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 Europe	Scheme:	Leisure Development
Project Title:	European People's Festival in Cantanhede, Portugal	a) Grant requested from A&B Council	£1,000
1100.		b) Grant awarded last year?	£1,000
		c) Total Cost	£14,000
		d) How much is coming from group resources?	£12,500
		e) How much is coming from other agencies?	£500
Reason	Financial contribution towards	Grant	£1,000
for grant	the cost of travel and transport costs	Recommended:	

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes	X	No
b)) Has submitted a bank statement Yes X No			
c)) Has submitted audited/signed accounts Yes X No			
d)	Leisure and Education Development Grants: If over £2000 has			
	this grant been sent to finance?	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	tion 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:

In order to promote Argyll and Bute and Scottish culture abroad - Cowal Europe transport brochures, publicity materials, musical instruments and equipment at considerable expense to the organisation members. They also provide outfits, uniforms and sporting equipment for participants. The grant will be used to transport brochures, promotional goods etc for the business stand, musical instruments, costumes and associated costs.

Is the activity non-political?	Yes	Χ	No	
Is the project consistent with Council priorities?	Yes X No			
Does the project have open membership?	Yes	Х	No	
Have sponsorship agreements been checked?	N/A			
How many people overall will benefit from this grant?	40+			
Is the organisation well established?	Yes	X	No	
Have you identified any training needs for the organisations committee or volunteers?	Yes		No	X
Does the organisation have volunteer training in place?	Yes		No	X
Have you confidence in their ability to deliver a service?	Yes	Χ	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	Χ	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	Χ	No

Please outline reason for Grant and Recommendation

Participants will take part in a range of sporting activities including Football, Basketball, Volleyball, Tennis and Swimming. They also present a number of Scottish Cultural performances including traditional Scottish music and dance.

Cowal Europe's involvement in the People's Festival not only provides the opportunity for over 40 people from Cowal to participate in cultural and sporting activities but also entails the promotion of tourism, local businesses, goods and services.

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

5 Equal Opportunities

Ple	ease tid √	ck the appropriate 0 - 14 years	box to indicate the age of your client group 15 - 29 years
		30 - 44 years	45 - 59 years
		60 - 74 years	75 and over
PΙ	ease tid	ck the appropriate Male	box to indicate the sex of your client group
Ar	e any o	of your client group Yes	disabled? No
W	hat are	your clients ethnic	group(s)?
A	White	Scottish	Other British Irish
		Any other White b	ackground please specify
В	Mixed		ound please specify
С		Eastern Europear	
D	Asian	, Asian Scottish or Indian	Asian British Pakistani
		Bangladeshi	Chinese
		Any other Asian b	ackground please write in
E	Black,	, Black Scottish or Caribbean	Black British African
		Any other Black b	ackground please write in
F	Other	Ethnic background	d ound please write in