

## **OFFICERS' SUMMARY GRANT APPEAL REPORT**

### **APPEAL NOT TO BE UPHELD:**

#### **Schedule e: Girlguiding Middlesex North West**

Funding recommended following appeal:	Nil
Cabinet Decision 18 <sup>th</sup> March 2010:	Nil
Funding Requested 2010/11:	£7,000

Funding to Girlguiding Middlesex North West was not recommended on the grounds that:

1. Their **budget breakdown did not relate to the leadership-training programme as described in their grant application**. They state that they did not apply for funding for leadership training, but for services offered at Willow Tree Centre. However there are a number of references to the leadership training programme in their application and they indicate in section 6 that adults would benefit from the grant.

All applicants were requested to provide a budget breakdown and were prompted to use the headings in section 7. The appellant states that the 'overhead' and 'insurance' categories were not applicable thus indicating that the grant would not be used in this way. However, in the 'venue' section of the table, they indicate that funding would be used for facilities at the Willow Tree Centre, including the cost of services and insurances.

Although it is clear that they are requesting a contribution to their services, it is not clear how the funding would be used or if capital expenditure is included. A breakdown of how the funding is to be used was required to show how the grant would be spent, but this was not provided.

2. **Full monitoring information requested for 2008/09 was not submitted by the agreed deadline**. Although a completed monitoring form was submitted along with a letter regarding CRB checks, management committee details, their constitution, equal opportunities policy and child protection statement, our records show that reminder letters dated 21<sup>st</sup> October and 4<sup>th</sup> December 2009 were sent to the organisation requesting the outstanding monitoring evidence, such as annual report and accounts for year end 31<sup>st</sup> December 2009, minutes of management committee meetings and minutes of last AGM, and volunteers' policy. However, they state that they were unaware that their monitoring information was incomplete, as they did not receive these letters in question.

## **Response to other comments raised in their appeal**

They also commented on the following points that were presented in the GAP report, that would have affected their assessment score, but did not determine Cabinet's decision.

### **1. Project Summary**

They state that the officers' project summary statement was inaccurate, as it did not state that funding is 'requested as a contribution towards the costs' of the Willow Tree Centre'. However the original officers' report to GAP on 3 March 2010 indicated that they were requesting a contribution as it recorded the total cost of the project, which was £25,000 and the amount of funding requested which was £7,000.

Our records show that an email was received from Karen Harrison on 26 January 2010 and an amended project statement on 4 February 2010 in response to the grants officers' request for comments on the summary statement. As their amended submission was not materially different from the original summary report, no amendments were made. (See overleaf for details.)

### **2. Meeting diverse needs**

The original officers' report states that limited information was provided on how the diverse needs of the group would be met. Although some information was provided in their original application, which indicates their awareness of their users: there was insufficient information about how their users' needs would be met.

### **Recommendation:**

Based on the reasons outlined above, Girlguiding Middlesex North West do not meet the grounds for appeal, and therefore the appeal should not be upheld.

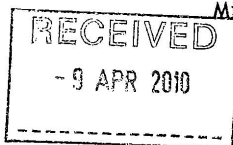
Schedule e: Letter of appeal from Girlguiding Middlesex North West



Girlguiding

Middlesex North West

*girls in the lead*



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North Harrow  
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HA2 7RA

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Grants Team  
Community and Cultural Services  
Harrow Council  
P.O.Box 57,  
HARROW,  
HA1 2XF.

09/04/10

Dear Grants Team

**OFFICIAL APPEAL**  
**VOLUNTARY & COMMUNITY GRANTS 2010/11**  
**GIRLGUIDING MIDDLESEX NORTH WEST**

I wish to refer to the letter dated 22<sup>nd</sup> March from Audrey Salmon advising us we were unsuccessful with our application for funding and would like to strongly appeal against this decision made by the Grants Advisory Panel and Cabinet. I appeal against this decision on the following grounds, "***The information presented to the Grants Advisory Panel was incorrect and information was omitted and that this had a material effect on the decision***". Our application was very clear and this appeal gives the correct information which should have been presented to the panel.

**RECOMMENDATION**

- The recommendation stated: ***The budget breakdown does not relate to the leadership-training programme described in the application.***

We did not apply for funding for leadership training - we asked for funding for the services offered at Willow Tree Centre which is used on 4,000 occasions every year by young people from the London Borough of Harrow.

