

OFFICERS' SUMMARY GRANT APPEAL REPORT

APPEAL TO BE UPHELD:

Schedule a: Harrow Healthy Living Centre

Funding recommended following appeal:	£20,790
Cabinet Decision 18 th March 2010:	Nil
Funding Requested 2010/11:	£29,700

Harrow Healthy Living Centre was not recommended for funding because it was concluded that the project duplicated another service delivered or considered for funding by the Council in the same area in Wealdstone for a similar target group; and whether their project would continue after a year.

Grounds for Appeal:

The organisation is appealing against the officers' recommendation and the decision by GAP and Cabinet not to award funding. Their reason for appeal is that they do not regard their project as fully duplicating another service in the same area, and therefore feel that the information presented to Panel was inaccurate. The Youth Café will be run by young people themselves on Friday evenings, receiving training in catering and hospitality, and will be combined with music lessons, fashion and design. The other applicant provides a youth community group on Wednesdays with activities such as sports and social time.

Following recent discussions with the Council's Area Youth Worker/Centre Manager, it is concluded that the Youth Café will not fully duplicate services provided in this area. The Youth Café also focuses on young people aged 13-25 years with disabilities and/or special needs. The Youth Service has provided a recording studio within the Red Brick Café where young people attending the Youth Café receive music lessons.

Recommendation:

Based on discussions with the Youth Service, Harrow Healthy Living Centre's appeal should be upheld for reasons outlined above. Based on the assessment of Harrow Healthy Living Centre's application, a score of 16 out of 18 was achieved; therefore it is recommended that they be awarded £20,790 (this is based on 70% of the total requested).

Schedule a: Letter of appeal from Harrow Healthy Living Centre

~~Subject: HHLC Appeal - decision of Grants Committee~~

Page 1

W HEALTH
CENTRE

From: "Christina Meacham" <christina@harrowhlc.org>
To: <parveen.vasdev@harrow.gov.uk>
Date: 05/03/2010 15:37
Subject: HHLC Appeal - decision of Grants Committee

I am writing to appeal against the decision of the Grant Committee not to award the Harrow Healthy Living Centre a grant for the period 2010-2011.

This appeal is based on the following facts.

1. This new process was supposed to be based on an objective and transparent process through which organisations were scored, and grants then awarded through the scoring process. HHLC scored 16 points out of a possible 18 points, but were not recommended for funding. Other organisations scoring as low as 12/18 WERE recommended for Large Grants. It is thus clear that funding was NOT awarded on the published criteria.

2. The recommendation points out that the application duplicates that of another organisation. It was noted in the grants panel meeting that the other organisation have a track record of delivering similar services. However, it is noted in the report to the GAP that the other, successful application indicates that disabled people will not benefit from this application. Two further points are related to this:

a) The original specification documents stressed the need for inclusivity, but this does not then seem to have been used as a scoring criterion, reinforcing the point that funding was not awarded on the published criteria.

b) HHLC's admirable record of working with a range of the most vulnerable clients in the community, and with a range of disability and disadvantage, has been totally ignored.

3. Young People's Services are quoted as saying 'Opportunities for accreditation of young people who are gaining skills in food hygiene/catering etc have been missed'. This is despite the fact that the project description specifically describes certification of skills gained, and states 'We can then develop modules which will attract funding from organisations such as the Learning and Skills Council, who recognise the value of working with young people who are initially difficult to engage and delivering skills which will move them significantly towards employment.' Accreditation has certainly NOT been missed, and this leads to concerns about how carefully the applications have actually been read.

Schedule a:

HARROW HEALTHY LIVING CENTRE – Copy of Original Officer Report presented to Grants Advisory Panel on 3rd March 2010

