

Edward Harvist Trust Fund in Brent 2025/26

Application Criteria and Guidance

The Edward Harvist Trust Fund grant is available to not for profit organisations registered on Companies House or the Charity Commission, to bid for a grant of up to **£5,000** to fund community led projects that draw and build on the knowledge, skills and ability of local people and services to improve the quality of life for Brent residents.

The Edward Harvist Trust Fund (EHTF) Grant will be open for 4 weeks from:
Wednesday 25 March 2026 until 11:59pm Tuesday 21 April 2026.

Please be advised that applications submitted after 11:59PM on the 21 of April will not be considered.

The council wishes to use this fund to support the widest possible range of local organisations, and we particularly welcome applications from new groups who have not previously been funded by the Council.

Please note that this grant is open to all organisation, including those registered outside of the borough or who were successful in the previous financial year.

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 Northwest 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.

Who Can Apply

Organisations must be not for profit and registered on Companies House or the Charity Commission.

This includes;

- Registered charities
- Organisations, Community and voluntary groups
- Social Enterprises/Community Interest Companies (C.I.C)
- Schools
- Not for profit businesses

How much can you apply for?

- Organisations can bid for **up to £5,000** to fund community-led projects

What Edward Harvist will fund

- New projects and activities, this means we will not fund programmes or projects that are already up and running
- One-off expenditure such as furniture, equipment, goods, outings, and costs relating to one-off projects or events
- Funding for goods/equipment or one-off activities that contribute to and fit within the EHTF and Brent's criteria

What Edward Harvist cannot fund

- Individuals
- Alcohol
- Payment to members of the management committee
- Organisations not delivering their services in Brent
- Organisations based outside of the UK
- Political organisations, anything linked to a political party or an organisation with primarily political aims.
- Religious activities or activities that are primarily religious in nature or that

promote specific religious beliefs.

- Organisation's on-going running costs such as rent or rates and salaries that are not directly related to the project activities
- Repeat funding for a project that has already received funding
- Projects or activities that have already started
- Retrospective costs incurred before you received a decision from us

Eligibility Criteria

Funding Criteria

The proposed project/activity **must** meet one or more of the following categories set by Edward Harvist Trust

1. The relief from poverty and support for older people
2. Relief from distress, sickness and isolation
3. The provision and support of facilities for recreation, leisure and wellbeing
4. The provision and support of learning and education facilities
5. Any other charitable purpose that makes a difference to the lives of Brent residents

In addition to the EHTF criteria above, Brent has additional criteria that must be met.

- Activities funded must be delivered in the borough of Brent and directly benefit residents of Brent.
- Diversity and equity must be taken into consideration by all applicants
- Must meet defined local needs in line with the Borough [priorities](#)
- Activities must be new and should be of a non-recurrent nature for one-off expenditures such as furniture, equipment, outings, and costs relating to one-off events

Organisations

Must be:

- Constituted voluntary or community organisation
- A registered charity
- Charitable incorporated organisation (CIO)
- Community interest company (CIC) limited by guarantee
- Schools – projects must benefit the wider community beyond the school.
- Not for profit businesses

And have:

- Companies House or Charity Commission registration number
- Bank account with at least two signatories
- At least two board members who are not related

We cannot accept applications from:

- Organisations not registered with Companies House or the Charity Commission (this only applies to lead applicants)
- Sole traders
- Companies that pay profits to directors, shareholders or members, including companies limited by shares
- Organisations applying on behalf of another organisation (except where applying as part of a consortium bid)

Important

- Projects should start no earlier than September 2026.
- You can only submit or be part of **one** application.
- Funding must be spent within 2 years of receipt.
- Demonstrate that 100% of the people benefiting from the project will be Brent residents.
- Relevant insurance and safeguarding documents must be provided where required.
- A project can be borough-wide or within a specific Brent Connect area or ward. For more information on your Brent Connect area, click [here](#) or for your ward click [here](#).

Application Guidance

We understand that applying for a grant can sometimes feel like a big task, so we've created this simple guide to help you prepare. Use it to gather the information you'll need, talk ideas through with colleagues or community members, plan your time, and feel confident about your project before you begin. A little preparation can make the whole process much smoother and more straightforward.

