

**REPORT FOR: GRANTS ADVISORY
PANEL**

Date of Meeting:	2 March 2011
Subject:	Applications to the Edward Harvist Trust
Key Decision:	No
Responsible Officer:	Brendon Hills, Corporate Director Community and Environment
Portfolio Holder:	Councillor Rekha Shah, Portfolio Holder for Community and Cultural Services
Exempt:	No, apart from Appendix 5 which is exempt from publication under paragraph 1, Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) as it contains information relating to individuals.
Decision subject to Call-in:	Yes (following consideration by the Portfolio Holder for Community and Cultural Services)
Enclosures:	Appendix 1 – Summary Table of Applications for EHT; Appendix 2 – Financial Summary of EHT Applications; Appendix 3 – Governance Rules and Basic Standards for the Distribution of Harvist Trust Funds; Appendix 4 – EHT Grant Application Process: Information for Prospective Applicants; Appendix 5 – Supporting Documents (exempt)

Section 1 – Summary and Recommendations

This report presents the applications for funding that have been made to the Edward Harvist Trust for monies available as at 9th December 2010.

Recommendations:

Members are requested to note comments set out in paragraph 4.6 and Appendix 1 of this report, and recommend to the Portfolio Holder for Community and Cultural Services, grants from the Edward Harvist Trust.

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 users, thereby improving the quality of life for people in Harrow.

Section 2 – Report

1. Introductory paragraph

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

2. Background

- 2.1 On 28th 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.

3. Current Situation

- 3.1 Harrow Council receives money from the Edward Harvist Trust Charity approximately 3 times a year. Applications are invited from local voluntary organisations when a sufficient balance is available for allocation. The current balance available for allocation is **£17,377.47**.
- 3.2 During October 2010, a notice about this Edward Harvist Trust funding round was circulated widely within the voluntary and community sector, in libraries, Community Premises, and displayed on Harrow Council's website. The deadline given was **Monday 22nd November 2010**.

4. Options considered

- 4.1 26 bona fide applications were received by the deadline of 22nd November 2010 from organisations listed in Appendices 1, 2 and 5 of this report.
- 4.2 Appendix 1 provides an individual summary of the 26 EHT grant applications received.
- 4.3 Appendix 2 provides a financial summary of the 26 EHT grant applications, highlighting those organisations that have received EHT funding in previous rounds, Council funding and other support such as community lettings concession and use of various facilities at the Community Premises.
- 4.4 The following organisations have not stated in their proposal the amount they are requesting from the Edward Harvist Trust Fund:
- Ancient Tamil Arts Link
 - ARC (Association for Real Change)
 - Harrow Anti-Racist Alliance (Quotes given total £6,675.92)
 - Harrow St. Mary's Cricket Club
 - Wealdstone Social Club
 - Srishti Yuva Culture
- 4.5 The total amount requested from the remaining organisations is £33,333.69, which if allocated fully, would exceed the current balance of Edward Harvist Trust Fund by £15,956.22.
- 4.6 As stated in Appendix 4 of this report, the Panel are reminded that the funds are to be used for one-off capital grants rather than towards running costs. Preferably this takes the form of items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.

5. Why a change is needed

- 5.1 No changes are proposed to the current process.

Implications of the Recommendation

6. Financial Implications

- 6.1 Edward Harvist Trust funding is a distinct source of funding provided to the Council for administration as grants to the voluntary and community sector.
- 6.2 £17,377.47 is available for allocation in this EHT funding round. Approval for grant funding cannot exceed this amount

7. Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? No

8. Equalities Impact Consideration

- 8.1 An equalities impact assessment has not been specifically undertaken for funding through the Edward Harvist Trust, as the objects of this Charity 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 many of the equality groups.
- 8.2 It should however be noted that a full equalities impact assessment was undertaken in June/July 2009 in respect of a review of the Council's Common Grants Criteria and Conditions of Funding (which also relates to the Edward Harvist Trust funding). – Reference GAP meeting 2nd July 2009.