Name of organisation		Harrow Healthy Living Centre		
Project Name		Wealdstone Youth Cafe		
Funding priority (expected outcome)		Every Harrow Child - Reduce crime & anti-social behaviour amongst young people & provide support for young victims of crime		
Type of Grant	Total cost of project	£40,700	Funding requested	£29,700
Funding recommended	Funding for 2009/10	£0		
<p>Recommendation</p> <p>This proposal duplicates another application received for a similar project in the same area for the same target group. It is not clear from the application from HHLC or from the comments from Harrow Young People's Service if support from the Youth Service has been confirmed, and it appears to duplicate a service already offered by them. It is also not clear from the application whether the project will continue after a year, which would have implications on the young people participating. Funding is therefore not recommended.</p>				
<p>Project summary (Information provided by applicants)</p> <p>Background</p> <p>Harrow Healthy Living Centre (HHLC), which is located in Wealdstone, was set up in 2005 to provide a range of interventions to improve the health and wellbeing of the residents of Harrow. A partnership involving Harrow Healthy Living Centre, Harrow Gingerbread, EACH and Harrow Youth Service, plans to run a Youth Café every Friday evening at the Wealdstone Centre (including Red Brick Café) to address the needs of young people in the area. The Youth Café will be run by the young people themselves, who will be trained in catering and hospitality. Other activities will include music classes, fashion and design, as well as support, advice and counselling on alcohol, drug and sexual health issues. The project will establish links with the local police and safer neighborhoods teams. The organisation expects 50 young people to participate each week.</p> <p>The project</p> <p>Funding is requested to contribute to the cost of delivering this service.</p>				
<p>Assessment Results (E – essential, D – desirable)</p> <ol style="list-style-type: none"> 1. The applicant has demonstrated the need for this service and how it will be met. (E) 2. They have demonstrated how it will address the funding priority and expected outcome. (E) 3. They have described where the service will be delivered. (D) 4. They have explained how it will address Harrow's diverse community. (D) 5. <u>They have not described how they will measure the success of the project in relation to a reduction in crime and anti-social behaviour in the target area.</u> (D) 6. They have stated who and how many people will benefit. (D) 7. They have stated how much funding they are requesting. (D) 8. <u>The budget includes costings for volunteers' expenses, which need further explanation.</u> (D) 9. Although the budget includes capital costs (equipment) the funding requested is a contribution to the total cost of the service. (D) <p>Score: 16 out of 18</p>				

Schedule a: Copy of Harrow Healthy Living Centre original grant application

Eligibility Criteria

Do you meet the following criteria?

"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."

YES NO

1. Organisation Contact Details

Name of Organisation	Harrow Healthy Living Centre		
Organisation Address	38-40 High Street, Wealdstone, Postcode: HA3 7AE		
Address for Correspondence (if different to above)	Postcode:		
Fax		Website:	http://www.harrowhlc.org.uk
Contact Person 1	Christina Meacham	Position in Organisation	Chief Executive
Telephone	020 8420 9381	Email	christina@harrowhlc.org.uk
Contact Person 2	Mike Coker	Position in Organisation	Trustee
Telephone	020 8868 5224	Email	Mike.Coker@harrowcarers.org

Name of Organisation: Please give the full name as it appears on your governing document, such as constitution, memorandum of understanding, etc. This should be the name of the organisation that will receive and sign the grant agreement or service level agreement, if the application is successful.

Organisation Contact Details: The contact person should be a member of the management committee or a senior employee of the organisation. They must have the authority to complete this application on behalf of the organisation. During the course of our assessment we may wish to contact you, so please ensure that the contact details you provide are correct.

2. About your Organisation

a. How would you define your organisation? Please tick which ones of the following applies to your organisation. You may need to tick more than one.

Company limited by guarantee Reg. No:
 Friendly society
 Registered charity
 Residents Association
 Mutual Society
 Partnership (please describe)
 Part of a regional or national organisation
 Other (please describe)

b. When was organisation set up? Month Year

c. Briefly describe the purpose of your organisation.

HHLC (the lead organisation) was set up to provide a range of interventions to improve the health and wellbeing of the residents of Harrow. It was located in Wealdstone because it is well recognised that Wealdstone is an area with high levels of social problems, and this project addresses the needs of young people in the area.

a. Defining your Organisation: Please state how you would define your organisation. If your organisation is a registered charity as well as a company limited by guarantee, you must tick both boxes and provide the registration numbers. If your organisation is neither but has a written constitution, you must tick "Other" and describe your organisation as an unregistered organisation. As evidence, you will need to submit a copy of your constitution or Memorandum and Articles of Association if your application is successful. You also need to indicate if your organisation is part of a regional or national body.

c. Briefly describe the purpose of your organisation: Please explain the purpose of your organisation and what you are trying to achieve, i.e. your overall aims and objectives.

3. Policies and Procedures

Please confirm that you have all of the following policies/statements and procedures in place?

