

Voluntary and Community Grants 2011/2012

Information to Grant Applicants

Harrow Council is inviting applications for funding from voluntary organisations for **2011/2012 for eleven months** for the period from **1st May 2011 to 31st March 2012 inclusive**. Each application will be judged on its merit and any grant awarded will depend on the overall funding available and the strength of the application in meeting the funding criteria and priorities.

- ✓ **The following notes contain important information.**
- ✓ **They are designed to guide you towards a clearly focussed application.**
- ✓ **The application will be assessed on the information provided in the application form only.**
- ✓ **Once your application form has been received we will send you an acknowledgement. There will be no further contact with organisations during the assessment process. Organisations will be contacted when the assessment and decision making process has concluded.**
- ✓ **PLEASE READ THESE NOTES CAREFULLY:**

ELIGIBILITY CRITERIA:

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

WE CAN SUPPORT:	WE CANNOT SUPPORT:
<ul style="list-style-type: none"> ✓ Properly constituted organisations that have a management committee and a bank account in the name of the organisation; ✓ Activities that contribute to the Grants Funding Priorities (see section on Funding Priorities); ✓ Organisations providing sporting opportunities; ✓ Organisations or projects providing activities on a not-for-profit basis (if the organisation makes a profit, it must be used to pay for those activities); ✓ Organisations that are able to show that they are financially stable. 	<ul style="list-style-type: none"> X Activities that promote the adoption of a particular faith or religion; X Activities that promote or oppose any political parties or cause; X Projects or activities that the Council has a legal or statutory obligation to provide; X Capital costs, such as building work, office furniture, IT equipment, etc.

FUNDING PRIORITIES:

The Grants Programme aims to help improve local communities and the lives of people most in need. To achieve our aim, we will consider how well your project meets funding priorities, corporate priorities and expected outcomes during our assessment process:

FUNDING PRIORITY	EXPECTED OUTCOMES
Economic Development in Harrow	<ul style="list-style-type: none">• People have better chances in life – with better access to training and development to improve their life skills.
An Improving Environment	<ul style="list-style-type: none">• Improve local biodiversity – active management of local sites.
Every Harrow Child	<ul style="list-style-type: none">• Reduce crime and anti-social behaviour amongst young people and/or provide support for young victims of crime;• Provide activities and services within the wider community.
Culture, Communities and Identity	<ul style="list-style-type: none">• 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.
Health, Wellbeing and Independence	<ul style="list-style-type: none">• 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.
The Future of Public Services and Democracy	<ul style="list-style-type: none">• Provide language support for people whose first language is not English (ESOL);• Provide volunteering opportunities;• Promote citizenship and civic renewal;• Build the capacity of the voluntary and community sector.

THE COUNCIL'S DRAFT CORPORATE PRIORITIES

- Keeping neighbourhoods clean, green and safe.
- United and involved communities: a Council that listens and leads.
- Supporting and protecting people who are most in need.
- A Town Centre to be proud of: changing Harrow for the better.

GRANTS AVAILABLE:

There are 3 grant application forms that reflect the size of grant you are requesting. You will therefore need to use that the correct form for the size of the grant applied for.

Small Grants	Medium Grants	Large Grants
£500 to £2,000	£2,001 to £10,000	£10,001 to £100,000

Please note that for 2011/2012 grants are available for an eleven month period from 1st May 2011 to 31st March 2012 inclusive.

COMPLETING THE GRANT APPLICATION FORM:

- **Application forms** are available online from www.harrow.gov.uk/grantsprogramme
- The form is provided in PDF format that we recommend **should be completed using a computer** which can then be **sent by email** to the Grants Office. The Adobe Reader **software for opening and entering information** that can be downloaded **at no charge** from <http://www.adobe.com/products/reader.html> or from <http://get.adobe.com/uk/reader/>
Please contact the Grants Team (see contact details at the end of this letter) if you have any questions about this.
- **Information Sessions** provide an update on the Council's Grants programme for 2011/2012. These will take place on
 - Tuesday 25th January 2011 from 6.45pm to 8.45pm
 - Wednesday 26th January 2011 from 10am to 12 noonPlaces are limited. To find out more details and to book a place please contact the Grants Team (see contact details at the end of this letter).
- **You can also contact Harrow Association for Voluntary Service (HAVS) for advice and general support in completing the grant application form**
Anna Disney, Funding Officer
Harrow Association of Voluntary Service
The Lodge, 64 Pinner Rd, Harrow, HA1 4HZ
Tel: 020 8863 6707 Fax: 020 8863 8401 email: anna.disney@harrowcvcs.org.uk
- Please ensure that you **answer every question fully** only in the space provided on the form.
- Please note that **you are not required to submit supporting evidence/documents at this stage**. Relevant documents as listed in section 9 of the application form should be **available to send to the Grants Office immediately** upon request.
Please note that the Grant will be withdrawn if the correct supporting documents are not submitted by the stated deadline.
- Remember to save and **keep a copy** of your completed application form.
- You are responsible for providing copies of your application form or supporting documents. The Council is unable to carry out copying for you.
- Closing date for all applications is **12 noon on Monday 14th February 2011**.

- **ALL application forms should be sent by email to:**
grants.grants@harrow.gov.uk
- **A signed copy should also be provided by the closing date to the address below.**

- Applications received after the closing date will not be considered under any circumstances;
- Incomplete applications will not be considered.

WHAT HAPPENS NEXT?

- We will send you an acknowledgement that your application has been received;
- Applications will be assessed and scored;
- Grant Allocation is subject to Cabinet decision;
- Successful applicants will be required to sign a grant agreement before funding is made available.

Please return the completed form by email and post to

grants.grants@harrow.gov.uk

with a signed copy to

**Grants Team,
Harrow Council
Civic Centre
Civic 1, Room 227
Station Road,
Harrow, HA1 2XF**

Telephone: 020 8424 1335

- **Closing date for all applications is 12 noon Monday 14th February 2011.**