9. Corporate Priorities

- 9.1 The Council recognises the valuable contribution that the voluntary and community sector makes in helping to achieve its corporate priorities. The report's recommendations support the delivery of the following corporate priorities:
- United and involved communities: a Council that listens and leads;
 - Supporting and protecting people who are most in need.

Section 3 - Statutory Officer Clearance

Name: Anthony Lineker	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 7 th January 2011		
Name: Matthew Adams	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 7 th January 2011		

Section 4 - Contact Details and Background Papers

None.

Contact:

Melvyn Leach, Service Manager, Community Resources 020 8416 8328

APPENDIX 1: - Summary Table of Applications for EHT

Organisation	Amount Requested	Background / Purpose	Financial Information / Quotation(s) submitted YES/NO	Outstanding Information	Comments
Afghan Association of London (Harrow)	£1,939.95	Based in Harrow, providing advice and assistance to asylum seekers and other members of the Afghan community in London. Re-opening of Saturday School benefiting approx 75 students from the Afghan community. Requesting funding to purchase 2 computers, 2 printers and a scanner.	YES	All relevant information and policies have been submitted.	Note: Awarded £1,742 in last EHT funding round (Nov 2009) for Women's Group. In receipt of community lettings concession.
Ancient Tamil Arts Link	Not stated	Provision of various Tamil cultural programmes. Purpose not stated. Application very unclear.	NO	No supporting information provided.	No information given – only basic bank account details. Still in process of opening bank account.
ARC (Association for Real Change)	Not stated (requesting donation)	UK wide charity aiming to improve the lives of people with learning disabilities by ensuring that the services available to them are of the highest quality. Train 18 people with learning disabilities living in Harrow to achieve a nationally recognised Level 3 training qualification in Training Skills and Practice (accredited by the Chartered Institute of Environmental Health).	YES (financial summary provided)	Constitution; Equal Opportunities Policy.	Have not submitted a specific proposal. Requesting donation towards total cost of training 18 people with learning disability living in Harrow to achieve a nationally recognised Level 3 qualification in Training Skills & Practice (£17,923).
Association of Senior Muslim Citizens	£400	Services to the elder Muslim citizens residing in Harrow. Purchase of an electronic projector to use in their activities in hired venues.	NO	All relevant information and policies have been submitted.	No quotes submitted with proposal. Currently funded through Council's main grants programme . Designated desk accommodation at Community Premises.

BME Home Care Centre	£2,002	<p>Aim to minimise the current hardships faced by BME and elderly members from refugee and migrant community (mainly Somalis and Africans) and to improve their quality of life by providing them a culturally appropriate facility and support.</p> <p>Purchase of computer and 2 printers, 40 inch plasma TV, DVD recorder, HP photo smart and copier, and 15 chairs (all totalling £2,002).</p>	NO	All relevant information and policies have been submitted.	<p>Not previously funded by Harrow Council.</p> <p>Not yet registered with the Charity Commission. Organisation have stated that they work in partnership with HASVO.</p>
Community Link Up	£764.15	<p>Provides services to people with learning disabilities with the aim of increasing their skills, abilities and self-confidence to improve and change their lives.</p> <p>Purchase of 85 USB memory sticks which hold 8 GB of data – for the Computer 1:1 Club which takes place every Saturday morning at Stanmore College.</p>	YES	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme and Adults & Housing.</p> <p>Note: Awarded £935 in Jan 2009 EHT funding round.</p>
Edgware Central African Youth Associations UK	2,000	<p>Improve quality of life and integration of African Youth residing in Harrow by facilitating access to advice, information & practical support.</p> <p>Mentoring programme: provision of one-to-one support, including education support to a mentee. Also give appropriate advice and guidance on the UK education system and practical understanding of careers and future employments.</p>	YES (financial summary provided)	All relevant information and policies have been submitted.	<p>Not previously funded by Harrow Council.</p> <p>Casual use accommodation at the community premises.</p>
Flash Musicals	£2,001.60	<p>Provision of community space, working in partnership with the community to provide a range of services, which includes: pre-school, after school club, youth theatre, youth dance, special needs workshop, wheelchair dancing, music workshops,</p>	YES	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme.</p> <p>Received £2,000 EHT in 2006/07.</p>