How to apply

To apply for this grant, please follow the steps below:

Before applying, ask yourself key questions:

- Are we eligible?
- Does our project delivery and outcomes meet all the grant criteria?
- Do we have a well-developed project or project idea?
- Do we have relevant experience?
- Can we deliver the project as promised?

This table below is designed as a tool to help you develop your project idea and to prepare your EHTF grant application by guiding you through key application questions.

Use this guide to ensure your application is clear, concise, and meets the criteria.

EHTF Question number	Question 1 Points to consider
C3 Project description	Describe your project clearly and briefly: - <ul style="list-style-type: none">• Who is involved - team, partners, beneficiaries?• What will happen start to finish?• Where will it take place?• When will it run - how often and for how long?• How will it be delivered - any unique methods? Tips: - <ul style="list-style-type: none">• Make it easy for someone unfamiliar with your project to understand.

	<ul style="list-style-type: none"> • Highlight your goals and how they meet community needs. • Include your sustainability plan, where applicable (what happens after funding ends).
C5/C6 Beneficiaries	<p>Who and which community groups will benefit and approximately how many (directly and indirectly) from your project?</p> <ul style="list-style-type: none"> • What are the main benefits for them? • How did you identify their needs (e.g. surveys, research)? • What makes your project unique? • How will you promote it to your target audience? • Do you have expert advisors involved? • Does this project already exist in Brent if so, what makes your project different or how does it compliment what things? Unique Selling Point (USP).
C9 Key Themes	<p>How does your project meet the key EHTF Criteria?</p> <ul style="list-style-type: none"> • Thinking about the needs you are trying to address, which 1 of the 5 EHTF criteria are you focusing on with your project? • Show how your project meets this criteria and why it matters. • Can the priorities be fully achieved in this project?
D1 Measures of success	<p>How do you plan to measure your projects success?</p> <ul style="list-style-type: none"> • How will you be able to demonstrate that your project is a success? • Do you know what your key deliverables are? • What information will you record and capture to feedback your success? E.g. surveys, attendance registers, photographs, reports etc. • Do you know what your baseline starting point is? • How often will you track your project against your deliverables and what you said you would do? • There are many ways to capture quantitative and qualitative data, consider which is the most appropriate methods in the context of your project.

D3 Outcomes	<p>Please provide no more than 3 SMART (<i>Specific, Measurable, Achievable, Realistic and Timebound</i>) outcomes using the table on the form.</p> <ul style="list-style-type: none"> • Outcomes are the changes the project will create for the target group, by the end of the project for example, an older people’s exercise class may bring the following outcomes.: <ul style="list-style-type: none"> 1) Reduce social isolation for those attending the activity. 2) Improve the physical and mental health of those participating in the activity. • To make these outcomes SMART you could develop the outcomes into <ul style="list-style-type: none"> 1) Reducing social isolation – 70% of older people attending the exercise classes will have made at least one new friend by June 2026. 2) Improving physical and mental health – 30 older people attending the project will feedback improved physical and/or improved mental health by June 2026.
E1 Total Project costs	<p>This total should include any match funding and/or gifts in kind, if applicable</p> <ul style="list-style-type: none"> • This figure should be accurate, realistic and represent good value for money. • Gifts in kind are things that you someone has given you for no charge such as hall hire, equipment and time. Please include the regular cost of these in the match funding or gifts in kind section of the application.
E1.1 / E1.2 Match funding or gifts in kind	<p>If applicable provide us details of who you are getting match-funding from.</p> <ul style="list-style-type: none"> • Provide details of your match-funding if applicable. Provide the name and address of the organisation providing match-funding.
E2 Breakdown of how you will	<p>Itemise your specific expenses for which you are requesting grant funding.</p> <ul style="list-style-type: none"> • Has each item been fully costed based on actual costs?

spend the grant	<ul style="list-style-type: none">• Provide a description of the expense and the amount of the budget which will be allocated to this expense.• Provide a detailed breakdown of your costs e.g. wages how much per hour, how many hours and total. Another example venue hire, how much per hour, how many hours of hire and total.
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Filling Out the Application:

