

Appendix 1

Edward Harvist Trust grant monitoring report

Name of Organisation: Afghan Association Landon (Harrow)

Amount received: £1939.95

Project for which grant applied for: Re-opening of Saturday School benefiting approx 75 students from the Afghan community. Requesting funding to purchase 2 computers, 2 printers and a scanner.

- Please give a brief description of the service/activity that this funding contributed to:*
Computer equipment, a projector and video camera for Arianna School.
- How many people benefited from this service/project?*
81.
- What difference has this funding made to your organisation?*
We have been able to purchase equipment that is vitally needed for the day to day running of the school. This has put us in a better position to keep student records updated and to create teaching materials.
- If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
1 Projector	£329.99	Y
1 Printer	£129.99	Y
1 Video Camera	£299.99	Y
1 Printer Toner	£69.99	Y
1 Laptop PC	£848.99	Y
1 Camera Stand	£15.99	Y

- Where is this equipment stored?*
In our office at Lyon Road in Harrow.
- If you have not used this funding yet, please explain the reason for the delay:*
We have £245.01 remaining and wish to purchase a projector screen and will keep any surplus of that to purchase printer ink.

Name of Organisation: Community Link Up

Amount received: £764.15

Project for which grant applied for: 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.

1. *Please give a brief description of the service/activity that this funding contributed to:*
The Edward Harvist Trust Funding has been spent to pay for the purchase of 80 8GB USB drives which has a special key chain so that our service users (people with learning disabilities) can use at our weekly Computer Club which takes place every Saturday morning at Stanmore Collage.
2. *How many people benefited from this service/project?*
As part of the computer course which started on Saturday 17th September 2011 and will end at the beginning of July 2012. In the next few weeks we have planned a number of sessions on teaching our service users on how to use the USB drives as most of them do not know what they are or how to use them, therefore 100 people with learning disabilities & 75 Volunteers will benefit from this funding.
3. *What difference has this funding made to your organisation?*
The Computer project aims to help people with learning disabilities to increase their skills, abilities and self confidence with one to one support from volunteers these outcomes help improve and change their lives. The USB drives are instrumental as our service users will use them to store information and weekly homework which they can either work on computers at the local libraries, internet cafes or at home if they have a home computer outside our weekly class. The funding will be instrumental in helping our service users to focus on the work we do in class every week as they are able to remember it more as they are able to store the work sessions and reflect back on them when they are not in class at a time and location that suites them.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
80 8gb USB drives	£7:90p	Total: £632
VAT @ 20%		£126:40
Total Price:		£758:40p

4a. *Where is this equipment stored?*

USB drives will be distributed directly in class to the service users once we have trained them on what they are and how to use them. This training session is planned in the next few weeks.

Name of Organisation: Flash Musicals

Amount received: £2001.60

Project for which grant applied for: Replacement of theatre lighting, which at present is old and inefficient. Installing 12 LED lighting will substantially cut electricity bill.

1. *Please give a brief description of the service/activity that this funding contributed to:*
New LED lighting for the theatre.

2. *How many people benefited from this service/project?*
500+ weekly.
3. *What difference has this funding made to your organisation?*
It has helped to keep our electricity bill down.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
24 Led lighting for the theatre stage + fittings cable + trussing for the lights	£2406.60	Y

- 4a. *Where is this equipment stored?*
At the theatre where it is installed.

Name of Organisation: Harrow Citizens Advice Bureau

Amount received: £610

Project for which grant applied for: To enable one CAB volunteer to attend a Dreamweaver training course, to acquire Dreamweaver software and a PC which can run this software. To enable CAB to create and maintain a website in-house.

1. *Please give a brief description of the service/activity that this funding contributed to:*
Purchase of higher specification computer in order to develop a website for Harrow CAB for the first time. See www.harrowcab.org.uk – our first ever website!
2. *How many people benefited from this service/project?*
It is not possible to say exactly as we don't currently have a counter on our website – that is for when we are more advanced.
3. *What difference has this funding made to your organisation?*
It is great to be able to have a website for our organisation – gives us an opportunity to promote various projects eg our LGBT project. Also if we are really short staffed and there is a long queue we have been able to put a note up saying please don't come in today unless it is an emergency as there is a long wait, so that has been really useful.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
Computer + Screen	£399.99 plus £81.33 plus £63.99 plus £28.41 plus £14.70 plus vat	Y

- 4a. *Where is this equipment stored?*
In Civic 8, civic centre complex.

