

**REPORT FOR: GRANTS ADVISORY
PANEL**

Date of Meeting:	17 th January 2012
Subject:	Edward Harvist Trust
Key Decision:	No
Responsible Officer:	Marianne Locke, Divisional Director Community and Culture
Portfolio Holder:	Councillor David Perry, Portfolio Holder Community and Cultural Services
Exempt:	No
Decision subject to Call-in:	Yes
Enclosures:	Appendix 1: EHT Monitoring report Appendix 2: EHT Poster Appendix 3: EHT Information for prospective applicants

Section 1 – Summary and Recommendations

This report sets out monitoring information relating to the previous grant application round for the Edward Harvist Trust (EHT) and a draft timetable and proposed publicity material for the next call for proposals.

Recommendations:

The Grants Advisory Panel (GAP) is requested to recommend to the Portfolio Holder for Community and Culture:

1. That the monitoring information from the previous Edward Harvist Trust round be noted and approval given for the Afghan Association to use

- their award under spend as described in paragraph 2.3.5
2. Approval of the proposed Edward Harvist Trust grants timetable and publicity material as described in paragraph 2.4.3

Reason: (For recommendation)

To enable the distribution of Edward Harvist Trust monies held by Harrow to local Third Sector organisations.

Section 2 – Report

2.1 Introductory paragraph

2.1.1 Edward Harvist Trust funds are administered by Harrow Council on behalf of the Edward Harvist Trust. The distribution of funds to local Third Sector organisations supports the delivery of the Council's corporate priorities, in particular;

- 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.

2.2 Options considered

2.2.1 The Grants Advisory Panel is requested to note the monitoring feedback received from organisations in receipt of Edward Harvist Trust funds during 2011 and are requested to recommend to the Portfolio Holder for Community and Cultural Services approval of the request from the Afghan Association of London to use the small under spend of their 2011 award as described in paragraph 2.3.5.

2.2.2 The Grants Advisory Panel is also requested to consider the proposed timetable and publicity material for the next Edward Harvist Trust round as described in paragraphs 2.4.1 and 2.4.3 below. Applications to be invited for the following purposes:

- To award capital grants of up to **£2,000**.
- To award grants for **capital costs** only.
- **Capital costs** are defined as the purchase of tangible assets that last more than one year and will not normally include items below £100.
- To give preference to applications requesting items of equipment rather than general contributions towards large capital costs, such as the purchase of a building.

- To award grants that promote the objects of the Charity as described below.
- To consider applications made in writing and supported by two written quotations for the equipment to be purchased.

2.3 Background

2.3.1 The Edward Harvist Trust (EHT) is a charity established from the estate of Edward Harvist, who died in 1609. Its proceeds are divided between the five London Boroughs, which border the Edgware Road. Harrow receives 5% of the yearly dividend income, which is intended for charitable purposes.

2.3.2 Harrow Council is expected to distribute Edward Harvist Trust funds in accordance with the charity's requirements that state;

- a) No charge whatsoever shall be imposed by the Council's for their own administration or other expense on Harvist money.
- b) So far as possible, it should be the objective to distribute or use the Harvist money during the year of receipt.
- c) Councils must be explicitly clear that Harvist money is further provision in addition to the Councils' own expenditure from their own funds.
- d) 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.

The objects of the Charity are 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.

2.3.2 An update report was presented to the Grants Advisory Panel on the 9th November 2011. This provided an update on the funds available for distribution and confirmed the additional criteria agreed by GAP for the distribution of EHT funds.

2.3.3 In March 2011 the following grant awards were made;

Organisation	Grant requested	Grant awarded
Afghan Association of London (Harrow)	£1,939.95	£1,939.95
Community Link-Up	£764.15	£764.15
Flash Musicals	£2,001.60	£2,001.60

Harrow Citizens Advice Bureau	£1,118.59	£610
Harrow Tamil Association	£1,000	£1,000
Harrow Women's Centre	£2,000	£2,000
Indian Association of Harrow	£1,559.97	£1, 559.97
N W London Lesbian and Gay Group	£768.96	£768.96
Tanglewood	£849.99	£849.99
The Hillplayers	£487.63	£487.63
The Larches Trust	£1,300	£1,300
<i>Total</i>		£13,282.25

No grant payment was made to the N W London Lesbian and Gay Group as the organisation declined the grant award.

