

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

1 Details

Name of Assessing Officer	Lorraine Prentice
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 Senior Citizen's Club	Scheme:	
Key Contact Person:	Mrs Jean Steel Secretary	a) Grant requested from A & B Council?	£1,000
		b) Grant awarded last year?	£438
		c) Total cost?	£2,000
		d) How much coming is from own resources?	£2000
		e) How much coming from other agencies?	£430
		Grant Recommended:	Nil
Reason for grant:	For two activities run by the group – annual outing and Christmas party.		

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes
b)	Has submitted a bank statement	Yes
c)	Has submitted audited/signed accounts	Yes
d)	<u>Leisure and Education Development Grants:</u> If over £2000 have you sent this grant to finance?	N/A
e)	<u>Social Welfare Grants:</u> Has the grant been registered with Library Headquarters?	Yes
f)	If relevant, has the grant passed the financial check?	Yes
g)	Have you checked that the organisation is within 50% of the costs for Social Welfare, Education or Development grants?	Yes
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

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: The organisation provides important services to allow for the networking of groups in the community, providing support to socially excluded individuals and groups. The suggested need for administration and an office base seems reasonable.	
Is the activity non-political?	Yes
Is the project consistent with Council priorities?	Yes
Does the project have open membership?	Yes
Have sponsorship agreements been checked?	
How many people overall will benefit from this grant?	50+
Is the organisation well established?	Yes
Have you identified any training needs for the organisations committee or volunteers?	No
Does the organisation have volunteer training in place?	
Have you confidence in their ability to deliver a service?	Yes

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	
b) Ongoing training and support for volunteers	
c) A code of conduct for staff and volunteers	Yes
d) A Code of Good Practice	Yes
e) An Equal Opportunities Policy	Yes
f) A Policy for Managing Confidential Information	Yes
g) Grievance Procedure for staff and volunteers	Yes
h) A Disciplinary Procedure for staff and volunteers	Yes

Signed:

Assessment Officer

Date:

28-5-09

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish

y
e
s

Other British

y
e
s

Irish

Any other White background please specify

All white ethnic groups

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