		<p>recording facilities and a film club.</p> <p>Replacement of theatre lighting, which at present is old and inefficient. Installing 12 LED lighting will substantially cut electricity bill.</p>			
Harrow Anti-Racist Alliance	Not stated. Quotes given total £6,675.92	<p>Multi-ethnic grass-roots organisation which supports people subject to racial discrimination, runs anti-racist training courses, offers work experience and organises youth, arts, media and health projects.</p> <p>Replacement of computer network. Purchase of Studio XPS x 4 (£2,876), and Apple Mac computers x 4 (£3,799.92)</p>	YES	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme.</p> <p>Individual office accommodation at Community Premises.</p> <p>Note: Received £885 EHT in April 2008</p>
Harrow Bengalee Association	£2,000	<p>Advance the education of the Bengalee community in music, Bengali language and culture, to provide facilities in the interest of social welfare, for recreation or other leisure time activities with the objective of improving the quality of life.</p> <p>Request is for a contribution towards the total cost of the Family Forum Luncheon Club (£4,164) – to appoint a Cook to prepare healthy meals including cleaning. Project is focused towards members of the Bengalee community who are housebound, depressed and isolated due to social and communication barriers.</p>	YES (financial summary provided)	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme.</p> <p>Request is to appoint a Cook, which is an ongoing revenue cost.</p> <p>In receipt of community letting concession & designated desk accommodation at Community Premises.</p> <p>Note: Received £1,790 EHT in April 2008 and £3,000 in 2006/07.</p>
Harrow Citizens Advice Bureau	£1,118.59	<p>Provides free, independent, confidential and impartial advice to the general public.</p> <p>To enable one CAB volunteer to attend a dreamweaver training course, to acquire a dreamweaver software and a PC which</p>	YES	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme and Adults & Housing.</p> <p>Note: Received £1,742 in last EHT funding round (Nov 2009) for</p>

		can run this software. To enable CAB to create and maintain a website in-house.			production of publicity material to encourage new people to train as advisers.
Harrow Iranian Community Association (HICA)	£2,000	<p>Aims to provide advice and advocacy on welfare rights and benefits, housing, education, counselling and mental health, employment and training support, health and access to health for the Farsi (Persian) speakers and other communities in Harrow</p> <p>Pilot of an Inter-Generation project to bridge the widening generation and cultural gap between young people born and growing up in the UK and the elderly who are still retaining their old Persian traditions. Funding requested is a contribution towards venue hire for 4 hours x 35 weeks, toys, volunteer expenses, and refreshments.</p>	YES (proposed budget provided)	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme.</p> <p>In receipt of community letting concession and individual office accommodation at Community Premises.</p>
Harrow St. Mary's Cricket Club	£2,000 (organisation contacted as amount requested was not stated in application)	<p>To encourage the playing of the game of cricket through the provision of practice and playing facilities, coaching & fixtures for all playing members.</p> <p>Not clear. A quotation has been submitted dated 8th July 2009 for installation of a match pitch in Autumn 2009, plus a quotation for a 2 bay practice area.</p>	YES	All relevant information and policies have been submitted.	<p>Not previously funded by Harrow Council.</p> <p>Total cost of full works quoted as £23,440 plus VAT. Not using any other Council facilities.</p>

