

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 type="checkbox"/>

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

Name of Group:	Innellan Public Hall Trust	Scheme:	Events and Festivals
Key Contact Person:	Ms Alison McCrossan Woodlands Glenacre Innellan PA23 7TL Day:- 07909 782157 Evening:- 01369 830552 Email:- alimc@quay46.fslife.co.uk	a) Grant requested from A & B Council?	£500
		b) Grant awarded last year?	None
		c) Total cost?	£2633
		d) How much coming is from own resources?	£2133
		e) How much coming from other agencies?	£0
		Grant Recommended:	£500
Reason for grant:	A contribution towards the publication of an archive record of the Village of Innellan covering the period 1898 – 1921.		

2 Financial Check – Have you checked the Organisation is:

a)	Fully constituted	Yes	✓	No	<input type="checkbox"/>
b)	Has submitted a bank statement	Yes	✓	No	<input type="checkbox"/>
c)	Has submitted audited/signed accounts	Yes	✓	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?	Yes	✓	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	✓	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 proposal for producing the archive has received support from all areas of Innellan. A draft of the proposed document has been produced and is of a high standard and quality. The proposed document will be a valuable source of information for a wide range of people. It promotes the area and its history.	
Is the activity non-political?	Yes <input type="checkbox"/> No <input checked="" 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?	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? Induction Pack covers training needs.	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 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 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: 17th November 2010

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