

**REPORT FOR: GRANTS ADVISORY
PANEL**

Date of Meeting:	25 th June 2012
Subject:	Edward Harvist Trust applications
Key Decision:	No
Responsible Officer:	Paul Najsarek, Corporate Director Community Health and Well-Being
Portfolio Holder:	Councillor David Perry, Portfolio Holder Community and Cultural Services
Exempt:	No
Enclosures:	Appendix 1: Information to applicants Appendix 2: Summary table of Edward Harvist Trust applications

Section 1 – Summary and Recommendations

This report sets out information regarding applications that have been made to the Council for Edward Harvist Trust funding.

Recommendations:

The Grants Advisory Panel is requested to:

1. Make recommendations to the Portfolio Holder for Community and Cultural Services on grant awards for Edward Harvist Trust funds.

Reason: (For recommendation)

To enable the distribution of Edward Harvist Trust funds held by Harrow Council to local Third Sector organisations to support them in delivering a range of services and activities to Harrow residents.

Section 2 – Report

2.1 Introductory paragraph

2.1.1 Edward Harvist Trust (EHT) 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 (GAP) considered options for the distribution of EHT funds at its meeting on the 17th January 2012. At this meeting GAP agreed that funds would be distributed according to the following;

- Groups would be expected to adhere strictly to the funding criteria.
- There should be consistency and clarity about what constituted a capital spend.
- Groups must not spend EHT grant funds on items not specified in the original application.
- Any group successful in securing EHT funding will not normally be eligible to re-apply to the fund for a period of three years.
- Groups would be required to submit two quotes for any items to be purchased.
- An equalities impact assessment would be carried out every three years on the EHT grants scheme.
- The maximum amount of grant funding that can be applied for would be £1,500.

2.3 Background

2.3.1 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.

2.3.3 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.

2.4 Current situation

2.4.1 Harrow Council receives money from the Edward Harvist Trust Charity approximately three 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 **£24,237.64**.

2.4.2 Applications for funding opened on the 6th February 2012 with a deadline of 5th March 2012. Information about EHT was circulated to local Third Sector organisations by email to approximately 300 contacts, the Harrow Council website and by posters placed in libraries and the Community Premises at 27 Northolt Road. (See Appendix 1: Information for applicants).

2.4.3 Applicants were asked to supply a suite of background documentation and two quotes to support their applications. 29 applications were received by the deadline date and one application was received after the deadline. The total amount requested amounts to £40,678.

2.4.4 A summary of applications is provided at Appendix 2: Summary of EHT applications. This summary identifies nine applications that meet the criteria set by GAP and 21 that are not considered to (or only partially meet) the criteria.

2.4.5 The nine applications identified as fully meeting the criteria are:

Organisation	Amount requested
9 th Kenton Scout Group	£1,100
Girlguiding Middlesex North West	£1,361.46
Harrow Carers	£1,867.20
HOPE Harrow	£1,878.82
Ignite	£1,397.38
Kenton Table Tennis Club	£750
London Kalibari	£1,500
The Wish Centre	£550
Watford FC Community Sports and Educational Trust	£1,500
Total	£11,904.86

2.4.5 Application queries for consideration by GAP

Queries have been identified on the following applications;

Quotes provided:

The eligibility criteria for EHT states that two quotes should be included with the letter of application;

Harrow Mencap have requested £1,500 as a contribution to costs for purchasing specialist equipment but have only provided one quote. Harrow Mencap state that the reason for this is because the items they wish to purchase are specialist and they have not been able to locate two suppliers. In addition not all of the items listed in the quote meet the definition for capital.

St Luke's Hospice has requested £1,500 as a contribution to purchase specialist equipment, although two quotes have been provided these are from the same supplier.

Harrow Anti-Racist Alliance has requested £1,499.97 for three laptops. Although two quotes have been provided the suppliers for the equipment have not been identified on the information provided.

Software costs

GAP at their meeting on the 2nd March 2011 did not recommend funding for software as it was considered to be a revenue item rather than capital. GAP asked officers to seek clarification on what items are considered capital and a definition was included in the Information to Applicants (Appendix 1).

Further clarification about the classification of software costs is also provided by HM Revenue and Customs which states that 'the cost of bringing an asset in to existence or advantage of enduring benefit to

the trade are capital'. In this case the costs for software that brings an asset ie. Computer in to existence could be considered capital.

The applications from Harrow Shopmobility (£1,500) and Soul Survivor Harrow (£1,403.78) both include an element of funding to purchase software for the computers requested.

Status of organisation

A number of applications for Korfbal equipment have been received from schools, none of whom have supplied any of the required background information. Children & Families department have advised that schools are not-for-profit organisations.

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 2.3.3 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 £24,237.64 is available for allocation. Grant awards can not exceed this amount. There are no further financial implications.

2.8 Risk Management Implications

2.8.1 Harrow Council has a duty to ensure the distribution of Edward Harvist Trust funds in accordance with the criteria stipulated by the charity. Harrow Council has a duty to ensure that funds are distributed to bona fide Third Sector organisations that 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 set 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 in the distribution of funds on behalf of the Edward Harvist Trust.

2.9 Equalities implications

2.9.1 The EHT application criteria are consistent with the approach used for the Main Grants programme, subject to the EHT's specific charitable objects. The process for the Main Grants programme has been equality impact assessed and no adverse impacts were identified. EHT applicants are asked to provide information on the beneficiary groups for consideration by GAP in making its recommendations.

2.10 Corporate Priorities

2.10.1 Applications for Edward Harvist Trust funding support a range of activities and services. These activities in turn support the 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.

Section 3 - Statutory Officer Clearance

Name: ... Roger Hampson....	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: ... 14 th June 2012.....		
Name: ... Matthew Adams...	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: ... 15 th June 2012..		

Section 4 - Contact Details and Background Papers

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

Background Papers:

(1) GAP report and minutes of 17th January 2012 meeting:

<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=255&MId=60681>

(2) GAP report and minutes of 2nd March 2011 meeting:

<http://www.harrow.gov.uk/www2/ieListDocuments.aspx?CId=255&MId=60292>

(3) Edward Harvist Trust applications - 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.