



Edward Harvist Trust Capital Grants

Information for Prospective Applicants

The Edward Harvist Trust is a charity established from the estate of Edward Harvist, who died in 1609. The aims of the Charity are to further all or any of the following:

- 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.

What you can apply for:

- The maximum amount of grant you can apply for is **£2,000**.
- The grants can only be used for **capital costs**.
- **Capital costs** are for the purchase of tangible assets that last more than one year and will not normally include items below £100.
- Preference will be given to applications requesting items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.
- Your application must promote the objects of the Charity as described above.
- Applications should be made in writing and must be supported by two written quotations for the equipment you wish to purchase.

If you would like to make an application, you should provide the following information:

- **Name of Organisation:** Name and aims of organisation and/or project for which funding is being sought
- **Beneficiaries:** Number of users that will benefit, proportion of users who are Harrow residents, main area where organisation works, i.e. ward, postcodes etc.
- **Equalities information:** Who will benefit from the project? Will the project target individuals from any of the following groups?
 - Age*
 - Disability*
 - Gender reassignment*
 - Pregnancy and maternity*

Race
Religion or belief
Sex
Sexual orientation
Marriage and Civil Partnership

- **What you are applying for and why?** Describe the project and how the funding will be used.
- **Financial information:**
 - Include details about your organisations income for the current year
 - The names of funding bodies that support your organisation and the amount of funds awarded.
 - The budget for the proposed project for which funding is being sought.
 - Information on any match-funding that supports the project.
 - State the exact amount of funding you are applying for.
 - Include two written quotations with your application.

To apply for funding you must meet the following eligibility criteria:

- The organisation must be a 'not for profit' Third Sector organisation delivering projects for the benefit of people living, working or schooling in Harrow.
- The organisation must be a properly constituted organisation that has a management committee and a bank account in the name of the organisation.
- The organisation must be able to show that it is financially stable.
- The organisation must have relevant policy documents in place.

The following conditions will also apply:

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. Grants are not offered for equipment that has already been purchased or for very small items, such as stationery.
4. Applications will only be considered if they have been received by the deadline and **all** the supporting information (see below) is provided.
5. Applications will only be considered if organisations have clearly indicated the sum applied for.

We can not fund;

- Activities that promote the adoption of a particular faith or religion.
- Activities that promote or oppose any political parties or cause.
- Projects or activities that the Council has a legal or statutory obligation to provide

Supporting information to be included with your application:

Appendix 3

You must include the following information with your application:

- Your organisation's adopted constitution or governing document.
- Your organisation's equal opportunities policy.
- A full set of audited/certified accounts for the previous financial year.
- Names and home addresses of management committee members.
- Organisation's bank account details
- Two quotations for the equipment to be purchased

Please send your application to:

Grants Team
Harrow Council
Civic Centre, Station Road
Harrow, HA1 2XY

On receipt of your application an acknowledgement will be sent. Unfortunately, we will be unable to contact you for any clarification on the information provided, therefore please ensure that all the information needed is provided for your proposal to be considered by the Grants Advisory Panel.

If you have any further queries regarding the above, please contact us on email:
grants.grants@harrow.gov.uk.

DEADLINE FOR APPLICATIONS IS MID-DAY MONDAY 5TH MARCH 2012



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.