

Meeting:	Grants Advisory Panel
Date:	9 th April 2008
Subject:	Edward Harvist Trust Charity – Grant Applications
Responsible Officer:	Javed Khan
Portfolio Holder:	Councillor Anjana Patel
Exempt:	No – Except Appendix 5 which is exempt (Part 2) under Paragraph 1, Part 1 of Schedule 12A of the Local Government Act in that it contains information relating to an individual.
Enclosures:	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 (Part 2)

Section 1 – Summary and Recommendations

This report presents the applications for funding that have been made to the Edward Harvist Trust Fund monies available as at 31st December 2007.

Recommendations:

Members are requested to recommend to the Portfolio Holder for Community and Cultural Services recommendations for Edward Harvist Trust grant funding.

Reason: (For recommendation)

To enable the distribution of Edward Harvist Trust monies held by Harrow to local voluntary organisations. 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.

Section 2 – Report**Background**

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.

Current situation

Harrow Council receives monies from the Edward Harvist Trust Charity approximately three times per year. Applications are invited from local voluntary organisations approximately twice a year or when a sufficient balance is available for allocation.

The opening balance of funds from the Trust to Harrow Council in 2007/08 was £15,460. A total amount of £6,257 was allocated in September 2007, leaving a balance of £9,203. A further two payments were received in October and December 2007 totalling £7,192.07, which therefore leaves a balance of **£16,395** available for allocation.

During November 2007, a press release about this Edward Harvist Trust funding round was circulated to libraries, community centres, the local press and on the Harrow website. The deadline given was Friday 7th December 2007.

Why a change is needed

No changes are required to the current process.

Main options

Nine applications were received by the deadline from the following organisations:

Angolan Civic Communities Alliance (ACCA)
Friends of Canons Park
Harrow Anti-Racist Alliance
Harrow Bengalee Association
Harrow Gingerbread
Harrow Kuwaiti Community Association
Harrow Talking Newspaper
Somali Cultural & Educational Association
Weald Village Community Association

The total amount requested from these organisations is **£13,003**, which if allocated fully, would leave a balance of **£3,392** for future allocations.

A summary of applications received from these organisations is detailed in Appendix 3 of this report.

Other options considered

There are no other options to consider.

Implications of the Recommendation

Resources, costs and risks

The amounts requested fall within the funds available for distribution. The Panel is reminded that the Trust monies are to be used primarily to support small, unfunded organisations and new/emerging groups. If applications from other groups are considered, the panel may wish to take in to account funding received from the Council's main grants programme and previous funding from the Edward Harvist Trust. This information is set out in Appendix 4.

The main risk associated with the approval of funding from the Edward Harvist Trust monies is that an organisation may not use the grant for the purposes outlined in its application. This will be addressed through a monitoring procedure, which will ensure that information and evidence is received on how the grant was used and how it has benefited the organisation.

Staffing/workforce

There are no staffing/workforce issues.

Equalities impact

The provision of funding through the Edward Harvist Trust aims to address inequalities and disadvantage, to promote equality of opportunity and improve community cohesion. If approved, some of the funding will provide support to organisations serving black and minority ethnic communities, children and young people, women, people with disabilities and the elderly.

Legal comments

There are no legal implications.

Community safety

The provision of grant funding through the Edward Harvist Trust has the potential to support initiatives that contribute to community safety. Some of the organisations and their activities contribute to preventing and tackling crime and anti-social behaviour.

Financial Implications

The provision of funding through the Edward Harvist Trust has no implications on the medium term budget strategy. This is a distinct source of funding

provided to the council for administration as grants to the voluntary and community sector.

Performance Issues

The provision of funding through the Edward Harvist Trust has the potential to contribute to the performance of the LAA target on community cohesion. Target performance against this indicator is 61%; current performance against this measure is 51%.

Section 3 - Statutory Officer Clearance

Name: ...Sheela Takrar.....	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date:27 th March 2008.....		
Name:Helen White.....	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date:28 th March 2008.....		

Section 4 - Contact Details and Background Papers

Contact:

Kashmir Takhar, Service Manager, Community Resources & Projects (ext. 5332);
Parveen Vasdev, Principle Grants Officer (ext. 7625);
Charlotte Clark, Senior Grants Officer (ext. 2335).

Background Papers:

Edward Harvist Trust letters of application and supporting documents (circulated separately to Members ONLY as Part 2).

If appropriate, does the report include the following considerations?

1.	Consultation	YES - Draft report sent to Voluntary Sector Advisor for comments.
2.	Corporate Priorities	YES

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.



