

Appendix 1: Information to Applicants

REPORT FOR: GRANTS ADVISORY
PANEL

Date of Meeting: 25th June 2012

Subject: Edward Harvist Trust Applications



Edward Harvist Trust Capital Grants

Call for Proposals

Harrow Council administers a share of the Edward Harvist Trust.

Eligible organisations can apply for one-off grants for the purchase of equipment of up to £1,500.

To apply for a grant - submit your proposal in writing and include the following:

- The name of the organisation or project.
- A clear description of what is being applied for and why.
- How the grant will benefit the organisation and its service users.
- Equalities information, which groups are likely to benefit.
- Financial information including how much funding is required.
- Two written quotations for the items to be purchased.

Organisations must meet the Council's Main Grants eligibility criteria.

Further information on this and guidance to applicants is available on the Council website:

www.harrow.gov.uk/edwardharvistgrants

Deadline for applications is 12pm mid-day on Monday 5th March 2012

No late applications will be considered.

For further information please contact: grants.grants@harrow.gov.uk



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.

About the grant

- The maximum amount of grant you can apply for is **£1,500**.
- 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 (for further information on capital costs please go to www.cash-online.org.uk)
- 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 on the previous page.
- Applications should be made in writing and must be supported by two written quotations for the equipment you wish to purchase.

Information you need to provide

- **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.

Eligibility criteria and grant conditions

- 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.
- Organisations that have been successful in being awarded grant will not normally be eligible to reapply for a period of three years ie. If awarded grant in 2012, an organisation will not normally be eligible to apply again until 2015.

Grant conditions:

1. Successful grant applicants are expected to complete their expenditure within six months of the grant award and provide monitoring information and receipts for expenditure immediately they are requested.

2. Applicants must spend allocated funds on items for which they were approved any under spend of £150 or more must either be returned for reallocation or spent on appropriate alternatives which have been approved in writing by Council Officers.
3. If an organisation makes any unapproved deviation of expenditure the grant will have to be repaid to the Council.
4. Grants are not offered to cover the costs of any provision the Trustees deem to be a statutory responsibility.
5. Grants are not offered for equipment that has already been purchased or for very small items, such as stationery.
6. Applications will only be considered if organisations have clearly indicated the sum applied for.
7. Applications will only be considered if they have been received by the deadline and **all** the supporting information (see below) is provided.

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:

You must include the following information with your application:

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

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.