

Meeting:	Grants Advisory Panel
Date:	18 <sup>th</sup> December 2006
Subject:	Edward Harvist Trust Charity – Grant Applications 2006/07
Key Decision: (Executive-side only)	No
Responsible Officer:	Myfanwy Barrett Director of Financial and Business Strategy
Portfolio Holder:	David Ashton – Deputy Leader and Portfolio Holder for Finance and Business Matters
Exempt:	No
Enclosures:	<b>Appendix 1</b> – Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds; <b>Appendix 2</b> – EHT Grant Application Process: Information for Prospective Applicants; <b>Appendix 3</b> – Summary Reports of EHT Applications; <b>Appendix 4</b> – Summary Table of EHT Applications. <b>Appendix 5</b> – Supporting Information/Background Documents.

## SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report presents the applications for funding that have been made for the balance of the Edward Harvist Trust monies from the 2006/07 funds for allocation in January 2007.

### **RECOMMENDATIONS:**

Members are asked to consider the requests for funding and make recommendations to the Portfolio Holder for Finance and Business Matters accordingly.

### **REASON:**

To allocate funding to voluntary organisations from monies received from the Edward Harvist Trust in 2006/2007.

## SECTION 2 - REPORT

### 2.1 Brief History

- 2.1.1 On 28<sup>th</sup> June 2005, Grants Advisory Panel agreed a new process for dealing with grant applications for the Edward Harvist Trust monies, which complied with the Charity's objects, with the Council's Common Grants Criteria and Conditions of Funding and conformed to the requirements of the Charity Commission.
- 2.1.2 The total balance of Edward Harvist Trust monies as at 31<sup>st</sup> March 2006 was £31,966.
- 2.1.3 An amount of £23,420 has already been allocated in 2006/07, leaving a balance of £8,546 plus £3,259, which was received on 23<sup>rd</sup> November 2006; therefore the total amount available for further distribution in 2006/07 is **£11,805**.
- 2.1.4 During August 2006, a press release to inform voluntary organisations and community groups of the Edward Harvist Trust annual funding round, was circulated to libraries, community centres, the local press and on the Harrow website. The deadline given was Friday 3<sup>rd</sup> November 2006.

### 2.2 Options Considered:

- 2.2.1 9 applications were received by the deadline from the following 9 organisations:

- Blossom Fitness
- Harrow Apollo
- Harrow Cine & Video
- Harrow Community Transport
- Harrow Weald Bowling Club
- Lifestyle Development
- LMT Chamber Ensemble
- London Kalabari
- Special Connection

- 2.2.2 The total amount requested from the organisations listed in 2.2.1 above is £15,687.
- 2.2.3 If the Panel were to approve all these applications, the total amount applied for exceeds the current balance of Edward Harvist Trust Fund by £3,882.
- 2.2.4 A summary of applications received from organisations listed in 2.1.4 is detailed in Appendix 3 of this report.

### 2.3 Resources, costs and risks associated with recommendations:

- 2.3.1 The amounts requested exceed the funds available for distribution. It is therefore, advisable to consider the applications from unfunded groups first, as the Trust monies are meant to support primarily small, unfunded organisations and new/emerging groups. Should applications from currently funded groups be approved, the level of

funding already provided to those groups should be taken into account, as well as the number of years they have been in receipt of funding and the level of reserves held.

2.3.2 Some of the organisations approved for funding from the Edward Harvist Trust, may not use the grant for the purposes outlined in their applications.

2.3.3 If approved, the funding will enable local organisations to deliver services to their members and users, thereby improving the quality of life for people in Harrow.

#### 2.4 Equalities Impact Consideration

2.4.1 The applications aim to address through funding inequalities and disadvantage and to promote equality of opportunity and better community and race relations. The funding proposed will assist organisations to serve black and minority ethnic communities, children and young people, women, people with disabilities and the elderly.

### SECTION 3 – STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<b>Name:</b> Barry Evans <b>Date:</b> 6 <sup>th</sup> December 2006
Monitoring Officer	<b>Name:</b> Jill Travers <b>Date:</b> 6 <sup>th</sup> December 2006

### SECTION 4 – CONTACT DETAILS AND BACKGROUND PAPERS

**Contact:** Chander Vasdev, Service Manager (Community Links/Grant Funding) (ext. 5249);  
Parveen Vasdev, Principal Grants Officer (ext. 7625);  
Charlotte Clark, Senior Grants Officer (ext. 2335).

