications that identify and seek to address areas of identified need within the Borough. The Grants Advisory Panel has agreed a list of priorities, which reflect the Council's Community Strategy priorities. Applicants are advised that the Grants Advisory Panel wish to receive applications for funding in 2006/2007 that focus on one or more of the following priorities:

- **Empowering Local Communities** – to promote the objectives of community cohesion, equality of access to services and life opportunities for all, enhancing the quality of life of older people, working with the voluntary and community sector as equal partners and celebrating the diversity of the communities in Harrow.
- **Safer Harrow** – To promote and increase the safety of the whole community by working in partnership to reduce crime, disorder and the fear of crime; to reduce the incidence of personal, home, fire and road accidents within Harrow.
- **Regenerating Harrow** – To create a more vibrant and sustainable community with a diversity of employment, thriving businesses, a broad range of good quality and affordable homes and a dynamic town centre.
- **Greener Harrow** – To create a cleaner, greener, sustainable and more attractive Harrow in which to live, work and visit.

- **Children and Young People** – To ensure that the life chances of children and young people are enhanced and supported by the provision of universal and targeted services. To ensure that services are provided for children, young people and their families at appropriate times in their development and transition in an accessible, transparent and seamless fashion across all agencies. To ensure that every child has the chance to fulfil his or her potential by reducing levels of educational failure, ill health, substance misuse, teenage pregnancy, abuse and neglect, crime and anti-social behaviour.
- **Learning for All** - To create a borough where everybody has the opportunity to fulfil their potential through improved standards of education and wider participation in lifelong learning.
- **Making ICT Work** – To develop the availability and use of Information and Communications Technology (ICT) across Harrow to enable better and faster access to information and services for the residents of Harrow and facilitate “joined up” working between all partner organisations.
- **Healthy Harrow-** To improve the health of local people by tackling health inequalities and enhancing health and social care.

3. Grants Qualifying Conditions

- The applicant must be a voluntary group based in Harrow, with 80% of its beneficiaries 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 not be profit making.
- The organisation must demonstrate commitment to the Council’s equal opportunities policy.
- The organisation must state any funding applications pending from other sources for the proposed project.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must provide a report as per the agreement/service level agreement on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).
- Organisations must commit themselves to explore alternative / additional sources of funding.

4. Eligible organisations

To be eligible for funding, organisations must meet the Common Grants Criteria and comply with the Council’s Standard Conditions of Grant Aid.

Organisations in receipt of grants must also agree to:

- have appropriate insurance policies
- arrange for their accounts to be audited or certified by an independent person
- acknowledge the support of Harrow Council in their annual report, annual accounts and publicity;
- the Grants Advisory Panel’s monitoring requirements.

The Council will not support:

- Sports organisations seeking match funding;
- Capital projects (although the revenue costs of such projects might be supported);
- Organisations seeking to duplicate existing grant-aided services;
- Services provided on the grounds of religion;
- Organisations which fail to demonstrate that they have appropriate management and financial controls;
- Organisations that fail to undertake to comply with the Council's Standard Conditions of Grant Aid.

We do not give grants to individuals nor will we consider applications for general fundraising appeals.

5. Types of grants

The Council provides revenue grants. First time applicants may be offered, where appropriate, a small start-up grant (usually for a specific programme of works, or to help a new organisation get started). Funding of up to £10,000 is provided in the form of a grant and funding of £10,000 and over is offered in the form of a Service Level Agreement (SLA). There is no upper limit set for SLAs. Grants are approved on an annual basis, some SLAs may be on a 3-year basis with annual reviews.

The Panel also approves applications for Harvist Trust grants (small one-off grants for charitable purposes, targeted primarily, but not exclusively, at unfunded voluntary and community groups), community lettings funding (small annual grants to help with the costs of hiring Council premises) and funding/allocation of office space at the Council's Community Premises.