This was clearly stated on 4(a), 4(b), 4(c), 4(d) 5(a), 5(d).

This grant is not only for our 2,000 members living in the London Borough of Harrow but may help other local organisations including Scouts and 'Kids Can Achieve' who have previously used our facilities.

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- The recommendation stated: ***The monitoring information for 2008/9 was not submitted by the agreed deadline.***

This is quite untrue. The monitoring form was sent on the 20/07/09 and received prior to the deadline of 22/07/09.

Following subsequent conversations with staff at the Civic Centre we are given to understand some of the attached information has been mislaid. We also understand that two letters and an email were sent to Mrs Palmer who sent this information, but none of these were received. Mrs Palmer is happy for searches to be made on her computer hard drive to substantiate her claim that they were not received.

The Grants Officer said she received only one Insurance Certificate and not both the Public Liability Certificate and Employers Liability Certificate. They were sent out together, as they always are! The signed audited accounts were also sent.

#### PROJECT SUMMARY

- Background: The summary omitted to explain that Willow Tree Centre is used 4,000 times a year by the young people in Harrow, as there is nothing like this in Harrow.
- The Project: The summary stated: ***The applicant has stated, under the cost of the project that funding is requested to meet the cost of Harrow residents' use of the facilities at Willow Tree Centre.***

This should have read the applicant has stated, under the cost of the project that funding is requested as a ***contribution*** towards the costs.

- I was asked to review the project summary, my comments were not fully represented on the Assessment Results. We have since been told that my comments were never received. I sent an email with my comments on 26/01/10. This was acknowledged and confirmation given that my comments would be included. I received the acknowledgement via email on 02/02/10 and can forward these emails, if required. Thus, the e-mail was received despite my being told that the comments were not received.
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## ASSESSMENT RESULTS

- (1) It has been stated on the reason for rejection that ***The applicant has identified the need for the activities for children and young people but not for the leadership training for adults. Also, with regards to evidence of need, feedback from young people (but not adults) is mentioned and is not quantified.***

All adult women who wish to become Leaders in Girlguiding UK undertake the Leadership Qualification. This qualification generally takes around six months and covers all the essential aspects of being a Leader, including:

- planning a fun, varied and effective programme for the girls and young women taking part in guiding
- making a valued contribution to the organisation and understanding its values and administrative policies
- keeping girls safe
- maintaining good links with parents and the local community
- training in first aid and incident management.

The fact that adults undertake training was included in 8(f) but this was not what the application was about. It was for a contribution towards the services provided at Willow Tree. We follow the Guidelines under the 'Every Child Matters' policy providing a youth service for young people. I feel that you have not understood our application although it is very clear. The National Survey of young people in our organisation has stated what the young people want and we implement this as well as discussion with our own young members. This is done verbally and through evaluation forms.

- (2) This is correct.
- (3) You have stated that limited information has been provided on how the diverse needs of the groups would be met. 33% of our membership is from ethnic minorities and their needs are met. See 4(d), 5(d) and 6. I am unclear as to what further information is required.
- (4) This is correct.
- (5) This is correct.
- (6) This is correct.
- (7) You have stated the budget provided is not clear and realistic and does not relate to the training programme described in the application. We have shown Willow Tree
-

Centre is essential for the young people in Harrow. For Harrow users alone it costs us £25,000 and we are asking for a £7,000 contribution.

We have sent photographs of events, and have stated Willow Tree is used for training, events, structured programme, camping etc. See 4(c) and 4 (d). What additional information is required?

- (8) You have stated it is not clear if all the funding requested would be used to cover the revenue costs of the project as no breakdown has been provided. We have stated in question 7 (cost of service) that £25,000 is the cost for the young people in Harrow; we have asked for £7,000. The full cost of expenditure for Willow Tree is in excess of £50,000 but we are asking for £7,000 as a contribution towards the cost of £25,000 for the young people in Harrow to continue using the activities and facilities at Willow Tree.

Our audited accounts show all this information if you needed detailed information but we did not think this relevant as we are asking for a contribution towards the cost.

#### **OTHER CONSIDERATIONS**

**You have stated not all evidence was submitted on the monitoring information for 2008/09 and some concerns regarding CRB checks.**

Both these comments are outrageous, untrue and unverified. The comments on your website regarding safeguarding of our young members were potentially very damaging to the reputation not just of Girlguiding in Harrow but the broader organisation of Girlguiding UK. I have now received a written apology from the London Borough of Harrow regarding these unfounded allegations regarding our safeguarding procedures.

