



# Harrow Council London

## Application For Community Premises

Please return completed forms to the Grants Unit, Harrow Council London, Community & Cultural Services, Civic 1, 2nd Floor, West Wing, Station Road, Harrow HA1 2XF.

- Please read our 'Guidance for Community Premises Applicants' carefully before completing this form to ensure that your Organisation is eligible and that your activities match our funding priorities.
- Please ensure that all sections of this application form are **fully completed**. It is not sufficient to refer to "see attached documents". If a particular section does not apply to your Organisation, please write "N/A".
- Please ensure that two appropriate officers of the Organisation sign the Declaration in Section J of this form.

### SECTION A: INFORMATION ABOUT YOUR ORGANISATION

Name of Organisation: ...HARROW...OVER...50...CLUB.....

Name of Contact Person: ...RUBY...ISLAM.....

Position in Organisation: ...GENERAL...SECRETARY.....

Address for Correspondence: ...58,...BIRCHMEAD...AVENUE.....

.....PINNER, MIDDLESEX...HA5...2BH.....

Telephone Number: 020...8933...0626.... Mobile No: 07592548407.....

Fax: ..... Email: Rubyandanis@hotmail.com.

Address of Activities (if different from above): Pinner...Hill...Community...Hall...

.....Pinner Hill Road, Pinner...HA5...3SS

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

Company limited by guarantee

Friendly society Yes

Registered charity No

Housing Association No

Voluntary organisation Yes

Partnership (please describe) No

Other (please describe) No

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

If YES, please describe: .....

3. In which year did your organisation start? 2007

4. Does your Organisation have a formal constitution or set of rules? YES

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

The Harrow over 50 club is a voluntary organisation run by its members for the older residents of Harrow and surrounding areas. The main aim is to provide a social forum for the older residents of Harrow – many of whom can feel isolated and lonely – to meet in an informal, welcoming environment so that they can socialise, exchange views and share their problems and worries. It also aims to assist the older residents of Harrow in areas of health and welfare.

The club, which runs via a monthly club held in Pinner Hill Community Hall, Pinner Hill Road, Pinner, helps to promote and foster educational, cultural and physical activities. Seminars are arranged by the in house members and guest speakers to explain and guide the members about the healthy life style and medical issues. The club carries out home visits to provide comfort and consolations to Families suffering illness, tragedies and bereavement. The club also helps members to keep abreast of national and local issues by providing its members with local news papers, journals and magazines, and also assists the members to keep abreast of technological developments via regular seminars in the use of IT.

Harrow has a significant proportion of its older residents from the Asian communities – many of whom feel disengaged from the mainstream services – and it is our intention that we use this club to increase awareness amongst these communities about the considerable support and advice that is already offered by Harrow Council.

6. What geographical area or wards does your service benefit?

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

Harrow and surrounding areas.

## **SECTION B: FUNDING PRIORITIES**

Please identify and explain how the activities/services meet one or more of the following priorities as outlined in the guiding principles of the Harrow Strategic Partnership's Community Plan 2006-2010. Please refer to the 'Guidance for community Premises Applicants' for details of these priorities. (Continue on a separate sheet if necessary)

Please tick if applicable

### **1. Sustainable Communities in Harrow**

How we meet these criteria:



By its very nature, the over 50 club will be to some extent providing a service to a targeted, narrow group. However, we have in place and we propose to further improve, the procedure for maintaining dialogues between various sections of the communities within that demographic in Harrow, including advertising our services via schools (e.g. Harrow school) and via the Community Centres' notice board. In order to continue trying to attract new members from the widest group, we will widen our advertising base by placing leaflets in local libraries and doctor's surgeries.

Please tick if applicable

### **2. Safer Harrow**

How we meet these criteria:



We aim to contribute to a safer Harrow by providing a secure and welcoming forum whereby the older residents of Harrow can meet to discuss issues of personal safety and fear of crime, as well as health and welfare issues. We also propose to run a series of seminars whereby the issues raised in the forums can be addressed by experts- be they from the local authorities and public services or from the community itself – and practical advice given to improve the safety of our residents.

Please tick if applicable

### **3. Stronger Communities in Harrow**

How we meet these criteria:



By organising various community functions, including cultural, social and musical events (e.g. medical seminars, yoga classes, coach trips, literature talks), we believe we generate and encourage a sense of belonging to Harrow. Local decision-making is done by a democratically elected representative body from amongst the members of the Club. We take special care in our pricing policies to ensure participation by the most disadvantaged residents

Please tick if applicable

**4. Healthier Harrow**

How we meet these criteria:

We hope to contribute to this aim by promoting the understanding of health and social provisions available within Harrow; and by offering advice and support to the elderly residents of Harrow in accessing this support. In the previous year, the club, funded by members contributions, organised health seminars (including talks on diabetes, blood pressure, cholesterol, benefits of regular exercise etc). By running weekly yoga classes, we actively encourage our members to take regular exercise.