Registration or login to Brent's Grant Portal Benefactor Cloud:

- Register or login on Benefactor Cloud using your email address.
- Follow the instructions provided during registration, confirming your email address.
- If the confirmation email is not in your inbox, please check your junk or spam folder.
- Once your email address is confirmed, log in to the Benefactor Cloud platform using the same email address you wish to receive all updates.
- All communication including funding decisions will be emailed directly to you from the grants management portal using the 'NoReply' address noreplybrentgrants@benefactorcloud.co.uk

Starting Your Application:

- Click the "Apply" button and select "Start an application" to proceed to the application form.
- By starting your application, you are agreeing to our [Privacy Agreement](#), accessible via the highlighted link provided.

Key Information: Application Organisations Checklist

Organisations that are applying must meet the following criteria.

Section 1 - Organisation status (Need to be able to tick one box)	Tick
Constituted voluntary or community organisation and registered with Companies House or the Charity Commission	
Registered charity	
Charitable incorporated organisation (CIO)	
Community interest company (CIC) limited by guarantee	
School (providing your project benefits and involves the communities around the school)	
Not for profit business	
Section 2 – Can provide all the following (Need to be able to tick all boxes)	
Companies House or Charity Commission registration number	
Bank account in the name of the organisation or nominated bank account with at least two signatories	
Suitable level of insurance coverage for the event and activities	
Appropriate safeguarding policies and procedures for project activities (where applicable)	
Section 3 – Governance (Need to be able to tick the box)	
At least two board or committee members who are not related <i>Related can mean:</i> <ul style="list-style-type: none"> • Related by marriage • In a civil partnership with each other • In a long-term relationship with each other • Related through a long-term partner • Living together at the same address • Blood related 	
We cannot accept applications from: <ul style="list-style-type: none"> • Organisations who are not registered on Companies House or the Charity Commission • Organisations based outside the UK • Companies which can pay profits to directors, shareholders or members, including companies limited by shares. • Organisations applying on behalf of another organisation 	X
All applicants may be requested to provide additional evidence and documentation to support their application	

How we assess your application

We will assess applications to ensure they meet the Edward Harvist Trust Fund criteria.

The table below outlines the scoring criteria that will be used to assess the responses to the questions in your application. Please use this to review your application responses against these criteria to help you to answer each question fully.

0	Inadequate	Substantially inadequate and does not meet the grant criteria in some significant areas. Very limited information and no examples or evidence provided.
1	Weak	Weak responses that do not fully meet the grant criteria. Response does not address the question in full, lacks detail and/or clarity to address the point and there is little evidence specific to the people and communities of Brent.
2	Good	Good response where all the relevant points have been addressed, sufficient evidence and examples relevant to Brent are provided to support response, demonstrating how the grant criteria has been met.
3	Excellent	Exceptional response that inspires confidence. The grant criteria have been fully met and is robustly and clearly demonstrated, providing strong evidence and examples relevant to Brent. No weaknesses or areas of concern with the content.

We can only fund a limited number of applications, and we will seek to give you a decision within **12 weeks** of the grant closing. With successful projects starting from **September 2026** onwards.

If your application is successful, we will notify you and send you the funding agreement, including our monitoring requirements and a request for your bank details.

Once we receive your bank details and the signed funding agreement, this will be counter signed by Brent and the payment will be processed.

Delivering your project and monitoring

Once the funds are in your account you can begin your project or activity. You will be required to acknowledge Brent Council funding in any promotional material. Your local councillors would also appreciate an opportunity to attend your project/activity.

You will be required to monitor the success of your project and provide monitoring reports, details of which will be outlined as part of a funding agreement. You will need to submit evidence and information about your project within four weeks of the project being completed, including (but not limited to):

- Photos/video showing the project taking place with appropriate permissions.
- Receipts/Invoices as proof of project expenditure
- A record of how many people benefitted from the project.
- A short narrative detailing the project's outcomes, which may be put on the council website or other promotional material, with photos and/or video.