

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

Name of Assessing Officer	Morevain Martin	
Name of Organisation	Cove Burgh Hall	
Contact Person in Organisation	Mr S Malzer	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b> _____ <b>Designation:</b> _____		
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£3350	
b) Grant awarded last year?	£2000	
c) Total Project cost?	£7700	
d) How much coming from own resources?	£3350	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£0 (capital spend)	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> This application is for capital spend (now female toilets) as defined in the criteria	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	X
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	X
e)	Positive impact on local communities	X
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>		
<ul style="list-style-type: none"> <li>• The current female toilets are not fit for purpose</li> <li>• The hall is used by a wide variety of community organisations</li> <li>• The hall delivers a service to a rurally deprived area</li> </ul>		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

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**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Awaiting report
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

**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	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
b)	Is the project consistent with Council priorities?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	n/a
e)	How many people overall will benefit from this grant?	All female users of the hall
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

**4 Policy and Procedures**

	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?	Not required by CRBS	
a)		Yes	No
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 :

**5 Equal Opportunities**

What are the clients ethnic group(s)?

OPEN TO ALL

**A** White

Scottish

Other British

Irish

Any other White background please specify

**B** Mixed

Any Mixed background please specify

**C**

Eastern  
European

**D** Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background please write in

**E** Black, Black Scottish or Black British

Caribbean

African

Any other Black background please write in

**F** Other Ethnic background

Any other background please write in

**Signed:** .....

**Designation:** .....

**Date:** .....