

GOOD GROWTH FUND

Expression of Interest form

GENERAL INFORMATION

All sections of the form do not need to be completed for an application to be accepted. If we are requesting information you do not currently have access to or understand then don't worry, we will still read your submission. If you are unable to respond to any sections please indicate this with N/A and add an explanation as to why this information cannot be provided.

Applications that are not presented in this template will not be considered.

Where the response provided exceeds the stated word limit, information beyond the maximum word count will not be considered.

Additional information in support of your proposal will be considered , this may be information which helps us to understand your project better or which supports a specific aspect of the proposal (for example evidence of demand, need or support). Supporting information may be documents (e.g. survey results, user-centred research, soft market testing, feasibility studies), but may also be in other media formats, including images, videos, links to information on the internet or social media, a Twitter poll or Facebook page . You will not be penalised if this is not included as it will not form part of our scoring assessment.

Completed Expression of Interest forms and supporting documentation should be submitted in electronic format (in both word and PDF format) by email to goodgrowthfund@london.gov.uk by 4pm on 04 September 2017.

Feedback cannot be provided on drafts of your application but if you have any queries about how to complete your form please email your query to goodgrowthfund@london.gov.uk. Please note the last possible date to do this is 28 August 2017

SECTION 1: CONTACT INFORMATION

Name of organisation:

Harrow Council

Applicant contact name:

[REDACTED]

Applicant contact email:

[REDACTED]@Harrow.gov.uk

Lead organisation name:

Harrow Council

Lead organisation address:

Civic Centre, Station Road, Harrow HA1 2XY

Lead form of lead delivery organisation

Public Sector body ☒ Charity ☐ CIC ☐ Cooperative ☐ Limited Company ☐ Unincorporated organisation ☐
Other ☐

If 'Other' Please explain further

Registered company or charity number (if relevant): *Click here to enter text.*

Project Address (if different from applicant):

Former Vaughan Road car park, Vaughan Road

Please indicate other participating organisations and the nature of their support for the project:

Harrow Community Action: Harrow Community Action (HCA) is a consortium working to strengthen the voluntary & community sector. It provides opportunities for Harrow organisations to work in partnership to secure larger contracts with the aim of creating a stronger sense of local identity, engagement, support, collaboration and focused mission for the voluntary & community sector.

HCA support the proposals, stating that a combination of office space rented out to an organisation that could manage the community space will provide a sustainable resource for both the community organisations as well as local residents (see HCA Letter of support)

One of HCA's partnership organisations will take on the overall management of the workspace within the development including day to day management of the meeting space.

HCA currently has 3 contracts which are delivered by its members (local voluntary and community sector organisations):

3rd Sector Services funded through Harrow Council (fundraising, capacity building and volunteer brokerage support to local organisations)

Care Act Information and Advice funded through Harrow Council (Information and Advice services to Harrow residents over 18.)

Volunteer for Change funded through Big Lottery Reaching Communities (a supported volunteer programme)

How will the project be managed? If you will you need to bring in additional resources to deliver the project please describe these arrangements?

The project will be managed using existing project management arrangements that are in place within the Council.

The project is part of the Council's Regeneration Programme which is overseen by the Council's Regeneration Board which includes the Leader, Finance Portfolio Holder (PH), Community and Culture PH, Environment PH, Housing and Employment PH, Chief Executive, Corporate Director for Finance, and 4 members of the Corporate Leadership Group responsible for Housing, Regeneration, Planning, Economic Development and Strategic Commissioning.

An Operational Group will sit below the Regeneration Board and will be responsible for delivery of the project. Day to day management of the Good Growth Funded project will reside with Economic Development Officer (Place) who has managed the High Street Fund and LRF programmes.

Harrow Council's Cabinet provides final approval for entering into contract with the GLA.

Political support for our programmes and transparent governance arrangements ensures an accountable decision making process. The Deputy Leader and Portfolio Holder for Business, Planning and Regeneration is the champion for our Regeneration programmes. Project delivery on GGF projects will be reported to him at monthly meetings.

Approval to tender for work is submitted to a Divisional Procurement and Contracts Board and the final decision is submitted to the council's Commercial and Contracting Board. The GLA's Senior Regeneration Project Officer is part of the tender process and a key member of panels to select contractors.