- A constitution/memorandum and article of association/deeds of trust
- A bank account in the organisation's name
- Policies for the protection of children and vulnerable adults (if relevant)
- Health and safety
- Appropriate insurances and indemnities procedures (if relevant)
- Written statement of commitment to equal opportunities
- Certified or audited accounts from the previous year (by an independent person). If your organisation has been running for less than 15 months, you may not be able to give us this so in these cases we will accept a 12-month financial projection for the year when you will spend the grant
- Employment and staffing policies and procedures, which address the recruitment and selection, and training of staff and volunteers
- System to monitor the quality of services delivered

4. About the Proposed Service

a. Name of proposed service

Wealdstone Youth Cafe (WYC)

b. Is this a new service? YES NO

c. What needs have you identified for this service?

There is very little evening provision for young people in Wealdstone and a consistent problem with groups of young people on Wealdstone's streets – there is a local dispersal order in force. Recent events involving young people on Wealdstone's streets have included a stabbing and a murder. 'Harrow has some of the most affluent and most deprived pockets in the country' (Harrow PCT Strategic Plan 2008/9 – 2012/13) and Wealdstone represents some of the worst deprivation in Harrow. When they are consulted, young people consistently report a lack of local meeting places and activities.

Gingerbread has worked with children of single parent families over many years. These are children known to be at particular risk of multiple deprivation and offending. The children have reported that they especially enjoy showcasing their musical talents, and love cooking. This project has been designed around these activities, and also encompasses other activities which are particularly popular with young people attending the youth centre. This is a project which is designed around choices made by the participants, and will continue to be responsive to their needs and wants as they become more confident.

d. How will your service address these needs?

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PLEASE NOTE: You are not required to submit supporting documents at this stage. Successful applicants will need to submit this information once a grant has been recommended at the relevant Grants Advisory Panel meeting (subject to agreement by Cabinet).

PLEASE NOTE: The Grant will be withdrawn if the correct supporting documents are not submitted by the agreed deadline. (Please refer to the enclosed "Information to Applicants" for details).

a. Name of proposed service:

Please give your service a short title that best describes what will be delivered. Try to make it unique to your service.

c. Need for this Service: Please explain how you know that your targeted users/beneficiaries need this service. Please provide evidence that you have gathered and used to justify the need for this service, for example:

- feedback from your users
- consultation
- local or national research

d. How will your service address these needs?: Please explain the purpose of your activity and how it will address the need you have identified.

d. How will your service address these needs?

Please explain the purpose of your activity and how it will address the need you have identified.

This application is to provide a Youth Café every Friday evening. The service will be run by a partnership involving Harrow Healthy Living Centre, Harrow Gingerbread, EACH and the Harrow Youth Service. It will take place in the Red Brick Café, and in the Youth Service rooms within the Wealdstone Centre. The Youth Café will encompass a wide range of activities:

- ✓ The Youth Café will be run by the young people themselves, and they will be trained in a range of catering and hospitality skills
- ✓ There will be a structured range of musical activities, giving experiences of a very wide range of musical, techno and DJ skills
- ✓ There will be a range of classes and opportunities in fashion and design
- ✓ We have budgeted to include access to Sky Sports
- ✓ Workers from EACH will attend to get to know the participants informally, and will offer counselling services (which may be held on or off the premises, as preferred by the participants), 1-1 support, workshops and general advice and referral
- ✓ Sexual health workers from the youth service will be able to get to know the participants and chat to them in an informal setting
- ✓ The Youth Café will provide a venue for showcasing musical and fashion projects
- ✓ The Youth Café will have strong links with the local police and safer neighbourhoods.

The project is designed to work with participants to provide meaningful activities, increase skill levels, and develop self esteem. It will reduce crime and anti-social behaviour by removing participants from the street and encouraging inter-group co-operation, working across 'tribal' groups to foster co-operation and understanding.

e. Which one of the following funding priorities and outcome will your project/service address?
(Please tick **ONLY one**)

Funding Priority	Expected Outcomes	Please tick
Economic Development in Harrow	• People have better chances in life – with better access to training and development to improve their life skills.	<input type="checkbox"/>
An Improving Environment	• Improve local biodiversity – active management of local sites	<input type="checkbox"/>
Every Harrow Child	• Reduce crime and anti-social behaviour amongst young people and provide support for young victims of crime; • Provide activities and services within the wider community.	<input checked="" type="checkbox"/> <input type="checkbox"/>
Culture, Communities and Identity	• Enable people from different backgrounds to get on well together; • Increase adult participation in sport; • Increase engagement in arts; • Enable people to access local services through the provision of advice and support; • Reduce crime; • Reduce domestic violence; • Develop mutual support and independence within the community.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Health, Wellbeing and Independence	• Sustain and improve the health and well-being of vulnerable people, i.e. older people, people with disabilities or terminal illnesses, etc; • Provide employment opportunities or training for employment for adults with learning disabilities; • Provide sports and physical activity for children and young people; • Provide preventative mental health services for children and young people.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The Future of Public Services and Democracy	• Provide language support to people whose first language is not English (ESOL); • Provide volunteering opportunities.	<input type="checkbox"/> <input type="checkbox"/>

f. Please explain how your service will address this outcome.