6. Monitoring arrangements

- a) All grant decisions will list the outcomes funded organisations will be expected to meet, and these will be monitored during the annual monitoring meetings, which will take place with all organisations receiving grants of £5,000 and over (including Service Level Agreements).
- a) Organisations that receive a grant below £5,000 must submit a monitoring and assessment form within eight weeks of the end of the financial year, providing detailed facts and figures about each objective, target and outcome, the needs of clients and the cost of services, including a 'Statement of Achievement' and a statement of income and expenditure.

7. Additional documents

As a pre-condition of grant aid, an organisation must have and submit:

- an adopted constitution or governing document
- an equal opportunities policy
- appropriate procedures for management and financial control including reserves policy where applicable.
- a full income and expenditure budget for the year in which grant aid is expected;
- a full set of audited/certified accounts for the previous financial year or a financial statement certified by an authorised member of the management committee

8. **Additional information**

The following confidential information is also required which will not be disclosed to the public:

- Names and home addresses of management committee members
- Number of employees, both full-time and part-time
- Number of volunteers, both full-time and part-time
- Number of beneficiaries and how many are Harrow residents
- Bank/Building society details
- Names of main bank account signatories

9. **Payment arrangements**

- a) All grants are paid by BACS. Grants are usually paid as a lump sum in April. SLAs will be paid in instalments, usually in April, July, October and January.

10. **Application procedure**

The Council prefers to receive word-processed forms, rather than hand-written ones. The form is also available via e-mail on request. You should keep a copy of your application form in order to refer back to it when asked to complete the monitoring and evaluation form.

The final deadline for returned applications is 5 p.m. on Friday 29th September 2006. Please note that Members have agreed that no applications will be accepted after this time. Applications that are received after this date will be returned to the applicant without any assessment and will not be presented to the Grants Advisory Panel

Application form

Application forms for the financial year April 2007 to March 2008 will be sent automatically to groups currently in receipt of grants or SLAs from the Grants Advisory Panel, unless they have failed to comply with the Council's Standard Conditions of Grant Aid or monitoring arrangements. Organisations with a three year SLA will need to provide an annual monitoring report. All other organisations with an SLA will need to submit a new application.

Officers will check all grant applications received to ensure that they have been fully completed and all necessary enclosures have been received. An acknowledgement letter will be sent.

Please note that if your application is successful you will be required to sign the Council's Grant Agreement, prior to the release of funding.

Assessment

- A Grants Officer will review your application and may telephone and/or meet with you to check the information you have provided and/or pre-assess your application (in the case of new applicants).
- Officers produce a schedule of recommended grants for all applications.

- The schedule will contain a brief description of the service to be provided and the grant recommendation, together with any additional conditions of grant aid recommended by officers.
- The Grants Advisory Panel will consider the schedule at an open meeting in December 2006 and/or January 2007 and make recommendations to the Cabinet.
- Each organisation will be informed of the recommendation for their application and the date of the meeting at which it will be considered.
- Organisations wishing to appeal against the recommendation will be asked to give their reasons in writing and these written submissions will be presented to Members with the officer recommendations.
- The reports presented to the Grants Advisory Panel will include information about an organisation's activities and finances, which, together with copies of application forms and accounts, become public information.
- Applicants should be aware of the Grants Advisory Panel's policy of keeping all information open to the public unless there are exceptional reasons for preserving confidentiality.
- If an organisation does not wish certain information to become public, it can formally request that it remains confidential.
- Officers will consider the request and, if appropriate, make a recommendation to preserve confidentiality to the Grants Advisory Panel. However, the Grants Advisory Panel retains the power to reverse this recommendation in each case at the Arrangement of Agenda item at their meetings.
- The Panel meetings are open to the press and public, but representatives of groups cannot speak about their application.

Decision

- The Grants Advisory Panel considers all applications and makes recommendations to the Cabinet.
- The Cabinet makes 'in principle' decisions on all applications which are then confirmed when the Council sets its final budget in February / March.
- A letter is then issued to all applicants informing them of the decisions made on their applications.
- The letters to unsuccessful applicants state any reasons for the decision and set out the right of appeal.