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 7th December 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.

Appendix 3

Summary Reports of Edward Harvist Trust Applications

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

Project: IT and Web Design Services for Young People and Provision of IT and Access to Internet for Women and Elderly People.

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. The organisation has an individual office at the Community Premises.

ACCA has established a Family Learning Programme Support Service predominantly targeted towards families from Portuguese or French speaking communities with selected programmes also available to locally situated host and migrant communities. The programme has entered in partnership with Harrow African Caribbean Association (HACAS) due to commence in April/May 2008 pending joint funding applications.

The overall vision of the Family Learning Support Service is to enhance the educational experiences of children and support parents with language programmes (ESOL) and understanding of the UK curriculum via a series of targeted interventions aimed at raising educational attainment, enhancing life skills, heightening awareness of health and social care issues as well as encouraging achievement through active participation across a variety of social activities and educational opportunities. The programme currently runs at Hillview Children's Centre, Northolt Road Communal Hall and at the Community Premises on Saturdays. It is hoped to move to the Beacon Centre in Rayners Lane from April 2008, where the service will be expanded. At present, 82 people have enrolled, including 45 children and young people, 22 parents and 15 elderly people.

ACCA is seeking funding to expand the above service with I.T. training and support. The grant requested will enable ACCA to comply with the new planned services and incorporate basic word processing, spreadsheets, publishing, Power Point, Access database, how to access the internet and how to set up email accounts and access emails.

A grant of £2,000 is requested from the EHT as a contribution towards the total cost of £2,998 of the project. The remainder will come from contributions made from parents. The equipment will be stored and used at the Community Premises. The proposed budget is as follows:

Apple Mac computer ready to run as web-hosting server	£1,699
Apple digital display	£399
Publisher design packages	£389
Dream weaver web design software	£276
Router	£235
Total	£2,998

Friends of Canons Park**Grant requested: £500****Project: Canons Park Fun Day 2008**

Friends of Canons Park, comprising of local residents, was formed in May 2003 to support Harrow Council's application to the Heritage Lottery Fund to restore the historic Canons Park to its former glory and to make it safer and more relevant to the needs of the local population.

To date, the organisation have held 4 highly successful annual Fun Days and 3 musical evenings as well as organising monthly bird spotting walks and participation in the RSPB Big Garden Bird Watch and Feed the Bird events. The Fun Day held in 2007 attracted around 2,000 visitors.

Friends of Canon Park are requesting a grant of £500 as a contribution towards the 2008 Fun Day to be held on 13th July 2008. A grant of £250 from the Trust will enable them to cover the cost of local newspaper advertising in the week before the event, and a further £250 will cover the cost of hiring a local brass band to play throughout the afternoon.

The aim of the Fun Day is to attract more local people to the Park, especially young people and families. Entry to the Fun Day is free of charge and all costs to visitors are kept deliberately low to encourage families and individuals on low incomes to attend and take part in the full proceedings. Some income is raised from the tea tent and stalls and a bucket for donations is placed on the 'Friends' stall. This income has covered expenses and any residual profits are put back into the various projects in the Park and the following year's Fun Day.

Harrow Anti-Racist Alliance**Grant requested: £885****Project: Arts4REAL Drama Group and Casework Team.**

Harrow Anti-Racist Alliance (HARA) is requesting a grant of £885 from EHT to purchase a laptop computer to be used by both the Arts4REAL Drama Group and the Casework Team.

The arts4REAL drama group was formed in 1996 as part of HARA. Since then it has worked on original productions for Black History Month, Harrow Arts Festival, Refugee Week, and Words Live Festivals. It has performed in a variety of venues across Harrow, including schools and the Harrow Arts Centre. The group performs at productions about 10 times a year to diverse audiences and approximately 8-10 members meet regularly at the Community Premises to write and read scripts. Rehearsals are held at various venues including Harrow Arts Centre and the Teacher's Centre when a production is planned. In its last performance, the group had 12 Harrow performers from diverse backgrounds and different age groups supported by 8 research and administrative volunteers. The group creates productions using multi-media but has found that many venues that offer PowerPoint projection facilities do not necessarily include a laptop as part of their equipment hire package, which has resulted in the educational aspects of productions being restricted.

