

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

1 Details

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

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

Name of Group:	Sandbank Senior Citizens Club	Scheme:	Social Welfare
Key Contact Person:	Arthur Oliver	a) Grant requested from A & B Council?	£2,430
		b) Grant awarded last year?	£769
		c) Total cost?	£4,930
		d) How much coming is from own resources?	£2,500
		e) How much coming from other agencies?	Membership £10 per year.
		Grant Recommended:	£762
Reason for grant:	To enable outings and speakers to visit the club.		

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 checked="" 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?	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 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 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 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"/> N/a
How many people overall will benefit from this grant?	80+ doors open to non members
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 type="checkbox"/> No <input checked="" type="checkbox"/>
Does the organisation have volunteer training in place?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> ongoing
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 checked="" type="checkbox"/> No <input type="checkbox"/>
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 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: Kay Roberts

Assessment Officer

Date: 4/6/10 *

*Insufficient information supplied on original handwritten form.
Information added by E Bellshaw 21/7/10

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