# 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	Yes
correctly audited?	

Applicant:	Colintraive Village Hall	Scheme:	Leisure Development
Project Title:	Annual Fete	a) Grant requested from     A&B Council	£360
Tiuc.		b) Grant awarded last year?	Nil
		c) Total Cost	£860
		d) How much is coming from group resources?	£500
		e) How much is coming	
		from other agencies?	
Reason	Towards the cost of running	Grant	Nil Award
for grant	the Annual Fete.	Recommended:	

### 2 Financial Check - Have you checked the Organisation is:

a)	Fully constituted	Yes	X	No		
b)	Has submitted a bank statement	Yes	Χ	No		
c)	Has submitted audited/signed accounts	Yes	Χ	No		
d)	d) Leisure and Education Development Grants: 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		
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 Annual Fete is not only a well attended and important community event but also provides a significant proportion of the funding required for running costs to keep the Village Hall in operation.

Is the activity non-political?	Yes	Χ	No	
Is the project consistent with Council priorities?	the project consistent with Council priorities?  Yes X No			
Does the project have open membership?  Yes X				
Have sponsorship agreements been checked?  N/A			4	
How many people overall will benefit from this grant?		350		
Is the organisation well established?	Yes	X	No	
Have you identified any training needs for the organisations	Yes		No	Χ
committee or volunteers?				
Does the organisation have volunteer training in place?	Yes	X	No	
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? – The Village Hall Committee do not work directly with children/vulnerable adults but member groups are expected to have appropriate procedures in place.

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

#### Please outline reason for Grant and Recommendation

Colintraive Village Hall provides a community focal point in an isolated rural community. It is the base for a range of community groups including Pre 5s, educational activities, leisure and recreational activities. They have also developed an all weather bowling green and a community garden which is maintained by volunteers from the community.

The Annual Village Fete is a highlight for the local community and visitors attracting upwards of 300 people. As well as promoting community spirit and identity the Fete also generates income which is used to fund the operating costs of the hall.

Funding is requested to assist with the expenditure incurred in running the Fete i.e. advertising, entertainment, catering etc.

A nil award is recommended as the applicants have received Homecoming Funding which means they are not eligible for any other leisure or cultural grant aid from the Council.

Signed:	Martin Turnbull	Assessment Offic		
Date:	5 <sup>th</sup> May 2009			
Date.	5 May 2009			

### 5 Equal Opportunities

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