The Right of Review

Organisations may request a review of the Panel's decision only on the grounds that the information presented to the Grants Advisory Panel was incorrect or information was omitted and that this had a material effect on the Panel's decision. The organisation must submit evidence of these grounds in writing within 28 days of the date of the letter advising it of the decision. If an organisation has submitted adequate

evidence, it will be presented to the next Grants Advisory Panel meeting for consideration. The decision of the Panel, whether to amend, or not, its previous decision on the basis of the information provided, is final.

Dated: June 2006



Harrow Council London

Grant Application Form 2007/08

Please return completed forms to the Grants Officer, P.O. Box 21, Civic Centre, Harrow, Middlesex, HA1 2XF.

- Please read our 'Guidance to Grant Applicants' carefully before completing this form to ensure that your organisation is eligible and the activities for which you are seeking funding match our funding priorities and common grants criteria.
Please ensure that all sections of this application form are fully completed. It is not sufficient to refer to "see attached documents".
Please ensure that two appropriate officers of the Organisation sign the Declaration in Section H of this form.

SECTION A: INFORMATION ABOUT YOUR ORGANISATION

Name of organisation:

Name of Contact Person:

Position in Organisation:

Address for Correspondence:

Telephone Number: Fax:

Email:

Address of Activities (if different from above):

Telephone Number: Fax:

Email:

1. What is the legal status of your Organisation? (More than one may apply)

Company limited by guarantee

Friendly society

Registered charity

Housing Association

Voluntary organisation

Partnership (please describe)

.....

Other (please describe)

.....

2. Is this a branch or subsidiary of a larger national organisation? YES/NO

If so, please describe:

3. In which year did your organisation start?

4. Does your Organisation have a formal constitution or set of rules? YES/NO

5. Please state the percentage of your Organisation's overall users who are resident of/work in the London Borough of Harrow.

.....%

6. Briefly describe the aims and objectives of your Organisation.

.....

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SECTION B:

GRANTS CRITERIA

Please identify and explain how the activities/services for which you are applying for grant aid meets one or more of the Council's Funding Criteria Priorities. Please refer to section 2 of the 'Guidance for Grant Funding'. (Continue on a separate sheet if necessary)

Empowering Local Communities

How we meet these criteria:

Please tick if applicable

Safer Harrow

How we meet these criteria:

Please tick if applicable

Regenerating Harrow

How we meet these criteria:

Please tick if applicable

Greener Harrow

How we meet these criteria:

Please tick if applicable

Children and Young People

How we meet these criteria:

Please tick if applicable

Learning for All

How we meet these criteria:

Please tick if applicable

Making ICT Work

How we meet these criteria:

Please tick if applicable

Healthy Harrow

How we meet these criteria:

Please tick if applicable

SECTION C: INFORMATION ABOUT THE PROPOSAL, PROJECT, SERVICES OR ACTIVITIES FOR WHICH FUNDING IS SOUGHT

Title of proposal or project (if different from above):

1.	What is the total cost of the project?	<input type="text" value="£"/>
	Capital (equipment, premises etc)	<input type="text" value="£"/>
	Revenue (running costs)	<input type="text" value="£"/>
	Revenue (salaries)	<input type="text" value="£"/>
	TOTAL	<input type="text" value="£"/>

2.	How much of this has been secured so far?	
	Government grants	<input type="text" value="£"/>
	Local authority grants	<input type="text" value="£"/>
	Donations from Business	<input type="text" value="£"/>
	Grants from trusts	<input type="text" value="£"/>
	Fundraising	<input type="text" value="£"/>
	Fees, rents, sales, charges	<input type="text" value="£"/>
	National Lottery	<input type="text" value="£"/>
	Other sources	<input type="text" value="£"/>
	TOTAL	<input type="text" value="£"/>

3. How much grant in total are you requesting from Harrow Council? £.....

4. Over what period are you seeking support from Harrow Council?
From..... To

5. How will you use the Grant that your Organisation is applying for? Please describe the services that you will provide with this Grant.

.....

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6. What is the evidence that these activities are needed?

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.....
.....

7. How will you publicise the activities? How will people be referred to the service?

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.....
.....
.....