Unfortunately this was after the Grants panel had been given the incorrect information.

Girlguiding UK is committed to providing a safe space for all our members. In order to ensure this, we complete criminal record checks on all staff and volunteers who work closely with girls and young women. The London Borough of Harrow has had all this information before with lists of our members and their registration numbers. Evidence was

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submitted with the monitoring information so I can only assume this has also been mislaid within the Civic Centre.

In conclusion, we have planned many events at Willow Tree Centre this year to mark our Centenary but have been informed by the Management Committee that unless we can find this £7,000 the young people from the London Borough of Harrow will either be asked to pay a higher rate than their friends and peers from the London Borough of Hillingdon or the use of activities will have to be limited. This will affect 2,000 young people in addition to the other groups from Harrow who have booked the Centre. We cannot change the venue for the events as there is nothing like it in Harrow or other Boroughs locally.

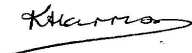
I have attached a letter received from Dawn Palmer dated 22<sup>nd</sup> March and understand that she is registering an official complaint about the unfair treatment of Girlguiding Middlesex North West over the last six years, as advised by the Local Government Ombudsman

In my opinion it is clear that the monitoring officers at Harrow

- (a) do not fully understand what Willow Tree is for;
- (b) do not realise how much it benefits the young of Harrow;
- (c) do not realise how successful it has been since it opened;

I would ask you to treat this as an urgent appeal and agree to our grant request of £7,000 without further delay especially as the first event is planned for the early summer. If it helps, I am happy to attend a face to face meeting if anything else needs clarification.

Yours sincerely,



Karen Harrison  
County Commissioner  
Girlguiding Middlesex North West

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Schedule e:

GIRLGUIDING MIDDLESEX NORTH WEST – Copy of Original Officer Report presented to Grants Advisory Panel on 3<sup>rd</sup> March 2010

Name of organisation:		Girlguiding Middlesex North West			
Project Name:		Activities at the Willow Tree Centre			
Funding priority (expected outcome)		Economic Development in Harrow - People have better chances in life with better access to training and development to improve their life skills			
Type of Grant	Medium	Total Cost of Project	£25,000	Funding requested	£7,000
Funding recommended	£0	Funding for 2009/10			£0
<p><b>Recommendation</b></p> <p>Funding is not recommended for the following reasons:</p> <ul style="list-style-type: none"> <li>• The budget breakdown does not relate to the leadership-training programme described in the application</li> <li>• Monitoring information for 2008/09 was not submitted by the agreed deadline.</li> </ul>					
<p><b>Project summary (Information provided by applicants)</b></p> <p><b>Background</b></p> <p>Girlguiding Middlesex North West was formed in 1979, to provide a structured programme of training, activities and events to enable girls and young women aged 5-23 plus adults to learn lifelong skills, self confidence and to reach their full potential. The organization has a membership of 2,000 girls (between the age of 5 – 14) from Harrow. Various indoor and outdoor activities take place throughout the year at the purpose built Willow Tree Centre in Hillingdon, which offers camping facilities, a variety of physical activities and challenges and a range of events.</p> <p><b>The project</b></p> <p>The applicant has stated, under the cost of the project, that funding is requested to meet the cost of Harrow residents' use of the facilities at Willow Tree Centre.</p>					
<p><b>Assessment Results (E – essential, D – desirable)</b></p> <ol style="list-style-type: none"> <li>1. <u>The applicant has identified the need for the activities for children and young people but not for the leadership training for adults. Also, with regards to evidence of need, feedback from young people (but not adults) is mentioned and is not quantified. (E)</u></li> <li>2. <u>The applicant has demonstrated how it will address the funding priority and expected outcome. (E)</u></li> <li>3. <u>With regards to addressing Harrow's diverse community, limited information has been provided on how the diverse needs of the group would be met. (D)</u></li> <li>4. <u>The applicant has described where the service will be delivered. (D)</u></li> <li>5. <u>The applicant has stated who and how many people will benefit (based on current users). (D)</u></li> <li>6. <u>They have stated how much funding they are requesting. (D)</u></li> <li>7. <u>The budget provided is not clear and realistic and does not relate to the training programme described in the application. (D)</u></li> <li>8. <u>It is not clear if all of the funding requested would be used to cover the revenue costs of the project as no breakdown has been provided. (D)</u></li> </ol> <p><b>Score: 11 out of 16</b></p>					



