

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



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2 April 2012

NOTICE OF MEETING

A meeting of the **OBAN LORN & THE ISLES AREA COMMITTEE** will be held in the **MCCAIG SUITE, CORRAN HALLS, OBAN** on **WEDNESDAY, 11 APRIL 2012** at **10:00 AM**, which you are requested to attend.

Douglas Hendry
Executive Director – Customer Services

BUSINESS

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **OBAN 200**
4. **CUSTOMER SERVICES**
 - (a) **Minutes of meeting of Oban Lorn & the Isles Area Committee held on 15th February 2012 (Pages 1 - 6)**
 - (b) **Minute of special area committee meeting held on 14 March 2012 (Pages 7 - 8)**
 - (c) **The Queen's Diamond Jubilee - The Big Lunch**
Report by Douglas Hendry, Executive Director - Customer Services (Pages 9 - 12)
5. **COMMUNITY SERVICES**
 - (a) **Tiree High School Annual Report**
Presentation by Myra MacArthur, Head Teacher

(b) Third Sector Grants Scheme

Report by Laura Macdonald, Community Development Officer (Pages 13 - 58)

(c) Proposal for Primary School Reporting

Report by Mr Chris Shirley, Quality Standards Manager (Pages 59 - 60)

6. DEVELOPMENT & INFRASTRUCTURE

(a) Ganavan Sands - impact of storm events during December 2011 and January 2012

Report by Marina Curran-Colthart, Local Biodiversity Officer (Pages 61 - 66)

(b) Marine issues - Quarterly Update (to follow)

Report by Martin Gorringe, Marine and Airports Manager

7. PUBLIC QUESTION TIME

EXCLUSION OF THE PRESS AND PUBLIC

The Committee will be asked to pass a resolution in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for items of business with an "E" on the grounds that it is likely to involve the disclosure of exempt information as defined in the appropriate paragraph of Part I of Schedule 7a to the Local Government (Scotland) Act 1973.

The appropriate paragraph is:-

E1 - Paragraph 9 Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

8. ACQUISITION / DISPOSAL / LEASING OF PROPERTY

E1 E1 (a) Dungallan Public Park

Report by Callum Black, Streetscene Manager

E1 E1 (b) Snack Bar Site - Ganavan (to follow)

Report by Hugh Blake, Estates Surveyor

Councillor Gordon Chalmers
Councillor Louise Glen-Lee
Councillor Neil Mackay
Councillor Elaine Robertson

Councillor Mary-Jean Devon (Vice-Chair)
Councillor Duncan MacIntyre (Chair)
Councillor Roderick McCuish

Contact: Jane Gillies, Area Governance Assistant - 01631 567901

**MINUTES of MEETING of OBAN LORN & THE ISLES AREA COMMITTEE held in
THE STUDIO THEATRE - CORRAN HALLS, OBAN
on WEDNESDAY, 15 FEBRUARY 2012**

Present:

Councillor Elaine Robertson

Councillor Neil Mackay
Councillor Louise Glen-Lee

Councillor Roderick McCuish

Attending:

Iain Jackson, Area Governance Officer
Jane Gillies, Area Governance Assistant
Laura Macdonald, Community Development Officer
Peter Bain, Head Teacher, Oban High School
David Clements, Performance Manager, Chief Executive's Unit
Caroline Sheen, Estates Surveyor
Allen Stevenson, Service Development Manager, Adult Care
David Forshaw, Strategic Finance
Richard Gawthorpe, Acting Head, Tobermory High School
Janice Mitchell, Acting Head, Tobermory High School
Major John Swan, Salvation Army
Joyce Downie, Hope Kitchen

Prior to commencement of business Councillor Robertson requested that the meeting be adjourned until 10.30am as the Chairman had been held up.

The Meeting adjourned at 10.30am.

Present:

Councillor Duncan MacIntyre (Chair)

Councillor Gordon Chalmers
Councillor Neil Mackay
Councillor Louise Glen-Lee

Councillor Roderick McCuish
Councillor Elaine Robertson

Attending:

Iain Jackson, Area Governance Officer
Jane Gillies, Area Governance Assistant
Laura Macdonald, Community Development Officer
Peter Bain, Head Teacher, Oban High School
David Clements, Performance Manager, Chief Executive's Unit
Caroline Sheen, Estates Surveyor
Allen Stevenson, Service Development Manager, Adult Care
David Forshaw, Strategic Finance
Richard Gawthorpe, Acting Head, Tobermory High School
Janice Mitchell, Acting Head, Tobermory High School
Major John Swan, Salvation Army
Joyce Downie, Hope Kitchen

1. APOLOGIES FOR ABSENCE

Councillor Devon

2. DECLARATIONS OF INTEREST

Councillor Robertson declared a non-pecuniary interest in item 4(a) relating to Shopmobility due to her position on the Management committee.

Councillor Chalmers declared a non-pecuniary interest in item 4(e) due to his involvement with the school.

3. CUSTOMER SERVICES**(a) MINUTES OF PREVIOUS MEETING HELD ON 14TH DECEMBER 2011**

The minutes of Oban Lorn and the Isles Area Committee meeting held on 14 December 2011 were approved as a correct record.

4. COMMUNITY SERVICES**(a) THIRD SECTOR GRANTS SCHEME**

Members considered the report by the Community Development Manager and determined applications for financial assistance from the third sector grants scheme as follows:

Applicant	Narrative	Project Cost	Decision
Luing Adventure Playpark and John McGowan Memorial Park Group	Materials to repair broken suspension bridge play equipment in children's park, paint the picnic table with preservative and replace worn out drive belts in mowing machine	£363.30	Grant of £231.65
Councillor Robertson, having previously declared an interest in the following item, left the room and took no part in the discussion thereof.			
Oban Shopmobility	To contribute to the running of the centre, specifically to support volunteering activity costs	£ 6,000	Grant of £1,813.35*
Councillor Robertson rejoined the meeting.			
Clan MacLean Association	Hire and erection of marquee and temporary toilets as well as hire of Aros Hall for congress and clan dance	£ 10,995	Consideration of this application carried forward to the next meeting.

* It was further agreed to investigate longer-term assistance. The Community Development Officer was instructed to (a) discuss future

finances with the group; (b) to attend the group's Management meetings; and (c) to arrange for the group to be invited to meet with Members at a later date.

(Ref: Report by Community Development Officer, submitted)

(b) **HOPE KITCHEN - PRESENTATION BY GROUP FOLLOWING FUNDING SUPPORT**

Joyce Downie and Major John Swan attended to inform the Committee of the assistance which Hope Kitchen provided for those less able to support themselves.

The Committee were advised that group consists of 14 members and work with the Salvation Army, providing more than 100 meals per week, and providing food parcels locally, many items of food being donated by the larger retailers in the town. The group are presently looking to construct a management board and to establish better working patterns. They are also working with the Community Development Officer to investigate funding to enable them to acquire their own premises and to reduce costs. The Chairman thanked the representatives for attending and requested they meet with the Committee, the Community Development Officer and a representative from Social Work at a later date to discuss progress.

(c) **ADULT CARE COMMUNITY BASED CARE CHARGING SCHEME UPDATE 2011/12 - ALLEN STEVENSON, SERVICE DEVELOPMENT MANAGER**

Allen Stevenson and David Forshaw updated members on progress in relation to the implementation and review of the above scheme. This involved a short presentation followed by a questions and answer session to clarify any issues.

Decision:

The Area Committee noted this report had been considered and endorsed at the Council Budget Working Group on 17 January 2012.

(Ref: Report by Service Development Manager, submitted)

(d) **OBAN HIGH SCHOOL ANNUAL REPORT (PREVIOUSLY CIRCULATED) - PETER BAIN**

This report, presented by the Head Teacher, Mr Peter Bain, outlined the major achievements of the school in 2010/11 and included the SQA examination results for pupils who sat examinations in May/June 2011. The results are based on pre-appeal data.

Decision:

The Area Committee noted the continuing improvement in the performance of pupils and the commitment of staff in their examination successes and in the wider aspects of achievement across the school.