8. What geographical area or wards will the service benefit?

(Central Harrow, Belmont, Stanmore, South Harrow, Rayners Lane, Wealdstone, North Harrow, Pinner, Kenton, Edgware, other areas; **please specify**):

.....
.....

9. Please estimate the percentage of users for this project/service you are seeking funding for, who are resident of/work in the London Borough of Harrow.

..... %

10. Is this a new Project/Activity/Service ? **Yes / No**

(If **No** complete 11a and 11b below, otherwise go to 12 below)

11a. Please list below the activities/services that your Organisation **currently** provides:

ACTIVITY/SERVICE/PROJECT	NO. OF USERS PER SESSION	DAY, TIME & FREQUENCY HELD	CHARGE TO USERS? YES/NO If YES, state amount

How many people use these activities/services overall?

11b. Please list below, any **changes or additional** activities/services that will be provided with the grant requested:

ACTIVITY/SERVICE/PROJECT	NO. OF USERS PER SESSION	DAY, TIME & FREQUENCY HELD	CHARGE TO USERS? YES/NO If YES, state amount

12. Please list below, the activities/services that will be provided with the grant requested:

ACTIVITY/SERVICE/PROJECT	NO. OF USERS PER SESSION	DAY, TIME & FREQUENCY HELD	CHARGE TO USERS? YES/NO If YES, state amount

13. Please give details of **all** staff/volunteers **connected** with the activities/project/service for which funding is requested:

Job Title Include Volunteers.	Is post currently funded or new/volunteer	Source of Funding in 2006/2007	Hours p.w.	Volunteer expenses If yes state total costs	Total Salary Inc. NI in 2006/2007

14. What are your intended outcomes? What do you aim to achieve by the end of the project? What changes will result from the project?

.....

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.....

How will you measure the outcomes? How will you know if the project is successful in achieving what it sets out to achieve?

.....

.....

.....

Who do you expect to benefit from the activities? Who are the main targets?
(You must keep records of numbers as well as equal opportunities data on beneficiaries for monitoring purposes).

.....

.....

15. How will your Organisation define and measure quality over the period of the grant/project? What standards will you apply to the training and expertise of the management committee, staff and volunteers; to the way your services are provided; and to comments/complaints procedures? Are any of these backed by published guarantees of what users can expect?

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16. How will users be consulted and involved in the running or development of the service/activity?

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17. **PLEASE ENSURE A FULL SET OF INCOME AND EXPENDITURE BUDGET FOR THE ACTIVITY/SERVICE/PROJECT FOR THE YEAR GRANT AID IS EXPECTED IS ENCLOSED**

SECTION D: GENERAL AND FINANCIAL INFORMATION

1. Please indicate the number of volunteers you have:

2. How often does your management committee meet?

.....

3. Total number of members on your management committee:

4. How many of your management committee members are:

a) Users of your project:

b) Members who belong to your Organisation:

c) Employees of the Organisation:

d) Harrow Council Members (please supply names below):

.....

e) Harrow Council Officers – in an official capacity
(Please supply names below):

.....

f) Harrow Council Officers – in a personal capacity
(Please supply names below):

.....

5. What is the total annual income and expenditure for your Organisation? Please use figures from your most recent annual accounts or projected cash flow forecast (in respect of new/emerging organisations) if no annual accounts exist.

12 months covered by accounts or forecast from to

INCOME	AMOUNT (£)	EXPENDITURE	AMOUNT (£)
Government Grants		Salaries & Wages (including London Weighting & Employer NI)	
Local Authority Grants		Telephone & Fax	
Donations from businesses		Postage	
Donations from Trusts		Rent & Room Hire	
Fundraising		Printing & Stationery	
Rents, sales, charges		Gas/Electricity/Utilities	
National Lottery		Repairs & Maintenance	
All other sources (please specify):		Training & Education	
		Transport & Travel Expenses	
		Volunteers Expenses	
		Legal & Professional Fees	
		Equipment	
		Publicity	
		Other Costs (please specify)	
TOTAL INCOME		TOTAL EXPENDITURE	

6. Do you have a Reserves Policy? Yes No

If YES, please attach Policy.

