

Meeting:	Grants Advisory Panel
Date:	4 th September 2007
Subject:	Edward Harvist Trust Charity – Grant Applications 2007/08
Key Decision: (Executive-side only)	No
Responsible Officer:	Javed Khan - Director of Community & Cultural Services
Portfolio Holder:	Anjana Patel – Community & Cultural Services
Exempt:	Public
Enclosures:	<p>Appendix 1 – Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds; Appendix 2 – EHT Grant Application Process: Information for Prospective Applicants; Appendix 3 – Summary Reports of EHT Applications; Appendix 4 – Summary Table of EHT Applications. Appendix 5 – Supporting Documents</p> <p>Appendix 5 is exempt from publication under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report presents the applications for funding that have been made for the Edward Harvist Trust monies available as at 1st August 2007.

RECOMMENDATIONS:

Members are asked to consider the requests for funding and make decisions accordingly.

REASON:

To enable the applications for the Edward Harvist Trust monies held by Harrow to be considered by Members of the Grants Advisory Panel.

SECTION 2 - REPORT

2.1 Brief History

2.1.1 On 28th 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 distribution of funds from the Trust to Harrow Council in 2007/08 is £9,907.

2.1.3 During June 2007, 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 3rd August 2007.

2.2 Options Considered:

2.2.1 12 applications were received by the deadline from the following organisations:

- African Women Initiative 4 Nationwide Development
- Angolan Civic Communities Alliance (ACCA)
- Carramea
- Freedom Foundation
- Harrow Asian Women's Centre
- Harrow Bengalee Association
- Horn Community Development Association
- London Kalibari
- Harrow and District Outdoor Pursuits Centre Trust – Maesnant Centre
- Mind in Harrow
- Pakistan Society of Harrow
- St. Luke's Hospice

2.2.2 The total amount requested from the organisations listed in 2.2.1 above is £20,967.

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 £11,060.

2.2.4 A summary of applications received from organisations listed in 2.2.1 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	Name: Sonal Shah Date: 17 th August 2007
Monitoring Officer	Name: Helen White Date: 17 th august 2007

SECTION 4 – CONTACT DETAILS AND BACKGROUND PAPERS

Contact: Parveen Vasdev, Principal Grants Officer (ext. 7625);
Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers: EHT Applications Directory: This contains all the EHT applications and supporting documents (circulated separately to Members ONLY as Part 2).

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 3rd August 2007. 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.

July 2007

Appendix 3

Summary Reports of EHT Applications

African Women's Initiative 4 Nationwide Development **Grant requested: £1,955**

This organisation was set up to provide support and advice to African women and their children both in the UK and Africa. They provide direct and indirect relief to these families by the provision of educational training, teaching of new skills, medical and housing aid, and generally by providing such aid or advice as needed by the communities involved.

The organisation has identified office accommodation in Rayners Lane, and is therefore requesting a contribution of £1,955 towards the purchase of computer equipment (i.e. projector - £600, 2 desk top computers @ £550 each) and office furniture (i.e. 2 office desks @ £140 each and 5 office chairs @ £45 each) all totalling £2,205.

Angolan Civic Communities Alliance (ACCA) **Grant requested: £2,000**

ACCA is a local organisation that aims to relieve need, hardship and distress of Angolan people, particularly newly arrived refugees, by the provision of services such as interpreting, immigration, social & welfare rights, housing, community integration, education, training and employment to improve the quality of life for their community. ACCA is seeking funding to support its Young People Summer Football Tournament for a number of unaccompanied minors who are either in residential or foster care without any contact with their own communities. The programme also focuses on involving local communities to participate in their activities.

The grant requested from the EHT is a contribution towards the total cost of £3,275 of the project. The proposed budget is as follows:

Item	Breakdown	Total
Football Kits	6 x complete playing kits (15 each)	£1,800
Goalkeeper Kits	6 x complete kits	£742
Balls	4 x balls 1x bag	£143 £14
Football Net Kits	2 - 11 a -side football net kits	£175
Venue Hire	Venue and playing field	£216
Hospitality	Refreshments	£75
Transport		£110
	Total cost of project	£3,275

Carramea

Grant requested: £257

Carramea provides ICT facilities at the Community Premises for staff and volunteers of all the voluntary organisations, which have office accommodation at the premises. It offers customised workshops and certificated general IT courses using its 7-networked computers.