HCA will provide monitoring information on the use of the Community Hub to the Economic Development Officer, after the capital programme is completed and the lease is issued to HCA.

Are you related to or do you have any contact with any elected GLA officials or members of our staff? Yes ☐ No ☒

If yes, please tell us about your relationship with them and their name (or names) and which team they work in:

Click here to enter text.

Are you submitting more than one application to GGF? If yes, please list all of your other applications in your order of priority:

1. Lyon Road Pop Up Restaurant and Square
2. Wealdstone Workspace
3. Vaughan Road Voluntary Sector Hub

SECTION 2: PROJECT DESCRIPTION AND DETAILS

Project title

Vaughan Road Voluntary Sector Hub

Project aim

Describe the general context, specific issue you are seeking to address, and overall purpose of your project. In describing your project you should consider how it will relate to the three wider themes of People, Places and Prosperity listed on pages eight, ten and twelve of the prospectus

The aim of this project is to provide office and meeting room accommodation to support Harrow's voluntary and community sector (VCS)

This project will build on Harrow Council's work to support the VCS, by providing a sustainable income stream to be reinvested in the VCS and by promoting Corporate Social Responsibility with our suppliers and with the wider business community.

We aim to provide a hub on the ground floor of a new residential development on Vaughan Road. The centre will provide secular community space for Harrow Town Centre's rapidly expanding population, where the number of dwellings is forecast to grow by 60% between 2011 and 2023.

An umbrella organisation, Harrow Community Action, has been established to oversee the work of the sector, co-ordinate bids for funding and generally ensure value for money in delivery across the various organisations. As an umbrella organisation, HCA has no staff, however the existing voluntary organisations within Harrow, including Voluntary Action Harrow, will provide the resources to manage the hub.

The centre will build social infrastructure and mitigate against Permitted Development which has led to the loss of affordable office space, which has particularly hit Harrow's VCS.

We aim to provide our local VCS capacity building organisation (Harrow Community Action (HCA) with an ongoing rental income from the hub, which will help alleviate the loss of core funding faced by the VCS.

Space will be provided to small VCS bodies, without an office base, and seeking community venues to run activities.

The opportunity to provide workspace to support the sector has arisen through the Council's Regeneration Programme. Specifically, the development proposals for the Vaughan Road car park site provide the opportunity to use ground floor space for the voluntary sector rather than a commercial letting.

The proposal relates to the "Empowering People" Theme of the Good Growth Fund in that it addresses the decline of social infrastructure which has increased the sense of isolation that some communities feel.

With the forecast increase in dwellings of 3091 units between 2011 and 2023, the provision of community office accommodation and meeting room space in the area will help integrate communities, help foster active citizenship and collaboration at a neighbourhood level.

Project summary

Briefly summarise your project, explaining the activities that are required to deliver it. Where possible, please make reference to the eight actions listed on page fourteen of the prospectus

The project will provide a hub for Harrow's voluntary sector, using the ground floor on the Vaughan Road development to provide a total of 242 sq m of office and meeting room accommodation. This will consist of a back office and a town centre facing meeting space. The site is within 500 metres of Harrow on the Hill Station and Harrow bus station and therefore provides an accessible central location for voluntary and community groups.

The office will provide a base for one of the infrastructure members of Harrow Community Organisation (HCA) to take on the office space and day to day management of the meeting room. The HCA will be charged a peppercorn rent and will let out the meeting space at market rates for business use and at subsidised rates to community groups, charities and social enterprises. This will give the community sector a long term secure base and allow them to focus on service delivery rather than face uncertain future rental costs as more affordable office accommodation disappears.

The Good Growth Funding will provide the fit out costs for the space for Harrow's voluntary sector.

The delivery of the project is well advanced with a planning application for the development submitted for the development. The planning application (REF:

P/3468/17) is to be considered by the Council's Planning Committee on 27th September.

Harrow Council is currently procuring a contractor for the works with the aim to start on site in February 2018.

A workshop with local residents exploring potential uses of the project ground floor was held in July 2017 and a further design workshop is planned for the autumn of 2017 to consider where more detailed ideas for the space both from the community sector and local residents will be considered.

The project relates to two of the GGF actions including “**Developing Civic Infrastructure**” by making the most of the ground floors in new residential-led developments and “**Secure and Create Workspace**” by delivering workspace for sectors that have a social or cultural value including charity, and community service sectors.

