

**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		Helensburgh Heritage Trust	
Contact Person in Organisation		Mr S Noble	
Have you contacted/visited the organisation to assess this application?			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?		£4300	
b) Grant awarded last year?		n/a	
c) Total Project cost?		£21,800	
d) How much coming from own resources?		£500	
e) How much coming from other agencies?		£17,000	
f) Grant Recommendation		£3,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide a number of events to celebrate the bicentenary of the paddle steamer Comet. These include an archway, steamboat event, sailing competition.		
<b>Please tick which of the following is being addressed:</b>			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
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		X
<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 this organisation has not previously applied for third sector funding			
<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 organisation has managed to secure funding from a wide variety of partners</li> <li>This is a historical event in which Helensburgh played a major part.</li> </ul>			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			

n/a

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

a)	Has passed financial check	To be confirmed
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
h)	A marketing plan for the activity	Yes
i)	A previous event budget	n/a
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

**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?	Substantial long and short term benefits to both residents and visitors
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**

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?	This organisation does not need VPG policies to deliver their service	
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 residents and visitors to Helensburgh.

**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:** .....