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:	Isle of Bute Jazz Festival	Scheme:	Leisure Development
Project Title:	Isle of Bute Jazz Festival	a) Grant requested from A&B Council	£6,000
Title:		b) Grant awarded last year?	£3,000
		c) Total Cost	£16,450
		d) How much is coming from group resources?	£3,450
		e) How much is coming from other agencies?	£7,000
Reason for grant	Funding to assist with the running costs of the annual jazz festival.	Grant Recommended:	Nil Award

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes	Χ	No
b)	Has submitted a bank statement	Yes	Χ	No
c)	Has submitted audited/signed accounts	Yes	Χ	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		
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	X	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 Jazz Festival is established as one of the busiest weekends on Bute, however the organisers have realised that the traditional Jazz audience is changing and have made a concerted effort this year to introduce different musical genres and improve marketing of the event.

Is the activity non-political?	Yes	Х	No	
Is the project consistent with Council priorities? Yes X				
Does the project have open membership? Yes X				
Have sponsorship agreements been checked?	N/A			
How many people overall will benefit from this grant?	Approx 2,500			
Is the organisation well established?	Yes	Χ	No	
Have you identified any training needs for the organisations committee or volunteers? Yes				X
Does the organisation have volunteer training in place?	N/A			
lave 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	X No	
b)Ongoing training and support for volunteers	Yes	No	Χ
c)A code of conduct for staff and volunteers	Yes	No	Х
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

The Jazz Festival has established itself as an important event in the Bute calendar and not only attracts large numbers of visitors but also gives locals the opportunity to experience several high quality acts and performers.

The organisers are attempting to broaden the appeal of the event by including different styles of musical performance and dance. They have also developed a new marketing strategy utilising mail drops, leaflets and the internet.

The Isle of Bute Jazz Festival has again managed to attract a number of internationally recognised performers and offers an impressive line up.

The Isle of Bute Jazz Festival significantly increases tourism, creates opportunities for the local community and provides a high standard of professional arts.

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 Office		
Date:	5 th May 2009			

5 Equal Opportunities

PΙ	ease tid	e tick 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	75 and over			
PΙ	ease tid	ck the appropriate Male	box to indicate the sex of your ☐ Female	client group Both		
Ar	e any o	of your client group Yes	disabled?			
W	hat are	your clients ethnic	c group(s)?			
A	White √	Scottish	√ Other British √	Irish		
	$\sqrt{}$		ackground please specify			
		Dutch,	German, [Danish		
В	Mixed √		ound please specify			
С		Eastern European				
D	Asian	ian, Asian Scottish or Asian British Indian 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 backgroun Any other backgro	d ound please write in			