(Ref: Report by Head Teacher

Councillor Chalmers, having previously declared an interest in the following matter, left the room and took no part in the discussion thereof.

(e) **TOBERMORY HIGH SCHOOL ANNUAL REPORT - JANICE MITCHELL**

Richard Gawthorpe and Janice Mitchell, Acting Head Teachers, presented the report outlining the major achievements of the school in 2010/11 and included the SQA examination results for pupils who sat examinations in May/June 2011, based on pre-appeal data.

Decision:

The Area Committee noted the continuing improvement in the performance of pupils and the commitment of staff in their examination successes and in the wider aspects of achievement across the school.

Councillor Chalmers rejoined the meeting

5. CHIEF EXECUTIVE'S UNIT

(a) **EMERGENCY PLANNING UPDATE - JANE FOWLER**

This report updated the Committee on some of the issues identified during the severe weather and prolonged power cuts during early January 2012

Decision:

Oban Lorn and the Isles Area Committee noted the issues identified and agreed that this be continued to the next Members business meeting for discussion in regard to the role that communities might play in future emergency situations

(Ref: Report by Head of Improvement and HR, submitted)

(b) **AREA SCORECARD**

The Performance Manager presented a report which set out the findings of a data selection workshop held on 11 January 2012, and included the draft Area Scorecard based on those findings.

Decision:

The Area Committee agreed to adopt the resultant Area Scorecard.

(Ref: Report by Performance Manager, Chief Executive's Unit, submitted)

6. DEVELOPMENT & INFRASTRUCTURE

(a) CYCLING SCOTLAND: UPDATE ON LEADER FUNDING APPLICATION AND PROGRESS TO DATE - PETER LESLIE

This item was continued to the business meeting later in the day.

(b) CHORD UPDATE - NICOLA DEBNAM

Oban Lorn & the Isles Area Committee noted the report by CHORD Project Manager advising that approval has been granted to drawdown £1,840,000 of CHORD funds to allow the first phase of the project to progress.

(Ref: Report by CHORD Project Manager, submitted)

(c) PASSENGER ACCESS SYSTEM (CRAIGNURE) - MARTIN GORRINGE

Councillor Chalmers spoke to the report by Marine & Airports Manager which provided an update on the current position with the replacement of Craignure Passenger Access System.

Decision:

The Committee noted the contents of this report.

(Ref: Report by Marine & Airports Manager dated 9 February 2012, submitted)

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for the following item of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

7. ACQUISITION / DISPOSAL / LEASING OF PROPERTY

(a) PROPOSED TOURIST INFORMATION STANCE, LEDAIG CAR PARK, TOBERMORY

The Committee considered a report from the Executive Director of Customer Services requesting they give further consideration to a request received to lease ground at Ledaig Car Park, Tobermory.

Decision:

The Committee unanimously agreed:

- (a) to instruct the Executive Director of Customer Services to liaise with the applicant regarding a seasonal let for this summer (2012); and
- (b) to advertise the site at Ledaig Car Park, Tobermory for lease for next year

(Ref: Report by Executive Director of Customer Services dated 11th January 2011, submitted)

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MINUTES of MEETING of OBAN LORN & THE ISLES AREA COMMITTEE held in the STUDIO THEATRE - CORRAN HALLS, OBAN on WEDNESDAY, 14 MARCH 2012

Present: Councillor Duncan MacIntyre (Chair)

Councillor Gordon Chalmers
Councillor Neil Mackay
Councillor Elaine Robertson

Councillor Louise Glen-Lee
Councillor Roderick McCuish

Attending: Charles Reppke, Head of Governance & Law
Jane Gillies, Area Governance Assistant
Hugh Blake, Senior Estates Surveyor

1. APOLOGIES

Councillor Devon

2. DECLARATIONS OF INTEREST

Councillor Robertson declared a non-financial interest in item 3(b) due to her husband's connection with Cardingmill Bay Mooring Owners Association and so left the meeting and took no part in the deliberation of this matter.

EXCLUSION OF PRESS AND PUBLIC - MINUTES

The Committee resolved in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 to exclude the public for the following items of business on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

3. ACQUISITION / DISPOSAL / LEASING OF PROPERTY

(a) SITE 15A CRANNOG LANE - PROPOSED NEW LEASE

The Committee agreed the recommendation contained within the report dated 9th March 2012 by the Executive Director of Customer Services.

(Ref: Report by Executive Director of Customer Services dated 9th March 2012, submitted)

Councillor Robertson left the meeting at this point having previously declared an interest in the following matter.

(b) DUNGALLAN PARK - GRANT OF RIGHT OF ACCESS

The Committee considered a request to grant the annual licence to the Cardingmill Bay Mooring Owners Association over Dungallan Park for the purpose of accessing the slipway and pontoon facility owned by the

Cardingmill Bay Mooring Owners Association.

Decision

The Committee instructed the Executive Director of Customer Services:

- (a) To issue a license to the Cardingmill Bay Mooring Owners Association to regulate access over Dungallan Park to the walkway and pontoon facility installed by the Cardingmill Bay Mooring Owners Association. The license to endure from 1st April 2012 to 31st October 2012 in respect of the use of the pontoon facility by boat owners and extended to 31st March 2013 for the repair and maintenance of the facility by the Cardingmill Bay Mooring Owners Association or authorised contractor. The licence would be subject to a fee of £100;and subject to the following:
 - a. That the license to regulate access over Dungallan Park is subject to termination on serving one month's notice should Dungallan Park be required in connection with improvements and/ or the operation of Oban Bay, e.g. through the CHORD project; and
 - b. To remit to the Head of Facility Services to address Members concerns regarding unauthorised vehicular access to the area and the need to prevent this.

It was further agreed that the Head of Facility Services discuss storage options with neighbouring leisure club users and submit a report to the next meeting with recommendations.

(Ref: Report by Executive Director of Customer Services dated 9th March 2012, submitted)

ARGYLL & BUTE COUNCIL**OBAN LORN AND THE ISLES
AREA COMMITTEE****CUSTOMER SERVICES****11 APRIL 2012**

The Queen's Diamond Jubilee – The Big Lunch

1. BACKGROUND

Following correspondence from Tim Smit KBE, Chief Executive of the Eden Project (attached) this paper outlines the background to The Big Lunch event and proposes how the Council can support this as part of the celebrations for the Queen's Diamond Jubilee.

2. RECOMMENDATIONS

The Oban Lorn and the Isles Area Committee are asked to;

- 2.1 agree that this initiative is dealt with in the same manner as other events to celebrate the Queen's Diamond Jubilee by disseminating this to Community Groups to promote within their local communities and;
- 2.2 ensure that paperwork is circulated to the relevant services to ensure that support for the event is provided where possible.

3. DETAIL

- 3.1 The Big Lunch is an Eden Project Initiative, encouraging people across the UK to have lunch with their neighbours, as a simple act of community, friendship and fun. This year the Big Lunch is an official part of the programme of events to celebrate the Queen's Diamond Jubilee.
- 3.2 The Big Lunch will take place on 3rd June and Councils are being asked to support this event by taking measures to simplify the procedure for road closures, enabling residents to organise street parties without lots of paperwork and high costs and promote the event to residents and community groups.

4. CONCLUSION

This paper sets out proposals to support the Big Lunch event in connection with The Queen's Diamond Jubilee celebrations.

5. **IMPLICATIONS**

- 5.1. Policy - none
- 5.2. Finance - none
- 5.3. Legal - none
- 5.4. Equal Opportunities – none
- 5.5. HR - none

Douglas Hendry
Executive Director - Customer Services

27 February 2012



Ms Sally Loudon
Chief Executive
Argyll and Bute Council
Kilmory, Lochgilphead
Scotland
PA31 8RT

10th February 2012

Dear Ms Loudon,

The Big Lunch – Sunday 3rd June 2012

As you may know The Eden Project has, over the last three years, organised an annual initiative for social change called **The Big Lunch**. The aim is to get as many of the 62 million UK residents as possible to share a meal together on one day each year. This simple idea has proved incredibly successful, with a staggering 97% of people recommending it to friends and 84% of participants stating that The Big Lunch has made them feel better about where they live. From humble beginnings in year one, the initiative has grown each year, with the best part of 2 million people taking part on Sunday 5th June 2011.