Schedule e: Responses received from Girlguiding Middlesex North West

Message

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**Grants Grants - Girlguiding Middlesex NW**

**From:** "Karen Harrison"  
**To:**  
**Date:** 26/01/2010 22:12  
**Subject:** Girlguiding Middlesex NW

With reference to the draft copy of the project summary, please note that Girlguiding Middlesex North West is the operating name (not part of) of Middlesex North West Guide Association. (1) Also the events will enable girls and young women aged 5-23 plus adults to learn life long skills, self confidence and reach their self potential. (2c) and (5d).

I will forward the 2 professional references as requested but on the original form it only said the references should not be a personal reference from a friend or relative or a member of the Grants Advisory Panel. The other disallowed groups were not listed on the form we filled in.(9). Has this changed?

Yours,  
 Karen Harrison  
 County Commissioner, Middlesex NW



Name of organisation:		Girlguiding Middlesex North West			
Project Name:		Activities at the Willow Tree Centre			
Funding priority (expected outcome)		Economic Development in Harrow - People have better chances in life with better access to training and development to improve their life skills			
Type of Grant	Medium	Total Cost of Project	£25,000	Funding requested	£7,000
Funding recommended		Funding for 2009/10			£0
<b>Project summary (Information provided by applicants)</b>					
<b>Background</b>					
Girlguiding Middlesex North West is part of the Middlesex North West County Guide Association, which was formed in 1979, to provide a structured programme of training, activities and events to enable young girls to learn lifelong skills, self confidence and to reach their full potential. The organization has a membership of 2,000 girls (between the age of 5 – 14) from Harrow. Various indoor and outdoor activities take place throughout the year at the purpose built Willow Tree Centre in Hillingdon, which offers camping facilities, a variety of physical activities and challenges and a range of events.					
<b>The project</b>					
Funding is requested to meet the cost of Harrow residents' use of the facilities at Willow Tree Centre.					

*Email sent with alterations*

*KM.*

# Schedule e: Copy of Girlguiding Middlesex North West 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	GIRLGUIDING MIDDLESEX NORTH WEST operating name of Middlesex North West County Guide Association.		
Organisation Address	Girlguiding The Willow Tree Centre Breakspear Road North HAREFIELD Postcode: UB9 6LZ		
Address for Correspondence (if different to above)	47 Northumberland Road N.HARROW Postcode: HA2 7RA		
Fax	/	Website:	NOT AVAILABLE RE-DESIGNING
Contact Person 1	Karen Harrison	Position in Organisation	County Commissioner Trustee Girlguiding MNW Trustee Willow Tree Centre
Telephone	0208 7234278	Email	karen.harrison530@ntworld.com
Contact Person 2	Dawn Palmer MBE	Position in Organisation	Chair of Willow Tree Management Committee Executive Member of Girlguiding MNW
Telephone	01753 890924	Email	dawn.palmer3@btinternet.com

**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 *(WE ARE RESPONSIBLE FOR OUR OWN FINANCES & FUNDRAISING)*  
 Other (please describe)

#### 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.

b. When was organisation set up? Month ..... Year 1979 .....

c. Briefly describe the purpose of your organisation.

Provide a varied structured programme of training, activities and events to enable every girl and young woman the opportunity to learn life long skills, self confidence & reach her self potential. Every child matters regardless of her social life, culture or special needs. To promote citizenship and appreciation of her local community and the wider world. Through its multi cultural connections, Guiding seeks to be accessible to as many girls & young women as possible and flexible enough to meet a wide range of need

#### 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

**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).**

### 4. About the Proposed Service

a. Name of proposed service

Facilities, activities, training, for the Guiding and Non Guiding Communities at Willow Tree Centre.

**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.

b. Is this a new service? YES  NO

c. What needs have you identified for this service?

