

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 Wheelers	Scheme:	Leisure Development
Project Title:	Bute Cycling Events	a) Grant requested from A&B Council	£430
		b) Grant awarded last year?	Nil
		c) Total Cost	£1,230
		d) How much is coming from group resources?	£500
		e) How much is coming from other agencies?	£300
Reason for grant	To organise and run cycling events on Bute including an Annual Triathlon, Duathlon and a festival of cycling.	Grant Recommended:	£430

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b)	Has submitted a bank statement	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c)	Has submitted audited/signed accounts	Yes <input checked="" type="checkbox"/>	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 <input checked="" type="checkbox"/>	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 <input checked="" type="checkbox"/>	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 Bute Wheelers have developed an excellent track record in organising cycling events which attract large numbers of participants plus family and friends to Bute. Their events are receiving national recognition in cycling circles and actively encourage local people to become more active and participate.			
Is the activity non-political?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is the project consistent with Council priorities?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Does the project have open membership?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have sponsorship agreements been checked?	N/A		
How many people overall will benefit from this grant?	270+		
Is the organisation well established?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any training needs for the organisations committee or volunteers?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Does the organisation have volunteer training in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you confidence in their ability to deliver a service?	Yes <input checked="" type="checkbox"/>	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 checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
b) Ongoing training and support for volunteers	Yes	<input checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
c) A code of conduct for staff and volunteers	Yes	<input checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
d) A Code of Good Practice	Yes	<input checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
e) An Equal Opportunities Policy	Yes	<input checked="checked" type="checkbox"/>	No	<input type="checkbox"/>
f) A Policy for Managing Confidential Information	Yes	<input type="checkbox"/>	No	<input checked="checked" type="checkbox"/>
g) Grievance Procedure for staff and volunteers	Yes	<input type="checkbox"/>	No	<input checked="checked" type="checkbox"/>
h) A Disciplinary Procedure for staff and volunteers	Yes	<input type="checkbox"/>	No	<input checked="checked" type="checkbox"/>

Please outline reason for Grant and Recommendation

Bute Wheelers were established to encourage cycling, cycle safety and good fellowship amongst cyclists and involve local cyclists of various ages and abilities. They have successfully increased participation in the sport of cycling and encouraged young people and adults to be more physically active improving their health and well-being.

The events are registered with Triathlon Scotland (TS,) The League International (TLI) and established in the Scottish Cycling Union calendar attracting competitors from across Scotland and beyond.

Despite difficult weather conditions, last year they succeeded in increasing the number of riders participating in races suggesting that the status of these events continues to grow.

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

- 0 - 14 years 15 - 29 years
 30 - 44 years 45 - 59 years
 60 - 74 years 75 and over

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

- Male Female Both

Are any of your client group disabled?

- Yes No

What are your clients ethnic group(s)?

A White

- Scottish Other British Irish

Any other White background please specify

B Mixed

Any Mixed background please specify

C Eastern European

D Asian, Asian Scottish or Asian British

Indian Pakistani

Bangladeshi Chinese

Any other Asian background please write in

E Black, Black Scottish or Black British

Caribbean African

Any other Black background please write in

F Other Ethnic background

Any other background please write in