

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****1 Details**

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|--|--|-------------------------------------|
| Name of Assessing Officer | Laura Macdonald | |
| Name of Organisation | Oban and Lorn Sports Festival | |
| Contact Person in Organisation | Nick Wesley | |
| Have you contacted/visited the organisation to assess this application? | Contacted <input checked="" type="checkbox"/> Visited | |
| Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. | | |
| Name: Willie Young Designation: Community Sport Leader Manager | | |
| Third Sector <input type="checkbox"/> | Events and Festivals <input checked="" type="checkbox"/> | |
| a) Grant requested from A & B Council? | £1,750 | |
| b) Grant awarded last year? | Biennial application - | |
| c) Total Project cost? | £7,600 | |
| d) How much coming from own resources? | £700 | |
| e) How much coming from other agencies? | £5150 | |
| f) Grant Recommendation | 800 | |
| Reason for grant: | <i>To contribute to the Oban and Lorn Sports Festival Thursday November 8th – Sunday November 11th</i> | |
| Please tick which of the following is being addressed: | | |
| a) | Addressing Social Inclusion | |
| b) | Alleviation of rural isolation | |
| c) | Community Capacity Building | |
| d) | Enhancement of quality of life for residents and visitors | |
| 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 | |
| Have you received an end of project report for the previous grant award? Yes No | | |
| If No, please give a reason | | |
| | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | |
| This festival celebrates sporting prowess and participation and is particularly pertinent in an Olympic year. However, the third sector grants scheme is not intended as a repeat funding stream and a reduced award of £800 is recommended, pending submission of additional documentation. | | |
| 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 |
| Additionally, for Events and Festivals, have you checked the Organisation has: | | | |
| g) | A viable business plan | To be submitted | |
| h) | A marketing plan for the activity | To be submitted | |
| i) | A previous event budget | Yes | √ No |
| j) | A planning framework with clear ownership, responsibility and liability for the event | To be submitted | |
| k) | Evidence of appropriate insurance coverage | To be submitted | |
| l) | Compliance with all relevant legal and licensing requirements | To be submitted | |
| m) | Letters of support from other funders or local organisations | To be submitted | |

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? | | |
| 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 Office

Date: 2/04/2012