The participants on this project will be offered a very wide range of attractive activities which are designed to develop their skills, foster co-operation and develop self-confidence. Young people will run their own café and receive training in a range of catering and hospitality skills. There will be opportunities for them to try a range of musical instruments and technologies under instruction from visiting music tutors. They will have access to a suite of computers where they can edit visual media and play interactive computer games, and to sewing machines and instruction where they can work on fashion and design. Although we have limited facilities for sports participation, we are planning to provide Sky Sports for those interested in team sports. Each student will have a portfolio detailing their achievements and skills gained whilst attending the café. We plan to make these into well presented documents which will supplement CVs for participants who may have limited formal qualifications.

A key feature of the WYC will be training in health and safety. By working with young people in a strongly supervised environment, we will show them the safe use of knives, and foster correct use of and respect for ovens, hobs and sharp instruments. (We have a staff team which includes strong experience in working in kitchens with clients with serious mental health problems, so have an exemplary track record in risk assessment and safe management of participants working in kitchens).

We plan to run monthly 'showcases' in the café where those participating in the music and fashion sessions can display their achievements in the café (we have budgeted for a small stage to enable this to be a formal event, and increase participants' experience of planning their own events).

This is a partnership application between 3 organisations, each bringing different skills to the project. In particular, EACH will engage participants and can provide up to 1-1 support, workshops, general advice and 21 sessions of free counselling for those with problems with drugs or alcohol. We also plan to involve sexual health workers, the police, Safer Neighbourhoods and Wealdstone Active Community.

Please consider one of the following:

1. What difference will this service make to the beneficiaries' lives?

Please explain the benefits or outcomes that you expect to achieve from your proposed service, for example:

- Greater independence;
- Participants gain a qualification;
- Acquire a new skill.

2. How will the service build the organisation's capacity?

For example:

- Increase volunteering
- increase training and development opportunities for volunteers and paid staff
- improve the infrastructure of the organisation.

Please link this to the funding priorities and expected outcomes.

5. Service Delivery

a. Where will your service be delivered? (Please list all venues)

Harrow Healthy Living Centre and Wealdstone Youth Centre
 Friday nights
 4pm -7pm
 every week

b. Who will it be delivered by?

Volunteers Paid staff Both

c. If the service is to be delivered by a paid member of staff, are they

New Existing

d. How will your service address the needs of Harrow's diverse community?

We will accept both referrals and personal applications, so that young people aged between 13-19 (or those with disabilities aged up to 25) can access this project in a wide variety of ways. The Youth Service and Gingerbread already have contact with a very wide mix of ethnicities and cultures, and will be an integral part of service provision and liaison with families and agencies. The Harrow Healthy Living Centre is fully accessible, and we plan to include those with disabilities, special needs, learning difficulties and behavioural problems. We will not discriminate against any gender, culture, age or religion and aim to involve young people in a multi-cultural group sharing their ideas and experiencing involvement as a group.

Wealdstone has had a poor reputation, recently, for serious incidents involving young people (including a recent murder). All the indications are that these incidents are related to gangs and tribalism, and current service provision in the area mean that young people have very limited opportunities to work together across tribal groupings to create and achieve things in their daily life. We aim to engage a wide variety of young people by starting with a service based on activities which will be led by a very diverse staff and volunteer team. As the project progresses we also plan to introduce mentoring, and ensure that participants have access to advice and support from adults and older young people within their own community. Because we plan to work across all cultures and ability levels, we have ticked all the boxes in question 6.

e. How will you know that the service has been successful?

We will liaise with the police and monitor incidents involving young people in the area, street violence and affray, and dispersals. Each participant will have a portfolio recording their participation and achievements – we will certificate elements such as successful health and hygiene training, appearing in a showcase, innovation and personal goal completion (this list is not exhaustive). We will keep a register of attendance, and we will encourage participants to develop relationships with the local press to record the progress and successes of the project as a whole. Success will include the active participation of the attendees in planning and running their own project with support from staff and volunteers.