Harrow Tamil Association	£1,000	Day Centre activities for the elderly and disadvantaged residents of Harrow. Funding requested is for purchase of an amplifying system – to benefit members who are hard of hearing.	YES	All relevant information and policies have been submitted.	Currently funded through Council's main grants programme. Casual Use accommodation at Community Premises. Note: : received EHT funding in Nov 2009 (£524) and Jan 2009 (£1,000). Also in receipt of Council funding and other support.
Harrow Women's Centre	£2,000	To empower women in Harrow and surrounding areas who are in need, hardship and distress to reach their full potential by enabling them to overcome difficulties. Funding requested is for purchase of IT equipment – lap top computer, multi-function printer, wifi router, shredder and website development.	YES	All relevant information and policies have been submitted.	Currently funded through Council's main grants programme and Adults & Housing.
Indian Association of Harrow	£1,559.97	Established in 1976, catering for the cultural, social and welfare needs of the Indian community of Harrow. Purchase of Laptop and electric projector screen for the Seniors Club which provides activities on healthy living, excursions, guest speakers, music and singing for an average of 55 elderly people a month.	YES	All relevant information and policies have been submitted.	Currently funded through Council's main grants programme. Designated desk accommodation at Community Premises.
London Kalibari	£2,000	Provides cultural, social and community activities for the Bengali community. Contribution towards total cost of 3 projects: Asian Values & Inter-Generational Understanding (£1,100); Discussion Seminar & Recitation & Performance by home-grown amateur poets, writers &	YES (estimated cost breakdown provided)	All relevant information and policies have been submitted.	Currently funded through Council's main grants programme. Note: Awarded £1,742 in last EHT funding round for a project to support 20-25 Bengali widows with health seminars, yoga, social & cultural activities, etc. Also £600

		musicians/artists (£1,300); Health & Fitness Support for the Bengali Widows (£1,200).			EHT in Jan 2009 and £2,000 in 2006/07. Support to Bengali widows in last EHT round was meant to be a one-off project.
NW London Lesbian & Gay Group	£768.96	Founded in 1971 to provide a venue for social meetings and activities for their members (approx. 60 registered users) and to promote the welfare of all gay men, lesbians and bisexuals in Northwest London and surrounding areas. Funding requested is for the purchase, delivery and installation of an electric sign for their meeting premises.	YES	All relevant information and policies have been submitted.	Not previously funded by Harrow Council.
Russian Immigrants Association	£1,140.85	To provide help and support for Russian speaking refugees, asylum seekers and immigrants. New project "Russian Pie" – to involve young and older people in community life. Aim of project is to attract young people to organise projects for the older generation. Funding requested is for purchase of mainly IT equipment (laptop, photo printer, CD-R80, camcorder, camera), art materials, hire of hall for event, and some ingredients for cooking of dishes.	YES	All relevant information and policies have been submitted.	Currently funded through Council's main grants programme. Individual Office accommodation at Community Premises. Note: Received £878.50 EHT in Nov 2009 for purchase of cameras.
Special Connection	£4,000 (maximum amount available is £2,000)	Aim to bring together young people with special educational needs to work on equal terms with their peers in mainstream education. Funding requested is for a contribution of £4,000 towards the total cost of £6,640 for a project in Harrow and Barnet – sensory	YES (breakdown of cost of project provided)	All relevant information and policies have been submitted..	Currently funded through Council's main grants programme. Amount requested is in excess of amount available from EHT funding. Project is for Harrow and Barnet. Note: Received £1,000 EHT in Jan

