

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

1 Details

Name of Assessing Officer	Liz Marion		
Have you contacted the organisation to assess this application?	Yes		
Have you checked the Auditor is independent and qualified?			
Applicant:	Dunoon & Cowal Business Association	Scheme:	<b>Leisure Development</b>
Project Title:	Cowal International Youth Soccer Festival	a) Total cost of project	£2,000
		b) How much is funded from group resources?	£1,000
		c) How much is coming from other agencies	0
		d) Grant requested from A & B Council?	£1,000
		Grant Recommended:	£1,000
Reason for grant	Preliminary marketing and research for main project due to take place July 2010.	Grant awarded last year (2008/09)	Nil

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	New organisation with no audited accounts at present – *see additional information	
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 the Lochgilphead Office.	N/A	
f)	If relevant, has the grant passed the financial check?	N/A	
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:

Dunoon and Cowal Business Association are planning a Cowal International Youth Soccer Festival in July 2010. This is aimed at increasing opportunities for young people to take part in football activities and to meet young people from other countries in Europe. The festival will attract many visitors to the Cowal Area and will increase investment in the area.

The grant requested in this application is to allow the Dunoon and Cowal Business Association to carry out initial activities to arrange main activity. The funding would be used for research, meetings and marketing for the main event.

The grant would allow Dunoon and Cowal Business Association to establish the level of involvement and local partnership working that can be achieved. The initial research will

strengthen the funding applications that are being prepared for the main event. There is a need to publicise the event with foreign groups as soon as possible to measure the level of participation from these groups. I feel that this grant would give a firm basis for the project.			
Is the activity non-political?	Yes <input type="checkbox"/>	No <input checked="" 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?	N/A		
How many people overall will benefit from this grant?	2,000		
Is the organization well established?	New organisation established March 09		
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 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

If the Organisation works with a child/children under 18 or a vulnerable adult/s do they meet the following criteria?

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"/>

Additional Information
<p>For the purposes of this grant there will be no involvement with children under 18 or vulnerable adults.</p> <p>For the main project there will be a need for the relevant policies to be in place and the Association is working towards this at present. Given commitment to have these in place for the event.</p> <p>*Although this organisation is fairly new they have put together a robust business plan and action plan for the project and I am confident that if funding is procured they will be able to deliver the project.</p> <p>The grant they are seeking at present is for start up costs and additional funding will be sought for the main project from a number of funders.</p>

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Specific Criteria
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| <ul style="list-style-type: none"><li>• Attracting inward investment</li><li>• Sustaining and developing indigenous business</li><li>• Improve skills and qualifications of workforce</li><li>• Increased opportunities for young people to take part in a range of football related activities.</li></ul> |
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Signed: Liz Marion

Assessment Officer

Date: 15<sup>th</sup> October 2009

assmntform09-10