

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/visited the organisation to assess this application? *	Contacted <input checked="" type="checkbox"/> Visited <input checked="" type="checkbox"/>

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

Name of Group:	Cowal Dog Training Club	Scheme:	Third Sector
Key Contact Person:	Mrs Agnes Campbell Eileagan 47 Kilbride Road Dunoon PA23 7LN Tel: 01369 707047 agnes@eileagan.co.uk	a) Grant requested from A & B Council?	£1,306
		b) Grant awarded last year?	£0 – last award over 5 years ago
		c) Total cost?	£1,306
		d) How much coming is from own resources?	£0
		e) How much coming from other agencies?	£0
		Grant Recommended:	0
Reason for grant:	To train an instructor to National Dog Instructor level and to promote responsible dog ownership by erecting two dog waste disposal bins and providing members of the public with free dog waste sacks.		

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?	N/A	
e)	If relevant, has the grant passed the financial check?	N/A	
f)	<u>Social Welfare Grants:</u> Has the grant been registered with Library Headquarters?	N/A	
g)	Have you checked that the organisation is within 50% of the costs for the relevant grant scheme?	Request exceeds 50% - recommendation for 50%	
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: Dog fouling issues have been identified on a number of occasions as being a major concern to the public. The activity would promote responsible dog ownership and if successful would improve the environment. The group does however need to establish if permission is required for the erection of the proposed bins. It also has to be able to state how the bins are to be maintained and emptied. As a result of these concerns the recommendation is conditional on these two matters being in place before the money could be released to the group.	
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 checked="" type="checkbox"/>
How many people overall will benefit from this grant?	80+ members and the public in general
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 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?
NB All children are accompanied by a parent or guardian

a) Clear recruitment policies	Yes <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> No <input checked="" type="checkbox"/>
f) A Policy for Managing Confidential Information	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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: Liz Marion

Assessment Officer

Date: 18 June 2010

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