

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	Oban Winter Festival	
Contact Person in Organisation	Pamela Lockhart	
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:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£9,054	
b) Grant awarded last year?	£4,302	
c) Total Project cost?	£19,554	
d) How much coming from own resources?	£4,500	
e) How much coming from other agencies?	£6,000	
f) Grant Recommendation	£3,440	
Reason for grant:	<i>To promote the Winter Festival at a national and local level and provide new activities as well as supporting the Victorian market and Reindeer Parade.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
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		
The Oban Winter Festival was very successful last year and pulled together three grant recipients. The event was well attended and the group wish to continue to build on their success however, the Third Sector Grants are not intended to be a repeat stream of funding and awarding more than the previous year may create an expectation that cannot be sustainable. The recommendation is for £3440.00		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

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	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	Evidence of previous year's with commitment to this year from group	
l)	Compliance with all relevant legal and licensing requirements	Group have stated they will work with LORN events team	
m)	Letters of support from other funders or local organisations	Support statements included event report	

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?	8000+	
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	n/a	
h)	Grievance Procedure for staff and volunteers	Working on this	
i)	A Disciplinary Procedure for staff and volunteers	Working on this	

Signed: .Laura Macdonald
Designation: Community Development Officer

Date: 12/03/2012