This year, we are honoured to be an official part of the programme of events announced by Buckingham Palace to celebrate **The Queen's Diamond Jubilee**. Her Majesty The Queen has written the enclosed letter of endorsement to wish organisers of Big Jubilee Lunches her 'best wishes', as recently announced in the press.

The Big Lunch will take place on **Sunday 3rd June** and a record number of people are expected to take part in street parties and community events right across the UK. Big Lunches, or Big Jubilee Lunches can take place in the street, park, back garden or a local community venue and range from just a few neighbours getting together to a whole village or town celebration.

I am writing to you, as an influential figure at your council, to ask you to support this vital project in its fourth year.

The support of councils has proven crucial to the success of the campaign to date. We are delighted that the vast majority of councils have taken measures to simplify

the procedure for road closures, enabling residents to enjoy street parties without mountains of paperwork, hassle and costs.

COSLA have been very supportive of the initiative, and this year we plan to shine a light on supportive councils who go the extra mile to encourage communities to get together.

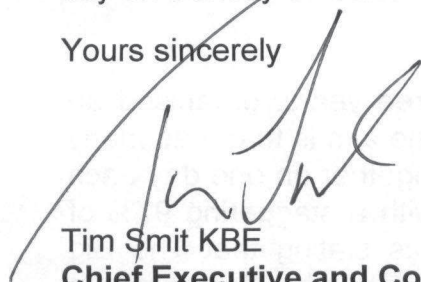
I'd like to ask you to cascade this letter, the fact sheet and organiser Packs that are enclosed for your information, to your communications, events and highways teams. Please encourage officers to promote this initiative and provide support for residents that organise Big Lunch or Big Jubilee Lunch events in June, where possible.

We have all the information, promotional materials and resources that you need. A Toolkit for councils, including media information for your press office, is available to download from The Big Lunch website or by calling Emily Watts on **0141 242 1512**.

The year's Big Lunch is set to receive a high level of interest and media attention. We will be implementing a strong local, regional and national PR strategy over the next four months. 'Star Councils', that make a special effort to support Big Lunch events in their area, will be recognised on our website, so please let us know if your council should be added to this page.

Thank you so much in advance for your support. I wish you a very happy Big Lunch day on Sunday 3rd June.

Yours sincerely



Tim Smit KBE
Chief Executive and Co-Founder, The Eden Project

Scotland Representative:
Emily Watts
Emily.watts@thebiglunch.com
0141 242 1512

Argyll & Bute Council

16 FEB 2012

Chief Executive's Unit

**ARGYLL AND BUTE COUNCIL
OBAN, LORN AND THE ISLES AREA COMMITTEE**

11 April 2012

GRANTS TO THIRD SECTOR 2012/13

1. SUMMARY

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Oban, Lorn and the Isles.
- 1.2 The Executive agreed to the proposal that applications would be considered twice yearly in April and again in 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 Committee is asked to consider holding back a minimum of £5,000 for allocation in the second round of applications in August 2012.
- 1.4 The total Third Sector Grant budget made available by the Council for allocation in Oban, Lorn and the Isles for 2011/12 remains at £35,000.

2. RECOMMENDATION

- 2.1 Nine applications, out of a total of 22 have been received for Events and Festivals which represents approx 40% of the total number received to date. It is therefore recommended that all grant applications are treated on merit. The following recommendations are on this basis.
- 2.2 It is recommended that the organisations listed below are awarded funding of £21,753 from grants to the Third Sector. This is pending confirmation of receipt of End of Year Reports for 2011/12; outstanding documentation; and financial assessment. If agreed, the amount available for consideration at the area committee in August would be £13,247.
- 2.2 Due to the large number of applications against the budget, the recommendation is based on the following:
 - Applicants who have received funding for 2 years or more take a reduction from the amount they received in 2011-12

	<u>Organisation</u>	<u>Grant Awarded 2011/12</u>	<u>Total Project Costs</u>	<u>Amount Requested 2012/13</u>	<u>Recommendation</u>
2.1	Clan Maclean	No	£10,995.00	£2,995.00	£1,100
2.2	Coisir Ceann An Tuirc (Argyll Male Voice Choir)	£140.00	£450.00	£225.00	£125
2.3	Crossroads (North Argyll)	No	£11,260.00	£3,760.00	£0
2.4	Development Coll	No	£34,300.00	£4,000.00	£1,500
2.5	Highlands and Islands Music and Dance	£1,600	£32,210.00	£2,500.00	£1,280
2.6	Lorn Agricultural Society	No	£3,335.00	£1,667.00	£0

	<u>Organisation</u>	<u>Grant Awarded 2011/12</u>	<u>Total Project Costs</u>	<u>Amount Requested 2012/13</u>	<u>Recommendation</u>
2.7	MOD Ionadach Na Dreolluinn	No	£12,490	£2,000.00	£500
2.8	Mull and Iona Community Trust	£1,000	£54,985.34	£3,000.00	£1,000
2.9	North Argyll Volunteer Car Scheme	No	£22,168.00	£9,268.00	Postpone to next round
2.10	OASIS	£5,000	£37,000.00	£5,000.00	£0
2.11	Oban & Lorn Sports Festival	No	£7,600.00	£1,750.00	£800
2.12	Oban and Lorn Branch Alzheimer Scotland	No	£3,650.00	£1,000.00	£1,000
2.13	Oban and Lorn Lions Club	No	£1,556.80	£778.00	£778
2.14	Oban Community Sensory Garden sustainability and training project	No	£1,560.00	£780.00	£780
2.15	Oban Phoenix Cinema	No	£5,025.00	£2,512.50	£1,000
2.16	Oban Sailing Club	No	£3,595.00	£2,220.00	£1,000
2.17	Oban Winter Festival	No	£19,554.00	£9,054.00	£3,440
2.18	Oban-Laurinburg 20th Anniversary Exchange	No	£2,720.00	£1,360.00	£0
2.19	Scottish Association for Marin Science (SAMS)	No	£31,700.00	£5,400.00	£2,700
2.20	The GRAB Trust	£1,450	£25,925.60	£12,962.80	£4,250
2.21	The Island Parrot Sanctuary	No	11,300	2,800	£500
2.22	Western Isles Yacht Club	No	£18,800.00	£18,800.00	Not eligible
	Total		£35,512.00	£93,832	
		Total Recommended			£21,753
		Area Budget			£35,000
		Balance			£13,247

3. DETAIL

	Organisation	Rationale for grant allocation
2.1	Clan Maclean	This week long event will be held on the Isle of Mull, and it is predicted will attract visitors to the area, in line with the requirements for events and festivals. An award of £1,100 is recommended.
2.2	Coisir Ceann An Tuir (Argyll Male Voice Choir)	This will be the last recording session with the group aiming to produce their CD later this year. An award of £125 is recommended.
2.3	Crossroads (North Argyll)	This group were awarded a grant of £1,000 at the end of financial year 2010/11 to contribute to staff training to launch this programme in 2011/12. This was a one-off grant to launch the programme and allow them time to