With a membership of 2,000 girls covering all wards in the London Borough of Harrow we rely on going to Willow Tree Centre to carry out various indoor and outdoor activities throughout the year. These activities are based on varied structured programme, activities and events. These can only be achieved at Willow Tree Centre as this is a purpose built Centre in a safe and secure environment. There is no other place like Willow Tree in either the London Borough of Harrow or surrounding Boroughs.. Without the use at Willow Tree these girls would lose out! As County Commissioner as well as a Guide Leader in Harrow (60 girls aged 10 - 18) the benefits to the girls are enormous. Their feedback indicated I know that camping and teamwork are the most popular activities. They can camp at equipped sites, take part in a variety of activities and challenges, take part in events and use all the various facilities available. Statistics show that Willow Tree had 4,000 visits from our membership during 2008 and again in 2009. In addition to this Willow Tree had bookings from Harrow Scout Troops and Kids Can Achieve. National research states that Residential activities, Team Work and life skills encourage young people to join & stay in the Association. Locally, girls chose to participate in 4 seasons of activities at Willow Tree

**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?

Young girls need freedom of space in a safe and secure environment to be able to develop and compete in to-days society. By having the use of Willow Tree which can be booked on days for our use only gives us the opportunity for the girls to mix and with a membership consisting of 33% ethnic minority this enables all the girls to participate and have fun together, at the same time learning new skills.. According to statistics 18% of school children in Harrow receive assisted school meals so finances are important and as Willow Tree Centre is only 20 minutes away for most of our membership is an excellent location. Our activities are based on a structured programme. This programme encompasses the National Educational Framework and The Every Child Matters policy. These activities include Camping, Archery, Team Building using a Low Ropes Course and Night Line Course.

**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.

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	<ul style="list-style-type: none"> <li>• People have better chances in life – with better access to training and development to improve their life skills.</li> </ul>	<input checked="" type="checkbox"/>
An Improving Environment	<ul style="list-style-type: none"> <li>• Improve local biodiversity – active management of local sites</li> </ul>	<input type="checkbox"/>
Every Harrow Child	<ul style="list-style-type: none"> <li>• Reduce crime and anti-social behaviour amongst young people and provide support for young victims of crime;</li> <li>• Provide activities and services within the wider community.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Culture, Communities and Identity	<ul style="list-style-type: none"> <li>• Enable people from different backgrounds to get on well together;</li> <li>• Increase adult participation in sport;</li> <li>• Increase engagement in arts;</li> <li>• Enable people to access local services through the provision of advice and support;</li> <li>• Reduce crime;</li> <li>• Reduce domestic violence;</li> <li>• Develop mutual support and independence within the community.</li> </ul>	<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	<ul style="list-style-type: none"> <li>• Sustain and improve the health and well-being of vulnerable people, i.e. older people, people with disabilities or terminal illnesses, etc;</li> <li>• Provide employment opportunities or training for employment for adults with learning disabilities;</li> <li>• Provide sports and physical activity for children and young people;</li> <li>• Provide preventative mental health services for children and young people.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The Future of Public Services and Democracy	<ul style="list-style-type: none"> <li>• Provide language support to people whose first language is not English (ESOL);</li> <li>• Provide volunteering opportunities.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>

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

Leadership training for adults is essential and many courses are held at Willow Tree Centre. This in turn benefits the young people as well as the leaders..  
 Training Courses include First Aid,Qualification, Challenging Behaviour, Food & Hygiene Qualification, , Financial Management and Child Development, Structured Planning of Events,Leadership Qualifications, Team Building Skills and IT Training.  
 "Hands On Activities',structured training, qualifications and activities for the girls helps young people to develop life skills, gain more self confidence, improve self esteem and assists in a young person reaching their full potential.  
 Self confidence and learning new skills certainly gives a person more independence ,  
 When camping it enables a girl to think for herself, and gives her greater independence . It also introduces them to the natural environment, taking responsibilities and enjoying the out of doors. This is a very healthy way to develop team working skills - essential for adult life..  
 For Hands on Training and Workshops the girls make things under the supervision of our Arts Advisers, they also have courses and training on Healthy Food & Preparation, First Aid, Value of Money,Walking Safety, Highway Code, Countryside Code, Fire Prevention,Personal Hygiene and various sport activities including Archery, Volley Ball, Netball, Pioneering, Climbing,Low Ropes Challenge Courses and Five aside Football. All these outdoor activities promotes physical health for young people, as well as giving them the chance in employment as they have developed life skills.  
 As Willow Tree is adjacent to ancient woodland the girls have the opportunity to enjoy the environment as well as Individual and Team Challenges.  
 By being busy and part of a community the young person is less likely to get involved with crime. Parents have become involved as volunteers, having seen their children benefit from a stay at Willow Tree.

