

HARLOW DISTRICT COUNCIL

EQUALITY IMPACT ASSESSMENT ACTION PLAN TEMPLATE

Service /Policy/Function Name: Provision of Grant Aid
Service/Department: Community and Customer Services
Lead Officer: Angela Street
Contact Telephone Number: 01279 446302

Issue Identified and Equalities Group Affected	Key Action to be Taken	By whom	By when	Required Resources	Expected Outcome
Lack of current qualitative data. Potentially, all equalities group affected	Satisfaction survey for recipients of grants 2006-2009	Angela Street	End of financial year (March 2010)	Staff time	Collection of required data
Lack of information in terms of community satisfaction with current application process following decrease in funding. Potentially, all equalities groups affected	Seek views from the community on appropriateness of current process given the economic climate	Angela Street	End of financial year (March 2010)	Staff time	Views on current process obtained
Additional measures that could be adopted to further equality of opportunity in the context of this policy and to meet the particular needs of equalities groups that have been identified	Detailed analysis of beneficiaries of grant aid, broken down into population groups.	Angela Street	End of financial year (March 2010)	Staff time	

CRITERIA FOR PARTNERSHIP GRANTS

Only applications from charitable, voluntary or 'not for profit' organisations will be considered

Organisations must be formally constituted and accountable

Organisations must operate an Equal Opportunities policy

Organisations must demonstrate that:-

- They will make a positive difference to residents of Harlow, and that their activities contribute to the achievement of the Council's Strategic Priorities:
 - Regenerating the town
 - Promoting a clean, green, healthy and safe environment
 - Tackling housing need
 - Developing good citizenship
 - Improving Harlow for business
 - Providing value for money
- Their activities provide additionality, i.e. they do not duplicate the work being undertaken by the Council or any other agency, but are complementary
- They are able to demonstrate that the money that the Council grants them will enable them to draw in additional funding from other sources

Organisations must demonstrate that they are actively exploring all appropriate funding opportunities

Organisations must not have excessive reserves (referring to Charity Commission guidance)

Organisations must abide by the monitoring and evaluation procedures laid down by the Council

Grants must be used specifically for the purpose intended, as detailed in the application

Organisations in receipt of Grant Aid must acknowledge the Council's support in their literature and promotional materials

Small Grants Application Guidance Notes

Who can apply?

Applications are encouraged from new or existing groups that are properly constituted and

- Demonstrate that they are voluntarily run and non-profit making
- Demonstrate that they will make a positive difference to residents of Harlow, and that their activities contribute to the achievement of the Council's Strategic Priorities –
- Clearly demonstrate a need for financial assistance;
- Demonstrate they have in place, and operate, an equal opportunities policy

Who cannot apply?

The Council will **not** consider applications from groups that :

- Have substantial cash balances;
- Where the principal area of activity is based outside the town, or where the aims and objectives are not specifically directed at Harlow residents;
- Where funding of the organisation is clearly the responsibility of another agency
- Do not have/operate an equal opportunities policy;
- Contravene, or work against the Council's own policies, aims or objectives.

How much grant can be applied for?

- One application / award per organisation per municipal year, to a maximum amount of £500

What can an organisation get a grant for?

- Equipment purchase
- Cost of materials to undertake a certain project
- Administrative costs (eg paper, postage, ink cartridges, ICT equipment etc)
- Producing information and giving advice (eg newsletters, leaflets etc)
- Cultural activities / development

What is not funded?

- Political activities
- Salaries.

Applications will be considered using the application form and any supplementary material supplied. The decision will be made after the application deadline of _____, based upon meeting the above criteria and the available funding. Applicants will be notified in writing of the decision.

SMALL GRANTS – JUNE 2008

<u>ORGANISATION</u>	<u>AIMS</u>	<u>PURPOSE OF GRANT</u>	<u>SCORE</u>	<u>AMOUNT AWARDED</u>
Papworth Trust	To enable disabled, older and vulnerable people to have equality, choice and independence	Replacement photocopier	60	£400
Michael Roberts Charitable Trust	The Maybury Centre promotes the ability of disadvantaged and marginalised people regardless of background, race and religion. The Trust seeks to enable them to meet social need and serve their community in a very positive and practical way promoting integration, connection and inclusion, building a stronger community by overcoming fragmentation. People are encouraged to develop life-skills, increase self-confidence, self-esteem, take responsibility to run the centre, and move into employment. We seek to reverse the normal trend, which results in disadvantaged people being at the receiving end of benefits and support, and give them the opportunity to give something back to the community.	Materials for new Arts and Crafts Project.	50	£400
Efua Sey Cultural Academy	To promote cross-cultural harmony, understanding, diversity and community development through arts and culture. To address the cultural needs of ethnic minority communities in Harlow and surrounding areas and enabling them to get involved in local activities to eliminate isolation and loneliness amongst them.	Towards running costs for holiday play scheme	50	£400
Harlow Neighbourhood Watch – baseball initiative	To help remove the boredom which can lead to ASB, nuisance, vandalism etc	Towards the cost of outings and administration	50	£400
Harlow Milan Mandal	To serve the community by arranging cultural and social events for the Hindu community living in Harlow and surrounding area. This enables the whole community to come together – raises awareness for children about hindu festivals etc	To pay towards the cost of hall hire for two events	50	£400
PACT	PACT is a local group of parents of children with autistic spectrum and other similar disorders. To support parents by understanding the difficulties of parenting a child with special needs. To improve other peoples' understanding of our children's complex behaviours so they can	Towards the cost of a monthly fund session for children with special needs at Pirates, Latton Bush Centre.	45	£250