Name of Organisation: Harrow Tamil Association

Amount received: £1000

Project for which grant applied for: Funding requested is for purchase of an amplifying system – to benefit members who are hard of hearing.

1. *Please give a brief description of the service/activity that this funding contributed to:*
We run a day drop in centre for the elders at the pavilion – South Harrow. The age range is from 60 to 90. And six are with hearing aids. The PA system bought from your grant was very useful. We hire the same every year for our cultural paying a sum of £150. Our maiden use of the system bought from your funds was for our 'Elders sports meet' on 18-9-2011. Following that we have used it 2, 3 times. We had our annual cultural celebration on 15-10-2011 and the same system was used. The total no of audience present was 170 who benefited. I am sure this system will be very much useful for our future events.
2. *How many people benefited from this service/project?*
We have a total of 58 registered members with us. The daily average attendance is 30-35. But on days we arrange special activities we get an attendance of 50-60 including senior visitors.
3. *What difference has this funding made to your organisation?*
This grant from Edward Harvist Trust has commenced bringing remarkable satisfaction to the senior citizens of Harrow. The elderly disadvantaged tamil residents had opportunities to relieve distress and isolation, and they enjoyed better chances to listen, participate and contribute in all the activities arranged. This is a stepping stone to improve their quality of live giving meaning to older age.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
N91FN 1600 power AMP. 1	£239.99	Copy attached – Original handed in
N94FN Pro Sound 15 500w v2	£279.98	
Other items		
As per details in the receipt copy	£1035.93	"
Additional Parts Mic.lead 6M	£69.99	Y
1 Laptop PC	£23.98	Receipt. 2 on 8-10-2011
Total	£1059.91	

- 4a. *Where is this equipment stored?*
It is stored at both the Secretary, Mr S. Kasiviswanathan's residence and the Chair Person Mrs Guna Velupillai's residence.
There is no security at the Pavilion – Roxeth Recreation Park – Where we have the drop in centre. There is no space in the shared office we use at the Community premises – South Harrow.

Name of Organisation: Harrow Women's Centre

Amount received: £2000

Project for which grant applied for: Funding requested is for purchase of IT equipment – lap top computer, multi-function printer, wifi router, shredder and website development.

1. *Please give a brief description of the service/activity that this funding contributed to:*
The grant requested was:
 - a. To enable our staff and volunteers to reach and inform women in need through an internet site on the web
 - b. To procure the additional lap top computers, wifi router and "all in one" printers.
2. *How many people benefited from this service/project?*
 - a. The Harrow Women's Centre team includes 4 part-time staff, 27 volunteers (counsellors and office support) and a Management Committee. This team has provided support and advocacy service to 2000 women in need in Harrow.
3. *What difference has this funding made to your organisation?*
 - a. The route for our clients to find out about our presence and services available is a fundamental part of our offer to them. We are in a world that expects all services to have a presence on the internet. By not having a web site we were undermining our credibility and poorly serving our potential and existing clients.
 - b. Having this equipment has enabled our team of staff and volunteers to deliver services to women in distress and need effectively without suffering the inadequacies of poor or insufficient hardware.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
<i>Shredder</i>	<i>£179.98</i>	<i>Y</i>
<i>Toner Cartridges x2</i>	<i>£135.12</i>	<i>Y</i>
<i>Laser Multifunction Printer</i>	<i>£448.60</i>	<i>Y</i>
<i>Lenova Lap top</i>	<i>£614.16</i>	<i>Y</i>
<i>Toner Cartridge x1</i>	<i>£42.99</i>	<i>Y</i>
<i>Toner Cartridges x 4</i>	<i>£279.24</i>	<i>Y</i>
<i>Website Development</i>	<i>£300.00</i>	<i>Receipt to follow</i>
Total	£2000.09	

- 4a. *Where is this equipment stored?*
The equipment is in use at the Harrow Women's Centre, Andrew's Close, Off Bessborough Road, Harrow HA1 3GE

Name of Organisation: Indian Association of Harrow

Amount received: £1559.97

Project for which grant applied for:

Purchase of Laptop and electric projector screen for the Seniors Club.

