

REPORT FOR: Grants Advisory Panel

Date of Meeting: 2 March 2011

Subject: **INFORMATION REPORT – Update on Grant Applications Received for 2011/12**

Responsible Officer: Brendon Hills, Corporate Director
Community and Environment

Exempt: No

Enclosures: Application Assessment Tool

Section 1 – Summary

This report sets out information relating to funding applications received for the main grants programme for 2011/12.

FOR INFORMATION

Section 2 – Report

- 2.1 The Grants Advisory Panel recommended to Cabinet at their meeting on the 2nd December 2010 a revised timetable for the delivery of the Council's main grants programme for 2011/12.

Cabinet agreed at its meeting on the 13th January to:

Extend all grant agreements by one additional month i.e. to 30th April 2011 and commence the application programme for 2011-12 in early December 2010 (see timetable below) with grant funding decisions made for an 11 month period

The following proposed timetable was agreed:

Application period to end	January 2011
Assessment of applications	February 2011
Final grant recommendations to Cabinet	April 2011

- 2.2 The grant application programme for 2011/12 opened on the 14th January 2011 and closed on the 14th February 2011.

During this period the grants team provided two information sessions for potential grant applicants these were held on the following dates:

25th January 2011: 6.30pm-8.30pm, Harrow Civic Centre

26th January 2011: 10am-12pm, Harrow Arts Centre

These sessions were attended by a total of 12 attendees.

Application forms were available electronically via the Harrow Council website. A banner on the front page of the website directed applicants to the application form, guidance notes and information on how to download the required version of Adobe Reader. Information about the grants programme was also circulated to organisations via the community development database and other email networks.

- 2.3 One to one assistance with completing the form was provided by the Funding Officer at Harrow Association of Voluntary Service. During the application period she provided face to face support for 11 applicants, dealt with 16 queries via email, approximately 30 telephone queries and held a workshop attended by 6 applicants.

- 2.4 A total of 130 applications were received by the deadline date. The total amount requested amounts to just under £2.3m.

2.5 Assessment of applications

Cabinet at its meeting of the 17th September 2009 agreed the application assessment tool that will be used to assess and score each application.

First stage assessment

The first part of the assessment tool helps determine whether or not an application is eligible for funding and meets the following conditions:

- That it meets the eligibility criteria.
- That the activity does not promote a particular faith or religion. That the activity does not promote or oppose any political parties or cause.
- That the project or activity does not provide a service that the Council has a statutory or legal obligation to provide.
- That the organisation has a constitution and a bank account in the organisation's name.
- That the organisation has the relevant policies and procedures in place.

If these conditions have not been met the application will not be considered for funding.

Assessment questions

To improve the assessment of applications to reflect the questions in the application form, the following questions have been added:

- Has the applicant demonstrated the need for the service?
- Has the applicant demonstrated how the identified need will be met by delivering this project? (these two questions were previously asked as a single question)
- Has the applicant clearly stated how they will continue the service after this funding has ceased? (This question is on the application form but was not previously included in the scoring sheet).

And the following questions have been removed as they are not asked on the application form;

- Does the organisation have a track record of delivering this or similar services?
- Will this project duplicate other services provided in the borough?

Scoring

The scoring for essential criteria (marked E) will be marked as either yes or no (the partial column is blanked out) and the scoring for the desirable criteria (marked D) will be either yes, no or partial. These will be scored

as follows; Yes: 2, Partial: 1, No: 2. This will give a total for the positive scores (ie. Yes or Partial) and a total for the negative scores (ie. No) for use in determining grant recommendations.

2.6 Grant assessment panels

Grant applications will be assessed by a panel of officers during the period 14th February – 4th March 2011. Membership of each panel will comprise two officers from the Community Development team and one officer from a relevant service area eg. Children's Services, Adults and Housing, Sports Development, Arts, Environmental, Community Safety etc. Applications will be grouped according to the funding priority that the application relates to and panels will be convened around these themes.

2.7 Summary reports

A summary report will be prepared for each application using the template previously agreed by Cabinet (September 2009). The information provided by applicants on the application form will be transferred directly on to this template and form part of the final report. As the information will not be edited by officers these summaries will not be sent to applicants for their comments prior to the final report being presented to Cabinet.

Section 3 – Further Information

- 3.1 A further report on grant recommendations will be presented for approval to Cabinet on the 7th April 2011.

Section 4 – Financial Implications

- 4.1 The total budget available for grants in 2011/12 is £669,360 as agreed by Cabinet at its meeting on the 10th February 2011.
- 4.2 Of this approximately £70,747 will be set aside to fund the one month grant extension payments approved by Cabinet in December in 2010. The total budget therefore available within which grant recommendations for 2011/12 will be made is £598,613.

Section 5 – Corporate Priorities

- 5.1 The Council recognises the valuable contribution that the VCS makes in helping it achieve its corporate priorities including;
- United and involved communities: a Council that listens and leads
 - Supporting and protecting people who are most in need

The provision of grant funding to the voluntary sector enables it contribute to the delivery of these corporate priorities.

Name: Kanta Hirani



on behalf of the
Chief Financial Officer

Date: 17 February 2011

Section 6 - Contact Details and Background Papers

Contact: Kashmir Takhar, Head of Service – Community Development, 020 8420 9331

Background Papers:

- (1) Application assessment tool
- (2) Report to Cabinet 17th September 2009:
Proposed assessment process
<http://modern.gov:8080/mgConvert2PDF.aspx?ID=10130&T=9>
- (3) Report to Grants Advisory Panel 2nd December 2010:
Delivery of Council's main grant programme for 2011/12 and review of support to the voluntary sector
<http://modern.gov:8080/mgConvert2PDF.aspx?ID=11979&T=9>
- (4) Report to Cabinet 13th January 2011:
Delegation of authority to Corporate Director Community and Environment to process individual grant agreements subject to conditions and manage a revised grant timetable as described in option D
<http://modern.gov:8080/mgConvert2PDF.aspx?ID=60260&T=10>
- (5) Report to Cabinet 10th February 2011:
Final revenue budget 2011-12 to 2015-16
<http://modern.gov:8080/mgConvert2PDF.aspx?ID=12533&T=9>