The long term delivery of this project will be led by and reside with our community sector capacity building body, as an umbrella group, it will ensure that the workspace and community space we deliver will be used to promote social inclusion and health and wellbeing.

SECTION 2A: FUNDING

The Good Growth Fund will expect to fund up to 50 per cent of the total project value, with the remainder covered by match funding. Applicants should be aware that the majority of the available funding is capital funds, so we would encourage revenue elements of projects to be funded via match. European Social Fund revenue grant funds are available for projects which will be co-commissioned with the GLA and will deliver employability and skills outcomes.

What is the start date of your project?

11/08/2017

What is the end date of your project?

01/08/2019

Total project cost (including match funding)

The total development cost for the Vaughan Road project has been estimated at approx. £ 8.4m. The GIA of the ground floor community space is 242 sq m/ 11% of the total build GIA. The delivery cost for this space therefore amounts to £924,000 (11% of £8.4m).

The fit-out cost for the space has been estimated at £250,000. The remainder of the construction cost of £674,000 constituting the required match funding will be borne by Harrow Council as the developer of the scheme.

Funding requested from Good Growth Fund

Please specify which type(s) of funding you are interested in applying for, and if possible the specific amounts

Types of Good Growth Funding available (please tick if interested)	Amount (£,000)
Capital Grant <input type="checkbox"/>	£250
Repayable Grant (Loan) <input type="checkbox"/>	
European Social Fund <input type="checkbox"/>	
Total	£250

In addition to the above funding options, the Crowdfund London programme offers small-scale grants in the form of pledges towards crowdfunding campaigns by organisations or partnerships seeking to raise funding for community-led projects. For further detail on this fund and whether it is suited to your project, please see [<https://www.london.gov.uk/what-we-do/regeneration/funding-opportunities/crowdfund-london>].

Have you secured any match funding?

Please indicate the amount and whether the funding has already been committed to the project, has been requested or is your realistic estimate of what might be secured

Source of Funding	Amount (£,000)	Committed, Requested, or Estimate
Harrow Council -	£674	Estimate- based on construction costs of the development
Total	£674	Estimate, to be confirmed during later design stages

If possible, please outline clear and achievable milestones that will constitute delivery (preparation, construction, operation etc.), when you forecast them to occur, and the amounts of funding associated to them

Milestone/description of activity	When will the activity take place?	Budget forecast
Vaughan Road Development		
Planning Application submitted	26/7/2017	
Planning Approval - Committee	27/9/2017	
Start on site/construction	05/02/2017	
Design Workshop with stakeholders	Autumn 2017	
Completion	08/2019	£674,000 (Harrow Council) £250,000 (GLA)
Voluntary Sector Operator		
Tender to secure operator published	January 2019	
Operator secured	February 2019	
Marketing and consultation by operator	March – May 2019	
Voluntary sector groups identified	May – June 2019	
Community space programme of events developed	June 2019	
Handover to operator	August 2019	
Launch event	Autumn 2019	
Subtotal 2019/20		£924,000 <i>GLA element- £250,000</i>

SECTION 3: DEMAND AND SUPPORT

Applicants should outline why the proposed actions represent good value for money, and knowledge or awareness of any complimentary projects which will bring strategic added value to their proposal, and provide an estimate of potential outputs and outcomes

What local engagement has been undertaken so far and how can you evidence demand or need for your project? If you can, please attach or provide links to any evidence of this, including local support that might exist (e.g. letters of support, a Twitter poll, Facebook page, user-centred research). If possible, describe if the project complements any other initiatives and if possible demonstrate any strategic advantages?

A number of voluntary organisations highlighted the issue of increasing lack of suitable office space for the sector with the council's Divisional Director - Strategic Commissioning as part of the work that the Council has been undertaking to support the sector.

This was confirmed with discussions with key local organisations at a Stakeholder session for the Good Growth Fund held on 20 July 2017 and with subsequent discussions with a Harrow Community Action Trustee. A letter of support from Harrow Community Action is attached.

The stakeholder event in July proved the catalyst to develop this proposal, with the Chief Executive of Harrow Carers (a local social enterprise) articulating the need to provide space for the VCS.

