2012-13

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			Clan MacLean Association				
Conta	ct Perso	on in Organisation	Lt Col Donald I	MacLean			
Have you contacted/visited the organisation to application?					\	Contacted √ Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.							
Name	: n/a		Desig	nation:			
Third	Sector			Events and Festivals			
		ested from A & B C	ouncil?	£2,995			
		rded last year?		n/a			
c) Tot	tal Proje	ect cost?		£10,995			
		coming from own		£8,000			
		coming from other	agencies?	n/a			
		ommendation		£1,100			
Reason for grant: Hire and erection of marquee and temporary toilets as well as hire of Aros Hall for congress and clan dance.							
Please		hich of the following	g is being addre	essed:			
a)	Address	sing Social Inclusion					
b)	Alleviati	ion of rural isolation					
c)	Community Capacity Building						
d)	Enhancement of quality of life for residents and v			/isitors √			
e)	Positive impact on local communities						
f)	Improvement of health and wellbeing						
g)	Positive impact on the local environment						
Have y	you rec	eived an end of pro	ject report for th	ne previous gran	nt awa	rd? Yes No	
If No,	please (give a reason					
n/a							
Do you concur with the organisation in their assessment of need? Please supply a very							
brief summary							
This week long event will be held on the Isle of Mull, and it is predicted will attract visitors to							
the area, in line with the requirements for events and festivals. An award of £1100 is recommended.							
If the organisation has received funding over the previous 2 years please justify reason							
	awardir	ng 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			
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	n/a			
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes √ No			
k)					
	Evidence of appropriate insurance coverage	Yes √ No			
l)	Evidence of appropriate insurance coverage Compliance with all relevant legal and licensing requirements	Yes √ No Aware of licensing requirements			

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	 charges
d)	Have sponsorship agreements been checked?	n/a	
		800	
e)	How many people overall will benefit from this grant?		
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	$\sqrt{}$
d)	A code of conduct for staff and volunteers	Yes	No	$\sqrt{}$
e)	A Code of Good Practice	Yes	No	$\sqrt{}$
f)	An Equal Opportunities Policy	Yes	No	$\sqrt{}$
g)	A Policy for Managing Confidential Information	Yes	No	$\sqrt{}$
h)	Grievance Procedure for staff and volunteers	Yes	No	$\sqrt{}$
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	$\sqrt{}$

Signed: Laura Macdonald Designation: Community Development Officer

Date: 8/2/2012