Harrow Anti-Racist Alliance is also involved in community support initiatives and has a casework team, which assisted Harrow residents with 161 different types of cases last year. The part-time caseworker, funded by Harrow Council, has access to a computer room at the Community Premises where the organisation has an individual office. Volunteers and job seekers on work experience as well as the part-time caseworker use the office. The office is often so heavily used that the caseworker has to consult with clients in one of the counselling rooms in order to observe confidentiality. The use of a laptop would mean that the caseworker could type up notes during consultations rather than in the office at a later stage, which uses up valuable time.

Harrow Bengalee Association

Grant requested: £1,790

Project: Over 50's Group.

Harrow Bengalee Association works towards the welfare and development of Bangladeshi and other Bengalee communities living in Harrow. The organisation has a designated desk at the Community Premises, where they provide information and guidance on community welfare issues, interpreting and practical and emotional support to isolated families. It also runs weekly mother tongue classes at Harrow High School and provides cultural events and summer trips 2 or 3 times a year.

The organisation has recently started an over 50's Group in response to demands from the Bengalee families accessing the current services provided by the Association. It is hoped to increase the quality of life for the people attending this group by promoting health and social care issues, providing support for people with specific health condition by volunteer qualified health professionals and recreational and leisure activities. The Group is currently meeting weekly at Harrow High School and activities include yoga/keep-fit sessions and monthly health awareness sessions. Approximately 15 people attend the yoga/keep-fit sessions and 30 people attend the health awareness sessions.

The organisation is requesting a contribution of £1,790 towards the overall cost of £2,440 for the purchase of a laptop (£950), projector (£840) and screen (£650) to be used for the health promotion sessions. Members of the Association have donated the remainder of the funding. The equipment will be stored securely at Community Premises when it is not being used. The breakdown of costs is as follows:

Harrow Gingerbread**Grant requested: £470****Project: Healthy Eating and Awareness Programme**

Harrow Gingerbread is a self-help and support group for lone parent families from different multi cultures, ages and backgrounds, and is a subsidiary of the National Gingerbread. They provide a meeting place at the Pinner Youth Centre in Chapel Lane for lone parents and their children, as well as emotional, moral and practical support.

Harrow Gingerbread is currently developing a Healthy Eating and Awareness Programme. The programme will support and encourage young people to create their own healthy eating plans from scratch, creating menus on a computer, researching recipes, keeping display books and taking photographs to keep and try out at home. Young people would be making a positive contribution to their wellbeing and independence by working in small groups to use utensils and ingredients to bring awareness of healthy eating into their lives and gain new skills and experience.

The total cost of the project is £2,000 and, since this application was made, a grant of £1,530 has been awarded from the Council's main grants programme for 2008/09 to be used as a contribution towards the running costs of the project. Therefore the balance of £470 is requested from the Edward Harvist Trust fund to be used to purchase kitchen utensils and equipment, display books and a digital camera for this project.

Harrow Kuwaiti Community Association**Grant requested: £1,422**

The aims and objectives of the Kuwaiti Community Association are to relieve need, hardship and distress in the Kuwaiti Bidoon community and Arabic speaking communities, particularly newly arrived refugees, especially by the provision of translation services and advice regarding matters such as social and welfare rights, housing, community integration, education, training and employment.

The organisation has a designated desk at the Community Premises. It's main services include offering advice on benefits, housing, education and employment and accompanying clients to meetings with the Council, benefits agencies and health agencies and act as interpreters and assist them with completing paperwork and forms and writing supporting letters. They currently assist around 10-15 people per week. They have recently set up a football team, which meets every Saturday.

The Association is requesting a grant of £1,422 to purchase a computer, fax machine, printer and toners, to enable them to produce publicity material and newsletters for their community. The purchase of these items will allow them to increase the number of people participating in their work and their events. The costings are listed below:

Brother Printer HL-5250 DN plus Hi Cap Toner	£199.99
Brother Fax 8360	£226.27
Toner Cartridge	£46.41
Apple – iMac 20-inch	£949.00
Total	£1,421.67

Harrow Talking Newspaper **Grant requested: £2,000**

Project: Relocation of premises

The Harrow Talking Newspaper provides a weekly 60 minute audio tape of local news to some 200 registered blind and sight impaired residents of Harrow, together with a bi-monthly 90 minute general interest magazine tape. It is the only source of local information for sight-impaired listeners. The service is provided free of charge and collated, recorded and despatched by a group of around 30 volunteers.

HTN has been based at Anmer Lodge (Coverdale Close, Stanmore) for the past 18 years but has been informed by the Council that it will not grant a further lease as it plans to re-develop the entire site where it is located. These premises had been adapted by HTN over the years to include acoustic sound damping and installation of workbenches. HTN will be moving to part of a building at Central Depot and it is proposed that the new lease will commence on 1st April 2008 but alterations to the building are necessary before the organisation can physically move. It is anticipated that they will start operating from the new premises at the beginning of May.

