



Edward Harvist Trust Fund 2020/21

Application Guidance Notes for funds up to £5,000 per year

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A. Everything you need to know

1. Introduction and how to contact us

We welcome your interest in grant funding for Brent based community projects. The council wants to fund community driven projects, which can draw on the knowledge, skill and ability of local people to make a difference in the community.

If you have any questions, please contact **edwardharvist@brent.gov.uk**

2. How do I apply for grant funding?

- Applications can be made via our online grant portal, available at <https://brent.grantapps.net/edwardharvisttrust/>
- Refer to this guidance when completing the application form and gathering supporting documents
- An organisation can make only one application in each funding round. **This may be waived if related to a Covid – 19 response.**
- If you are an individual member of the community, you may team up with a local voluntary community organisation in order to apply

3. Which organisations can apply for a grant?

- Constituted non-profit making voluntary and community organisations that have operated for at least 12 months at the time of application with evidence of appropriate governance and policies, quality assurance and effective financial management. **Length of operation may be waived if related to a Covid – 19 response.**
- Organisations able to comply with the council's standard terms and conditions of grant aid: <http://www.brent.gov.uk/grantapplication>

4. What is the Edward Harvist Trust Fund?

The Edward Harvist Charity was established in 1610 from the estate of a prominent local landowner Edward Harvist. The original purpose of the charity was to maintain two roads in North West London, the Edgware Road and Harrow Road. This responsibility was passed to Local Authorities and the Charity and its purpose were revised to assist sick and elderly people living in the boroughs bordering the two roads including Barnet, Brent, Camden, Harrow and the City of Westminster. The London Borough of Harrow administers the funds on behalf of the Trust and Brent receives 28% of the annual income. The fund is then distributed to voluntary organisations in Brent that meet the Trust criteria.

5. What are the criteria for funding?

- Funding for one-off expenditure or that of a non-recurrent nature such as furniture, equipment, goods, outings and costs relating to one-off projects
- Funding for goods/equipment or one off activities which contribute to:
 - The relief of the elderly and poor inhabitants of the London Borough of Brent (and other Boroughs);
 - The relief of distress and sickness among the said inhabitants;
 - The provision and support of facilities for recreation and other leisure time occupation;
 - The provision and support of education facilities for the said inhabitants;
 - Any other charitable purpose.

- Equipment for the benefit of Brent residents or one off events/activities based in the borough for the benefit of Brent residents.
- **Funding for an Emergency Response to the Covid – 19 outbreak subject to meeting the criteria above**

6. What won't the council fund?

- Projects which include funding to support religious, political purposes, or individual causes.
- Requests for on-going commitment such as salaries, rent and annual running costs will not be considered.
- Projects where the application is submitted without the supporting documentation required (see section C).

7. How will I find out if my application has been successful?

All applicants will receive a letter explaining whether their application was successful or not.

Where an application is unsuccessful, the reasons for this will be included in the letter. Further sources of support will also be highlighted.

8. Which projects and organisations are most likely to receive funding?

- Projects benefitting Brent residents
- Projects which align with but do not duplicate other services or projects in the borough
- Those with the best alignment to the Edward Harvist priorities set out in section 5
- The best quality projects from the applications received
- Projects which show how they are able to target and reach local people
- Projects which take into account equality and diversity issues
- Projects with clear outcomes and a clear approach to measuring success
- Projects which offer value for money and quality assurance
- **Projects, which include the required contribution of at least 30% of the total cost. Match funding may be waived if related to a Covid – 19 response.**
- Organisations which have other sources of revenue funding and a good track record of delivery
- Organisations which work well in partnership, networking and liaising with local agencies
- Organisations which have good financial management and meet financial assessment criteria
- Organisations must have a Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy if working with children or vulnerable adults

9. Financial Assessment

- Funding is not available towards equipment which has already been acquired or events/activities which have already begun
- Financial assessment of accounts submitted looks to ensure awareness of the need for a diverse funding base, working capital and unrestricted reserves

10. What is the assessment process?

- We check that all paperwork has been received and is correctly completed.
- A panel meets to review and score the applications
- The reports are agreed by delegated lead officer in consultation with the portfolio holder

11. How long will it take to process my application?

- **We expect to be able to confirm decisions on a weekly basis during the Covid – 19 outbreak subject to a month-by-month review on funds available.**

12. How are grant payments made?

- Grants are paid in arrears, after the activity has occurred or the goods/equipment has been bought.
- Grants are paid when a receipt for spend is provided.
- **This may be reviewed in response to a Covid – 19 related fund.**

B. Specific guidelines on completing the application form – Edward Harvist

A. What are the contact details for your organisation?

Please fill in the name, address and other contact details for your organisation and your contact name.

Why? *The council needs to establish the registered office or address for the organisation and the person to contact with any questions about the application. The project needs to be Brent based and benefitting Brent residents.*

B. How is your organisation constituted?

If your organisation has a written constitution, your organisation is considered a constituted but an unregistered organisation.

Why? *The council need to know that the organisation applying for funding is constituted and has proper governance in place. The project must fall within an organisation's constitutional aims in order for the organisation to be considered an appropriate body to deliver it.*

B6. Please complete the safeguarding questions if you are working with children and/or vulnerable adults. You do not need to answer these questions if not.

Why? *The council has to check that safeguarding procedures are in place and any potential impact of criminal convictions for those involved in the project.*

C2. How much grant funding are you applying for?

Please insert the amount of grant funding you are seeking. The maximum for Edward Harvist is £5,000 and funding is one off within a year.

