2012-13

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

1 <u>Details</u>

Name of Assessing Officer		Laura Macdonald					
Name of Organisation			Development Coll				
Conta	ct Perso	on in Organisation	Emma Grant				
applic	cation?	tacted/visited the o				Contacted √ Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.							
Name	: Kevin	Baker	Designation :	Library & Cultu	ıre D	evelopment Officer	
_	Sector			Events and Fe	stiva	ls	
		rested from A & B C	ouncil?	£4,000			
		rded last year? ect cost?		n/a £34,300			
c) Total Project cost? d) How much coming from own reso			resources?	£20,800			
e) Ho	w much	coming from other	agencies?	£9,500			
f) Grant Recommendation				£1,500			
Reason for grant: Contribution towards opening event for new community centre and bunkhouse – workshops, entertainment, staffing, event infrastructure.						and bunkhouse –	
Pleas	e tick w	hich of the following	g is being addre	essed:			
a)		sing Social Inclusion	<u> </u>				
b)	b) Alleviation of rural isolation						
c) Community Capacity Building							
d)							
e)	e) Positive impact on local communities						
f) Improvement of health and wellbeing							
g)	Positive impact on the local environment						
Have you received an end of project report for the previous grant award? n/a							
Do you concur with the organisation in their assessment of need? Please supply a very brief summary							
This is an ambitious event which has scope to be scaled back if the organisation does not							
manage to secure all the funding. The remote location and logistics of attracting people to the							
opening event have motivated them to develop a four day festival consisting of a wide variety							
of events. The group also received funding from the Oban, Lorn and the Isles Area Committee towards the construction of the centre – an award of £1,500 is recommended.							
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?							
n/a							

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	Yes No		
	accounts			
d)	Has submitted audited/signed accounts (or signed financial	Yes √ No		
	projections if a new group).			
e)	Within 50% of the costs for the project/activity	Yes √ No		
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes √ No		
h)	A marketing plan for the activity	Yes √ No		
i)	A previous event budget	Yes No √		
j)	A planning framework with clear ownership, responsibility	Yes √ No		
	and liability for the event			
k)	Evidence of appropriate insurance coverage	Yes No √		
l)	Compliance with all relevant legal and licensing requirements	Group working with		
		Lorn Events Team		
m)	Letters of support from other funders or local organisations	Contributions of other		
		groups are listed		

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?	Yes √ No
e)	How many people overall will benefit from this grant?	Approx. 400
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?	Group are already speaking to AVA about requirements
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

Signed: Laura Macdonald

Designation: Community Development Officer Date: 20/03/2012