

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

**Please note all grants must be registered with Community Services, Kilmory**

1 **Details**

<b>Name of Assessing Officer</b>		Liz Marion	
<b>Have you contacted/visited the organisation to assess this application?</b>			Contacted
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>			
<b>Name:</b>		<b>Designation:</b>	
<b>Name of Organisation</b>	Oban and Lorn Branch Alzheimer Scotland	<b>Third Sector</b>	<input checked="" type="checkbox"/>
		<b>Events and Festivals</b>	<input type="checkbox"/>
<b>Key Contact Person:</b>	Elizabeth Little	a) Grant requested from A & B Council?	£1,000
		b) Grant awarded last year?	£0
		c) Total Project cost?	£3,650
		d) How much coming from own resources?	£1,000
		e) How much coming from other agencies?	£1650
		f) Grant Recommended:	£1,000
<b>Reason for grant:</b>	To employ a paid singing group leader to lead weekly singing and activity group for people with dementia/ memory and communication problems and their carers.		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
Up to date this activity has been led by a volunteer and has proved very successful. The activities are well proven method which enables people with dementia to sustain their abilities for longer than otherwise would be the case. I am fully confident that the organisation can deliver its objectives.			
<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	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>		
f)	A viable business plan	Yes No
g)	A marketing plan for the activity	Yes No
h)	A previous event budget	Yes No
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes No
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	Yes No
k)	Compliance with all relevant legal and licensing requirements	Yes No
l)	Letters of support from other funders or local organisations	Yes No

## 3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	23
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

## 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 a Vulnerable Adults Policy? If No, can you please refer to Children and Families Section, Social Work?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

**Signed: E A Marion**

**Designation: Community Development Officer Date: 16 March 2012**