		drama days.			2009 and £1,000 in 2006/07.
Srishti Yuva Culture	Not stated – full cost of project is £1,922, minus in-kind contribution total comes to £1,547	<p>Youth dance company specialising in the South Indian classical dance style Bharatanatyam.</p> <p>To support the continued training of the 4 Yuva volunteers in the development of their teaching skills, and to support learning and participation in physical activity among young people in the Borough. The organisation is providing in-kind support towards project administration at a cost of £75/half day totalling £375.</p>	YES (budget for the project provided)	All relevant information and policies have been submitted.	<p>Currently funded for 2 projects through the Council's main grants programme – Srishti Yuva Culture and Srishti Skills.</p> <p>Working in partnership with Harrow's Play Development Officer to target young people aged 7 plus, and particularly Teen Camp participants aged 13-14 years during school vacations.</p> <p>Use of office accommodation at Harrow Arts Centre under SLA arrangement.</p>
St. Luke's Hospice (Harrow and Brent)	£2,000	<p>Care for people with cancer and other serious progressive illnesses, such as motor neurone disease, heart, lung and kidney failure.</p> <p>Funding requested is for the purchase of portable exhibition stands and boards to help continue to raise awareness of their work amongst the local diverse community.</p>	Only budget provided. Need quotations.	All relevant information and policies have been submitted.	<p>Currently funded through Council's main grants programme.</p> <p>Received £2,000 EHT in Nov 2007.</p>
Tanglewood	£849.99	<p>Provision of leisure activities for adults with a learning disability.</p> <p>Purchase of computer to replace an old, no longer fit for purpose computer.</p>	YES	All relevant information and policies have been submitted.	Currently funded through Council's main grants programme and Carers grant for holiday breaks.

The Hillplayers	£487.63	<p>A community-based amateur dramatics group based in Harrow-on-the-Hill.</p> <p>Funding requested is to cover the cost of 2 new banners – one will be placed in Kenton Road at junction with Peterborough Road, and the other larger banner on the footbridge on Roxeth Hill. Banners needed to promote their performance of a Christmas production at their venue in January 2011.</p>	YES	All relevant information and policies have been submitted.	It should be noted that the performance will be in January 2011. The outcome of funding requested will not be known till end of January 2011. Any funding agreed will not be made available till 1 st week in February 2011.
The Larches Trust	£1,300	<p>Registered local charity set up to make a difference to the lives of adults with learning disabilities and/or autism, through comprehensive life and employment skills training and recreational activities programme.</p> <p>Funding requested is for the purchase of poly-tunnel equipment for use on their Horticultural Programme for adults with learning disabilities.</p>	YES	All relevant information and policies submitted with application.	Not previously funded by Harrow Council.
Wealdstone Social Club	Not stated (unable to contact as no contact details given)	<p>Private Members Club.</p> <p>Contribution towards installing disabled toilets.</p>	NO	Not applicable	Does not meet criteria, as the organisation is a Private Members Club.

Appendix 2

FINANCIAL SUMMARY OF EDWARD HARVIST TRUST FUND APPLICATIONS

Organisation	Amount Applied for this Round	EHT funding Nov 2009	EHT funding received in previous rounds	Main grants funding 2010/11	Main grants funding 2009/10	Provision of Other Council Support
Afghan Association of London (Harrow)	£1,939.95	£1,742.00	£0.00	£0.00	£0.00	In receipt of community letting concession
Ancient Tamil Arts Link	Not stated	£0.00	£0.00	£0.00	£0.00	
ARC (Association for Real Change)	Not stated	£0.00	£0.00	£0.00	£0.00	
Association of Senior Muslim Citizens	£400.00	£0.00	£0.00	£2,040.00	£2,040.00	Designated desk accommodation at CP.
BME Home Care Centre	£2,002.00	£0.00	£0.00	£0.00	£0.00	
Community Link Up	£764.15	£0.00	£935.00	£12,000.00	£5,650.00	
Edgware Central African Youth Associations UK	£2,000.00	£0.00	£0.00	£0.00	£0.00	Casual use accommodation at CP.
Flash Musicals	£2,001.60	£0.00	£0.00	£18,000.00	£0.00	
Harrow Anti-Racist Alliance	Not stated	£0.00	£886.00	£5,670.00	£4,920.00	Individual office accommodation at CP.
Harrow Bengalee Association	£2,000.00	£0.00	£1,790.00	£2,729.00	£2,729.00	In receipt of community letting concession & designated desk accommodation at CP.
Harrow Citizens Advice Bureau	£1,118.59	£1,742.00	£0.00	£100,000.00	£104,349.00	
Harrow Iranian Community Association (HICA)	£2,000.00	£0.00	£0.00	£5,500.00	£5,500.00	In receipt of community letting concession and individual office accommodation at CP.
Harrow St. Mary's Cricket Club	£2,000.00	£0.00	£0.00	£0.00	£0.00	
Harrow Tamil Association	£1,000.00	£524.00	£1,000.00	£2,040.00	£2,040.00	Casual Use accommodation at CP
Harrow Women's Centre	£2,000.00	£0.00	£0.00	£59,045.00	£59,045.00	