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)

Majority of the training courses are held at Willow Tree Centre, Harefield.  
Camping, Sports and outside activities take place at Willow Tree Centre, Harefield.  
Large events which are beneficial to the girls take place at Willow Tree Centre.

Willow Tree is a secure site of 15 acres, It comprises of a 'log cabin' style training and residential centre, three camp sites - 2 fully equipped - the 3rd we hope to equip next year.

Is fully accessible for those with physical and special needs.

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 target our Service to the 2,000 Rainbows (5-6years), Brownies (7 - 10 years) Guides (10 - 14 years), Senior Section (14 = 23 years) and Adult Leaders(18+).  
As our membership covers all wards in The London Borough of Harrow we cover the complete diversity of the Harrow Community.

Willow Tree is equipped and used by members of the Association with a disability and is used by a wide cross-section of the local community. Willow Tree has been used by pre-schools, schools, (teacher meetings), trainings and childrens curriculum linked lessons, Townswomen Guilds, Guiding and various faith groups. We have separate equipment for Kosher cooking.  
We have a brochure for information and are currently re-designing our web-site.  
We communicate well with HAVS who are invited to our many events.  
We publicise at Harrow Heritage Day 'Under One Sky'

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

We have a 'Feed Back Evaluation Form' from everyone. This enables us to know whether the sessions have been successful.

We have records of attendance .

These completed forms are reviewed and acted upon at our Programme & Training Committee

The programme is planned with young people to ensure their needs are met.  
The last purchase of large 'Team Building' equipment was using an application for funding, planned, written and presented by 6 young people age 14-18. They researched the needs of their peers.

**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?

2000 young people in Harrow

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

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

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Disabled: YES  NO

*( IN OUR MEMBERSHIP  
WE DO HAVE PEOPLE WITH DISABILITIES )*

## 7. Cost of Service?

a. How much funding are you requesting?

£7,000

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

£25,000

c. Please complete the proposed service breakdown below

PROPOSED SERVICE BREAKDOWN			
EXPENDITURE CATEGORIES	ITEM DESCRIPTION	QTY	COSTINGS £
Staffing Cost	Nil		-
	<b>Sub Total</b>		-
Volunteers expenses	Nil - All our volunteers are unpaid		-
	<b>Sub Total</b>		-
Overheads (e.g. utility bills/maintenances/repairs)	N/A		-
	<b>Sub Total</b>		-
Legal and professional fees, insurance	Nil		-
	<b>Sub Total</b>		-
Venue	USE OF FACILITIES AT WILLOW TREE CENTRE FOR THE BENEFIT OF YOUNG PEOPLE IN LONDON BOROUGH OF HARROW.. Includes the cost of services and insurance.		£25,000
	<b>Sub Total</b>		£25,000
Project Costs (e.g. Materials/stationery/printing/refreshment)	Nil		-
	<b>Sub Total</b>		-
Other Expenses	N/A		-
	<b>Sub Total</b>		-
<b>Total Cost of Service</b>			<b>£25,000</b>

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.

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.

We do carry out our own fund raising and we are actively working towards increasing the number of non members using Willow Tree.





## 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:**

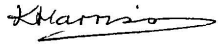
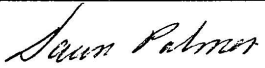
- A personal reference – from a friend or relative
- A member of the Grant Advisory Panel

REFERENCE 1	
Name of Contact	Hilary West
Organisation	Girlguiding - Harrow & Pinner Division.
Address	14 Leighton Avenue PINNER HA5 3BW
Telephone Number	0208 8664250
Email Address	hillshaz@hotmail.com
Connection with the organisation	Division Commissioner for Girlguiding - responsible for Girlguiding in all wards in Harrow and Pinner
REFERENCE 2	
Name of Contact	Gill Stanton
Organisation	Girlguiding - Wealdstone Division
Address	15 Manningtree Road South Ruislip HA4 OER
Telephone Number	0208 8334755-
Email Address	gillstanton25@googlemail.com
Connection with the organisation	Division Commissioner for Girlguiding - responsible for Girlguiding in all wards in Wealdstone/Belmont/Harrow Weald & Queens

## 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:	KAREN HARRISON	
Position in Organisation:	County Commissioner. Chair of County Trustees of Girlguiding MNW	Date: 23rd.October 2010
Print Name:	DAWN PALMER MBE	
Position in Organisation:	Chair of Willow Tree Management Committee Executive Member of Girlguiding MNW	Date: 23rd.October 2010