From the start of the Vaughan Road project, the plan has been for the ground floor to accommodate uses that the local community feels will benefit the neighbourhood. A workshop with local residents and various other consultation drop-in events helped to identify community priorities for the ground floor. Local residents are particularly keen to see community arts and creative activity accommodated, including workspace for creative businesses, as well as more traditional community meeting space.

HCA have identified:

Privately rented office accommodation costs are too high for organisations already struggling with cuts in grant income as well as an increase in demand from local residents.

There is a reduction in office space available across Harrow due to business premises being redeveloped as residential.

There is a need for smaller organisations without premises to access meeting room space to hold activities including training, language classes, physical activities and community meetings.”

At a strategic level, the provision of affordable workspace for the voluntary sector complements the Council’s role as an enabler to support the voluntary sector increase its capacity, both in terms of introducing ideas to support diversification of funding streams, or through using its community leadership role to establish Corporate Social Responsibility from businesses to the sector.

The provision of a “Hub” to the sector directly complements the Council’s strategy to increase the sector’s capacity. With accommodation being made available to the sector at a peppercorn rent, the sector can generate a small income stream through letting of both the office space and meeting/event space.

Also, by providing the strategic advantage of a long term secure low cost base, the sector will be able to focus on service delivery rather than face uncertain future rental costs. The development of a VCS hub will meet Harrow Regeneration Strategy priorities to “make a difference for communities” and to “foster community engagement”, to “meet the needs of our growing population” and create community facilities in the town centre.

What stage are you at in the development of your project

Concept ☐ Feasibility/Research ☐ Business case completed ☐ Procurement ☒ Planning submitted ☐ Planning approved ☐ Ready to deliver ☐ Other ☐ If ‘Other’ Please explain further

SECTION 3A: OUTPUTS AND OUTCOMES

Please indicate appropriate outputs and outcomes to quantify the level of impact your project will have, and describe how your project will lead to them. Please use page twenty of the prospectus, and the suggested metrics included below as a prompt (these are merely an initial indication of priorities to help applicants and by no way definitive). We understand that figures will be estimates at this stage, but please make them as realistic as you can, and projects in the development stage which do not have access to this information should not be discouraged from applying. As the Good Growth Fund develops, we will encourage our delivery partners to set objectives against a number of different indices which we will monitor and evaluate during the lifetime of their projects.

Output or outcome measure	Definition	Target
New jobs being created	New - should not have existed in the London borough or the employer before the intervention. Permanent - should have a life expectancy of at least 26 wks. FTE - 35hrs or more per wk.	
Public Realm improvements (m2)	Improved: significant improvement in the quality of the built environment through improved use of space, urban design and improved quality of materials used. Could be linked to measurement of time savings, reductions in road safety incidents, increased perception etc. New: space which was previously not for public use which is transformed into pavement, road, street furniture & park area.	
New or improved commercial/business space (m2)	New or upgraded: new buildings constructed as part of the project, refurbished, improved or adapted for productive use as part of the project. Improved: Actual floor space or potential market value has been increased by some physical improvement	242 square metres
Number of vacant units brought back into use	A unit is considered vacant if it has not been occupied for over 6 months. Re-occupation should be by a non-residential use. Temporary: re-occupation for at least 1 month, but less than 6 months. Permanent: re-occupation for at least 6 months.	
Increase in business turnover	Increased financial turnover can be defined as the volume of a business output in terms of profits over a given number of years or period of time	10%
Increase in visitor satisfaction	Increase in visitor satisfaction in the target area over agreed period.	
Increase in footfall	Also known as People Counting or Shopper Counting, as the measurement of the number of people entering passing a certain location or entering a shop or shopping mall. An increase in footfall is measure from the baseline position over a period of time compared to another survey after an expected change or trend has taken place.	

Entry into employment	New – A London resident who was economically inactive, unemployed or NEET (Not in Education, Training or Employment) before the intervention, accesses employment as a result of the support received. Permanent - should have a life expectancy of at least 26 wks.	
Sustained Employment	New – A person who has already achieved an Entry into Employment via the intervention remains in work for at least 26 weeks out of 32.	
Progression in Work	New – A London resident in low-skilled or low-paid employment achieves an uplift in their employment status as a result of the support received. Examples of an uplift include a promotion, a pay rise or additional hours.	
People supported	New – A London resident actively participates in the project. This may be as a member, user, volunteer, participant, or beneficiary.	Events and courses will be held in the new space created. We will be looking at a target of 300 individuals accessing the community space per week
Organisations have access to meeting space	New – community organisations have access to low cost meeting rooms.	30 – 40 organisations per year (a mixture of regular and one off bookings)
Management organisation has a source of income.	New – the infrastructure organisation will have a source of income through the management of the community space. This will enable them to use grant income for direct delivery or to be sustainable once grant funding has ceased.	

