

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

1 Details

Name of Assessing Officer	<b>John Duncan</b>	
Have you contacted the organisation to assess this application?	No	
Have you checked that the organisation has had their accounts correctly audited?	Yes	

Name of Group:	Homestart Majik	Scheme:	
Key Contact Person:		a) Grant requested from A & B Council?	
		b) Grant awarded last year?	
		c) Total cost?	
		d) How much coming is from own resources?	
		e) How much coming from other agencies?	
		Grant Recommended:	Nil
Reason for grant:	This organisation has a Service Level Agreement with the Council and receives funding from a central source. On that basis I recommend that no payment is made from the Social Welfare Grant Fund.		

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b)	Has submitted a bank statement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted audited/signed accounts	Yes	<input 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 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 Best Value in awarding this grant, for example, if the grant is awarded will the work definitely go ahead?	Yes	<input 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 type="checkbox"/> No <input type="checkbox"/>
Is the project consistent with Council priorities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the project have open membership?	Yes <input 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?	
Is the organisation well established?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you identified any training needs for the organisations committee or volunteers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the organisation have volunteer training in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you confidence in their ability to deliver a service?	Yes <input 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 type="checkbox"/>
b) Ongoing training and support for volunteers	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) A code of conduct for staff and volunteers	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) A Code of Good Practice	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) An Equal Opportunities Policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) A Policy for Managing Confidential Information	Yes <input type="checkbox"/> No <input type="checkbox"/>
g) Grievance Procedure for staff and volunteers	Yes <input type="checkbox"/> No <input type="checkbox"/>
h) A Disciplinary Procedure for staff and volunteers	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed: \_\_\_\_\_

Assessment Officer

Date: \_\_\_\_\_

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