

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	Yes	No ✓
m)	Letters of support from other funders or local organisations	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?	Yes	No ✓
e)	How many people overall will benefit from this grant?	1000+ competitors with 3,000 visitors to the area.	
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	n/a	
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: .22/03/2012