Periodically, it also offers computerised accounts training in partnership with Community Accounting Self-Help (CASH), which reaches out to the wider community sector in Harrow.

Carramea has for several years provided a free-standing independent computer workstation based in Room 10 at the Community Premises for the 6 “casual user” groups who have hot-desking facilities in the room. As these groups share desks, they do not have their own IT equipment. The printer attached to this workstation has now stopped working and therefore needs replacing.

Carramea are requesting £257 from the EHT to purchase a new printer so that the system can be fully operational for the benefit of the 6 organisations and their clients.

Freedom Foundation

Grant requested: £1,665

This organisation was set up to prevent and provide support to all men, women and young people in their communities, from HIV/AIDS and other serious diseases, and aid and poverty eradication both in the UK and Africa. They provide direct and indirect support to those who are in need of this provision by distributing condoms, advocating, and public health awareness on these issues.

The organisation has identified office accommodation in Rayners Lane, and is therefore requesting a contribution of £1,665 towards the purchase of computer equipment (i.e. 1 projector @ £600, 2 desk top computers) and office furniture (i.e. 1 office desk @ £140 and 5 office chairs @ £45 each) all totalling £2,065.

Harrow Asian Women’s Centre

Grant requested: £1,990

The organisation was set up recently to provide support and advice to women from Asian background and others in their own languages by a multi-lingual volunteer. They have been given temporary office accommodation at the Lodge, 64 Pinner Road. The aim of the organisation is to build the confidence of Asian women to integrate in social, economical and civic life of the local community.

The organisation is requesting a contribution of £1,990 towards general start-up and running costs, such as volunteers travelling expenses, insurance, telephone, stationary and postage, CRB checks for volunteers, etc.

Harrow Bengalee Association

Grant requested: £2,000

Harrow Bengalee Association works towards the welfare and development of Bangladeshi and other Bengalee communities living in Harrow. The organisation is based at the Community Premises.

Large number of elderly Bengalee families living in Harrow finds life difficult due to isolation, ill health, mental health issues, and lack of recreational facilities. The organisation has therefore started a “50 plus Group” for the welfare of these families. It is hoped to increase the quality of life for this Group by promoting health and social care issues, support for people with specific health condition by volunteer qualified health professionals, recreational and leisure activities (e.g. yoga).

The organisation is requesting a contribution of £2,000 towards the overall cost of £5,060 for the provision of the above services to the 50 plus Group.

Horn Community Development Association

Grant requested: £2,000

Horn Community Development Association runs a supplementary school at Cannon High School in Edgware. The main aim of the school is to raise academic attainment of Somali children in Harrow schools, many of whom are considerably underachieving. The classes run for 4 hours on Saturdays from 10am to 2pm. At present there are 4 classes that cater for needs of Key Stages 1-4, with a total enrolment of 96 pupils. Due to high demand, there is a long waiting list.

The Somali community face a high level of social and economic deprivation that may impact negatively on the education and life chances of their children. Unemployment rate is over 80% and most of the Somali families are living on social security benefits.

The organisation is requesting £2,000 for the following:

- | | |
|--|--------|
| • 3 x laptop computers @ £600 each | £1,800 |
| • 3 x laptop bags @ £30 each | £90 |
| • Volunteers expenses @£10 a day for 11 days | £110 |

TOTAL:	£2,000
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London Kalibari

Grant requested: £2,000

Project: Celebration of Indian Democracy since Independence, and Lessons for World Peace and Prosperity

London Kalibari has been established for over 25 years to provide services to the Hindu Bengalee community in Harrow. The organisation holds its activities mostly in Greenhill, Marlborough, Kenton, Wealdstone and Roxeth.

The organisation is requesting a contribution of £2,000 for organising the above programme in early Spring 2008. The full costing for this project is set out below:

- | | |
|---|--------|
| • Hall hire (Elliott Hall) @ £165 per hour for 5 hours: | £825 |
| • Fees for artists and speakers: | £1,050 |
| • Purchase & hire of equipment and material: | £200 |
| • Brochure and media costs: | £250 |
| • Light snacks and soft drinks: | £300 |

TOTAL:	£2,625
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**Harrow & District Outdoor Pursuits Centre Trust
(Maesnant Centre)**

Grant requested: £2,000

The main aim of the Trust is to provide an outdoor pursuits centre in "wild country" for use by the youth of the Borough of Harrow, so that they may develop to become fuller members of society. Maesnant Centre is located in mid-Wales near Aberystwyth.