Why? *Therefore, the council knows how much funding is sought and that it is within the maximum allowed for small grants*

C3. How much will the project cost in total?

Please insert the figure for the total cost of the equipment and/or activities.

Why? *The council needs to know the total cost of the project.*

C4. What contribution from other sources are expected?

Please insert the contribution from other sources toward this project. This must be at least 30% of the total cost. **Match funding may be waived if related to a Covid – 19 response.**

Why? *This helps us understand that the required contribution is provided in line with Edward Harvist requirements. The council also needs to understand the level of investment from other sources of funding is towards activities within a larger project.*

C5. Please list the sources of the other contributions.

Please list the sources of funding and provide evidence of this with your application

Why? *The council needs to measure match funding from other sources*

C6. Please list the items and costs.

Please list the individual items you wish to pay for with the grant funding. Set out which element is to be covered by Edward Harvist and which part other funders cover.

Why? *The council needs to see that the breakdown of costs matches the total provided in response to question 12. The council will check that the amount requested is reasonable for the activities or equipment proposed in the application.*

D1. When and where in the borough will the activities take place?

If you are applying for equipment, please confirm where it will be stored and how it will be insured. Please include a short statement about where in the borough the activities will take place. Also, outline how appropriate insurance will be put in place.

Why? *The council wants funding to benefit Brent residents with equipment or activities, which are accessible within the borough. Organisations require insurance cover for running public activities and storing and if necessary replacing equipment.*

D2. Describe clearly the activities/goods/equipment for which you are seeking funding.

Please upload quotations for the equipment to be purchased. Please outline the activities or equipment and list the expected cost of the items/activities adding quotations for equipment with your application when you submit it.

Why? *The council needs to understand what is sought and verify the cost and value for money.*

D3. What evidence shows there is a need for your project in the borough and how have you consulted with users /proposed users of your project to know there is a need for your project?

Why? *The council is looking for evidence that there is a need for the project. An explanation of user consultation, data collection will be accepted as an answer.*

D4. How will you ensure that your activities are accessible to local people and do not discriminate based on a protected characteristic set out in the Equality Act 2010?

Please include an example of how your organisation has adapted its approach to ensure a range of people can access activities. Draw on an understanding of the protected characteristics set out in law where they are relevant to your project. The protected characteristics are age, disability, race, religion and belief, sex, sexual orientation, gender reassignment, marriage and civil partnership and pregnancy and maternity. An example about one of these characteristics, which is relevant to the work of your organisation, is fine.

Why? *There is a requirement under the Equality Act to ensure equality of access to services for a number of the protected characteristics. Thinking about the protected characteristics helps to ensure that activities are accessible. The law also addresses discrimination making sure that no one is treated differently on the grounds of one of the protected characteristics.*

D5. How many people do you estimate would benefit from this grant?

Please insert the estimated numbers of residents and staff or volunteers who will benefit from the project.

Why? *The council wants to understand how its investment will benefit local people both those benefiting from the equipment or activities and those volunteering to organise them. The council also assesses on a case-by-case basis whether the number of people supported by the investment offers reasonable value for money.*

E1. Please only include any other information the council needs to be aware of here

You can upload this information onto the portal in documents section.

Why? *This is included for the reasons set a-out above. We only need the specific information requested for the first stage of applications.*

F1. Please upload the required documents

I. Declarations

Please read and sign the declarations here. Include either an electronic signature or scan the signed page and include this with your application.

Why? *Signing the document shows that the information provided is accurate to the best of your knowledge and is an indication that the trustees of the organisation are both aware of and support the application being made. By signing, you also agree to meet the grant conditions.*

C. Documents to submit for all Grants

Document	Why
Constitution / Memorandum & Article of Association/Trust Deed	Evidence organisation is constituted and organisational aims and objectives
Where your constitution requires it a copy of your most recent Annual Report	Evidence of recent achievements and organisational position
Where your constitution requires it a copy of minutes of your last AGM meeting	Evidence of active governance
A signed copy of organisation's latest accounts Independently audited if turnover above £500k Certified if under turnover under £500k A signed copy of the cash flow forecast, projected balance sheet and business plan if a new organisation (12-18 months) and applying for up to £5,000.	Evidence of financial management and picture of financial position. The council will look to see accounts break event and there is an understanding of the need for a diverse funding base, working capital and unrestricted reserves.
A copy of your Equal Opportunities Policy	Evidence of commitment to equalities
A copy of your Health and Safety Policy	Evidence of commitment to and procedure for adhering to Health and Safety legal requirements
Evidence of relevant insurance <ul style="list-style-type: none"> • Employer's liability, indemnity insurance • Public liability (third party) indemnity insurance If applicable: <ul style="list-style-type: none"> • Property and Equipment Insurance against fire, theft, loss, damage • Professional indemnity if required Evidence of vehicle insurance if vehicles are owned <ul style="list-style-type: none"> • A copy of your Safeguarding Children policy (If applicable) 	
A copy of your Safeguarding Vulnerable Adults policy (If applicable)	Evidence of adherence to legal requirements when working with the public
A copy of your Safeguarding Vulnerable Adults policy (If applicable)	Evidence of commitment to and procedure for adhering to relevant legal requirements when working directly with children
Quotes for any equipment you are seeking funding for	Evidence that the organisation is committed to high quality services and in the case of quality standards evidence that the procedures in place are robust.
	This helps to verify the cost of equipment and ensure value for money.