

Public Document Pack

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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28 March 2014

SUPPLEMENTARY PACK

BUTE AND COWAL AREA COMMITTEE - EAGLESHAM HOUSE, ROTHESAY on TUESDAY, 1 APRIL 2014 at 9:30 AM.

I refer to the above meeting and enclose herewith an updated report for agenda item 7 (Third Sector Grants).

Douglas Hendry
Executive Director - Customer Services

BUSINESS

7. THIRD SECTOR GRANTS

Report by Community Development Officer (Pages 1 - 38)

BUTE & COWAL AREA COMMITTEE

Councillor Gordon Blair	Councillor Michael Breslin
Councillor Robert Macintyre (Chair)	Councillor Bruce Marshall (Vice Chair)
Councillor Alex McNaughton	Councillor James McQueen
Councillor Len Scoullar	Councillor Isobel Strong
Councillor Dick Walsh	

Contact: Danielle Finlay, Area Governance Assistant - 01631 567945

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****COMMUNITY SERVICES****1 April 2014**

THIRD SECTOR GRANTS 2014/15

1.0 SUMMARY

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Bute and Cowal.
- 1.2 Applications are considered twice yearly in April and August. This is intended to avoid allocation of the full budget at one meeting and enable activities held later in the year to be funded.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Bute and Cowal for 2014/15 is £35,000.
- 1.4 The Area Committee agreed to an upper limit of £4,000 to any one organisation in any one financial period, unless there are exceptional circumstances.
- 1.5 A minimum of £5,000 should be carried forward for allocation at the Area Committee meeting in August.
- 1.6 Eighteen applications have been received, one of which has been withdrawn, and 2 of which are for Events and Festivals.

2.0 RECOMMENDATIONS

- 2.1 The 17 organisations listed below are awarded funding from the Third Sector Grants budget.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2013/14 unless increased developmental aspects are detailed in the application.
- 2.3 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.4 Grants will only be awarded pending receipt of the correct paperwork; an approved financial check; and an End of Project monitoring form (if a grant was awarded in previous year).

Ref No	Organisation	Grant 12/13	Grant 13/14	Total Project Cost	Amount Requested	Recommendation	
1	Ardentinny Community Trust	£1,440	£0	£4,450	£2,450	£2,000	
2	Bute Advice Centre	£4,000	£845	£55,150	£10,000	£3,000	
3	Bute Agricultural Society*	£0	£900	£12,450	£1,150	£650 Underwrite	
4	Bute Community Band	£0	£0	£2,000	£1,000	£1,000	
5	Cowal Community Care Forum	£0	£1,700	£8,000	£4,000	£2,000	
6	Cowal Fest	£2,775	£1,585	£3,945	£2,945	£1,500	
7	Cowal Music Club - Live Music	£450	£460	£4,500	£2,000	£750	
8	Creative Words in Cowal*	£0	£0	£2,400	£1,200	£1,200	
9	Dunoon and Cowal Elderly Forum	£300	£300	£440	£340	£220	
10	Dunoon and Cowal Youth Project	£6,750	£4,000	£17,000	£8,500	£4,000	
11	Innellan Bowling and Tennis Club	£0	£0	£1,575	£825	£780	
12	Kilfinan Community Forest Company	£0	£0	£2,700	£2,000	£1,300	
13	Sandbank Community Development Trust	£0	£0	£3,340	£2,340	£1,670	
14	Starter Pack Cowal	£0	£0	£1,900	£1,800	£950	
15	Strachur & District Community Development	£0	£1,500	£14,627	£7,200	£1,500	
16	United Church of Bute - Pass it On Project	£3,840	£0	£12,000	£6,000	£3,000	
17	Youth Stuff	£500	£0	£5,960	£3,000	£2,000	
		Total Recommended					£27,520
		Balance					£7,480

*Events and Festivals

3.0 DETAIL

Ref No	Organisation	Rationale for grant allocation
3.1	Ardentinny Community Trust	A contribution towards the completion of path network around the entrance to the garden to allow full access for disabled clients
3.2	Bute Advice Centre	A contribution towards the running of the project. Big Lottery funding for the project ends on 30 th June 2014. The group has experienced an increased workload due benefit changes, and is managing the new foodbank, therefore an increase in grant funding is recommended.
3.3	Bute Agricultural Society	A contribution towards staging the annual agricultural show and ploughing match.
3.4	Bute Community Band	A contribution towards the purchase of sheet music to add to their library and the purchase of uniforms for the band.
3.5	Cowal Community Care Forum	To promote strong public involvement in the health and social care integration. Provide information on the process to members of the public.