Please tick if applicable

**5. Young Harrow**

How we meet these criteria:

**Which of the following corporate priorities do your activities contribute to:**

- Deliver cleaner streets, better environmental services and keep crime low
- Redevelop the Town Centre
- Improve the well being of adults and children and the care of those who most need our help
- Extend community use of schools while making education in Harrow even better
- Improve the way we work for our residents
- Develop communities where people from different backgrounds get on well together

**SECTION C:**

**ACCOMMODATION DETAILS**

1. Please indicate which type of accommodation you require:

Individual Office  Designated Desk  Casual Use

Post Box Address only for correspondence

2. The Council encourages shared use of accommodation, are you prepared to share?  
**YES/NO**

If you are unable to share accommodation, please state why:

.....  
.....

3. How do you propose to use the accommodation for which you are applying? (e.g. committee meetings, office work, etc)

(A) Committee Meetings (use of meeting rooms).....

(B) Office Work.....

(C) Use of Photocopying facilities.....

4. How often do you expect to use the Community Premises? (e.g. number of hours per day, number of days per week)

.....  
Three days a week, — (3/4 hours a day).....  
.....

5. Does your Organisation have use of other Council Premises? **YES/NO**

If YES, please give details (i.e. location, cost, frequency, etc.):

N/A.....  
.....  
.....

**SECTION: D      DETAIL OF ACTIVITIES/SERVICE**

1. Please list the services/activities that will be provided at the community premises:

<u>ACTIVITY/SERVICE/PROJECT</u>	<b>DAY, TIME &amp; FREQUENCY OF SERVICE</b>
Meeting of club	Twice a month
To discuss the members personal problems, worries etc.	As necessary

2. **Is this new Project/Activities/Services?**      ~~Yes~~/No  
(This club is open in 2007)
3. **Please estimate the percentage of users for this project/service who are resident of, or work in the London Borough of Harrow.**  
95%
4. **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).

The primary beneficiaries of the club will be the members of the club and all the older Residents of Harrow who wish to use the services Offered by the club.

5. **What are your expected outcomes? How will you measure and monitor these outcomes? How will you know if the project is successful in achieving what it sets out to achieve?**

The main outcome is to improve the quality of life of the elderly residents of Harrow. By the end of the project we hope to have created a lively and welcoming club where by the elderly residents of Harrow can meet to discuss their concerns, share their problems and help each other to find solutions. We also hope to act as an information service to residents to increase familiarity with the services offered by Harrow Council and to promote healthy lifestyles. We have already

made a strong start on these aims. In the first year of operation, the club has medical seminars on general health, benefits of exercise, as well as on specific health topics (e.g. diabetes, cholesterol, blood pressure) that are particularly prevalent amongst the Asian community. We have started a successful yoga class, which not only offers the obvious health benefits but also provides a welcoming and social environment for residents to meet new and old friends. We have organised one coach trip to Blenheim palace and following the success of this trip, we envisage that this is something we will do more of. Our monthly meetings offer a welcoming environment for all elderly residents of Harrow to meet and discuss their concerns. By offering a variety of seminars (on culture, music, health, current affairs) we hope to have attract from as wide a base as possible.

We aim to measure success in two ways: (1) By monitoring the membership of the club, with an expectation that its increase over the year; and by (2) Seeking regular feedback from our members – both on a informal, regular basis following seminars and events; and formally via the annual meeting where members have opportunities to be canvassed in advance for their views and expectation for the club. We have already made a strong start on this front in our first year of operation. Current membership stands at 81 members. We hope to continue to increase this number by putting leaflets in local shops and libraries, and via word of mouth of our members.