		secure further funding – it was not an on-going commitment to running the service. The organisation receives funding from Argyll and Bute Council to contribute to its core service provision. No grant is recommended.
2.4	Development Coll	This is an ambitious event which has scope to be scaled back if the organisation does not manage to secure all the funding. The remote location and logistics of attracting people to the opening event have motivated them to develop a four day festival consisting of a wide variety of events. An award of £1,500 is recommended pending successful completion of financial checks.
2.5	Highlands and Islands Music and Dance	This is a well attended annual festival which attracts a good number of visitors to the area and contributes to the development and participation of young people in traditional music and dance. The festival generates some income through local business sponsorship and grants, but the majority of its costs are met through its own income generation and it operates on a very tight budget without emergency reserves – however, this is a repeat application and a reduction has therefore been applied. An award of £1,280 is recommended.
2.6	Lorn Agricultural Society	The group have requested assistance with groundworks and new advertising signs as a result of having to resite the agricultural show however their charitable status is currently “passed to compliance”. The new Treasurer has contacted OSCR and is working to submit the required paperwork to resolve the situation - recommendation is that no award is made until the group have met their reporting obligations.
2.7	MOD Ionadach Na Dreolluinn	The Mod is an important part of community life, supporting the development of Gaelic language and music. Last year is the first year in many that this group did not apply for an award. An award of £500 to contribute to the event is recommended.
2.8	Mull and Iona Community Trust	Grant application is for a contribution towards community consultation into whether to progress with a Business Improvement District on Mull – recommendation of £1,000 award to support the consultation.
2.9	North Argyll Volunteer Car Scheme	There is a chance that this group may receive Rural Transport Scheme funding – It is recommended a decision is postponed until the next round to establish an accurate picture.
2.10	OASIS	This group were awarded a grant of £5,000 at the end of financial year 2010/11 to contribute to staff training to launch this programme in 2011/12. This was a one of grant to launch the programme and allow them time to secure further funding – it was not an on-going commitment to running the service. The organisation receives funding from Argyll and Bute council to contribute to its core service provision. No grant is recommended.
2.11	Oban & Lorn Sports Festival	This festival celebrates sporting prowess and participation and is particularly pertinent in an Olympic year. However, the third sector grants scheme is not intended as a repeat funding stream and a reduced award of £800 is recommended.
2.12	Oban and Lorn Branch Alzheimer Scotland	Up to date this activity has been led by a volunteer and has proved very successful. The activities are a well proven method which enables people with dementia to sustain their abilities for longer than otherwise would be the case. An award of £1,000 is recommended.
2.13	Oban and Lorn Lions Club	Oban & District Lions provide volunteer marshalls for a variety of community events, reducing security costs for other community groups and organisations. This grant would enable them to buy warm and waterproof clothing to provide some protection for their volunteers. An award of £778 is recommended.
2.14	Oban Community Sensory Garden sustainability and training project	This grant will enable the group to further develop the garden project, supporting its fundraising events, as well as improvements to the existing community space – an award of £780 is recommended.
2.15	Oban Phoenix Cinema	The re-opening of the cinema has been cited as important in a number of community consultations carried out in Oban and the refurbishment etc., is nearing completion. This group have pulled in a considerable amount of funding to the Oban area for this project but will have to become sustainable when opened. Appropriate signage will contribute to this and an award of £1,000 is therefore recommended.

2.16	Oban Sailing Club	The club is hoping to train two members as instructors who will then, in turn, be able to train more volunteers to operate the safety boat. An award of £1,000 to contribute is recommended.
2.17	Oban Winter Festival	The Oban Winter Festival was very successful last year and pulled together three grant recipients. The event was well attended and the group wish to continue to build on their success however, the Third Sector Grants are not intended to be a repeat stream of funding and awarding more than the previous year may create an expectation that cannot be sustainable. The recommendation is for £3,440
2.18	Oban-Laurinburg 20th Anniversary Exchange	This is a social event for a closed group of people. No award is recommended.
2.19	Scottish Association for Marine Science (SAMS)	The Festival programme includes a range of educational events catering for a wide audience and designed to promote a greater understanding of the marine environment. Much of Oban, Lorn and the Isles is coastal with a strong historical and economic link to the sea – through its educational events, SAMS aims to increase awareness of this heritage, current developments and career possibilities within the marine environment. An award of £2,700 is recommended.
2.20	The GRAB Trust	The GRAB trust are taking over management of this project and have identified that increasing the trading potential of the organisation will increase its sustainability, and in turn increase the sustainability of the whole organisation. This application is to assist with the initial set up of a town centre trading facility, leaving more workshop space for the training part of the project up at the waste site. A grant of £4,250 is recommended.
2.21	The Island Parrot Sanctuary	The sanctuary intends to offer a few public open days during Kerrera's high season, offering educational activities for families. It is intended that the resulting donations would contribute to the sustainability of the sanctuary, as well as offering a family activity for tourists / walkers in the South End of the island. However the original application was for a much more ambitious project and a reduced award of £500 is recommended.
2.22	Western Isles Yacht Club	The club have applied for assistance with the purchase of boats which fall under the council's definition of capital purchase. This application is therefore not eligible within this funding stream.

4. CONCLUSION

- 4.1 All organisations have been contacted and grant applications assessed, and presented for financial assessment where applicable. Some recommendations are pending a successful outcome of the financial and other assessments.

5. IMPLICATIONS

Policy: None

Finance: The report sets out the expenditure from the Oban Lorn and the Isles Area Committee budget for the allocation of Third Sector Grants. this grant budget is disbursed in a manner that will deliver optimum support to Third Sector organisations

Personnel: None

Legal: None

Equal Opportunities: The grant allocation is consistent with the Equal Opportunities policy of Argyll and Bute Council.

Margaret Fyfe

Community Development Manager

For further information please contact:

*Laura Macdonald, Community Development officer for Oban Lorn and the Isles
01631 567944*

02 April 2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer		Laura Macdonald	
Name of Organisation		Clan MacLean Association	
Contact Person in Organisation		Lt Col Donald MacLean	
Have you contacted/visited the organisation to assess this application?			Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name: n/a		Designation:	
Third Sector <input type="checkbox"/>		Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?		£2,995	
b) Grant awarded last year?		n/a	
c) Total Project cost?		£10,995	
d) How much coming from own resources?		£8,000	
e) How much coming from other agencies?		n/a	
f) Grant Recommendation		£1,100	
Reason for grant:	Hire and erection of marquee and temporary toilets as well as hire of Aros Hall for congress and clan dance.		
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		
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			
n/a			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This week long event will be held on the Isle of Mull, and it is predicted will attract visitors to the area, in line with the requirements for events and festivals. An award of £1100 is recommended.			
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	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes		No √
h)	A marketing plan for the activity	Yes	√	No
i)	A previous event budget	n/a		
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	Aware of licensing requirements		
m)	Letters of support from other funders or local organisations	Yes		No √

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	charges
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?	800		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a		
b)	Clear recruitment policies	Yes		No √
c)	Ongoing training and support for volunteers	Yes		No √
d)	A code of conduct for staff and volunteers	Yes		No √
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes		No √
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes		No √
i)	A Disciplinary Procedure for staff and volunteers	Yes		No √

Signed: Laura Macdonald
Date: 8/2/2012

Designation: Community Development Officer

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Coisir Ceann an Tuirc	
Contact Person in Organisation	David Paterson	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£225	
b) Grant awarded last year?	£140	
c) Total Project cost?	£450	
d) How much coming from own resources?	£225	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£125	
Reason for grant:	<i>To assist with Gaelic and Music Workshop and mobile recording expenses.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 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? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is a repeat application coming in each year - the Third Sector Grant scheme is not intended to fund projects on an on-going basis. This group has not sought other external funding however, they aim to produce their CD later this year and will have to fundraise / source funding for this purpose. This will therefore be the last recording session.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

This is the final year of their recordings – the CD is being produced later this year.
--

2 Financial Check – Have you checked the Organisation is:

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

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?	21		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a		
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No
Comments :				

