

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****1 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Coisir Ceann an Tuirc	
Contact Person in Organisation	David Paterson	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£225	
b) Grant awarded last year?	£140	
c) Total Project cost?	£450	
d) How much coming from own resources?	£225	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£125	
Reason for grant:	<i>To assist with Gaelic and Music Workshop and mobile recording expenses.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This is a repeat application coming in each year - the Third Sector Grant scheme is not intended to fund projects on an on-going basis. This group has not sought other external funding however, they aim to produce their CD later this year and will have to fundraise / source funding for this purpose. This will therefore be the last recording session.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

This is the final year of their recordings – the CD is being produced later this year.

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

**3 General Criteria**

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?	21		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

**4 Policy and Procedures**

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a		
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No
Comments :				

**Signed: Laura Macdonald**

**Designation: Community Development Officer**

**Date: 20/03/2012**