The Trust is requesting a contribution of £2,000 towards the overall cost of £6,000 for adding a classroom at Maesnant. The classroom will be made within one of the barns at the Centre. The contribution of £2,000 will cover the main cost of materials for completing the blocking of 3 openings and replacing the floor above the classroom in the barn.

Mind in Harrow

Grant requested: £2,000

Mind in Harrow, in partnership with statutory and voluntary sector organisations, is planning to hold events for World Mental Health Day on and around 10th October 2007. Partners include the PCT, Harrow Council, CNWL Trust, Harrow Samaritans, FWA, Ethnic Alcohol Counselling Harrow, Connexion, Rethink, Horn Response Project, Harrow Bereavement Care, and many more. Mind in Harrow is taking the lead in this request for funding support. It is hoped to run the project in several venues over the week beginning 8th October, with the main focus in the St. Ann's pedestrian precinct on Wednesday 10th October.

The public sector partners are providing support in kind, and Mind in Harrow is requesting £2,000 funding from the EHT, to part-fund costs for performers from different ethnic groups, sound system, refreshments for stall holders and performers, leaflets, posters, flyers, street banners, and volunteer expenses.

Pakistan Society of Harrow

Grant requested: £1,100

The aim of this organisation is to promote the interests of the Pakistani community living in Harrow in order to improve their health, education and access to employment to enable them to make a positive contribution to Harrow.

Pakistan Society of Harrow is requesting £1,100 to purchase computer equipment (monitor, software, and laser printer) in order to provide training to their members in Urdu language software, which would not only translate from Urdu to English but also from English to Urdu. They would also provide training in Access, Excel and desktop publishing.

St Luke's Hospice

Grant requested: £2,000

St Luke's is the only organisation, which provides Hospice Care to the residents of Harrow. The care they offer includes the treatment of physical symptoms, but also extends to consider the emotional, psychological, spiritual and social needs of their patients. The Hospice Care is offered either in their own homes or within St. Luke's building in Kenton Road, Harrow. In 2006, 86% of £3m annual costs were spent on the salaries of staff that provide the services.

The organisation is requesting a contribution of £2,000 from the Edward Harvist Trust as a contribution towards the lease costs of 7-8 specialist pressure relief mattresses, which totals approximately £20,000 a year.

Appendix 4

SUMMARY TABLE OF EHT APPLICATIONS

Name	Funding 07/08 £	EHT Funding Requested 07/08 £	EHT Funding Received in previous rounds £
African Women's Initiative 4 Nationwide Development	Nil	£1,955	Nil
Angolan Civic Communities Alliance (ACCA)	2,700	2,000	Nil
Carramea	2,100	257	Nil
Freedom Foundation	Nil	£1,665	Nil
Harrow Asian Women's Centre	Nil	1,990	Nil
Harrow Bengalee Association	2,400	2,000	3,000 (GAP 8.3.06)
Horn Community Development Association	Nil*	2,000	2,170 (GAP 8.3.06)
London Kalibari	1,500	2,000	2,000 (GAP 22.1.07)
Maesnant Centre	Nil	2,000	Nil
Mind In Harrow	6,900**	2,000	Nil
Pakistan Society of Harrow	5,900	1,100	Nil
St Luke's	Nil	2,000	Nil
Total funding applied for		20,967	

* This organisation is a member of HASVO and receives funding through the main grant of £10,000 given to HASVO.

** Mind is currently funded for it's own project. As this application to the Trust is a partnership project, the funding currently received should not be taken into consideration.

Appendix 5

Supporting Information/Background Documents (Part 2)

- Schedule 1: African Women's Initiative 4 Nationwide Development
- Schedule 2: Angolan Civic Communities Alliance
- Schedule 3: Carramea
- Schedule 4: Freedom Foundation
- Schedule 5: Harrow Asian Women's Centre
- Schedule 6: Harrow Bengalee Association
- Schedule 7: Horn Community Development Association
- Schedule 8: London Kalibari
- Schedule 9: Maesnant Centre
- Schedule 10: Mind in Harrow
- Schedule 11: Pakistan Society of Harrow
- Schedule 12: St. Luke's Hospice