

ASSISTANCE TO VOLUNTARY ORGANISATIONS
ASSESSMENT FORM for Social Welfare Grants, Education and Leisure
Development Grants

1 Details

Name of Assessing Officer	Fay Woolnough
Have you contacted the organisation to assess this application?	yes
Have you checked that the organisation has had their accounts correctly audited?	yes

Name of Group:	Bute advice centre	Scheme:	
Key Contact Person:	Gordon Sutherland	a) Grant requested from A & B Council?	£7000.00
		b) Grant awarded last year?	£4150.00
		c) Total cost?	
		d) How much coming is from own resources?	
		e) How much coming from other agencies?	£68463.00
		Grant Recommended:	£4000.00
Reason for grant:	Grant to assist with continuation of services offered by Bute advice to the public. This includes assisting the public with completing benefit forms, appealing DWP decisions, advice on money and debt matters. By the nature of the work done by Bute advice the service is particularly used by the disadvantaged and vulnerable sections of Butes population.		

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Has submitted a bank statement	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted audited/signed accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	<u>Leisure and Education Development Grants</u> : If over £2000 have you sent this grant to finance?	Yes	<input type="checkbox"/>	x	<input type="checkbox"/>
e)	<u>Social Welfare Grants</u> : Has the grant been registered with Library Headquarters?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f)	If relevant, has the grant passed the financial check?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you checked that the organisation is within 50% of the costs for Social Welfare, Education or Development grants?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h)	Have you checked that the Council is meeting its obligations under	Yes	<input type="checkbox"/>	x	<input type="checkbox"/>

Best Value in awarding this grant, for example, if the grant is awarded will the work definitely go ahead?	
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3 General Criteria

Do you concur with the organisation in their assessment of need? Please supply a very brief summary: I agree with the assessment of need described in the application form. Given the current economic climate vulnerable members of the population in Bute would benefit greatly from impartial advice and support with debt management and accessing benefits correctly.	
Is the activity non-political?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the project consistent with Council priorities?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the project have open membership?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have sponsorship agreements been checked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How many people overall will benefit from this grant?	1100 approx
Is the organisation well established?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have you identified any training needs for the organisations committee or volunteers?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the organisation have volunteer training in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have you confidence in their ability to deliver a service?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

4 Policy and Procedures

Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults has in place a Child Protection Policy or a Vulnerable Adults Policy? yes

a) Clear recruitment policies	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
b) Ongoing training and support for volunteers	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
c) A code of conduct for staff and volunteers	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
d) A Code of Good Practice	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
e) An Equal Opportunities Policy	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
f) A Policy for Managing Confidential Information	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
g) Grievance Procedure for staff and volunteers	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>
h) A Disciplinary Procedure for staff and volunteers	Yes <input type="checkbox"/> x <input checked="" type="checkbox"/> No <input type="checkbox"/>

Signed: Fay Woolnough Assessment Officer

Date: 28.5.09

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish Other British Irish

Any other White background please specify

B Mixed

Any Mixed background please specify

C

Eastern European

D Asian, Asian Scottish or Asian British

Indian Pakistani

Bangladeshi Chinese

Any other Asian background please write in

E Black, Black Scottish or Black British

Caribbean African

Any other Black background please write in

F Other Ethnic background

Any other background please write in