1. *Please give a brief description of the service/activity that this funding contributed to:*
Equipment was purchased for use by the Seniors Club set up by the Indian Association of Harrow for the elderly residents of Harrow. To provide them with regular club facility where they could meet and socialise with others. Helps alleviate isolation + promotes wellbeing.
2. *How many people benefited from this service/project?*
180 people in total. Average monthly attendance 95.
3. *What difference has this funding made to your organisation?*
We are now able to provide equipment for more effective presentations from speakers on health & welfare related topics. Also able to show instructional videos etc to members.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
LG BX401C	£859.00	Y
Leader projection screen	£188.40	Y
Toshiba L755D laptop	£464.98	Y
Memory sticks	£46	N

- 4a. *Where is this equipment stored?*
Rota operated for equipment storage at various homes of committee members.

Name of Organisation: Tanglewood

Amount received: £849.99

Project for which grant applied for:

Purchase of computer to replace an old, no longer fit for purpose computer

1. *Please give a brief description of the service/activity that this funding contributed to:*
It enabled us to replace the clubs computer.
2. *How many people benefited from this service/project?*
80 club members, 13 helpers plus 60 Friends of Tanglewood on our mailing list.
3. *What difference has this funding made to your organisation?*
Communication is a vital part of the service we provide, be it informing our members of forthcoming events, informing our friends of the clubs activities via the publication of our monthly Magazine. We also use the computer for storing Data and club photographs. Last but by no means least it enables me to run our web site which is absolutely vital to keep everybody up to date with News and activities.

4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
Dell Optiplex 790 Computer with intel core i5 / 4GB RAM / 500GB / Windows 7 (64bit) / Office 2010 & incl. 3 year warranty	£821.00 + £164.20 VAT	No, but available to see on request
Brother DCP195C colour printer	£49.99 + £10.00 VAT	As above

- 4a. *Where is this equipment stored?*

At the clubs registered address 453, Northolt Road, South Harrow. HA2 8JH

5. *If you have not used this funding yet, please explain the reason for the delay:*

The computer was purchased within days of receiving the grant. Apart from the grant we received to pay the rent this was the most important and useful grant we have ever received.

Name of Organisation: The Hillplayers

Amount received: £487.63

Project for which grant applied for:

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.

- Please give a brief description of the service/activity that this funding contributed to:*
We are a local Harrow based Amateur Dramatics groups. The objective of our group is to “advance education in the Arts for the public benefit in particular, but not exclusively by the production of plays and the encouragement of Arts including Drama”.
- How many people benefited from this service/project?*
26 members and the general public as they will see details about our Christmas show on the banners which were purchased with the grant.
- What difference has this funding made to your organisation?*
We are a charity (reference 1138598) and regularly have to raise funds ourselves. This grant has made a huge difference to our publicity campaign – offering us another means of reaching out to the residents of Harrow. They are costly and this grant has made it possible to advertise in this way.
- If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
Banners x3	£120 each = £432.00	Y
Locks for banners x 12	£3 each * £43.20	Y

4a. *Where is this equipment stored?*
One of our members stores it at his home address.

Name of Organisation: The Larches Trust

Amount received: £1300

Project for which grant applied for: Funding requested is for the purchase of poly-tunnel equipment for use on the Horticultural Programme for adults with learning disabilities.

1. *Please give a brief description of the service/activity that this funding contributed to:*
We have used the funds towards the Horticulture Tools and equipment to build the covered gardening area here at Larches. The delay in purchasing the equipments was the protracted negotiations with Harrow Council leading to the unfortunate inability to resolve the terms of a lease with Harrow Council on Kenton site, where the Horticultural Programme was being run from. As we have existing horticulture students who need to continue and complete the accredited course, the Larches immediately built the covered area for horticulture students to continue without much disruption.
2. *How many people benefited from this service/project?*
We have 8 students accessing our Horticulture project.
3. *What difference has this funding made to your organisation?*
Horticulture prefer to work outdoors, and this activity is still in demand from people with learning disabilities who enjoy being outdoors.
4. *If the funding was used to purchase equipment, please list the items and purchase price below and attach copies of receipts:*

Item	Purchase price	Receipt attached (Y/N)
<i>Plywood Sheets/Timber from Burnt Oak Merchants</i>	£681.00	Y
<i>Softwood for shelves Burnt Oak Builders</i>	£491.06	Y
<i>Wickes</i>	£28.14	Y
<i>Travis Perkins</i>	£73.09	Y
<i>Travis Perkins</i>	£8.76	Y
Total	£1281.76	

4a. *Where is this equipment stored?*
Here at Larches Community in Edgware.