

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

1 Details

Name of Assessing Officer	John Duncan
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:	Cowal Community Care Forum	Scheme: "Now we're Talking!"	
Key Contact Person:	Irene Edwards Development Officer CCCF Argyll Volunteer Centre Edward Street Dunoon	a) Grant requested from A & B Council?	£1000
		b) Grant awarded last year?	Nil
		c) Total cost?	£36,452.00
		d) How much coming is from own resources?	£5000
		e) How much coming from other agencies?	£30,452.00
		Grant Recommended:	I recommend they receive a grant
Reason for grant:	<p>This is a project to build on existing work and grasp new opportunities for partnership between service providers and service users and carers.</p> <p>Will provide:</p> <ul style="list-style-type: none"> • Participation resources • Local access points • Person Centred Planning • Support for Young People <p>Aim to</p> <ul style="list-style-type: none"> • deliver project • support service users to participate in planning groups • support isolated communities • develop pilot for young people • support 4 key service providers 		

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"/> N/A <input checked="" type="checkbox"/> No <input type="checkbox"/>
e)	<u>Social Welfare Grants</u> : Has the grant been registered with Library Headquarters?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
f)	If relevant, has the grant passed the financial check?	Yes <input checked="" 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 checked="" type="checkbox"/> No <input type="checkbox"/>
h)	Have you checked that the Council is meeting its obligations under Best Value in awarding this grant, for example, if the grant is awarded will the work definitely go ahead?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3 General Criteria

Do you concur with the organisation in their assessment of need? Please supply a very brief summary:	
This application has clear merit for the Council and CCCF.	
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 checked="" type="checkbox"/> No <input type="checkbox"/>
How many people overall will benefit from this grant?	350 with the potential for 3500
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 checked="" type="checkbox"/> No <input 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?

Work via intermediary if any contact with vulnerable adults. Management Committee are aware of issues and manage staff accordingly. AP Policy from Argyll and Bute has been sent to organisation to firm this area up.

CP work in progress. Information sent including Self Learning Pack and sample CP Policy for implementation.

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

Signed: J M Duncan

Assessment Officer

Date: 19-05-2009

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