

**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   | North Argyll Car Share Scheme  |                                     |
| Contact Person in Organisation   | Christina Wills  |                                     |
| Have you contacted/visited the organisation to assess this application?  | Contacted <input checked="" type="checkbox"/><br>Visited   |                                     |
| Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.  |  |                                     |
| Name: Rowan Seddon                      Designation: Community Transport Officer   |  |                                     |
| Third Sector <input checked="" type="checkbox"/>   | Events and Festivals <input type="checkbox"/>  |                                     |
| a) Grant requested from A & B Council?   | £9928  |                                     |
| b) Grant awarded last year?  | n/a – has received other council funding until now   |                                     |
| c) Total Project cost?   | £22,168  |                                     |
| d) How much coming from own resources?   | £9,900   |                                     |
| e) How much coming from other agencies?  | £3,000   |                                     |
| f) Grant Recommendation  |  |                                     |
| Reason for grant:  | <i>Contribution towards staffing, volunteer costs, insurance etc., to continue a voluntary community car share transport scheme.</i> |                                     |
| <b>Please tick which of the following is being addressed:</b>  |  |                                     |
| a)   | Addressing Social Inclusion  | <input checked="" type="checkbox"/> |
| b)   | Alleviation of rural isolation   | <input checked="" 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 checked="" type="checkbox"/> |
| <b>Have you received an end of project report for the previous grant award? Yes No</b>   |  |                                     |
| <b>If No, please give a reason</b>   |  |                                     |
| n/a – previously funded through Rural Transport Scheme   |  |                                     |
| <b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>   |  |                                     |
| There is a chance that this group may receive Rural transport Scheme funding – any recommendation should therefore be postponed until the next round to establish an accurate picture. |  |                                     |
| <b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>   |  |                                     |

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 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?   | Yes |   | No |   |
| e) | How many people overall will benefit from this grant?                                 | 110 |   |    |   |
| 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? | Yes | No |
| 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: 26/03/2012**