

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

Name of Assessing Officer	Kenneth Wallace	
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:	Dunoon and Cowal Elderly Forum	Scheme:	West of Scotland Seniors Forum
Key Contact Person:	Mrs Irene Gilfillan Dunkeld Low Cluniter Innellan Dunoon PA23 7SA	a) Grant requested from A & B Council?	£460.00
		b) Grant awarded last year?	£400.00
		c) Total cost?	£1329.00
		d) How much coming from own resources?	£869.00
		e) How much coming from other agencies?	£0.00
		Grant Recommended:	£300.
Reason for grant:	<p>To maintain the forum and assist the provision of a meeting place, for hall expenses and general running costs. To promote the general welfare of the elderly by providing information and campaigning on issues. To attempt to ensure knowledge of facilities and services available too pensioners.</p> <p>The aim of the forum is to co-ordinate and channel the efforts being made by and on behalf of pensioners</p>		

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 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:					
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?		70-80			
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?

a)	Clear recruitment policies	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
b)	Ongoing training and support for volunteers	Yes	<input type="checkbox"/>	No	<input checked="" 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"/>

Please outline reason for Grant and Recommendation

To maintain the forum and assist the provision of a meeting place, for hall expenses and general running costs. To promote the general welfare of the elderly by providing information and campaigning on issues. To attempt to ensure knowledge of facilities and services available too pensioners.

The aim of the forum is to co-ordinate and channel the efforts being made by and on behalf of pensioners

Signed: 

Assessment Officer

Date: 01/05/09

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish

Other British

Irish

Any other White background please specify

American

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