

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

1 Details

Name of Assessing Officer	Fay Woolnough
Have you contacted/visited the organisation to assess this application? *	Contacted x <input type="checkbox"/> Visited <input type="checkbox"/>

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

Name of Group:	Bute Advice Centre	Scheme:	Social Welfare
Key Contact Person:	Mr Gordon Sutherland	a) Grant requested from A & B Council?	£7000
		b) Grant awarded last year?	£4000
		c) Total cost?	£77,652
		d) How much coming is from own resources?	Any shortfall
		e) How much coming from other agencies?	£70,652
		Grant Recommended:	£4000
Reason for grant:	To allow the organisation to continue to provide advice and information free of charge to anyone in the community who needs it. The service is particularly used by the vulnerable and disadvantaged sections of the population in Bute. The service provides debt counselling, general housing advice , general welfare rights.		

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes	x <input type="checkbox"/>	No	<input type="checkbox"/>
b)	Has submitted a bank statement Reserve account	Yes	x <input type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted audited/signed accounts This is with Auditors, general accounts submitted £141023.00	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)	If relevant, has the grant passed the financial check?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f)	<u>Social Welfare Grants:</u> Has the grant been registered with Library Headquarters? It was sent to Kilmory	Yes	<input 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 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	x <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: Bute has reasonably high levels of unemployment, poverty and debt so I agree the need is in the community for this service.	
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? Bute advice is not sponsored	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
How many people overall will benefit from this grant?	11023 approx
Is the organisation well established? Established 1984	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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 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 type="checkbox"/> No <input type="checkbox"/>
h) A Disciplinary Procedure for staff and volunteers	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Signed: Fay Woolnough

Assessment Officer

Date: 27/5/10 (resubmitted electronically 21/7/10)

5 Equal Opportunities

What are the clients ethnic group(s)? All ethnic groups can use this service

A White
 xx 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