

Meeting:	Grants Advisory Panel
Date:	19 <sup>th</sup> November 2009
Subject:	Applications to the Edward Harvist Trust
Key Decision: (Executive side only)	No
Responsible Officer:	Brendon Hills – Corporate Director (Community & Environment)
Portfolio Holder:	Councillor Jean Lammiman – Portfolio Holder for Community and Cultural Services
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 individuals.
Enclosures:	<b>Appendix 1</b> – Summary Table of Applications for EHT;  <b>Appendix 2</b> – Financial Summary of EHT Applications;  <b>Appendix 3</b> - Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds;  <b>Appendix 4</b> –EHT Grant Application Process: Information for Prospective Applicants;  <b>Appendix 5</b> – 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 31<sup>st</sup> October 2009.

### **RECOMMENDATIONS:**

Members are requested to consider officers' suggestions as set out in paragraph 2.4.5 and recommend to the Portfolio Holder for Community and Cultural Services grants from the Edward Harvist Trust Fund (as set out in Appendices 1 and 2).

### **REASON:**

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

### **2.1 Introductory Paragraph**

- 2.1.1 The decisions sought help the Council meet its objectives in supporting the Voluntary and Community Sector.

### **2.2 Brief Background**

- 2.2.1 On 28<sup>th</sup> June 2005, the 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 (see Appendix 3), with the Council's Common Grants Criteria and Conditions of Funding (see Appendix 4) and conformed to the requirements of the Charity Commission.

### **2.3 Current Situation**

- 2.3.1 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.
- 2.3.2 The opening balance of funds on 1<sup>st</sup> April 2009 was £13,902. A further payment of £4,066 was received on 14<sup>th</sup> October 2009; therefore the current balance available for allocation is **£17,968**.
- 2.3.3 During September 2009, a notice about this Edward Harvist Trust funding round was circulated widely within the voluntary and community sector, in libraries and the Community Premises and displayed on the Harrow website. The deadline given was Friday 2<sup>nd</sup> October 2009.

### **2.4 Options Considered**

- 2.4.1 Twenty five applications were received by the deadline from the organisations listed in Appendices 1 and 2 of this report.

- 2.4.2 The total amount requested from these organisations is £40,566, which if allocated fully, would exceed the current balance of Edward Harvist Trust Fund by £22,598. It should be noted that 2 of the organisations listed in Appendices 1 and 2 of this report, i.e. Asian Elderly Group and Community Link Up, provided the amount requested and additional information after the closing date.
- 2.4.3 Appendix 1 highlights officers assessments of the 25 EHT grant applications, and lists those organisations that meet all the requirements, and those that did not meet the grant qualifying criteria or provide all the required information.
- 2.4.4 The total amount requested from those organisations that meet all the requirements in Appendix 1 is £20,617, which exceeds the amount available by £2,649.
- 2.4.5 In view of this, it is suggested that the panel either:
- a) Reduce the grant requests for these organisations by approximately 13% (difference between the amount available and the amount requested);

**Or**

- b) Consider an alternative approach for allocating these funds.

## **2.5 Why a change is needed**

- 2.5.1 No changes are required to the current process.

## **2.6 Resources, costs and risks**

- 2.6.1 The amounts requested are in excess of the funds available for distribution. When considering applications from organisations, the panel may wish to take in to account officers comments as highlighted in appendix 4 of this report.

## **2.7 Staffing/workforce**

- 2.7.1 There are no staffing/workforce issues.

## **2.8 Equalities Impact Consideration**

- 2.8.1 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.

## **2.9 Community Safety**

- 2.9.1 Some of the activities provided by voluntary organisations requesting funding from the Edward Harvist Trust have the potential to contribute to community safety through provision of supervised, structured activities for children and

young people, thereby providing diversion away from involvement in crime and anti-social behaviour.

## 2.10 Environmental Impact

2.10.1 There are no significant environmental impacts arising from the recommendations.

## 2.11 Legal comments

2.11.1 There are no legal implications.

## 2.12 Financial Implications

2.12.1 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.

