

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
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 and liability for the event	Yes	√ No
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