

**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	OASIS	
Contact Person in Organisation	Nichola MacGillivray	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> / Visited <input type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£5,000	
b) Grant awarded last year?	n/a but groups were awarded £5,000 at the end of the previous financial year which was spent last year.	
c) Total Project cost?	£37,000	
d) How much coming from own resources?	£15,000	
e) How much coming from other agencies?	£17,000	
f) Grant Recommendation	Not recommended	
Reason for grant:	<i>Contribution to provision of day programmes for service users</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 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 checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? <b>Yes</b> <b>No</b>		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		

This group were awarded a grant of £5,000 at the end of financial year 2010/11 to contribute to staff training to launch this programme in 2011/12. This was a one of grant to launch the programme and allow them time to secure further funding – it was not an on-going commitment to running the service. The organisation receives funding from Argyll and Bute council to contribute to its core service provision. No grant 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 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?	20+	
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: 07/03/2012**