3.6	Cowal Fest	A contribution towards the staging of a series of events including walks in Cowal.
3.7	Cowal Music Club - Live Music	A contribution towards the staging of a concert and workshops to create more awareness of the Cowal Music Club. The Club is creating a piece of music to celebrate their success over 70 years of functioning. This is additional to the normal activities of the group. The project scored highly and the recommendation reflects this.
3.8	Creative Words in Cowal	A contribution towards the staging of a one-day mini book festival in June 2014. Five successful Scottish authors will provide readings and talks to young people.
3.9	Dunoon and Cowal Elderly Forum	To assist with the costs of providing an excursion to Mount Stuart, Bute for the end of session to allow the members to socialise. This group provides a valuable service to the elderly residents.
3.10	Dunoon and Cowal Youth Project	To provide a project workers salary, volunteer expenses and purchase of materials for activities within the youth project. The project relies heavily on grants to function, but it scored highly and the recommendation reflects this.
3.11	Innellan Bowling and Tennis Club	A contribution towards coaching and taster session for bowling and tennis for the coming session.
3.12	Kilfinan Community Forest Company	A contribution towards a series of Summer events at Kilfinan forest for locals and visitors. The group are hiring bands and erecting a marquee to accommodate a small market.
3.13	Sandbank Community Development Trust	A contribution towards a series of events to promote the village of Sandbank with a winter Gala and a possible firework display as well as Christmas lights and a tree. There will be other events devised to promote the village and the group are working closely with the school.
3.14	Starter Pack Cowal	A contribution towards the running costs of the project including insurance, small electrical goods, duvets and pillow. The take up of services is estimated at 50 families per year.
3.15	Strachur & District Community Development	To improve the drainage of the pitch and reseeding and treatments to the pitch to bring it up to an acceptable standard.
3.16	United Church of Bute - Pass it On Project	To supply starter packs for vulnerable groups especially young people obtaining first-time tenancies and also to replace goods for older people.
3.17	Youth Stuff	To engage a professional youth drama facilitator to run the project as the existing drama worker is moving on. Also the group wishes to forge links with drama groups in Inverclyde.

4.0 CONCLUSION

4.1 All organisations have been contacted and grant applications assessed.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: As per area budget allocation.
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities Consistent with the Equal Opportunities policy of Argyll and Bute Council.
- 5.6 Risk: Monitoring of the process will minimise any risk to the Council
- 5.7 Customer Service: None

6.0 APPENDICES

- 6.1 Officer assessment reports submitted.

Margaret Fyfe
Community Development Manager

27 March 2014

For further information contact: Liz Marion, Community Development Officer for Bute and Cowal. Tel No 01369 707166.

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Ardentinny Community Trust	
Contact Person in Organisation		Dennis Gower	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£2,450. As per phone call amount changed to £2,000	
b) Grant awarded last year?		£115	
c) Total Project cost?		£4,450	
d) How much coming from own resources?		£2,000	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the completion of path network to allow full access for disabled clients		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The area is in need of improvement to allow disabled and buggy access. The group has some reserves but if this was to be used for the project they would have little funds left			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Group was allowed to carry forward underspend from 12/13 to 13/14			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	300
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 03/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Bute Advice Centre	
Contact Person in Organisation		Gordon Sutherland	
Have you contacted/visited the organisation to assess this application?			Contacted
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£10,000	
b) Grant awarded last year?		£845	
c) Total Project cost?		£55,150	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		Pending	
f) Grant Recommendation		£3,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the running of the project. Big Lottery funding for the project ends on 30 th June 2014		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		√
b)	Alleviation of rural isolation		√
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		√
e)	Positive impact on local communities		√
f)	Improvement of health and wellbeing		√
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason Not at end of financial year yet			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The Advice Centre is coming under added pressure due to welfare reforms and the "bedroom tax". The number of people seeking their help has increased and is predicted to continue to grow.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The Advice Centre is the only organisation on the island that provides this service at present.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes. Request amended
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	1450
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 03/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Bute Agricultural Society	
Contact Person in Organisation		Matthew Williamson	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input type="checkbox"/>		Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?		£1,150	
b) Grant awarded last year?		£900 underwrite	
c) Total Project cost?		£12,450	
d) How much coming from own resources?		£11,300	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£650 underwrite	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards staging the annual agricultural show and ploughing match.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>	
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The organisation has a long history of running this event which is popular on the island. It attracts 1,500 people and has a positive effect on the local economy.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The organisation received an award 2 years ago and the assessment reflects this.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	No
h)	A marketing plan for the activity	No
i)	A previous event budget	No
j)	A planning framework with clear ownership, responsibility and liability for the event	No
k)	Evidence of appropriate insurance coverage	No
l)	Compliance with all relevant legal and licensing requirements	No
m)	Letters of support from other funders or local organisations	No

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	1,500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	No
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	N/A
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 04/03/2014