2.12.2 Providing the Grants Advisory Panel work within the total amount of **£17,967** available for allocation in this EHT funding round, there are no financial implications.

## SECTION 3 - STATUTORY OFFICER CLEARANCE

<b>Name:</b> Narinderpal Heer	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
<b>Date:</b> 10 November 2009		
<b>Name:</b> George Curran	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
<b>Date:</b> 6 November 2009		

## SECTION 6 - CONTACT DETAILS AND BACKGROUND PAPERS

### Contact:

Audrey Salmon, Interim Service Manager, Community & Cultural Services (ext. 5332);  
Parveen Vasdev, Principal Grants Officer (ext. 7625);  
Charlotte Clark, Senior Grants Officer (ext. 2335)

### Background Papers:

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

## APPENDIX 1 – Summary Table of Applications for EHT

Organisation	Officers' recommendations	Amount requested	Background	Purpose	Outstanding information	Comments/ Recommendations
<b>9th Kenton Scout Group</b>	£1700	£1950	Operates in the Priestmead School catchment area for 85 members aged 6-14 yr olds.	Improvements to Scout Hut compound and enhance security arrangements.		Recommended
<b>Afghan Association of London (Harrow)</b>	£1742	£2000	Based in Harrow and provides advice and assistance to asylum seekers and other members of the Afghan community in London.	Women's Group for Afghan women offering beauty & cooking classes, etc.		Recommended
<b>Asperger's Syndrome Access to Provision (A.S.A.P.)</b>	£1395	£1600	Supports carers of adults with Asperger's syndrome and high functioning autism and campaigns for improved service provision in Harrow. Provides advocacy services to both carers and the cared-for in Harrow and runs a monthly support meeting for carers.	Production & distribution of 2,000 publicity leaflets for the recently launched Activity Centre Project which will provide social interaction, therapeutic, occupational and, in the longer term, employment related services to adults with AS/HFA.		Recommended
<b>Harrow Bereavement Care</b>	£1133	£1300	Provides bereavement care for adults, children and young people through the use of volunteer visitors.	Production of publicity material to reflect new logo and to facilitate the development of the service within the wider community.		Recommended
<b>Harrow Citizens Advice Bureau</b>	£1742	£2000	Provides free, independent, confidential and impartial advice to the general public.	Production of publicity material to aid a campaign to encourage new people to train as advisers.		Recommended

Organisation	Officers' recommendations	Amount requested	Background	Purpose	Outstanding information	Comments/ Recommendations
<b>Harrow Gingerbread</b>	£1225	£1405	Runs a lone parent support group (meets monthly) and organises activities for young people and their families.	Equipment & materials for 'Understanding Each Other' Project.		Recommended
<b>Harrow in Leaf</b>	£830	£950	Umbrella organisation for allotment holders and sites and horticultural societies. Encourages and promotes horticulture in the Borough.	Computer & printer		Recommended
<b>Harrow Tamil Association</b>	£524	£600	Provides activities for elderly people 3 days per week including yoga, keep-fit and advice on health issues.	Laptop computer to use with projector (purchased through previous EHT funding) as currently using own laptop.		Recommended
<b>Hestia Housing &amp; Support</b>	£1135	£1300	Provides refuge accommodation, floating support and outreach work with women and children survivors of domestic violence in Harrow.	Contribution towards materials, trips and other costs for the Harrow Children & Family Project, providing school holiday activities to children supported through their DV services		Recommended
<b>Kids Can Achieve</b>	£1742	£2000	Provides services for children and young people with social, emotional, behavioural and learning difficulties.	Contribution towards kitchen units as part of the refurbishment of new premises (Cedars Hall).		Recommended
<b>London Kalibari</b>	£1742	£2000	Provides cultural, social and community activities for the Bengali community.	Contribution towards project to support 20-25 Bengali widows with health seminars, yoga, social & cultural activities, etc		Recommended