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 20/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Crossroads North Argyll	
Contact Person in Organisation	Bette Hunter	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£3,760	
b) Grant awarded last year?	£1000 awarded at end of 2010/11 which contributed to launch of scheme in 2011/12	
c) Total Project cost?	£11,260	
d) How much coming from own resources?	£1,500	
e) How much coming from other agencies?	£6,000 (unconfirmed?)	
f) Grant Recommendation	£0	
Reason for grant:	<i>Rent of premises, staff salaries, staff training, transport, materials for Fitness and Laughter Club</i>	
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	
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 No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This group were awarded a grant of £1,000 at the end of financial year 2010/11 to contribute to staff training to launch this programme in 2011/12. This was a one of grant to launch the programme and allow them time to secure further funding – it was not an on-going commitment to running the service. The organisation receives funding from Argyll and Bute council to contribute to its core service provision. No grant is recommended.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No
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	No
b)	Is the project consistent with Council priorities?	Yes	No
c)	Does the project have open membership?	Yes	No
d)	Have sponsorship agreements been checked?	Yes	No
e)	How many people overall will benefit from this grant?	10-20	
f)	Is the organisation well established?	Yes	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No
h)	Does the organisation have volunteer training in place?	Yes	No
i)	Have you confidence in their ability to deliver a service?	Yes	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: Laura Macdonald**Designation: Community Development Officer****Date: .20/03/2012**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Development Coll	
Contact Person in Organisation	Emma Grant	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library & Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£4,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£34,300	
d) How much coming from own resources?	£20,800	
e) How much coming from other agencies?	£9,500	
f) Grant Recommendation	£1,500	
Reason for grant:	<i>Contribution towards opening event for new community centre and bunkhouse – workshops, entertainment, staffing, event infrastructure.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is an ambitious event which has scope to be scaled back if the organisation does not manage to secure all the funding. The remote location and logistics of attracting people to the opening event have motivated them to develop a four day festival consisting of a wide variety of events. The group also received funding from the Oban, Lorn and the Isles Area Committee towards the construction of the centre – an award of £1,500 is recommended.		
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	No
b)	Fully constituted	Yes	No ✓
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No ✓
e)	Within 50% of the costs for the project/activity	Yes	No ✓
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No ✓
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	Group working with Lorn Events Team	
m)	Letters of support from other funders or local organisations	Contributions of other groups are listed	

3 General Criteria

a)	Is the activity non-political?	Yes	No ✓
b)	Is the project consistent with Council priorities?	Yes	No ✓
c)	Does the project have open membership?	Yes	No ✓
d)	Have sponsorship agreements been checked?	Yes	No ✓
e)	How many people overall will benefit from this grant?	Approx. 400	
f)	Is the organisation well established?	Yes	No ✓
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	No ✓

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Group are already speaking to AVA about requirements	
b)	Clear recruitment policies	Yes	No ✓
c)	Ongoing training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes	No ✓
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓

Signed: Laura Macdonald**Designation: Community Development Officer****Date: 20/03/2012**

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No ✓
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No ✓
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No ✓
e)	Within 50% of the costs for the project/activity	Yes	No ✓
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No ✓
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	No ✓
b)	Is the project consistent with Council priorities?	Yes	No ✓
c)	Does the project have open membership?	Yes	No ✓
d)	Have sponsorship agreements been checked?	Yes	No ✓
e)	How many people overall will benefit from this grant?	1000+ competitors with 3,000 visitors to the area.	
f)	Is the organisation well established?	Yes	No ✓
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	No ✓

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	
b)	Clear recruitment policies	Yes	No ✓
c)	Ongoing training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes	No ✓
g)	A Policy for Managing Confidential Information	n/a	
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓

Signed: Laura Macdonald
Designation: .Community Development Officer

Date: .22/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Lorn Agricultural Society	
Contact Person in Organisation	Christine Smith	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library & Culture Development Officer		
Third Sector	<input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>
a) Grant requested from A & B Council?	£1,667	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3,335	
d) How much coming from own resources?	£1,668	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£0	
Reason for grant:	<i>Drainage of site, new signage boards, advertising banners due to site relocation.</i>	
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	
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		
n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Group's charitable status is currently "passed to compliance". No recommendation until they have resolved this with OSCR.		
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	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes	No	√
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	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	1050 - 2000		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	No	√
i)	Have you confidence in their ability to deliver a service?	Yes	No	

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: .Laura Macdonald

Designation: .Community Development Officer

Date: .22/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Mod Ionadach na Dreolluinn	
Contact Person in Organisation	Janet MacDonald	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library & Culture Development Officer		
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?	n/a	
c) Total Project cost?	£7,086.00	
d) How much coming from own resources?	£3,196.00	
e) How much coming from other agencies?	£1,890.00	
f) Grant Recommendation	£500	
Reason for grant:	The Mod is an important part of community life, supporting the development of Gaelic language and music.	
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	
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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Mod is an important part of community life, supporting the development of Gaelic language and music. An award of £1,000 to contribute to the event is recommended pending submission of additional documentation.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Last year was the first in a few that the group did not apply for a grant and therefore have not received funding over 2 consecutive years.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes	No ✓
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No ✓
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No ✓
e)	Within 50% of the costs for the project/activity	Yes	No ✓
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No ✓
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	No ✓
b)	Is the project consistent with Council priorities?	Yes	No ✓
c)	Does the project have open membership?	Yes	No ✓
d)	Have sponsorship agreements been checked?	n/a	
e)	How many people overall will benefit from this grant?	Approx 300	
f)	Is the organisation well established?	Yes	No ✓
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes	No ✓

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No
Comments : Governed by An Comunn Gaidhealach and adhere to their policies.			

Signed: Laura Macdonald
Designation: .Community Development Officer

Date: 22/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer		Laura Macdonald	
Name of Organisation		Mull & Iona Community Trust	
Contact Person in Organisation		Sian Scott	
Have you contacted/visited the organisation to assess this application?			Contacted Visited
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?		£1,000	
c) Total Project cost?		£54,985.34	
d) How much coming from own resources?		£2,000	
e) How much coming from other agencies?		£49,985.34	
f) Grant Recommendation		£1,000	
Reason for grant:	Contribution towards ballot of local businesses to find out if a BID area should be established on Mull and Iona – costs include staff time, travel costs, meeting room hire, printing / postage etc.,		
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 <input checked="" type="checkbox"/> No			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The community consultation part of the BIDS process is a key element in establishing whether the community supports the process – to do a consultation well and reach the required turnout, requires an investment of time and resources.			

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

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	Group estimates 3,000		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a for this project		
b)	Clear recruitment policies	Yes	√	No
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No

Signed: .Laura Macdonald

Designation: Community Development Officer

Date: 26/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	North Argyll Car Share Scheme	
Contact Person in Organisation	Christina Wills	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Rowan Seddon Designation: Community Transport Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£9928	
b) Grant awarded last year?	n/a – has received other council funding until now	
c) Total Project cost?	£22,168	
d) How much coming from own resources?	£9,900	
e) How much coming from other agencies?	£3,000	
f) Grant Recommendation		
Reason for grant:	<i>Contribution towards staffing, volunteer costs, insurance etc., to continue a voluntary community car share transport scheme.</i>	
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 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 No		
If No, please give a reason		
n/a – previously funded through Rural Transport Scheme		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
There is a chance that this group may receive Rural transport Scheme funding – any recommendation should therefore be postponed until the next round to establish an accurate picture.		
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	No	√
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No	
b)	Is the project consistent with Council priorities?	Yes	√	No	
c)	Does the project have open membership?	Yes	√	No	
d)	Have sponsorship agreements been checked?	Yes		No	
e)	How many people overall will benefit from this grant?	110			
f)	Is the organisation well established?	Yes	√	No	
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No	√
h)	Does the organisation have volunteer training in place?	Yes		No	
i)	Have you confidence in their ability to deliver a service?	Yes	√	No	

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: Laura Macdonald**Designation: Community Development Officer****Date: 26/03/2012**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	OASIS	
Contact Person in Organisation	Nichola MacGillivray	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> / Visited <input 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?	£5,000	
b) Grant awarded last year?	n/a but groups were awarded £5,000 at the end of the previous financial year which was spent last year.	
c) Total Project cost?	£37,000	
d) How much coming from own resources?	£15,000	
e) How much coming from other agencies?	£17,000	
f) Grant Recommendation	Not recommended	
Reason for grant:	<i>Contribution to provision of day programmes for service users</i>	
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 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? Yes No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		

This group were awarded a grant of £5,000 at the end of financial year 2010/11 to contribute to staff training to launch this programme in 2011/12. This was a one of grant to launch the programme and allow them time to secure further funding – it was not an on-going commitment to running the service. The organisation receives funding from Argyll and Bute council to contribute to its core service provision. No grant is recommended.