Please include a brief description here of how each output measure relates to the overall project

This project will deliver 242 sq metres of new community office and meeting room space.

Depending on the organisation there could be 300+ community organisations accessing services from this building over the year.

Meeting room: HCA see between 200 - 300 people using the community meeting room every week.

It will also provide support to residents in the borough directly through the services that are offered by the voluntary and community organisations based in the space.

It is expected that rental income will increase the financial turnover of HAC.

Other outcomes could include Jobs Safeguarded, through rental income and by circulating money within the voluntary sector.

SECTION 3B: LEGACY

Provide a brief description of your current ideas or plans to ensure ongoing delivery and management of the facility or service after the end of the Good Growth funding period

The legacy of the Good Growth Fund will be the provision of an income stream and town centre hub for Harrow's Voluntary and Community Sector (VCS).

Management of the hub will reside with Harrow's capacity building organisation, that role is currently delivered by HCA. The performance of that group will be reviewed through our grants process, the lease will be tied to whoever is awarded the grant / contract to deliver capacity building in Harrow.

This model will substantially reduce the overhead costs for HCA and provide a sustainable income stream to reinvest in Harrow's voluntary and community groups. This reduction in property overheads will enable HCA to bid for grants that will fund project delivery costs. In doing so, the legacy will include a sustainable source of match funding to help the voluntary sector access finance, which could include crowd funding, grants or bank loans.

There is a shortage of affordable accommodation for the VCS. Harrow has only two locations (64 Pinner Road and Carramea) which offer sub-market rents to the voluntary sector, and both of these sites are operating at full capacity. We therefore see no issue of lack of demand for space at Vaughan Road, however if this does occur, HCA will have the opportunity to rent to bodies outside of the voluntary and community sector.

SECTION 4: DECLARATION

The declaration must be completed by a Director of the organisation or equivalent. Applications without a completed declaration section will not be considered.

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at www.london.gov.uk

We also have a Freedom of Information policy which is also available from our website at www.london.gov.uk

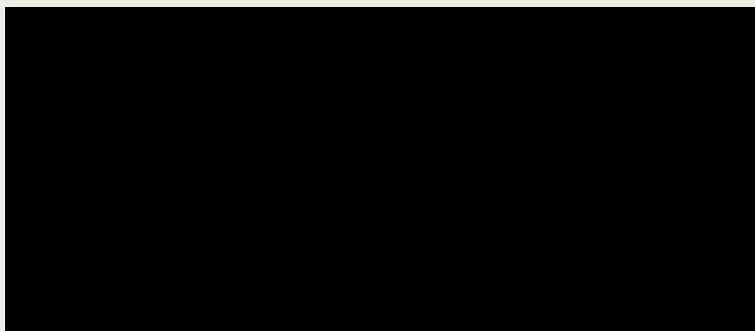
By signing this application form, you agree to the following:

- A. We will use this application form and the other information you give us, including any personal information, for the following purposes.
- To decide whether to award your proposal support.
 - To provide copies to other individuals or organisations who are helping us assess and monitor support. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you support.
 - To hold in our database and use for statistical purposes.
 - If we offer you funding or support, we will publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us.
- B. You have read the GLA data protection and freedom of information policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.
- Tick this box if you consider that we should treat your proposal as confidential information. ☐
- Tick this box if you consider that we should treat your financial information, such as your budget and any business plan, as confidential information. ☐
- Tick this box if there is any other information you have provided that you consider to be confidential information. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'letter included' below. ☐
- C. Please note that your project summary and any images or videos that you supply may be published if your project is selected for further development or if you are asked to submit a more detailed application form. By submitting this text and any accompanying materials you

give us full permission to use them on our website and in other publications and marketing materials produced by the Mayor of London.

To the best of my knowledge, I confirm that the information supplied on this form is correct and complete. If successful, this organisation will use the funding only for the purpose shown in this application.

Signed:



Name:



Position: Head of Economic Development

Date: 1 September 2017