Indian Association of Harrow	£1,559.97	£0.00	£0.00	£1,400.00	£0.00	Designated desk accommodation at CP.
London Kalibari	£2,000.00	£1,742.00	£600.00	£1,800.00	£1,557.00	
NW London Lesbian & Gay Group	£768.96	£0.00	£0.00	£0.00	£0.00	
Russian Immigrants Association	£1,140.85	£0.00	£878.50	£1,720.00	£1,720.00	Designated desk accommodation at CP
Special Connection	£4,000.00	£0.00	£1,000.00	£3,500.00	£1,000.00	
Srishti Yuva Culture	Not stated	£0.00	£0.00	£11,955.00	£0.00	Currently funded for 2 projects – Srishti Yuva Culture (£11,955) and Srishti Skills (£7,000). Use of office accommodation at the Arts Centre under SLA arrangement.
St. Luke's Hospice	£2,000.00	£0.00	£2,000.00	£7,000.00	£5,000.00	
Tanglewood	£849.99	£0.00	£0.00	£5,040.00	£0.00	
The Hillplayers	£487.63	£0.00	£0.00	£0.00	£0.00	
The Larches Trust	£1,300.00	£0.00	£0.00	£0.00	£0.00	
Wealdstone Social Club	Not stated	£0.00	£0.00	£0.00	£0.00	

TOTAL £33,333.69

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 capital grants rather than towards running costs. Preferably this takes the form of 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 written quotations for the equipment. Two quotations must be provided for IT 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. To avoid a large number of outstanding commitments, organisations are expected to take up the offer of a grant within 6 months.

Please note given the constraints on available funds, in cases where organisations are requesting several items, recommendations generally cover the cost of one prioritised item. The maximum amount an organisation can apply for is £2,000.

Eligibility 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.

In addition to the above eligibility criteria, 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 using your organisation's letterhead paper, setting out the following:

- 1. Name of Organisation:**
Name of Organisation and/or project for which funding is being sought;
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 a written quotation of the cost (2 quotes for IT equipment).
- 4. Evidence of any match funding towards the cost of equipment (if applicable).**
- 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 (unless you are already in receipt of a Council grant and have submitted these recently):

- 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, 2nd Floor
Station Road,
Harrow, HA1 2XF

**The deadline for receipt of applications for this round of funding is:
MONDAY 22 NOVEMBER 2010**

If you have any further queries please call the Grants Unit on 020 8424 1335/7625 or email:
grants.grants@harrow.gov.uk



Grants to Voluntary Organisations	
Applicant's Bank/Building Society Account details	
Organisation's name:	
Address:	
Postcode:	
Contact name:	
Phone number:	
Fax:	
E-mail:	
Bank/Building Society Address:	
Name in which account is held:	
Sort code:	
Account number:	
Building Society Reference Number (if applicable):	
Main signatories (please supply full names and titles, i.e. John Smith, Treasurer):	
Date form completed:	

Please note, all grant applicants must supply these details with their application. They will be kept on file and, if successful, your grant will be paid directly into your organisation's bank/building society account. They will not be disclosed to any third parties or included in Council reports.