Organisation	Officers' recommendations	Amount requested	Background	Purpose	Outstanding information	Comments/ Recommendations
National Childbirth Trust Harrow Branch	£1742	£2000	Provides antenatal classes, breastfeeding drop-ins, weekly coffee mornings, volunteer 'postnatal friends' and newsletters to parents-to-be and new parents in Harrow.	To train a student ante-natal teacher who will support approx. 100 local parents-to-be per year.		Recommended
Pakistan Women's Association Harrow	£1315	£1512	Provides activities for isolated Pakistani women aged 50+ including day trips, lectures on health issues and exercise classes.	Contribution towards taking a group of 60 women (who are 50+) to Paris		Recommended
<b>Ansar Youth Project</b>	Nil	£1149	Offers learning opportunities to young people from the most disadvantaged and marginalised communities in Harrow.	Equipment for educational training programmes & workshops for young people on issues such as understanding other faiths, managing finances and improving public speaking skills.	No docs received except bank details. No quotes, only web links	Not recommended due to outstanding information.
<b>Asian Elderly Group</b>	Nil	Amount requested not stated	Meets 5 days per week and provides social, cultural and physical activities for elderly members of the Asian community.	Rental of Gateway House Hall for 2 days per week for 1 year.		Not recommended as application is <u>not</u> for one-off revenue or capital.
<b>Community Link Up</b>	Nil	Amount requested not stated	Provides services to people with learning disabilities with the aim of increasing their skills, abilities and self-confidence to improve and change their lives.	Training projector and related equipment to use at its workshops and Senior 1:1 Club.	Only 1 quote.	Not recommended due to outstanding information.

Organisation	Officers' recommendations	Amount requested	Background	Purpose	Outstanding information	Comments/ Recommendations
<b>Emerald Circle Club</b>	Nil	£1000	Run by and for Irish pensioners in the Harrow area to provide an outlet to join in social and educational sessions once a week for 2 hours.	Towards general activities - keep fit, outings, computer courses, heating & lighting.	All docs except Equal Opps policy	Not recommended as application is <u>not</u> for one-off revenue or capital and outstanding documents and monitoring issues.
<b>Harrow African Caribbean Association</b>	Nil	£1000	Provides a weekly luncheon and activity club for elderly members of the African Caribbean community and a weekly dance school primarily for African Caribbean children	Contribution towards running costs of the Dance School - to cover rent, insurance and teacher.		Not recommended as application is <u>not</u> for one-off revenue or capital.
<b>Harrow Special Olympics</b>	Nil	£1500	Provides opportunities in sport for people with learning disabilities, particularly athletics and table tennis.	Contribution towards a two-year programme - participation in events across the country, training facility access, minibus bookings, etc.	No recent accounts, no equal opps	Not recommended due to outstanding information.
<b>Horn Response Project</b>	Nil	£5000	Assists mentally ill refugees and asylum seekers, mainly from the Horn of Africa region, by providing information, advice and practical support.	Office equipment, volunteers' expenses, insurance, stationery.	No docs or quotes received.	Not recommended due to outstanding information and application is <u>not</u> for one-off revenue or capital. Amount requested more than maximum.
<b>Iwanaaji Somali Disabled Association</b>	Nil	£2500	Assists elderly and disabled refugees and asylum seekers, mainly from the Horn of Africa region, by providing information, advice and training.	Insurance, volunteers expenses, stationery and administration.	No docs received	Not recommended due to outstanding information and application is <u>not</u> for one-off revenue or capital. Amount requested more than maximum.



