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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 VoluntarySector@brent.gov.uk

2. How do I apply for grant funding?

- Download an application form and guidance from www.brent.gov.uk/grantapplication.
- Refer to this guidance when completing the application form and gathering supporting documents
- Return the completed application form and documents to: VoluntarySector@brent.gov.uk by the advertised deadline.
- An organisation can make only one application in each funding round.
- 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
- Organisations able to comply with the council's standard terms and conditions of grant aid: 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 land owner 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, outings and costs relating to one-off events.
- Funding for 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.

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.
- 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 which have a Child Protection Policy, Safeguarding Adults Policy and enhanced DBS checks in place where appropriate.

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.
- The purpose of this grant is to 'top-up' funds already raised. Organisations must therefore, contribute at least 30% towards cost of the proposed project/equipment and must provide evidence of their contribution with their application.

9. 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

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

We expect to be able to confirm decisions in **February 2018**

11. How are grant payments made?

- Grants are paid in arrears, after the activity has occurred or the equipment has been bought.
- Grants are paid when a receipt for spend is provided.

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

1. 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. New organisations in existence for between 12 and 18 months are also able to only apply for up to £5,000. Organisations which have been in existence for less than a year cannot apply.

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

2. What type of activity do you wish to fund?

Please write “yes” next to the type of funding you are applying for

Why? Small Grants are for one off funding towards the purchase of equipment or a one off event/activity. The council needs to know which of these you are seeking.

3. What are the contact details for your organisation?

Please fill in the name, address and other contact details for your organisation and the contact person for this application. Please state whether this is the registered office of the organisation by amending the form with ‘Y’ for Yes or ‘N’ for No.

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.

4. How is your organisation constituted?

Please amend the form to leave either ‘Yes’ or ‘No’ as an answer to the options listed. If your organisation is a registered charity as well as a company limited by guarantee, you should tick both boxes and provide the registration numbers. If your organisation is neither but has a written constitution your organisation is considered to be a constituted but unregistered organisation.

Why? The council needs 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.

5. Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the offences listed in the guidance for this question? Y/N

Please amend the form to leave either ‘Y’ for Yes or ‘N’ for No in response to the following question:

Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences? NB: "Active corruption" means corruption as defined in Article 3 of the Council Act of 26th May 1997 or Article 3 (1) of Council Joint Action 98/742/JHA:

- The offence of bribery where the offence relates to active corruption.
- Bribery within the meaning of section 1 or 6 of the Bribery Act 2010.
- Fraud, within the meaning of the offence of cheating the Revenue.
- Fraud, within the meaning of the offence of conspiracy to defraud.
- Fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978.
- Fraudulent trading within the meaning of section 458 of the Companies Act 1985 or section 993 of the Companies Act 2006.
- Fraudulent evasion within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994.
- An offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal Justice Act 1993.

- Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968.
- Fraud within the meaning of section 2,3 or 4 of the Fraud Act 2006.
- Making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006.
- Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002.
- An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988.
- An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.
- Any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.

If the answer is yes, explain this in the space for additional information at question 16

Why? *The council has to check that organisations are suitable for funding.*

6. How does your organisation ensure high quality successful outcomes from its activities?

Please summarise your quality standards and/or approaches to quality in the space provided.

Why? *The council is looking for evidence that the project will be delivered to a high standard. Quality assurance standards offer this and are expected from more established organisations. An explanation of internal processes will also be accepted as an answer for newer or smaller organisations.*

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

Please provide 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 you application when you submit it.

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

8. 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.*

9. What group/s of local people will benefit from this activity/equipment and how will they be involved in developing and/or delivering the project?

Please outline how local people are involved in what you are doing and how they will benefit from the equipment and or activities you are seeking funding for. State how the activity or equipment will be beneficial to a wide range of local people or explain why you are targeting the group/s you identify. Please also state how this project avoids duplicating services and projects already present in the borough.

Why? *The council is seeking to invest in things which local people want and will benefit from. Where a targeted group of people will benefit, there needs to be clear rationale for this. Otherwise there is an expectation that a wide range of people will benefit and activities will be inclusive. This is in line with our equalities requirements and focus on local communities getting on well together. We also need to avoid duplicating existing services and projects.*

10. How many people do you estimate would benefit?

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.*

11. How will you ensure that your activities are accessible to local people and do not discriminate on the basis of 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.*

12. 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.*

13. How much are you requesting from Brent Council?

Please insert the amount you are requesting from the council.

***Why?** The council needs to know that the funding requested is no more than £5,000. If your organisation is new (between 12 and 18 months) you can also apply for up to £5,000. We will check that the breakdown of costs for your project is not less than the amount of funding sought and that the amount requested is reasonable for the activities proposed.*

14a. What contribution from other sources expected?

Please insert the contribution from other sources toward this project. This must be at least 30% of the total cost.

***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 if funding is towards activities within a larger project.*

14b. 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 ensure match funding is confirmed already.*

14c. 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 is covered by other funders.

***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.*

15. Declaration

Please read and sign the declaration 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.*

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

You only need to include information here for the following reasons:

- If you answered yes to question 5 and are explaining why here
- There is something the council needs to be advised of, which you could not include in the questions answered.

Otherwise please leave this section blank

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

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
The names and addresses of your management committee members	Evidence of active, traceable board
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 	Evidence of adherence to legal requirements when working with the public
A copy of your Child protection policy	Evidence of commitment to and procedure for adhering to relevant legal requirements when working directly with children and young people under 16 years of age
A copy of your Protecting vulnerable adults policy	Evidence of commitment to and procedure for adhering to relevant legal requirements when working directly with vulnerable adults.
Evidence of DBS disclosure for staff/volunteers who will work directly with children and/or vulnerable adults. Organisations sign a declaration stating these exist and documentation is viewed at any monitoring visits.	To ensure safeguarding and compliance with legal requirements and associated guidance on working directly with children and vulnerable adults
Evidence of quality assurance e.g. quality standard/s, internal quality assurance policy	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.
Quotes for any equipment you are seeking funding for	This helps to verify the cost of equipment and ensure value for money.

Closing date for application: Sunday, 10 Dec 2017