

**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   | Island Parrot Sanctuary   |                                     |
| Contact Person in Organisation   | Donna Beveridge   |                                     |
| Have you contacted/visited the organisation to assess this application?  | Contacted <input checked="" type="checkbox"/><br>Visited  |                                     |
| Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. n/a  |   |                                     |
| Name:  | Designation:  |                                     |
| Third Sector <input checked="" type="checkbox"/>   | Events and Festivals <input type="checkbox"/>   |                                     |
| a) Grant requested from A & B Council?   | £2,300  |                                     |
| b) Grant awarded last year?  | n/a   |                                     |
| c) Total Project cost?   | £11,300   |                                     |
| d) How much coming from own resources?   | £1,500  |                                     |
| e) How much coming from other agencies?  | £7,500  |                                     |
| f) Grant Recommendation  | £500  |                                     |
| Reason for grant:  | The sanctuary intends to offer a few public open days during Kerrera's high season, offering educational activities for families. |                                     |
| <b>Please tick which of the following is being addressed:</b>  |   |                                     |
| a)   | Addressing Social Inclusion   | <input type="checkbox"/>            |
| b)   | Alleviation of rural isolation  | <input type="checkbox"/>            |
| c)   | Community Capacity Building   | <input type="checkbox"/>            |
| d)   | Enhancement of quality of life for residents and visitors   | <input type="checkbox"/>            |
| e)   | Positive impact on local communities  | <input checked="" type="checkbox"/> |
| f)   | Improvement of health and wellbeing   | <input type="checkbox"/>            |
| g)   | Positive impact on the local environment  | <input type="checkbox"/>            |
| Have you received an end of project report for the previous grant award? n/a   |   |                                     |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary  |   |                                     |
| The sanctuary intend to offer a few public open days during Kerrera's high season, offering educational activities for families. It is intended that the resulting donations would contribute to the sustainability of the sanctuary, as well as offering a family activity for tourists / walkers in the South End of the island. |   |                                     |
| 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?                                 | 20 – 50 visitors a day |    |
| 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 |
| Comments : |  |        |

**Signed: Laura Macdonald**

**Designation: .Community Development Officer**

**Date: .24/03/2012**