

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Oban & Lorn Lions Club	
<b>Contact Person in Organisation</b>	Jim Edge	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc. n/a</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£778	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£1,556.80	
<b>d) How much coming from own resources?</b>	£778.80	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	£778	
<b>Reason for grant:</b>	<i>Contribution towards the purchase of fleece jackets and waterproofs for volunteer marshalling at community events.</i>	
<b>Please tick which of the following is being addressed:</b>		
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	
g)	Positive impact on the local environment	
<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		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
Oban & District Lions provide volunteer marshalls for a variety of community events, reducing security costs for other community groups and organisations. This grant would enable them to buy warm and waterproof clothing to provide some protection for their volunteers. An award of £778 is recommended.		
<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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>				
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?	5000+		
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	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**