**Background Papers:** All supporting information/background documents are attached as Appendix 5 of this report.

#### IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	NO – not applicable
2.	Corporate Priorities	YES
3.	Manifesto Pledge Reference Number	ACEF

## Appendix 1

### **Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds**

1. No charge whatsoever shall be imposed by the Councils for their own administration or other expense on Harvist money;
2. So far as possible, it shall be the objective to distribute or use the Harvist money during the year of receipt;
3. Councils shall allow interest to accrue on Harvist money from receipt until use at the average 7 day LIBOR rate;
4. Councils must be explicitly clear that Harvist money is further provision in addition to the Councils' own expenditure from their own funds;
5. 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;
6. If an authority uses Harvist money for expenditure on its own facilities, it must be clear that that expenditure is for an "extra" which simply would not be provided but for the Harvist money, and not simply as a contribution to revenue expenditure which the Council should itself properly bear;
7. Each Council must provide a fully reconcilable account of money held and spent whenever required by the trustees or the Hon Treasurer.

## Appendix 2



### The Edward Harvist Trust Grant Application Process

#### Information for Prospective Applicants

The Harvist Trust is a charity established from the estate of Edward Harvist, who died in 1609, and its proceeds are divided between the 5 London Boroughs, which border the Edgware Road. Harrow receives 5.5945% of the yearly income, which is intended for charitable purposes. The objects of the Charity is 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.

The following will apply to grants from the Harvist Trust:

1. Grants are made to organisations rather than individuals.
2. Grants are not offered to cover the costs of any provision the Trustees deem to be a statutory responsibility. Grants can be made to statutory organisations, if Trustees feel that it is for provision over and above the statutory responsibility.
3. The funds are used for one-off revenue or capital grants. In respect to capital grants, preference will be given to items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.
4. Applications are accepted from organisations by letter and must be supported by two written quotations for equipment.
5. The amounts payable are relatively small, **with a maximum grant of £2,000**. Grants are not offered for equipment that has already been purchased or for very small items, such as stationery.

In addition to the above, applicants must satisfy Harrow Council's Common Grants Conditions, as follows:

- The applicant must be a voluntary group based in Harrow, with 80% of its members either living or working in Harrow.
- The organisation must be properly constituted, have a management committee and a bank account in the name of the organisation.
- The organisation must not promote or oppose any political party.
- The activities the organisation provides must not be of a religious nature.
- The organisation must not be profit making.
- The organisation must demonstrate commitment to the Council's equal opportunities policy.
- The organisation must set out in its application any existing funding provided, from whatever source.
- The organisation should be able to accept all financial transactions from the Council electronically.
- The organisation must agree to provide a report on the use of the grant, and audited accounts (where audited accounts are not available, management accounts and copy bank statements as appropriate).

If you would like to make an application, please do so in writing, setting out the following:

- 1. Name of Organisation:**  
Name and aims of Organisation and/or project for which funding is being sought
- 2. Beneficiaries:**  
Number of users  
Proportion of users who are Harrow residents  
Main area where organisation works, i.e. Ward, Postcodes etc.
- 3. What you are applying for and why.**  
Please include two written quotations if applying for a capital grant.
- 4. Evidence of any match funding.**
- 5. Financial information:**  
Income for current year, including name of funder and amount.  
Budget for the project/proposal for which funding is being sought

You will also need to provide copies of the following documents:

- Your organisation's adopted constitution or governing document
- Your 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 (you must complete the enclosed form and return it with your application)

Please send your application to:

Grants Unit  
Harrow Council London  
Civic 1 (South Wing), Civic Centre  
P.O. Box 21, Harrow  
Middlesex. HA1 2XF

**The deadline for applications is 5pm on Friday 3<sup>rd</sup> November 2006. Late applications will not be accepted.**

On receipt of your application an acknowledgement will be sent confirming when your application will be assessed and when you can expect notification of the outcome of your application.

If you have any further queries regarding the above, please phone the Grants Unit on 020 8424 1335 or email: [charlotte.clark@harrow.gov.uk](mailto:charlotte.clark@harrow.gov.uk).

