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:	Cowal Community Events Association	Scheme:	Leisure Development
Project Title:	Entertainments Programme	a) Grant requested from A&B Council	£4,000
1100.		b) Grant awarded last year?	£3,000
		c) Total Cost	£6,000
		d) How much is coming from group resources?	£2,000
		e) How much is coming from other agencies?	
Reason for grant	Funding to assist with the running costs of an entertainments programme for Dunoon	Grant Recommended:	£3,000

2 Financial Check – Have you checked the Organisation is:

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

3 General Criteria

Do you concur with the organisation in their assessment of need? Please supply a very brief summary:

The events run by this organisation raise the profile of Dunoon and Cowal and enhance the town's standing as a tourist destination. The grant assists with the cost of providing entertainment and events that are open to locals and tourists alike.

Is the activity non-political?	Yes	Χ	No	
Is the project consistent with Council priorities? Yes X				
Does the project have open membership?				
Have sponsorship agreements been checked?		N/A	١	
How many people overall will benefit from this grant?		5000)+	
Is the organisation well established?	Yes	X	No	
Have you identified any training needs for the organisations committee or volunteers?	Yes		No	Х
Does the organisation have volunteer training in place?		N/A	١	
Have you confidence in their ability to deliver a service?	Yes	Х	No	

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	X	No
b)Ongoing training and support for volunteers	Yes	Χ	No
c)A code of conduct for staff and volunteers	Yes	Χ	No
d)A Code of Good Practice	Yes	Χ	No
e)An Equal Opportunities Policy	Yes	Х	No
f)A Policy for Managing Confidential Information	Yes	Χ	No
g)Grievance Procedure for staff and volunteers	Yes	X	No
h)A Disciplinary Procedure for staff and volunteers	Yes	Х	No

Please outline reason for Grant and Recommendation

The main activities of the Cowal Community Events Association include organising summer entertainment in the Argyll Gardens, Thursday Night Live and the Christmas lights switch on ceremony. These events are key fixtures in the town's events calendar, well attended and play a significant role in sustaining local businesses. Cowal Community Events Association actively raises funds to support the costs of delivering the entertainments programme.

The group is attempting to widen involvement and has been in discussions with local artists, schools and community groups to enhance this years programme.

Signed:	Martin Turnbull	Assessment Office
Data	5 th May 2009	
Date:	5 Way 2009	

5 <u>Equal Opportunities</u> - As the events organised by Cowal Community Events Association are free, open to the general public and held in open venues it is not possible to accurately break down the participant's demography.

PΙ	-	ck the appropriate box to indicate the age of your client group 0 - 14 years 15 - 29 years					
	$\sqrt{}$	30 - 44 years	√ 45 - 59 years				
	$\sqrt{}$	60 - 74 years	$\sqrt{}$ 75 and over				
PΙ	ease tid	ck the appropriate Male	box to indicate the sex of your client group ☐ Female ☐ Both				
Ar	e any d	of your client group Yes	o disabled? No				
W	hat are	your clients ethni	c group(s)?				
A	White √	Scottish	$\sqrt{}$ Other British $\sqrt{}$ Irish				
		Any other White b	packground please specify				
В	Mixed √		round please specify				
С	$\sqrt{}$	Eastern Europea	า				
D		, Asian Scottish or Indian	Asian British Pakistani				
		Bangladeshi	Chinese				
		Any other Asian b	packground please write in				
Ε	Black,	Black Scottish or Caribbean	Black British African				
		Any other Black b	packground please write in				
F	Other	Ethnic backgroun Any other backgr	d ound please write in				
		,					