2014-15

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Bute Community Band	
Contact Person in Organisation		Colin Fulcher	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£1,000	
b) Grant awarded last year?		£0	
c) Total Project cost?		£2,000	
d) How much coming from own resources?		£1,000	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the purchase of sheet music to add to their library and the purchase of uniforms for the band.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input checked="" type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The band has a need to increase its profile in the community. An increase in the range of music that it performs will help to do this.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes Not signed
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	30-40
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	N/A
c)	On-going training and support for volunteers	N/A
d)	A code of conduct for staff and volunteers	N/A
e)	A Code of Good Practice	No
f)	An Equal Opportunities Policy	No
g)	A Policy for Managing Confidential Information	No
h)	Grievance Procedure for staff and volunteers	No
i)	A Disciplinary Procedure for staff and volunteers	No
Comments :		

Signed: Liz Marion

Date: 04/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Cowal Community Care Forum	
Contact Person in Organisation		Susan McFadyen	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£4,000	
b) Grant awarded last year?		£1,700	
c) Total Project cost?		£8,000	
d) How much coming from own resources?		£4,000	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£2,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To promote strong public involvement in the health and social care integration. Provide information on the process to members of the public.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>	
c)	Community Capacity Building	<input type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? No			
If No, please give a reason Email sent requesting it			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The project is aimed at addressing the gap which exists in the area of health and social care integration. This is a gap in provision.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only had one previous grant			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes but not signed
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes But 2011 not current
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	1000+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 06/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Cowal Music Club – Live Music	
Contact Person in Organisation		Suzy Munro	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£2,000	
b) Grant awarded last year?		£400	
c) Total Project cost?		£4,500	
d) How much coming from own resources?		£2,500	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£750	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the staging of a concert and workshops to create more awareness of the Cowal Music Club by creating a piece of music to celebrate their success over 70 years of functioning.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes No			
If No, please give a reason Pending			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This is a special project to promote music to the wider community. They want to work with local businesses and to provide workshops for the community.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	100
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Cowal Walking Festival	
Contact Person in Organisation		Moira Sinclair	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£2,945	
b) Grant awarded last year?		£1,584	
c) Total Project cost?		£3,945	
d) How much coming from own resources?		£1,000	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the staging of a series of events including walks in Cowal.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes No			
If No, please give a reason Email sent requesting it			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This is a popular and well attended series of events which has gone from strength to strength. They are aiming to expand the activities undertaken this year to include Nordic Walking and kayaking. They also plan to introduce a half marathon.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The organisation has received funding in the past two yaers and the assessment reflects a reduction in the level of funding.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	1,000
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Creative Words in Cowal	
Contact Person in Organisation		Dinah McDonald	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,200	
b) Grant awarded last year?		£0	
c) Total Project cost?		£2,400	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£1,200	
f) Grant Recommendation		£1,200	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the staging of a one-day mini book festival in June 2014. Five successful Scottish authors will provide readings and talks to young people.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The need for this activity has been suggested by two teachers from Dunoon Grammar and is aimed at interesting young people in literature. This is additional to the provision in the Grammar School.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	250
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Dunoon and Cowal Youth Project	
Contact Person in Organisation		Tracy Gray	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£8,500	
b) Grant awarded last year?		£4,000	
c) Total Project cost?		£17,000	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£4,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide a project workers salary, volunteer expenses and purchase of materials for activities within the youth project.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason. Request sent			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
Dunoon and Cowal Youth Project is the only project that deals with the issues that young people have. They deliver a series of projects to improve the self-esteem of young people. They help young people to develop their life skills and to feel valued in the community. The young people are involved in the development of the programming of the Centre's activities.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The organisation has received funding for several years. The recommendation reflects a reduction in the level of funding.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	100+
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Dunoon and Cowal Elderly Forum	
Contact Person in Organisation		Margaret Johnston	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£340	
b) Grant awarded last year?		£300	
c) Total Project cost?		£440	
d) How much coming from own resources?		£100	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£220	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with the costs of providing an excursion to Mount Stuart, Bute for the end of session to allow the members to socialise.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The organisation has been running this activity for a number of years and it proves beneficial to the members of the group. It allows them to get out and about and socialise. This prevents isolation in the older members of society.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The organisation has received previous funding and the recommendation is therefore reduced to take this into account.			

2. Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	30-40
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer	Liz Marion		
Name of Organisation	Innellan Bowling and Tennis Club		
Contact Person in Organisation	David Morrison		
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/>		
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:	Designation:		
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?	£825		
b) Grant awarded last year?	£0		
c) Total Project cost?	£1,575		
d) How much coming from own resources?	£750		
e) How much coming from other agencies?	£0		
f) Grant Recommendation	£787		
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards coaching and taster session for bowling and tennis for the coming session.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The opportunity for this type of coaching is not available in the local community. This grant will allow new comers to learn the basics of the sports.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	50
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Kilfinan Community Forest Trust	
Contact Person in Organisation		Nikki Woolf	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input type="checkbox"/>	Events and Festivals	<input checked="" type="checkbox"/>
a) Grant requested from A & B Council?		£2,000	
b) Grant awarded last year?		£0	
c) Total Project cost?		£2,700	
d) How much coming from own resources?		£700	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£1,850	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards a series of Summer events at Kilfinan forest for locals and visitors to hire bands and erection of marquee to accommodate a small market.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The forest is a community asset and this programme will allow all residents to get involved with The activities in the forest			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	Pending
h)	A marketing plan for the activity	Pending
i)	A previous event budget	Pending
j)	A planning framework with clear ownership, responsibility and liability for the event	Pending
k)	Evidence of appropriate insurance coverage	Pending
l)	Compliance with all relevant legal and licensing requirements	Pending
m)	Letters of support from other funders or local organisations	Pending

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	Yes
e)	How many people overall will benefit from this grant?	200
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 10/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Sandbank Community Development Trust	
Contact Person in Organisation		Sue McKillop	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£2,340	
b) Grant awarded last year?		£0	
c) Total Project cost?		£3,340	
d) How much coming from own resources?		£660	
e) How much coming from other agencies?		£340	
f) Grant Recommendation		£1,670	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards a series of events to promote the village of Sandbank with a winter Gala and a possible firework display as well as Christmas lights and tree. There will be other events devised to promote the village and they are working closely with the school.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		<input type="checkbox"/>
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input type="checkbox"/>
g)	Positive impact on the local environment		<input type="checkbox"/>
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The Trust is building on a successful firework display in November 2013. They have used a Facebook page to gather ideas from the Community. Their aim is to make it a bigger event this year to satisfy the wishes of the Community.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	1200
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	No
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 07/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Starter Pack Plus (Cowal)	
Contact Person in Organisation		Glenda Wilson	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?		£1,800	
b) Grant awarded last year?		£0	
c) Total Project cost?		£1,900	
d) How much coming from own resources?		£100	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£950	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the running costs of the project including insurance, small electrical goods, duvets and pillow. The take up of services is estimated at 50 families per year.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The project offers a valuable service to the Community especially in these days of financial austerity. It provides much needed aid to families on a low income to make a new start. This helps to reduce homelessness.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	50 families
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	N/A
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 10/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Strachur and District Community Development Trust	
Contact Person in Organisation		Jeff Wilson	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£7,200	
b) Grant awarded last year?		£1,500	
c) Total Project cost?		£14,427	
d) How much coming from own resources?		£2,227	
e) How much coming from other agencies?		£5,000	
f) Grant Recommendation		£1,250	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To improve the drainage of the pitch and reseeding and treatments to the pitch to bring it up to an acceptable standard		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? Yes No			
If No, please give a reason Pending - requested			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The organisation has received advice for Argyll and Bute that due to heavy rain over the past years the drainage of the pitch needs to be improved.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only one year of grant funding.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	Yes No
i)	A previous event budget	Yes No
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
k)	Evidence of appropriate insurance coverage	Yes No
l)	Compliance with all relevant legal and licensing requirements	Yes No
m)	Letters of support from other funders or local organisations	Yes No

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
Comments :		

Signed: Liz Marion

Date: 10/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		United Church of Bute Pass It On Project	
Contact Person in Organisation		Frances Martin	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£6,000	
b) Grant awarded last year?		£3,840	
c) Total Project cost?		£12,000	
d) How much coming from own resources?		£4,000	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£3,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To supply starter packs for vulnerable groups especially young people getting their tenancies for the first time and elderly people who need to replace goods.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation		<input type="checkbox"/>
c)	Community Capacity Building		<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		<input type="checkbox"/>
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
There is a high level of poverty in Bute and a large number of young people getting tenancies for the first time. This project allows them to get a start in independent living at a time when welfare reforms and the bedroom tax are having a severe affect on the Community.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
N/A			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	
f)	Is the organisation well established?	60-80
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 10/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

1 Details

Name of Assessing Officer		Liz Marion	
Name of Organisation		Youth Stuff	
Contact Person in Organisation		Ann Campbell	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£3,000	
b) Grant awarded last year?		£0	
c) Total Project cost?		£5,960	
d) How much coming from own resources?		£2,960	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£2,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To engage a professional youth drama facilitator to run the project as the existing drama worker is moving on. Also the group wishes to forge links with drama groups in Inverclyde.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input checked="" type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? N/A			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The group has been in operation for three years and delivers a valuable service to the Community. They need a professional facilitator to assist them to continue to deliver their successful programme of events.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
Only one grant in 2012/13			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	No

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	50
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	On-going training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

Signed: Liz Marion

Date: 11/03/2014