The organisation is requesting a one-off grant of £2,000 as a contribution towards their relocation costs as listed below. The remainder of the costs will be paid for from donations.

Removal costs	£250
Purchase and installation of replacement rigs/benching, furniture for the equipment	£400
Purchase and installation costs of partitioning to divide the single space area offered into 2 components needed for recording and sound mixing functions and an area for administrative activities	£3,250
Purchase of essential wall/ceiling sound-damping material.	£250
*Total	£4,150

*Although the organisation has provided the above estimates, it anticipates that the actual cost of moving will be higher as they have started to incur other miscellaneous expenditure relating to the relocation.

Somali Cultural & Educational Association **Grant requested: £1,936**

Project: Supplementary education and teaching support for children, young people and their families.

The Somali Cultural and Educational Association is a member of HASVO (Harrow Association of Somali Voluntary Organisations) and provides services for children, young people and their families from the Somali community in Harrow. The organisation runs a supplementary school in partnership with Whitefriars School and Children's Centre, which currently serves 60 families, each comprising of 4-5 individuals. The school works alongside the mainstream schools curriculum and has advisory input from the local education authority. Educational advice is also given to parents in order for them to support their children at home.

This organisation is based at the Community Premises and has recently been upgraded from casual use to designated desk accommodation. Funding is requested to purchase a laptop computer and other equipment, which will be stored at the Community Premises. The laptop will be used primarily in the organisation's office (they do not currently own a computer) but will also be used together with the projector and digital camera for presentations and demonstrations at the supplementary school.

A breakdown of the funding requested is as follows:

1 x laptop computer	£525.18 excl. VAT
1 x Digital Camera	£177.76 excl. VAT
1 x Laser Printer	£226.70 excl. VAT
1 x Projector	£470.86 excl. VAT
1 x Projector Screen	£ 77.21 excl. VAT
3 x Memory Sticks (USB) @£18.60 each	£ 55.80 excl. VAT
1 x Norton Antivirus + Office	£ 85.06 excl. VAT
Total Incl. VAT and P&P	£1,936

Weald Village Community Association

Grant requested: £2,000

Project: Weald Village Open Space

The main aims of Weald Village Community Association are:

- to promote tenants' and residents' rights and good housing conditions through the Tenants and Leaseholders Consultative Forum and other organisations;
- to provide a forum for consultation and negotiation with Harrow Council and other parties;
- to bring improvements to the area, to increase community spirit, to provide social activities for all sections of the community and to promote a healthy environment;
- to encourage the participation of every resident in the area covered by the Association, in particular to promote equal opportunities and to oppose racism, sexism and other forms of discrimination.

The Association is trying to improve the layout of an open space, which is surrounded by the roads The Cross Way, The Bye Way and The Green Way, and has provided a plan in the attached appendices. Funding has already been received from the Prosperity Action Team to purchase some football goal posts and the Council's Planning, Development & Enterprise Unit and the Public Realm Maintenance Services support the project.

The Association is requesting funding of £2,000 from the Edward Harvist Trust for purchase and fitting of the following, to be carried out by the Council:

2 benches @ £500 each	£1,000
10 anti-traffic bollards (steel case, concrete filled) @ £70 each	£700
Low level shrubs & landscaping	£300
Total	£2,000

Appendix 4

Summary Table of Edward Harvist Trust Fund Applications

Organisation	EHT funding requested this round	EHT funding received in previous rounds	Main grants funding 2007/08	Main grants funding 2008/09
Angolan Civic Communities Alliance (ACCA)	£2,000	Nil	£2,700	£4,000
Friends of Canons Park	£500	£314 (March 2006) & £500 (March 2007)	Nil	Nil
Harrow Anti-Racist Alliance	£885	Nil	£2,700	£3,750
Harrow Bengalee Association	£1,790	£3,000 (March 2006)	£2,400	£2,729 (reserved)
Harrow Gingerbread	£470	£1,000 (March 2006)	£500	£1,530
Harrow Kuwaiti Community Association	£1,422	Nil	Nil	Nil
Harrow Talking Newspaper	£2,000	Nil	Nil	Nil
Somali Cultural & Educational Association	£1,936	Nil	Nil	Nil
Weald Village Community Association	£2,000	Nil	Nil	Nil
Total funding applied for	£13,003			