If no what is the reason.....

Please give reason for the reserves:

.....

SECTION E: GRANTS & FUNDING RECEIVED 2006/2007

1. Please list all funding that you have received, or are expected to receive, during the current financial year (2006/2007).

NAME OF FUNDING BODY	AMOUNT RECEIVED (please state amount p.a.) £	NUMBER OF YEARS FUNDING PROVIDED	NUMBER OF YEARS LEFT TO RUN/EXPIRY DATE	PURPOSE OF FUNDING

SECTION F: ADDITIONAL INFORMATION:

Please give any other information that you feel may be relevant in support of your application.

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SECTION G:**BANK DETAILS**

<i>Grants to Voluntary Organisations 2007/08</i> <i>Applicant's Bank/Building Society Account details</i>	
Organisation's name:	
Address:	
Postcode:	
Contact name:	
Phone number:	
Fax:	
E-mail:	
Bank/Building Society Address:	
Name in which account is held:	
Sort code:	
Account number:	
Building Society Reference Number (if applicable):	
Main signatories (please supply full names and titles, i.e. John Smith, Treasurer):	
Date form completed:	

Please note, all grant applicants must supply these details with their application. They will be kept on file and, if successful, your grant will be paid directly into your organisation's bank/building society account. They will not be disclosed to any third parties or included in Council reports.

SECTION H: DOCUMENT CHECKLIST

You must enclose the following documents with your grant application (please tick boxes)

Constitution or governing document

Equal Opportunities Policy

Names and home addresses of management committee members

Full set of income and expenditure Budget for the service for the year grant aid is expected.

A full set of audited/certified accounts for the year ending 31st March 2006

Reserves Policy (if applicable).

Bank account details (please complete the form, appendix 1, enclosed with this application form).

SECTION I: DECLARATION

WE DECLARE THAT ALL INFORMATION GIVEN IN THIS APPLICATION ON BEHALF OF THE ORGANISATION IS CORRECT AND COMPLETE TO THE BEST OF OUR KNOWLEDGE, AND ACKNOWLEDGE THAT IF HARROW COUNCIL AGREES TO MAKE A GRANT, THIS WILL BE USED EXCLUSIVELY FOR THE PURPOSES DESCRIBED.

Two signatures are required on this application. One of them must be a trustee/management committee member.

PRINT NAME:	SIGNED:
POSITION IN ORGANISATION	DATE:

PRINT NAME:	SIGNED:
POSITION IN ORGANISATION	DATE:

PLEASE ENSURE YOU KEEP A COPY OF THIS FORM

Please return the completed form by no later than FRIDAY 29th SEPTEMBER 2006 to:

Grants Unit
Harrow Council
Business Development
Civic Centre (Civic 6)
Station Road
Harrow
Middlesex
HA1 2XF

Tel: 020 8424 1335/7625

Email: chalotte.clark@harrow.gov.uk or parveen.vasdev@harrow.gov.uk

PLEASE NOTE THAT LATE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Grant Application Timetable

Activity	Date
Application packs available	Early July
Deadline for receipt of applications	29 September 2006
Response to organisations that do not meet the conditions advising them that they have not been successful and giving reasons	20 October 2006
Visits to new groups	Late October
Reports to Grants committee published	End of November
Briefings for groups and voluntary sector representative	Early December
Grants Panel Meeting	Xx December Not yet available
Deadline for appeals to be submitted	Within 28 days of the date of the letter advising of the GAP decision
Cabinet	18 January 2007
Appeal hearing	22 January 2007 meeting

Appendix 6

Communications Strategy for 2007-08 grant round

Publicising the timetable – 27 July 2006

Mail out to funded groups

Local press

Libraries

Civic Centre Reception

Community Premises

HAVS newsletter

Website – speak to Communications

Contact Centre telephone lines message

Availability of packs – 25 July 2006

By telephone, email, website

Packs at Community Premises

Voluntary Sector Workshop

Civic Centre – 2 August 2006

HAVS Workshop

Group session/workshop at HAVS - 10 August 2006.