

## CROWDFUND HARROW

### GUIDANCE NOTES AND TERMS AND CONDITIONS

You may be eligible for a match fund from Harrow Council of up to 50% of your project target, or up to £2,000 maximum pledge. Before completing your application for match-funding we ask that you read this document fully.

#### ESSENTIAL CRITERIA

- The project must take place in Harrow
- All applicants must be aged 18 years or over
- That your project contributing towards our corporate objectives. \*
- Be a 'not for profit' voluntary and community organisation delivering project/activities for the benefit of people living, working or schooling in Harrow
- Be a properly constituted organisation that has the appropriate: governance and policy documents; a management committee; a bank account in the name of the organisation with a minimum of two cheque signatories.
- Have an annual income of not more than £400,000 per annum
- The project must be completed within a year of the grant being awarded unless otherwise agreed.
- You must sign a Grant Acceptance agreement

Crowdfund Harrow will pledge directly onto your project and it will count towards your project target. However, in order to **draw down** any pledges made by Crowdfund Harrow, you must raise the remaining funds needed to reach 100% of your target on the Crowdfunder platform, unless otherwise agreed in advance.

If you are an individual, we suggest you contact your local Councillors to find out about community groups that might support your idea. You are strongly advised to contact your local ward Councillor to make sure they know about your project

**\*Harrow Councils 'Corporate Objectives':** Build a better Harrow; Protects the most vulnerable and support families; Be more business-like and business friendly.

#### FURTHER GUIDELINES

Harrow Council will consider pledging to your project subject to the extent to which it benefits local people, and also how much has already been pledged to similar projects. You must also reach 25% of your funding target, before a pledge from Harrow Council is made.

#### EXAMPLE

If you're creating/renovating a community garden which is going to cost a total of £1,000, once you've raised £250, we'll consider pledging up to a maximum of £500 (i.e. 50% of the target), taking you up to £750. You would then need to raise the remaining £250.

Or perhaps your project is a little more costly, such as setting up a youth sports project and you require £6,000. As soon as you raise £1,500 (i.e. 25% of the target), we'll consider pledging up to our maximum award of £2,000, which would give you an invaluable boost and leave you with just £2,500 left to raise.

## **WHAT CAN WE NOT FUND?**

Crowdfund Harrow will not pledge towards projects that:

- Do not take place in Harrow
- Helps only one individual
- Includes unspecified expenditure
- Promotes the adoption of a particular faith or religion
- Promotes or opposes any political parties or causes
- Has an unauthorised financial implication on Harrow Council
- Supports projects or activities that Harrow Council has a legal or statutory obligation to provide
- Are managed by groups that have had a previous grant, which has not been managed satisfactorily and where those issues have still not been resolved
- Are raising funds for works or equipment already committed, bought or completed

Crowdfund Harrow reserves the right to not fund a project, or to withdraw funding during a campaign if it becomes apparent that any of the criteria are not being met. Crowdfund Harrow reserves the right to amend this information at any time.

## **TERMS & CONDITIONS**

All projects receiving a pledge from Harrow Council, will be subject to the following terms and conditions:

1. The Fund will only be spent on the purpose detailed in the Crowdfunder campaign at launch unless otherwise agreed in advance by the Council in writing.
2. A photocopy of a recent bank statement will be provided.
3. A progress report following the guidelines attached will be provided when the funds have been spent or as agreed with the Council.
4. Financial records of the spending of the Fund will be kept and submitted with your progress report.
5. The Fund shall be specifically acknowledged within your annual accounts for the year in which it was received.
6. Harrow Council will be acknowledged in all printed materials that the organisation produces about your project, and acknowledged appropriately elsewhere, for example in annual reports or brochures. Please contact the Council's
7. Corporate Communications team at [communications@harrow.gov.uk](mailto:communications@harrow.gov.uk) to use the Council logo and, where possible, when you are planning any publicity.
8. Receiving Funds from the Council does not constitute the grant of planning permission, or any other permission, and in no way prejudices future decisions of the Council or the Local Planning Authority. You must obtain all relevant permissions.

9. In exceptional circumstances, the Fund can be withdrawn or withheld at the Council's discretion.
10. Any part of the Fund that is not required for the purpose approved must be refunded to the Council.
11. Repayment of the Fund can be required at the sole discretion of the Council if the Council finds that any false information has been supplied to the Council or Crowdfunder and if:
  - i. The work undertaken is not the work for which the Fund was approved (if the Council has not been informed of, and approved, these changes in accordance with point 1);
  - ii. The Fund has not been spent within one year unless otherwise agreed by the Council.
  - iii. Your organisation becomes insolvent or goes into administration, receivership or liquidation, and the Fund has not already been spent on its intended purpose, or;
  - iv. There is any other breach of any of the conditions in this form.
12. The Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
13. The Council may use your name in any publicity material.
14. Any Value Added Tax (VAT) payable by your organisation is your responsibility and the Council shall not be obliged to pay any additional amount.
15. By accepting the Council pledge, you declare that the amount of de minimis State aid received in the last three years prior to submitting this form is less than 200,000 Euro.<sup>1</sup> [Click here for further information about de minimis State Aid](#) for the purposes of Grant Funding.

## PRIVACY POLICY

Your data will be shared with our partner Harrow Council. To find out more about how they use your personal information, please see their [privacy policy](#).

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<sup>1</sup> **Note on State Aid:** Under EC regulation 1998/2006 (de minimis aid regulation), this Fund in isolation is de minimis aid. However, there is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you under this Grant Acceptance Form will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must keep this Form for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than 3 years for other purposes).