**SECTION E: DETAILS OF STAFF, VOLUNTEERS AND  
MANAGEMENT COMMITTEE**

1. Please give details of all staff/volunteers connected with the activities/project/service of your organisation:

Job Title	Please indicate if post is currently funded or new	Source of Funding in 2008/2009	Hours p.w.
President Qazi Z Ahmad	not funded	n/a	1/2
Treasurer Sadiqur Rahman	✓	✓	✓
General Secretary Ruby Islam	✓	✓	✓
Exec. Member Nilufar Alam	✓	✓	✓
Exec. Member Jalal Ahmed	✓	✓	✓
Exec. Member Saiful Islam	✓	✓	✓
Exec. Member Hasina Chowdury	✓	✓	✓

2. Please indicate the number of volunteers you have: 7
3. Please state the estimated volunteer hours worked per week: approximate 14/15 hr
4. Does the volunteer staff receive any expenses: ~~YES~~ / NO  
If YES, please state the estimated total cost per week: n/a
5. How often does your Management Committee meet? Once a month
6. Total number of members on your Management Committee: 7
7. How many of your Management Committee members are:
  - a) Users of your project: 7
  - b) Members who belong to your Organisation: (81)
  - c) Harrow Council Members (please supply names below): none
  - d) Harrow Council Officers – in an official capacity: none  
(Please supply names below): n/a
  - e) Harrow Council Officers – in a personal capacity: none  
(Please supply names below): n/a



## **SECTION F: GENERAL AND FINANCIAL INFORMATION**

1. **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 April 2009 to March 2010.....**

<b>INCOME</b>	<b>AMOUNT (£)</b>	<b>EXPENDITURE</b>	<b>AMOUNT (£)</b>
Government Grants	Expected nil	Salaries & Wages (including London Weighting & Employer NI)	nil
Local Authority Grants	£2000	Telephone & Fax	nil
Donations from businesses	nil	Postage	£55
Donations from Trusts	nil	Rent & Room Hire	£315 payable to the Harrow council
Fundraising	£319	Printing & Stationery	£65
Rents, sales, charges	nil	Gas/Electricity/Utilities	nil
National Lottery	nil	Repairs & Maintenance	nil
All other sources (please specify): Members' subscriptions	£215	Training & Education News papers & Journals Medical seminars/advice	nil £200
Donation form individuals	£410	Transport & Travel Expenses Social visit & Help (for home support visits)	nil
Summer trip tickets	£510	Volunteers Expenses	nil
		Legal & Professional Fees	nil
		Publicity	
		Other Costs (please specify) Social gathering/ Refreshment etc	£600
		Membership of HAVS	£10
		Day trip	£763
		Keep-fit classes/exercise	£105
<b>TOTAL INCOME</b>	<b>£3454</b>	<b>TOTAL EXPENDITURE</b>	<b>£1513</b>

**2..Do you have a Reserves Policy? YES / NO If YES, please attach Policy.**

If NO, please give reason:

We are one year old organisation. We have not had sufficient funds yet to operate a reserve policy. The balance of surplus 2007-08 is been used 2008 to April 2009 to fund our activities. We have not received any grant for the current year.

**Please give reason for the reserves:** n/a

**SECTION G: GRANTS & FUNDING RECEIVED 2008/2009**

1. Please list all funding that you have received during the financial year 2008/2009.

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
<u>Harrow Council London</u>	<u>£2000</u>	<u>one</u>		<u>Hall rental, health seminars keep-fit classes &amp; administration cost</u>

**SECTION H: ADDITIONAL INFORMATION:**

Please give any other information that you feel may be relevant in support of your application (Continue on a separate sheet if necessary).....  
 .....  
 .....

**SECTION I : 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
- A full set of audited/certified accounts for the year ending 31<sup>st</sup> March 2008
- Reserves Policy (if applicable). n/a
- Bank account details (please complete the form, appendix 1, enclosed with this application form).

**SECTION J:****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 ALLOW US USE OF THE COMMUNITY PREMISES, 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.

<b>PRINT NAME:</b> QAZI ZIAUDDIN AHMAD	<b>SIGNED:</b> 
<b>POSITION IN ORGANISATION</b> PRESIDENT	<b>DATE:</b> 03 DECEMBER 08

<b>PRINT NAME:</b> BILQUIS JAHAN ISLAM (Ru.Bf)	<b>SIGNED:</b> 
<b>POSITION IN ORGANISATION:</b> GENERAL SECRETARY.	<b>DATE:</b> 03 December 2008

**PLEASE ENSURE YOU KEEP A COPY OF THIS FORM**

Please return the completed form to:

Grants Unit  
Harrow Council London  
Community & Cultural Services  
Civic 1, 2nd Floor, West Wing  
Station Road  
Harrow HA1 2XF.

Tel: 020 8424 1335 or 020 8424 7625

Email: [chalotte.clark@harrow.gov.uk](mailto:chalotte.clark@harrow.gov.uk) or [parveen.vasdev@harrow.gov.uk](mailto:parveen.vasdev@harrow.gov.uk)