

ASSISTANCE TO VOLUNTARY ORGANISATIONS
ASSESSMENT FORM for Leisure Development Grants

1 Details

Name of Assessing Officer	Martin Turnbull
Have you contacted the organisation to assess this application?	Yes
Have you checked that the organisation has had their accounts correctly audited?	Yes

Applicant:	Bute Highland Dance Festival	Scheme:	Leisure Development
Project Title:	Bute Highland Dance Festival	a) Grant requested from A&B Council	£500
		b) Grant awarded last year?	£500
		c) Total Cost	£3,350
		d) How much is coming from group resources?	£2,850
		e) How much is coming from other agencies?	
Reason for grant	Funding to assist with the running costs of the annual festival.	Grant Recommended:	£500

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes X	No <input type="checkbox"/>
b)	Has submitted a bank statement	Yes X	No <input type="checkbox"/>
c)	Has submitted audited/signed accounts	Yes X	No <input type="checkbox"/>
d)	<u>Leisure and Education Development Grants</u> : If over £2000 has this grant been sent to finance?	N/A	
e)	If relevant, has the grant passed the financial check?	N/A	
f)	Have you checked that the organisation is within 50% of the costs for Education or Leisure Development grants?	Yes X	No <input type="checkbox"/>
g)	Have you checked that the Council is meeting its obligations under Best Value in awarding this grant, for example, if the grant is awarded will the work definitely go ahead?	Yes X	No <input type="checkbox"/>

3 General Criteria

Do you concur with the organisation in their assessment of need? Please supply a very brief summary:			
The number of competitors participating in this event has increased to nearly 200, which in turn means an increase in running costs and officials fees.			
Is the activity non-political?	Yes X	No <input type="checkbox"/>	
Is the project consistent with Council priorities?	Yes X	No <input type="checkbox"/>	
Does the project have open membership?	Yes X	No <input type="checkbox"/>	
Have sponsorship agreements been checked?	N/A		
How many people overall will benefit from this grant?	400+		
Is the organisation well established?	Yes X	No <input type="checkbox"/>	
Have you identified any training needs for the organisations committee or volunteers?	Yes <input type="checkbox"/>	No X	
Does the organisation have volunteer training in place?	Yes X	No <input type="checkbox"/>	
Have you confidence in their ability to deliver a service?	Yes X	No <input type="checkbox"/>	

4 Policy and Procedures

If the organisation works with a child/children under 18 or a vulnerable adult/s do they meet the following criteria?

a)Clear recruitment policies	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
b)Ongoing training and support for volunteers	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
c)A code of conduct for staff and volunteers	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
d)A Code of Good Practice	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)An Equal Opportunities Policy	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
f)A Policy for Managing Confidential Information	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
g)Grievance Procedure for staff and volunteers	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)A Disciplinary Procedure for staff and volunteers	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Please outline reason for Grant and Recommendation

The festival continues to go from strength to strength and nearly 200 competitors and 250 spectators took part in last year's festival. The festival supports traditional Scottish Highland Dancing and has cultural as well as artistic benefits.

Bute Highland Dance Festival Group pro-actively raises funds to purchase equipment and costumes to be loaned to dancers that cannot afford to purchase their own.

They have also supported fundraising activities for other good causes on the Island of Bute.

The organisation follows the Child Protection Guidelines issued by the Scottish Official Board of Highland Dancing.

Signed: Martin Turnbull Assessment Officer

Date: 5th May 2009

5 Equal Opportunities

Please tick the appropriate box to indicate the age of your client group

<input checked="" type="checkbox"/> 0 - 14 years	<input checked="" type="checkbox"/> 15 - 29 years	
<input type="checkbox"/> 30 - 44 years	<input type="checkbox"/> 45 - 59 years	Mostly 5 to 20
<input type="checkbox"/> 60 - 74 years	<input type="checkbox"/> 75 and over	

Please tick the appropriate box to indicate the sex of your client group

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input checked="" type="checkbox"/> Both	Mostly Female
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Are any of your client group disabled?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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What are your clients ethnic group(s)?

A White

<input checked="" type="checkbox"/> Scottish	<input type="checkbox"/> Other British	<input type="checkbox"/> Irish
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Any other White background please specify

B Mixed

Any Mixed background please specify

C Eastern European Sometimes small numbers from groups B to F.

D Asian, Asian Scottish or Asian British

<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese

Any other Asian background please write in

E Black, Black Scottish or Black British

<input type="checkbox"/> Caribbean	<input type="checkbox"/> African
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Any other Black background please write in

F Other Ethnic background

Any other background please write in
