

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	Mull & Iona Community Trust	
Contact Person in Organisation	Sian Scott	
Have you contacted/visited the organisation to assess this application?	Contacted	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 checked="" type="checkbox"/>	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?	£3,000	
b) Grant awarded last year?	£1,000	
c) Total Project cost?	£54,985.34	
d) How much coming from own resources?	£2,000	
e) How much coming from other agencies?	£49,985.34	
f) Grant Recommendation	£1,000	
Reason for grant:	Contribution towards ballot of local businesses to find out if a BID area should be established on Mull and Iona – costs include staff time, travel costs, meeting room hire, printing / postage etc.,	
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	✓
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 <input checked="" type="checkbox"/> 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 community consultation part of the BIDS process is a key element in establishing whether the community supports the process – to do a consultation well and reach the required turnout, requires an investment of time and resources.		

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?	Group estimates 3,000		
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 for this project		
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