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

3 General Criteria

a)	Is the activity non-political?	Yes	√ No
b)	Is the project consistent with Council priorities?	Yes	√ No
c)	Does the project have open membership?	Yes	√ No
d)	Have sponsorship agreements been checked?	Yes	√ No
e)	How many people overall will benefit from this grant?	20+	
f)	Is the organisation well established?	Yes	√ No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No
h)	Does the organisation have volunteer training in place?	Yes	No
i)	Have you confidence in their ability to deliver a service?	Yes	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	√ No
b)	Clear recruitment policies	Yes	√ No
c)	Ongoing training and support for volunteers	Yes	√ No
d)	A code of conduct for staff and volunteers	Yes	√ No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 07/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban and Lorn Sports Festival	
Contact Person in Organisation	Nick Wesley	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Willie Young Designation: Community Sport Leader Manager		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,750	
b) Grant awarded last year?	Biennial application -	
c) Total Project cost?	£7,600	
d) How much coming from own resources?	£700	
e) How much coming from other agencies?	£5150	
f) Grant Recommendation	800	
Reason for grant:	<i>To contribute to the Oban and Lorn Sports Festival Thursday November 8th – Sunday November 11th</i>	
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	<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 No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This festival celebrates sporting prowess and participation and is particularly pertinent in an Olympic year. However, the third sector grants scheme is not intended as a repeat funding stream and a reduced award of £800 is recommended, pending submission of additional documentation.		
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	No
b)	Fully constituted	Yes	√ No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√ No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√ No
e)	Within 50% of the costs for the project/activity	Yes	√ No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	To be submitted	
h)	A marketing plan for the activity	To be submitted	
i)	A previous event budget	Yes	√ No
j)	A planning framework with clear ownership, responsibility and liability for the event	To be submitted	
k)	Evidence of appropriate insurance coverage	To be submitted	
l)	Compliance with all relevant legal and licensing requirements	To be submitted	
m)	Letters of support from other funders or local organisations	To be submitted	

3 General Criteria

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

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: Laura Macdonald**Designation: Community Development Office****Date: 2/04/2012**

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

Please note all grants must be registered with Community Services, Kilmory

1 **Details**

Name of Assessing Officer		Liz Marion	
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:	
Name of Organisation	Oban and Lorn Branch Alzheimer Scotland	Third Sector	<input checked="" type="checkbox"/>
		Events and Festivals	<input type="checkbox"/>
Key Contact Person:	Elizabeth Little	a) Grant requested from A & B Council?	£1,000
		b) Grant awarded last year?	£0
		c) Total Project cost?	£3,650
		d) How much coming from own resources?	£1,000
		e) How much coming from other agencies?	£1650
		f) Grant Recommended:	£1,000
Reason for grant:	To employ a paid singing group leader to lead weekly singing and activity group for people with dementia/ memory and communication problems and their carers.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
Up to date this activity has been led by a volunteer and has proved very successful. The activities are well proven method which enables people with dementia to sustain their abilities for longer than otherwise would be the case. I am fully confident that the organisation can deliver its objectives.			
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 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:		
f)	A viable business plan	Yes No
g)	A marketing plan for the activity	Yes No
h)	A previous event budget	Yes No
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	Yes No
k)	Compliance with all relevant legal and licensing requirements	Yes No
l)	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 priorities?	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?	23
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)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or a Vulnerable Adults Policy? If No, can you please refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing 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

Signed: E A Marion

Designation: Community Development Officer Date: 16 March 2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban & Lorn Lions Club	
Contact Person in Organisation	Jim Edge	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£778	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£1,556.80	
d) How much coming from own resources?	£778.80	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£778	
Reason for grant:	<i>Contribution towards the purchase of fleece jackets and waterproofs for volunteer marshalling at community events.</i>	
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	<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		
n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Oban & District Lions provide volunteer marshalls for a variety of community events, reducing security costs for other community groups and organisations. This grant would enable them to buy warm and waterproof clothing to provide some protection for their volunteers. An award of £778 is recommended.		
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	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes		No
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	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	5000+		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a		
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No

Signed: Laura Macdonald**Designation: .Community Development Officer****Date: 26/03/2012**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Community Sensory Garden	
Contact Person in Organisation	Linda Flannigan	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£780	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£1,560	
d) How much coming from own resources?	£780	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£780	
Reason for grant:	Contribution towards volunteer training, purchase of new equipment, visit to see another community sensory garden, additional signage in Braille.	
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 checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes No		
If No, please give a reason		
n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This grant will enable the group to further develop the garden project, supporting its fundraising events, as well as improvements to the existing community space – an award of £780 is recommended.		
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	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes		No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes		No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes		No
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	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes		No
e)	How many people overall will benefit from this grant?	42 members & vols 250 visitors to events		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	√	No
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No

Signed: Laura Macdonald**Designation: Community Development Officer****Date: 26/03/2012**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Phoenix Cinema	
Contact Person in Organisation	Laura Russell	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name: <input type="checkbox"/> Designation: <input type="checkbox"/>		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,512.50	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,025	
d) How much coming from own resources?	£2,512.50	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,000	
Reason for grant:	<i>Contribution towards signage in Gaelic and English outside the new community enterprise cinema in Oban.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 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? Yes <input checked="" type="checkbox"/> No		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The re-opening of the cinema has been cited as important in a number of community consultations carried out in Oban and the refurbishment etc., is nearing completion. This group have pulled in a considerable amount of funding to the Oban area for this project but will have to become sustainable when opened. Appropriate signage will contribute to this and an award of £1,000 is therefore recommended.		
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	No
b)	Fully constituted	Yes	√ No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√ No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√ No
e)	Within 50% of the costs for the project/activity	Yes	√ No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No
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	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 26/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Sailing Club	
Contact Person in Organisation	Finlo Cottier	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Willie Young Designation: Community Sport Leader manager		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2220	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4595	
d) How much coming from own resources?	£2375	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,000	
Reason for grant:	<i>Contribution towards safety boat training, essential equipment for safety boat, radios, digital projector and screen to support the on-going training and participation in sailing activities of tis members, in particular young people.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The club is hoping to train two members as instructors who will then, in turn, be able to train more volunteers to operate the safety boat. An award of £1,000 to contribute is recommended.		
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	No
b)	Fully constituted	Yes	√ No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√ No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√ No
e)	Within 50% of the costs for the project/activity	Yes	√ No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No
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	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
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	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes	No
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 26/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Winter Festival	
Contact Person in Organisation	Pamela Lockhart	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
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?	£9,054	
b) Grant awarded last year?	£4,302	
c) Total Project cost?	£19,554	
d) How much coming from own resources?	£4,500	
e) How much coming from other agencies?	£6,000	
f) Grant Recommendation	£3,440	
Reason for grant:	<i>To promote the Winter Festival at a national and local level and provide new activities as well as supporting the Victorian market and Reindeer Parade.</i>	
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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Oban Winter Festival was very successful last year and pulled together three grant recipients. The event was well attended and the group wish to continue to build on their success however, the Third Sector Grants are not intended to be a repeat stream of funding and awarding more than the previous year may create an expectation that cannot be sustainable. The recommendation is for £3440.00		
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	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes ✓	No
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	Evidence of previous year's with commitment to this year from group	
l)	Compliance with all relevant legal and licensing requirements	Group have stated they will work with LORN events team	
m)	Letters of support from other funders or local organisations	Support statements included event report	

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council priorities?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	8000+	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	
b)	Clear recruitment policies	Yes ✓	No
c)	Ongoing training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	n/a	
h)	Grievance Procedure for staff and volunteers	Working on this	
i)	A Disciplinary Procedure for staff and volunteers	Working on this	