We plan to use the young people in the evaluation of their own service, and develop KPIs with them from the outset to measure the success of this project.

a. Where will your service be delivered?: Please state where your activities will happen.

If your service covers a number of venues, please give details.

d. How will your service address the needs of Harrow's diverse community?:

The Borough of Harrow consists of diverse communities, many of which are excluded from participating in aspects of daily life. For example, some communities may have difficulties accessing local services for various reasons. Please consider and/or explain the following, if relevant to your service:

- How will you ensure that your service is accessible and appropriate for Harrow's diverse community;
- If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to address it;
- How you will plan to promote or publicise your service;
- If you are targeting your service at a particular community, please explain why?

e. How will you know that the service has been successful?:

Please explain how you will know that your service has been successful in meeting the needs that you have identified.

6. Who will benefit from the Service?

a. How many people will benefit from this service?

50 participants each week.

b. Please indicate which of the following groups will benefit from your activities:

<p>ASIAN OR ASIAN BRITISH</p> <p><input checked="" type="checkbox"/> Afghani</p> <p><input checked="" type="checkbox"/> Bangladeshi</p> <p><input checked="" type="checkbox"/> Indian</p> <p><input checked="" type="checkbox"/> Pakistani</p> <p><input checked="" type="checkbox"/> Sinhalese</p> <p><input checked="" type="checkbox"/> Sri Lankan Tamil</p> <p><input checked="" type="checkbox"/> Any other Asian background – please specify</p>	<p>BLACK OR BLACK BRITISH</p> <p><input checked="" type="checkbox"/> Caribbean</p> <p><input checked="" type="checkbox"/> Ghanaian</p> <p><input checked="" type="checkbox"/> Nigerian</p> <p><input checked="" type="checkbox"/> Somali</p> <p><input checked="" type="checkbox"/> Any other Black background – please specify</p>
<p>MIXED</p> <p><input checked="" type="checkbox"/> White and African</p> <p><input checked="" type="checkbox"/> White and Asian</p> <p><input checked="" type="checkbox"/> White and Caribbean</p> <p><input checked="" type="checkbox"/> Any other Mixed background – please specify</p>	<p>WHITE</p> <p><input checked="" type="checkbox"/> Albanian</p> <p><input checked="" type="checkbox"/> British</p> <p><input checked="" type="checkbox"/> Gypsy/Roma Traveller</p> <p><input checked="" type="checkbox"/> Irish</p> <p><input checked="" type="checkbox"/> Irish Traveller</p> <p><input checked="" type="checkbox"/> Polish</p> <p><input checked="" type="checkbox"/> Romanian</p> <p><input checked="" type="checkbox"/> Russian</p> <p><input checked="" type="checkbox"/> Serbian</p> <p><input checked="" type="checkbox"/> Any other White background – please specify</p>
<p>OTHER ETHNIC GROUPS</p> <p><input checked="" type="checkbox"/> Chinese</p> <p><input checked="" type="checkbox"/> Iranian</p> <p><input checked="" type="checkbox"/> Iraqi</p> <p><input checked="" type="checkbox"/> Kurdish</p> <p><input checked="" type="checkbox"/> Lebanese</p> <p><input checked="" type="checkbox"/> Other Arabs</p> <p><input checked="" type="checkbox"/> Any other Ethnic group – please specify</p>	

c. Which one of the following groups will benefit from your service?

Gender: Male Female

Age

Under 5's	5-16	17-25	26-35	36-45	46-55	56-65	65+
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disabled: YES NO

7. Cost of Service?

a. How much funding are you requesting?

£29,700

b. What is the total cost of the proposed service?