August 2006

## Appendix 3

### Summary Reports of EHT Applications

#### **Blossom Fitness: Grant requested: £1,396**

Blossom is a local Asian women's organisation that aims to improve the quality of life amongst women in the Borough by engaging in various sporting activities, e.g. swimming, kick boxing, gym, badminton, etc. The organisation provides a culturally sensitive programme of activities that meets the diverse needs of Asian women in the Borough, by creating a safe women-only environment; ensuring activities are led by female-only instructors and lifeguards.

The grant requested from the EHT is to purchase the following:

#### Specialist kick-boxing and self-defence equipment:

-	hook and jab shields	£67.93
-	large punch bag	£117.95
-	Training shield	£47.93

#### Specialist gym equipment:

-	Dumb-bells	£273.60
-	Mats	£165

#### Badminton Equipment:

-	Racquets and shuttlecocks	£89.94
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Projector Screen and Projector: £633

**TOTAL: £1,396**

As this is a newly established organisation, their accounts are not yet available.

#### **Harrow Apollo: Grant requested: £1,800**

The Harrow Apollo Male Choir was formed in 1941 at the de Havilland Company in Edgware. The Choir provides performances throughout London, South East England and overseas; furthermore, it gives time freely to sing at numerous concerts in support of local and national charities. There are currently 32 singing members in the Choir of which 26 are Harrow residents. The Choir is based at the Harrow Arts Centre at Hatch End. It is the only male voice choir in North West London and has the potential to greatly improve its choral reputation throughout the UK and abroad.

The grant requested from the EHT is to provide additional uniform resources (tuxedo only) to meet the projected increase in singing members from 30 to 40 during 2007. Therefore, they hope to purchase 15 tuxedos at a cost of £120 each (total: £1,800). Their fund balance as at 31<sup>st</sup> March 2006 was £1,823.06.



**Harrow Cine & Video Society: Grant requested: £860**

The Society was set up in 1951 (previously known as The Pinner Cine Society), but moved to Harrow Arts Centre in 1989. Their aim is the promotion of the art of videography and cinematography, and providing facilities for leisure and education.

The project for which they are requesting funding from the EHT is the Peter Kittel Film and Video Competition. This competition is open to young people aged up to 19. The total cost of the project is set out below:

Hire of Tithe Barn	£260
Cash prizes	£400
Advertising	£300
Less entry fees &	
Cash contribution	<u>£100</u>
Grant requested:	<b>£860</b>

Their cash funds as at 31<sup>st</sup> March 2006 were £7,707.

**Harrow Community Transport: Grant requested: £2,000**

Harrow Community Transport has been in operation since 1980 and provides safe, affordable and accessible transport to individuals and voluntary organisations in Harrow, serving the disabled or those who cannot use public transport due to poor health, age or infirmity. All the users of Harrow Community Transport are resident in the Borough.

The funding requested from the EHT is a one-off contribution towards the overall cost of purchasing a system called CT2000, which is a Commuter software package that is used by most Community Transport organisations across the UK. The estimated cost of this equipment is £2,100 plus an extra £3,300 for 3 years in support package. They also hope at some stage in the near future to add on an account package "Sage Line 50" at a cost of £810. The organisation is awaiting the set of accounts from the previous management that ran to the 30<sup>th</sup> April 2006.

**Harrow Weald Bowling Club: Grant requested: £1,861**

The Club provides opportunities for widows, widowers, physically disabled and older people to socialise with others. It adds another dimension to life for many, regardless of bowling ability, thereby improving quality of life and longevity. Short Mat bowls is provided in the clubhouse throughout the winter months and a keep fit club is run weekly throughout the year. The pavilion is located in the middle of Harrow Weald Recreation Park.

The funding requested from the EHT is to electrify 4 window security shutters. The Club would pay half the total cost. This would leave a further 3 window shutters to be electrified at a later date. The quote provided is a total cost of £3,722 (i.e. 4 window security shutters at £792 each).

The Club applied to the Edward Harvist Trust for funding last year, but were unsuccessful. They have submitted their Statement of Accounts for year ending 30<sup>th</sup> September 2006, which shows that they do not have any reserves.

**Lifestyle Development (Off da Street On the Ball): Grant requested: £2,000**

This newly established project aims to engage young people aged 8-19 years, who live in and around the Rayners Lane estate, with positive and creative activities as part of a comprehensive programme of youth provisions. This estate is Harrow's biggest social housing estate, with a higher proportion of people from the BME community than the rest of Harrow.