Signed: .Laura Macdonald
Designation: Community Development Officer

Date: 12/03/2012

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes	√	No
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	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes		No √
d)	Have sponsorship agreements been checked?	Yes		No
e)	How many people overall will benefit from this grant?	200 - 300		
f)	Is the organisation well established?	Yes		No √
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a		
b)	Clear recruitment policies	Yes	No	√
c)	Ongoing training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	No	√
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√

Signed: Laura Macdonald**Designation: Community Development Officer****Date: 24/03/2012**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Scottish Association for Marine Science	
Contact Person in Organisation	Anuschka Miller	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation:		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£5,400	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£31,700	
d) How much coming from own resources?	£5,000	
e) How much coming from other agencies?	£21,300	
f) Grant Recommendation	£2,700	
Reason for grant:	Contribution towards 10 day long Festival of the Sea	
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	
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		
n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Festival programme includes a range of educational events catering for a wide audience and designed to promote a greater understanding of the marine environment. Much of Oban, Lorn and the Isles is coastal with a strong historical and economic link to the sea – through its educational events, SAMS aim to also increase awareness of this heritage, current developments and career possibilities within the marine environment.		
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	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No
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	No
b)	Is the project consistent with Council priorities?	Yes	No
c)	Does the project have open membership?	Yes	No
d)	Have sponsorship agreements been checked?	Yes	No
e)	How many people overall will benefit from this grant?	5,700	
f)	Is the organisation well established?	Yes	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No
h)	Does the organisation have volunteer training in place?	Yes	No
i)	Have you confidence in their ability to deliver a service?	Yes	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	
b)	Clear recruitment policies	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No

Signed: .Laura Macdonald

Designation: Community Development Office Date: ..27/03/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	GRAB Trust	
Contact Person in Organisation	Julie Fairbrass	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£12,962.80	
b) Grant awarded last year?	£1,450	
c) Total Project cost?	£22,887.85	
d) How much coming from own resources?	£11,443.93	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£4,250	
Reason for grant:	Rental of property in town to display reused & recycled furniture and wood items made from the workshops, salary for one part-time employee, Publicity and Marketing for new site.	
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 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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The GRAB trust are taking over management of this project and have identified that increasing the trading potential of the organisation will increase its sustainability, and in turn increase the sustainability of the whole organisation. This application is to assist with the initial set up of a town centre trading facility, leaving more workshop space for the training part of the project up at the waste site. A grant of £4,250 is recommended.		
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	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council priorities?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	n/a	
e)	How many people overall will benefit from this grant?	Increase on the current 130 per week footfall	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes ✓	No
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	Yes ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	Ongoing training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No
Comments : Group advised that if they wish to explore developing a policy for managing confidential information, Argyll Voluntary Action can provide advice on this.			

Signed: Laura Macdonald**Designation: Community Development Officer****Date: 24/03/2012**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Island Parrot Sanctuary	
Contact Person in Organisation	Donna Beveridge	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,300	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£11,300	
d) How much coming from own resources?	£1,500	
e) How much coming from other agencies?	£7,500	
f) Grant Recommendation	£500	
Reason for grant:	The sanctuary intends to offer a few public open days during Kerrera's high season, offering educational activities for families.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The sanctuary intend to offer a few public open days during Kerrera's high season, offering educational activities for families. It is intended that the resulting donations would contribute to the sustainability of the sanctuary, as well as offering a family activity for tourists / walkers in the South End of the island.		
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	No
b)	Fully constituted	Yes	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes	No

3 General Criteria

a)	Is the activity non-political?	Yes	No
b)	Is the project consistent with Council priorities?	Yes	No
c)	Does the project have open membership?	Yes	No
d)	Have sponsorship agreements been checked?	Yes	No
e)	How many people overall will benefit from this grant?	20 – 50 visitors a day	
f)	Is the organisation well established?	Yes	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No
h)	Does the organisation have volunteer training in place?	Yes	No
i)	Have you confidence in their ability to deliver a service?	Yes	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a
b)	Clear recruitment policies	Yes No
c)	Ongoing training and support for volunteers	Yes No
d)	A code of conduct for staff and volunteers	Yes No
e)	A Code of Good Practice	Yes No
f)	An Equal Opportunities Policy	Yes No
g)	A Policy for Managing Confidential Information	Yes No
h)	Grievance Procedure for staff and volunteers	Yes No
i)	A Disciplinary Procedure for staff and volunteers	Yes No
Comments :		

Signed: Laura Macdonald

Designation: .Community Development Officer

Date: .24/03/2012

ARGYLL & BUTE COUNCIL**OBAN, LORN AND THE ISLES
AREA COMMITTEE****CORPORATE SERVICES****11 APRIL 2012**

PROPOSAL FOR PRIMARY SCHOOL REPORTING**1. SUMMARY**

Over the past few years, each area committee has received an annual report from the headteacher of each secondary school on the school's achievements for the previous year. In 2006, a primary report was produced for the Bute and Cowal Area Committee prepared by one of the headteachers who acted as an area coordinator for the schools. The area coordinator was given time and a small budget to support schools and colleague headteachers, but the area coordinators were one of the cuts in the budget reductions of 2010.

An additional primary report was produced in 2011, compiled by a quality improvement officer. This proved to be extremely time-consuming and complex to produce. However, the service is committed to providing information on school achievement to elected members and these proposals will address this issue as well as providing a method of reporting across the four areas of the Council.

2. RECOMMENDATIONS

The Area Committee is asked to approve the proposal for primary school reporting as being the appropriate mechanism for the reporting of the achievements of primary schools. This will ensure the same reporting format is adopted across the four Council areas.

3. DETAILS

There are three aspects to the reporting of primary school achievement that are proposed:

1. Education Scotland (HMIE) reports on individual schools to be presented to the relevant area committee by the headteacher following the report's publication.
2. The Quality Improvement Officer(s) for the schools in each area attends the area committee on an annual basis to provide a brief update on issues pertaining to the schools in the area, e.g. awards, new appointments or major curriculum developments.

3. The Quality Improvement Officer(s) attends the Local Area Community Planning Group on an annual basis to present the Education Service's Standards and Quality Report, outlining any local issues.

4. IMPLICATIONS

Policy: None

Financial: None

Personnel: None

Equal Opportunities: None

For further information contact: Mr Chris Shirley, Quality Standards Manager
Argyll House, Dunoon, PA23 8AJ.

Telephone: 01369 708528

Date: 11 April 2012

ARGYLL AND BUTE COUNCIL**Oban Lorn and the Isles Area Committee.****DEVELOPMENT AND INFRASTRUCTURE****DATE: 11 April 2012**

TITLE: Ganavan Sands- impact of storm events during December 2011 and January 2012

1. SUMMARY

The sand in the upper reaches of the beach at Ganavan Sands was affected by a number of storm events between early December 2011 and January 2012.

The outcome of these storm events was that the sand from the upper reaches of the beach was removed by extreme wave action exposing the shingle and cobble foundation.

A number of site visits to ascertain the effects of the storms were carried out commencing on 19th January 2012 to photograph and assess what we needed to survey and to determine the right time in terms of the tides. A second visit to carry out a field survey at low tide took place on 26th January 2012.

We contacted Stewart Angus, Coastal Ecologist for SNH and Mark Williams, Inshore Hydrographer for SEPA for expert advice, they said that '*removal and deposition of sand on beaches is a natural process and it is possible that the beach will eventually recover*' and '*to interfere with the natural process is considered a waste of resources and could do more damage to the integrity of the beach in the long term*'.

A third visit was made to the Ganavan Sands on 8th March 2012 to photograph any changes.

The images in **Appendix 1** show that at least 2/3's of the sand has returned.

2. RECOMMENDATION

It is recommended that Members:

- (i) Note the content of the report; and
- (ii) Agree to this report

3. BACKGROUND

Ganavan Beach is a popular destination with locals and visitors. It is well used all year round for walking, recreation and swimming.

Recent storm events exposed the underlying shingle/cobble habitat on the upper shore, this attracted front page press in the Oban Times followed by numerous offers of assistance to return the sand.

