

ASSISTANCE TO VOLUNTARY ORGANISATIONS**ASSESSMENT FORM for Social Welfare Grants, Education and Leisure****Development Grants**1 Details

Name of Assessing Officer	Laura Porter
Have you contacted the organisation to assess this application?	Yes – visited.
Have you checked that the organisation has had their accounts correctly audited?	Yes.

Name of Group:	Crossroads Bute & Cowal	Scheme:	Reprint of "Now I Know" leaflet
Key Contact Person:	Christine Bell Co-ordinator 30 George Street Dunoon	a) Grant requested from A & B Council?	£3,508.50
		b) Grant awarded last year?	None from this scheme, but £10,000 from Carers' Network Board
		c) Total cost?	£7,017
		d) How much coming is from own resources?	£3,508.50
		e) How much coming from other agencies?	None secured
		Grant Recommended:	£2,000.
Reason for grant:	Crossroads provide Carers' support and respite. This funding is requested for a project to up-date and have re-printed the "Now I Know" carers' directory. This will help carers and agencies (including Social Work and Health) to have information they require about local resources. The leaflet will also help launch the new carer's centre.		

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"/>	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	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

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: Yes, Social Work have distributed large quantities of the previous versions of the "Now I Know" leaflet and can evidence the continued demand for a resource of this type.	
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?	2,000 approx. if that many copies printed
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?

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

Signed: *Laura Lister*

Assessment Officer

Date: *06.05.09*

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish

Other British

Irish

Any other White background please specify

Other
European

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