The funding requested from the EHT is to employ two local people as part-time sessional support youth workers. They have a commitment from Warden Housing, who is the management landlord, of £30,000 over 3 years. They have also applied to Harrow's main grants programme for a similar amount for 2007/08.

**LMT Chamber Ensemble: Grant requested: £2,270**

Members of the LMT Chamber Ensemble, a Harrow-based professional group of musicians, are planning a series of 3 local concerts in Spring 2007. The repertoire will include popular sonatas for cello and violin, trios for piano, violin and cello, as well as a solo piano recital. The concerts will be given in the beautiful setting of St. Mary's Church, Harrow on the Hill.

The funding requested is to help fund the proposed concerts at the above venue. The organisation has provided an outline budget as set out below:

Artistic costs:	Concert 1	-	£1,200
	Concert 2	-	£1,500
	Concert 3	-	£500
Piano hire:		-	£1,000
Administration		-	£320
Church hire		-	£300
Publicity materials		-	£450
<b>TOTAL:</b>		-	<b>£5,270</b>

Their projected income from ticket sales is £2,000. They have received match funding of £1,000 from John Lyon's Charity.

**London Kalibari: Grant requested: £2,000**

The objective of London Kalibari is to establish a permanent community centre for the benefit of Hindu Bengalees in Harrow and surrounding areas to meet the social, cultural and spiritual needs of the community. Members meet regularly to raise funds for the community centre by holding music, dance, play and historical talks, senior citizens club, Bengalee language tuition, yoga, and bereavement services. These activities currently take place at various locations, i.e. Harrow Civic Centre, Ealing Town Hall, Welldon Centre, and Sri Aurobindo Centre in Eastcote Lane.

The funding requested from the EHT is for the purchase of the following equipment:

Public Address System with accessories	-	£1,007.63
Power Point Projector, laptop, plus software	-	£1,492.98
<b>TOTAL:</b>	-	<b>£2,500.61</b>

London Kalibari has also submitted a grant application for funding of £7,000 in 2007/08. They have accumulated an amount of £50,395 for their building fund.

**Special Connection: Grant requested: £1,500**

The aim of the organisation is to break down the barriers that exist between children and young people with special needs and their non-disabled peers. Special Connections runs 2-day Performing Arts Workshops where children and young people of all abilities can work together and learn about each other. For each workshop they invite one mainstream class of approximately 30 children aged between 9 and 18 years, balanced with 3 special schools supplying another 30 children.

The grant requested is for specific funding towards work with children and young people with profound and multiple learning difficulties in both Kingsley and Woodlands Schools. This takes the form of more specialised Sensory Drama in smaller groups. The cost of the workshops is approximately £1,500 covering venue, insurance, leaders' fees and materials. They have also submitted an application for grant funding of £3,000 in 2007/08 for the same purpose as outlined in this report. Their accounts for year ending 31<sup>st</sup> March 2006 show cash balance of £3,101.

## Appendix 4

### SUMMARY TABLE OF EHT APPLICATIONS

Name	Funding 06/07 £	Funding Requested 07/08 (Main Grants) £	EHT Funding Requested 07/08 £
Blossom Fitness		10,000	1,396
Harrow Apollo			1,800
Harrow Cine & Video Society			860
Harrow Community Transport		10,000	2,000
Harrow Weald Bowling Club			1,861
Lifestyle Development		8,095	2,000
LMT Chamber Ensemble			2,270
London Kalabari		7,000	2,000
Special Connection	2,000	3,000	1,500
<b>Total funding applied for</b>		<b>38,095</b>	<b>15,687</b>

## **Appendix 5**

### **Supporting Information/Background Documents**

- Appendix 5 (a): Blossom Fitness
- Appendix 5 (b): Harrow Apollo
- Appendix 5 (c): Harrow Cine & Video Society
- Appendix 5 (d): Harrow Community Transport
- Appendix 5 (e): Harrow Weald Bowling Club
- Appendix 5 (f): Lifestyle Development
- Appendix 5 (g): LMT Chamber Ensemble
- Appendix 5 (h): London Kalabari
- Appendix 5 (i): Special Connection