	be accepted and valued by society. To raise awareness of the specialised educational needs of our children at school and the progress that can be achieved by meeting those needs. To create more learning and play opportunities for our children by improving access to local leisure facilities.			
BATTS	To encourage the community, especially youngsters, to take up table tennis. We develop their skills, get them playing competitions and aim to engender a lifelong love of this Olympic sport. In addition, since moving to the Norman Booth Centre two years ago, we have an equally important role in ensuring that the centre is a vibrant focus for all the leisure and recreational activities this part of Harlow expects	Towards the purchase of 2 new table tennis tables to replace 2 old ones.	45	£250
PATACC	To promote cross-cultural harmony, understanding, diversity and community development through African and Caribbean cultural values. To address the cultural needs of African and Caribbean communities in Harlow and surrounding areas by providing opportunities to enable them to get involved in local activities, to get integrated into the wider community and eliminate isolation and loneliness amongst them.	Purchase of equipment	45	£250
Harlow Sports Club	To promote sporting and non-sporting recreational activities for the benefit of both the community in the Old Town and wider community in general and to provide and maintain the premises at Marigolds and Spicers Field	Purchase of equipment	45	£250
Harlow Cricket Club	To play and encourage cricket according to the laws of the ECT. To offer coaching and competitive opportunities in cricket not just to senior players but to young people in order that they become the senior cricketers of the future. To promote the club within the local community. To ensure a duty of care to all members of the Club. To provide all its services in a way that is fair to everyone. To ensure that all present and future members receive fair and equal treatment. To engage in social activities for the club.	Purchase of training equipment	45	£250
Harlow Rotary Club	To encourage and foster the ideal of service to the community, locally, nationally and internationally.	To support the Young Musician of the Year (ompetition (March 09)	45	£250
Music at Marigolds	A not for profit club set up originally to provide live jazz music for not only the residents of the Old Town but also for the communities in and around Harlow at a cheap and affordable price. Since then, the Club has strived to offer alternative types of music as well as jazz.	Purchase of a new printer and ink cartridges	45	£250
Harlow Milan Mandal Seniors	To provide Harlow and surrounding area of Indian community the opportunity to meet for informal social gathering, cultural and religious purposes. Harlow Milan Mandal Snrs is a non-political organisation	Assistance with accommodation costs	40	£250
The Woodcraft Folk	Organisation for children of both sexes. In addition to weekly meetings in a hired school hall in term time, where they do craft work, games etc,	Towards the costs for an 'activity' day	40	£250

	there are also a lot of outdoor activities such as camping, hiking and swimming etc. We aim to encourage the children to be fit and able to work together as a team when needed.			
Great Parndon Residents' Association	To improve and maintain the environment in the Great Parndon area and to meet with Council officers to rectify problems that residents encounter	The purchase of equipment and the promotion of social activities	35	£200
Harlow 2002 Ladies Group	To provide opportunities for greater involvement in local activities and projects To create an environment in which inter-personal relationships can develop and flourish To encourage the use of local training facilities and inform and advise of suitable courses To enhance the lifestyle of the membership through increased social relationships	Towards the purchase of a microphone and laptop	30	£125
Harlow Writers Workshop	To provide a venue where members of the community can gather to share the written word – both their own and the work of well-known poets and authors. The objectives are to inspire confidence and develop written skills by the use of positive criticism and encouragement	Towards the production of an anthology of members' work	25	£125
The Stowaway Club	The provision of services for women in the Harlow are, particularly those who are isolated. We provide regular meetings, support, information and companionship. We are a user-led organisation, all decisions are taken by the members. We aim to help the members to acquire new skills, improve their quality of life with social events, trips to places of interest and short courses on a variety of subjects	Towards the costs of activities for the group	Start-Up Grant	£100
Milwards Residents' Association	To represent the interests of the residents of Milwards; to improve communication between residents and HDC; to assist with HDC clean up operations; highlight areas of concern/improvement; liaise with HDC where appropriate; create and maintain small communal green plots (as and when agreed by HDC) by residents; to promote community, social and educational activities taking place in / around Milwards	Start-up stationery costs	Start-Up Grant	£100