2.3.4 Appendix 1 sets out the full monitoring information received from those organisations awarded grants in March 2011. The funding has supported a range of projects including:

- The purchase of computer equipment by the Afghan Association of London (Harrow) that has benefited 75 students from the Afghan community, enabling the organisation to maintain their student records and create teaching materials.
- The purchase of 80 USB sticks by Community Link Up enabling 100 people with learning disabilities to learn how to use USB drives, helping them to learn how to store information including their weekly homework which they can then work on at computers in local libraries, internet cafes or at home.
- The development of the first website for Harrow Citizens Advice Bureau enabling them to promote their projects and notify potential clients when they are short-staffed or there are long queues for their service.
- The purchase of a PA system by the Harrow Tamil Association benefiting up to 60 users and enabling the organisation to make cost savings from the regular hire of this equipment for their meetings.
- The purchase of a computer to replace an old one by Tanglewood. The computer has enabled the organisation to maintain its communication with its members via its monthly magazine; it is also used for storing data and club photographs and helps the organisation run its website. The organisation has stated that the grant "was the most important and useful grant we have ever received".

2.3.5 All organisations in receipt of grant have spent the funds awarded. The Afghan Association of London (Harrow) has stated that they have a small under spend of £245 which they would like to use to purchase a projector screen. The Grants Advisory Panel is requested to recommend to the Portfolio Holder for Community and Cultural Services approval of this request from the Afghan Association of London.

2.4 Current situation

2.4.1 The current funds held by Harrow Council on behalf of the Edward Harvist Trust are £14,776.25. It is proposed to offer a further EHT grants round as follows:

Activity	Timescale
Applications open	6 th February 2012
Applications close	5 th March 2012
Applications and supporting information checked, collated and report preparation	5 th March – 30 th March
Report presented to GAP	16 th April 2012 (tbc)

2.4.2 Information inviting applicants to submit proposals for EHT funds will be made available as follows;

- Posters in Libraries, Harrow Arts Centre and Community Premises
- Information to be circulated via the CVS mailing list
- Information to be provided on the Harrow Council website

2.4.3 The proposed poster and information for prospective applicants is attached at appendix 2 and 3 of this report. The Grants Advisory Panel is requested to consider the proposed timetable, publicity material and guidance for applicants and recommend to the Portfolio Holder for Community and Cultural Services approval to commence a call for proposals as described above.

2.5 Implications of the Recommendation

2.6 Legal comments

Harrow Council is expected to distribute Edward Harvist Trust funds in accordance with the requirements and objects of the Charity as described in paragraph 2.3.2 above.

2.7 Financial Implications

2.7.1 The provision of funding through the Edward Harvist Trust has no implications on the medium term budget strategy. This is a distinct source of funding provided to the Council for administration as grants to the Third Sector.

2.7.2 £14,776.25 is available for allocation. Grant awards can not exceed this amount. There are no further financial implications.

2.8 Risk Management Implications

2.9 Harrow Council has a duty to ensure the distribution of Edward Harvist Trust funds in accordance with the criteria stipulated by the charity.

2.10 Harrow Council has a duty to ensure that funds are distributed to bona fide Third Sector organisations. These organisations should have adequate systems and processes in place to ensure that funds will be

used appropriately and be able to report back on the use of funds as required. The information for prospective applicants sets out a requirement for applicants to provide evidence of the following;

- Organisation's adopted constitution or governing document
- 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
- Bank account details

This requirement helps the Council act with due diligence in discharging its duties regarding the distribution of funds on behalf of the Edward Harvist Trust.

2.12 Equalities implications

2.12.1 An equalities impact assessment has not been undertaken for this report however, the Grants Advisory Panel is reminded that a public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It must have due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The relevant protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex

- Sexual orientation
- Marriage and Civil Partnership

2.13 Corporate Priorities

2.13.1 The provision of Edward Harvist Trust grants supports Third sector organisations to deliver a range of services for the benefit of Harrow residents. These services in turn may contribute to the delivery of the corporate priorities including;

- 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.

Section 3 - Statutory Officer Clearance

Name Kanta Hirani	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 4 January 2012		
Name: Matthew Adams	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 4 January 2012		

Section 4 - Contact Details and Background Papers

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

Background Papers: None