

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

1 Details

Name of Assessing Officer	Laura Porter – Area Manager
Have you contacted/visited the organisation to assess this application? *	Contacted <input checked="" type="checkbox"/> Visited <input type="checkbox"/>

***Please note if grant has not been checked and approved it cannot go ahead**

Name of Group:	PACCT People and Agencies of Cowal Coming Together	Scheme:	Social Welfare
Key Contact Person:	Marjory Barton Red Cross Centre George St Dunoon	a) Grant requested from A & B Council?	£2,714.81
		b) Grant awarded last year?	£1,000
		c) Total cost?	£5,714.81
		d) How much coming is from own resources?	£2,000
		e) How much coming from other agencies?	£1,000
		Grant Recommended:	£2,000
Reason for grant:	PACCT is a service-user led organisation that meets regularly and organises weekly activities including a music group and arts and crafts. While activities vary, they have special events such as the Ceilidh club, Theatre trips and organise occasional larger events like Health information days, bus trips, and other outings. The grant is to mainly cover costs such as accommodation rental and administration costs, but the organisation exists to bring together local people and support agencies to promote social inclusion and user led activities. To assist in the provision of facilities and widen access to mainstream opportunities for recreation, sports, environmental activities and community events – and produce a calendar of local events – so people with disabilities stay active.		

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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	If relevant, has the grant passed the financial check?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
f)	<u>Social Welfare Grants:</u> Has the grant been registered with Library Headquarters?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you checked that the organisation is within 50% of the costs for the relevant grant scheme?	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: PACCT have been running for more than 8 years now and is a very successful association of service users and the provider organisations who support them to organise social activities to improve clients' inclusion and well being. Grant support is essential to cover some rental and administrative costs to support the service users to organise their meetings and outings – though volunteer and peer support is the main part of what they do. Those with Learning Disabilities, Physical disabilities and mental ill health are equally included in the activities, which are open to all in the community.					
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	N/A	
How many people overall will benefit from this grant?	200+				
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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
b) Ongoing training and support for volunteers	Yes	<input checked="" type="checkbox"/>	No	<input 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"/>

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