Shingle and cobble are characteristic of this type of beach as these elements act as an extremely important foundation. They support the upper sandy layer and assist with withdrawing wave energy, therefore protecting the beach and limiting erosion of coastal protection. The map **Appendix 2** is taken from a Nature Conservancy Council report in 1972 which shows the distribution of sand, cobble and shingle in an almost identical layout following the winter storms

4. Options

Should anything be done to try and restore Ganavan beach?

The table below summarises the potential implications that should be considered in deciding whether any action is necessary or to try and help restore Ganavan beach or whether the beach should be left to recover naturally.

Action	Implications	Consents required	Recommendation
Remove sand from the lower shore and place on upper shore	Removing sand from the lower shore will increase overall wave energy on the lower and upper shore and therefore increase the risk of removal of sand from the beach.	Marine Licence Crown Estate Consent	Not a viable option as would increase the risk of erosion of sand on the upper shore of bay.
Remove cobble/shingle from upper shore	This habitat absorbs wave energy and stabilises the whole beach system. Removal would lead to instability of the shore, greater removal of sand and increased risk of erosion to coastal defences.	Marine Licence Crown Estate Consent	Not a viable option as likely to result in deterioration of beach and coastal defences.
Remove seaweed from upper shore	Seaweed is a natural part of the beach system and actively traps sand on the upper shore, promoting a natural accumulation of sand. Eventually seaweed can become covered in sand which traps nutrients and moisture under the sand and promotes the growth of coastal plants which in turn stabilises the sand.	Might need Marine Licence Crown Estate Consent	Not recommended as removal has potential to reduce the ability of the upper shore to retain and accumulate sand.
Bring in sand from elsewhere	Risk of bringing in other species that are not wanted or not native. Most supplies of quarried sand would be granite which is likely to be much coarser and more angular which would have implications for animals living in the sand. Granite sand would be more acidic than Ganavan sand which would increase risk of weed problems on upper shore. Potentially less damaging to beach dynamics than moving sand or removing cobble/shingle but still not considered an appropriate option..	Marine Licence Crown Estate Consent	Not recommended as an expensive option and not environmentally friendly in terms of biodiversity.
Leave the beach to recover naturally	Risk of recovery taking a long time or not happening at all.	No consents needed.	Best option. No environmental impacts or financial costs.

5. CONCLUSION-

Given time as has been clearly demonstrated by the images in Appendix 1, the sand at Ganavan Sands is returning, how long it will take to cover the remaining Cobbles and Shingle remains with the natural processes that this stretch of coastline is subject to.

6. IMPLICATIONS-

The implications of interfering in the natural process will come with a cost in terms of time, licensing, suitable sand, machinery and labour. This is not recommended as the council could set a precedent to react without investigating whether any action would interfere with the natural recovery, is required or sustainable.

Legal: None.

Policy: *None*

Personnel: None.

Financial: None

Equal Opportunities: None.

For further information contact:

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Appendix 1. Photographs showing that the sand is returning.

Ganavan Sands 26 January 2012 and 08 March 2012



Image take 26 January 2012



08 March 2012



26 January 2012



08 March 2012



26 January 2012



08 March 2012



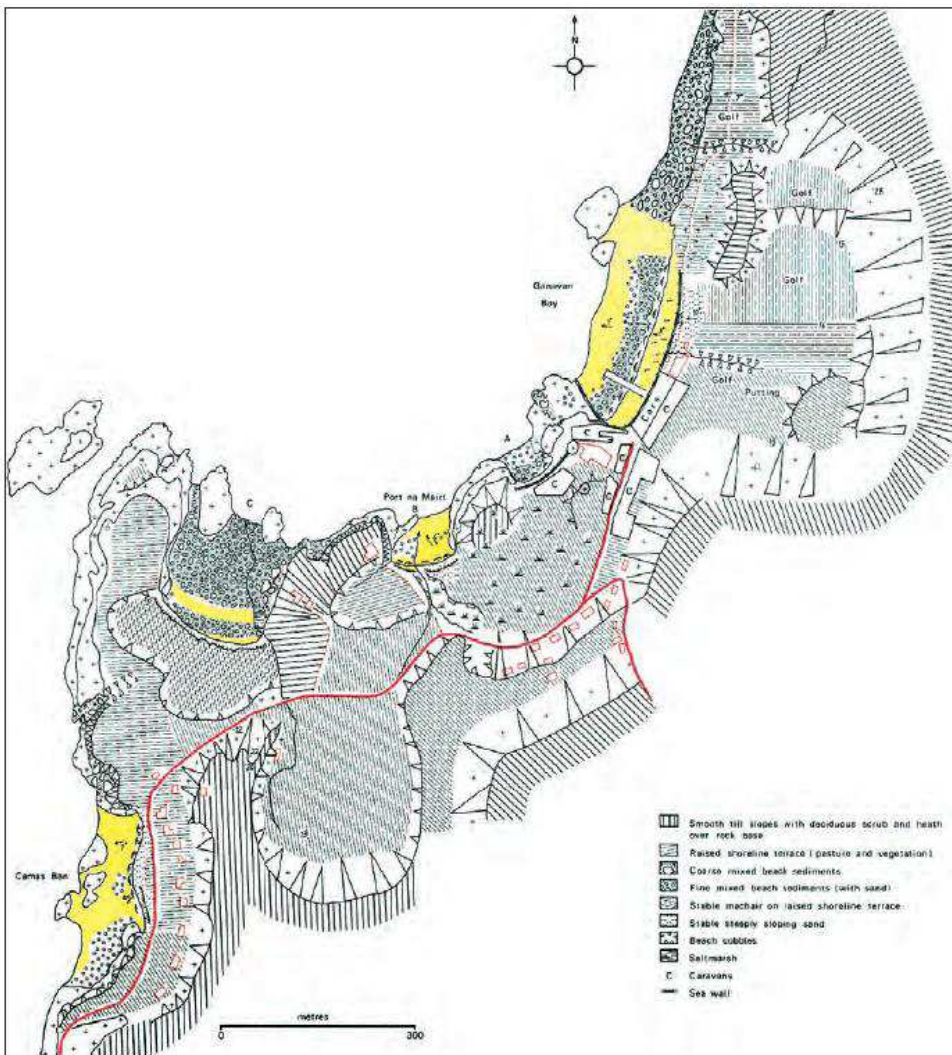
26 January 2012



08 March 2012.

Images by:
Marina Curran-Colthart Local Biodiversity Officer.

Appendix 2.



Swells generated in the open water to the south of Mull are readily channelled to the coast through the Firth of Lorne. Considerable wave energy, therefore, reaches these beaches and enables the movement of sandy sediments between beach and offshore. There appears to be sufficient sand in the offshore reservoir, derived largely from the earlier marine erosion of rock cliffs and raised shoreline deposits, to fulfil the present requirements of the beaches.

None of the five pockets is formed entirely of sand; it either occurs as an admixture with coarser sediments or in distinct bands paralleling the shoreline. At Ganavan, sand is the predominant material occurring on a wide low angle beach in the form of surface ripples with a great deal of standing water at low-tide and on the upper beach over a width of 20m. In the former sector the sand is extremely stable. It is separated from the upper beach/backshore sand by two further sectors – the lower one a highly stable low angle beach of lag cobbles and blocks with large masses of seaweed and an upper sector of mobile gravels and small cobbles with a much steeper slope and a width of 32m. These coarser sediments are largely derived from the conglomerate bedrock and the raised shoreline deposits and act as a barrier to wave attack of the upper sandy sector. There is a marked contrast in the characteristics of the two sand sectors. Although both have a light brownish grey colour, the lower one is considerably finer (averaging 0.2mm), whilst the upper one is coarser (0.3mm) and less well sorted. The latter reaches a depth of >0.5m over the coarser sediments which form the beach base, has a low gradient and in parts has been colonised by anthropic vegetation which has enabled small embryo dunes to form. This sector is, therefore, the least stable and subject to the greatest anthropic pressure, but because it is protected by the coarser sediments down-beach has remained relatively stable.

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