Organisation	Officers' recommendations	Amount requested	Background	Purpose	Outstanding information	Comments/ Recommendations
<b>Special Connection</b>	Nil	£2000	Provides drama workshops that bring together young people with special educational needs to work with their peers in mainstream education.	Sensory drama programme - 2x1 day sessions for children with profound multiple learning difficulties and 2x1 day sessions for those with Autistic Syndrome alongside students from mainstream education.		Not recommended as application is <u>not</u> for one-off revenue or capital.
<b>St. Luke's Hospice</b>	Nil	£2000	Hospice care for people with cancer and other serious progressive illnesses and support for their families and carers.	Contribution towards computer equipment as part of a major refurbishment programme within the main hospice building.	only 1 quote received	Not recommended due to outstanding information.
<b>Tolerance International UK</b>	Nil	£2000	Provides non-statutory frontline services to vulnerable 11-18 year olds in London's inner cities and most deprived boroughs. Aims to reach over 800 young people in Greater London.	Contribution towards implementing programme in approx. 20 Harrow schools.	No constitution	Not recommended due to outstanding information.
<b>Youth United</b>	Nil	£1800	Weekly youth club and activities for young people, including public speaking training, drama, dance, media training, fundraising, camping and other physical activities.	To purchase a re-conditioned air hockey table for youth club	Only 1 quote - specialist.	Not recommended due to outstanding information.
<b>TOTAL</b>	<b>£17,967</b>	<b>£40,566</b>				

Appendix 2

**FINANCIAL SUMMARY OF EDWARD HARVIST TRUST FUND APPLICATIONS**

<b>Organisation</b>	<b>Officers' recommendations 2009/10 £</b>	<b>Amount requested 2009/10 £</b>	<b>EHT funding Jan 2009 £</b>	<b>EHT funding received 2008 £</b>	<b>Main grants funding 2009/10 £</b>	<b>Main grants funding 2008/09 £</b>
9 <sup>th</sup> Kenton Scout Group	1,700	1,950	0	0	0	0
Afghan Association of London (Harrow)	1,742	2,000	0	0	0	1,540
Ansar Youth Project	0	1,149	0	0	0	0
Asian Elderly Group Harrow	0	Not stated	0	0	2,400	5,500
Asperger's Syndrome Access to Provision	1,395	1,600	0	0	0	0
Community Link Up	0	Not stated	935	0	5,650	5,650
Emerald Circle Club	0	1,000	0	0	0	1,000
Harrow African Caribbean Assoc.	0	1,000	1,000	0	6,732	6,732
Harrow Bereavement Care	1,133	1,300	0	0	9,500	9,500
Harrow Citizens Advice Bureau	1,742	2,000	0	0	104,349	102,554
Harrow Gingerbread	1,225	1,405	0	470 in 2008	1,400	1,530
Harrow in Leaf	830	950	0	0	0	1,500
Harrow Special Olympics	0	1,500	0	0	0	0
Harrow Tamil Association	524	600	1,000	0	2,040	2,040
Hestia Housing & Support	1,135	1,300	0	0	31,136	30,600
Horn Response Project	0	5,000	0		0	0
Iwanaaji Somali Disabled Association	0	2,500	0	0	0	0
Kids Can Achieve	1,742	2,000	0	0	10,000	10,000
London Kalibari	1,742	2,000	600	0	1,557	1,530
National Childbirth Trust Harrow Branch	1,742	2,000	0	0	0	0
Pakistan Women's Association of Harrow	1,315	1,512	0	0	0	0
Special Connection	0	2,000	1,000	0	1,000	1,000
St. Luke's Hospice	0	2,000	0	0	5,000	0
Tolerance International UK	0	2,000	0	0	0	0
Youth United	0	1,800	0	0	980	0
<b>TOTAL</b>	<b>17,967</b>	<b>40,566</b>				



## Appendix 3

### **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.
6. Applications are particularly encouraged from small and emerging local voluntary groups with charitable status for contribution towards "one-off" general project costs or equipment.
7. Applicants must meet the Council's eligibility criteria as set out below:

*"Grant aid is available to support voluntary and community organisations to deliver services where this resource is for the benefit of people living, working or schooling in Harrow".*

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

- 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 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

Community & Cultural Services

Civic 1, Room 227, 2<sup>nd</sup> Floor

Station Road,

Harrow, HA1 2XF

The deadline for receipt of applications for this round of funding is **4 pm Friday 2<sup>nd</sup> October 2009**

If you have any further queries please call the Grants Unit on 020 8424 1335/7625 or email:

[community.development@harrow.gov.uk](mailto:community.development@harrow.gov.uk)

