

**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 type="checkbox"/> Visited <input checked="" type="checkbox"/>

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

Name of Group:	Dunoon Burgh Hall Project Group	Scheme:	Events and Festivals
Key Contact Person:	Mr Colin Macpherson 59 Bullwood Road Dunoon PA23 7QJ  Day: 07831634746  Evening: 07831634746  Email: info@abbotsbrae.co.uk	a) Grant requested from A & B Council?	£6,000
		b) Grant awarded last year?	LEADER 2007 – 2013 £35,000
		c) Total cost?	£6,500
		d) How much coming is from own resources?	£500
		e) How much coming from other agencies?	£0
		Grant Recommended:	£3,250
Reason for grant:	The grant will be used to run a series of events during Cowal Games in August 2010. Events will consist of 2 evenings of live music and entertainment and a Saturday Open Day. The aim is to create opportunities for live performances in the community.		

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. Newly formed group – copy of business plan attached	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
d)	<u>Leisure and Education Development Grants</u> : If over £2000 have you sent this grant to finance?	Awaiting response from finance	
e)	If relevant, has the grant passed the financial check?	Awaiting response from finance	
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?	Recommendation is for 50% of cost	
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: The Cowal Games Week is a well established event in Cowal and the Burgh Hall has taken an active role in the event. I am certain the Dunoon Burgh Hall Project Group will be able to deliver the proposed programme of events.	
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?	?
Is the organisation well established? Burgh Hall Project Group established 2008 and Burgh Hall Trust established April 2010	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 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 type="checkbox"/> No <input checked="" 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 In Process	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: 29<sup>th</sup> 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