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 <br> correctly audited? | Yes |  |


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

2 Financial Check - Have you checked the Organisation is:

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

## 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 | X | No |
| :---: | :---: | :---: | :---: |
| Is the project consistent with Council priorities? | Yes | X | No |
| Does the project have open membership? | Yes | X | No |
| Have sponsorship agreements been checked? | N/A |  |  |
| 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 |
| Does the organisation have volunteer training in place? | N/A |  |  |
| Have you confidence in their ability to deliver a service? | Yes | X | 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 $\mathbf{X}$ | No |
| :--- | ---: | :--- |
| b)Ongoing training and support for volunteers | Yes $\mathbf{X}$ | No |
| c)A code of conduct for staff and volunteers | Yes $\mathbf{X}$ | No |
| d)A Code of Good Practice | Yes $\mathbf{X}$ | No |
| e)An Equal Opportunities Policy | Yes $\quad \mathbf{X}$ | No |
| f)A Policy for Managing Confidential Information | Yes $\quad \mathbf{X}$ | No |
| g)Grievance Procedure for staff and volunteers | Yes $\quad \mathbf{X}$ | No |
| h)A Disciplinary Procedure for staff and volunteers | Yes $\quad \mathbf{X}$ | 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 Officer

Date: $\quad 5^{\text {th }}$ May 2009

5 Equal Opportunities - 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.

Please tick the appropriate box to indicate the age of your client group
$\checkmark$
0-14 years
$\checkmark 15-29$ years
$\sqrt{\sqrt{2}}$ 30-44 years
$\sqrt{ }$ 45-59 years
$\sqrt{ }$ 60-74 years
$\sqrt{ } 75$ and over

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


Both

Are any of your client group disabled?


What are your clients ethnic group(s)?
A White
Scottish
$\sqrt{ }$ Other British
V Irish
$\square$ Any other White background please specify

B Mixed
$\sqrt{ }$ Any Mixed background please specify
c $\sqrt{ }$ Eastern European

D Asian, Asian Scottish or Asian British
$\square$ Indian $\quad \square$ Pakistani
$\square$ Bangladeshi
$\square$ Chinese
$\square$ Any other Asian background please write in

E Black, Black Scottish or Black British


Caribbean
$\square$ AfricanAny other Black background please write in

F Other Ethnic background
$\square$ Any other background please write in