£40,700

c. Please complete the proposed service breakdown below

EXPENDITURE CATEGORIES	PROPOSED SERVICE BREAKDOWN		
	ITEM DESCRIPTION	QTY	COSTINGS £
Staffing Cost	Project manager to oversee, promote, deliver, develop and evaluate the project (includes on costs)	0.2 FTE	£6,000
	Music Tutor 2 hours per session @ £30 per hour	40 wks	£2,400
	Salaries of 2 EACH staff (youth outreach worker and counsellor) at 0.2 FTE each plus travel	0.4 FTE	£10,500
	Sub Total		£18,900
Volunteers expenses	Training volunteers		£500
	Volunteer expenses		£1,000
	Travel for volunteers and outposted staff		£1,000
	Sub Total		£2,500
Overheads (e.g. utility bills/maintenances/repairs)	Rent/Service Charges/Utilities		£3,000
	Contingency for repairs and other expenses		£1,000
	Other office overheads		£500
	Sub Total		£4,500
Legal and professional fees, insurance	Insurance (contribution towards)		£500
	Sub Total		£500
Venue	Use of RBC kitchen (donated as part of the project, but included in costs)	£10/hr	£1,000
	Mobile, storable stage		£1,000
	PA system and lighting system for showcases		£1,500
	Sub Total		£3,500
Project Costs (e.g. Materials/stationery/printing/refreshment)	Marketing, Publicity, Certification & other project materials		£1,500
	Food, training materials and consumables for participants		£7,300
	Sewing machines		£500
	Sky Sports		£500
	IT maintenance		£500
Sub Total		£10,300	
Other Expenses	Evaluation - design and implementation		£500
	Sub Total		500
Total Cost of Service			£40,700

d. Has your organisation secured funding or do you have plans to raise funds from other sources for this or similar services for the benefit of Harrow's diverse community?

YES NO

This information will allow the Council to gain a better understanding of which external Funders are supporting local services.

If YES please complete the table below:

FUNDRAISING CATEGORIES	PURPOSE	PROJECTED ANNUAL INCOME	FUNDING CONFIRMED Y/N
Fees and Charges			
Donations			
Sponsorships			

FUNDING BODY (please list names below)	PURPOSE	PROJECTED ANNUAL INCOME	FUNDING CONFIRMED Y/N

PLEASE NOTE: This information will not be used as part of the assessment process.

8. Future of the Service

Please explain how you plan to continue with this service when this funding has ceased.

The costings for this service include a manager working for a day a week to develop, deliver, monitor and promote the service. Part of the remit of this manager will be to develop accreditation for the skills and training delivered to the participants, and to develop (together with the partnership) a strategy for ensuring future funding for the service. We envisage that once the attendees begin to trust the service, and see that we are responding to their expressed needs for areas of activity, we can start to develop more structured activities. The ethos of the project stems from a belief that young people enjoy learning in areas where they are already interested and when they have built up an initial level of competence and confidence. We can then develop modules which will attract funding from organisations such as the Learning and Skills Council, who recognise the value of working with young people who are initially difficult to engage and delivering skills which will move them significantly towards employment. We will also develop an application to Youth Music. However, the initial year of the project will involve working with the young people to build trust, so that they can participate fully in developing and shaping their own services and contributing to these applications.

This project has capacity for up to 50 young people to attend each week (assuming some staffing hours are available from the Youth Service). The unit cost for full attendance at this project is therefore £5.43 per attendee per hour.

Apart from applications to other grant-funding bodies, what other efforts have been made to ensure your services can be sustained in the future and/or become partially self-funded.

9. Professional References

Please provide the contact details of two organisations that you currently provide services to, work with or receive funding from.

Please note that this should not be from the following:


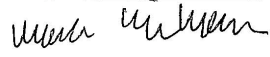
- A personal reference – from a friend or relative
- A member of the Grant Advisory Panel

REFERENCE 1	
Name of Contact	Stella Davies
Organisation	Harrow Library
Address	The Wealdstone Centre 38-40 High Street HA3 7AE
Telephone Number	020 8420 9333
Email Address	stella.davies@harrow.gov.uk
Connection with the organisation	colleague
REFERENCE 2	
Name of Contact	Julia Smith
Organisation	HAVS
Address	64 Pinner Road HA1 4HZ
Telephone Number	020 8863 6707
Email Address	julia.smith@harrowcvs.org.uk
Connection with the organisation	Colleague

10. Declaration

We, on behalf of our Organisation, declare that all the information provided in this grant application form is correct and complete to the best of our knowledge and acknowledge that if a grant is awarded to our Organisation, it will be used exclusively for the purposes described. We also acknowledge that we will inform the relevant officer of Harrow Council of any changes in the Organisation's circumstances that would affect this application or the use of any grant funding relating to it.

Please ensure that two authorised members of your Organisation, one of whom must be a management committee member (i.e. Chair, Treasurer or Secretary) sign the declaration below:

Print Name: Christina Meacham	
Position in Organisation: Chief Executive	Date: 29.10.2009
Print Name: MARK GILLHAM	
Position in Organisation: Trustee	Date: 30.10.2009