

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:	Sandbank Senior Citizen's Club	Scheme:	Social Welfare Grant
Key Contact Person:	Mr Arthur Oliver (Treasurer) Meadowside Villa Shore Road Sandbank PA23 8QB 01369 706318	a) Grant requested from A & B Council?	£1,665.00
		b) Grant awarded last year?	£1,600
		c) Total cost?	£4,165
		d) How much coming from own resources?	£2,500
		e) How much coming from other agencies?	None
		Grant Recommended:	£769
Reason for grant:	To support older people and give them safe social opportunities. To maintain the activities of the group, including fortnightly meetings with entertainment, lunch club and outings. Costs are for food and running expenses, so all activities and meals can be subsidised.		

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"/>

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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, there are large numbers of older people benefiting from this club – including people in the nearby sheltered housing development. The Lunch Club activity in particular has known health benefits for older people living alone.	
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"/> Not applicable
How many people overall will benefit from this grant?	approx. 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? (food hygiene certificates in place)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the organisation have volunteer training in place?	Yes <input type="checkbox"/> No <input checked="" 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"/> No employees
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 type="checkbox"/> No <input checked="" type="checkbox"/>
f) A Policy for Managing Confidential Information	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No computerised records held.
g) Grievance Procedure for staff and volunteers	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
h) A Disciplinary Procedure for staff and volunteers	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Signed:

Laura Patten

Assessment Officer

Laura Kater

Date:

6/05/09

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

No

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