

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	Rosneath Peninsula Highland Gathering	
Contact Person in Organisation	Mrs E Smith	
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?	£5908	
b) Grant awarded last year?	£5100	
c) Total Project cost?	£12020	
d) How much coming from own resources?	£1112	
e) How much coming from other agencies?	£5000	
f) Grant Recommendation	£1,500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> <ul style="list-style-type: none"> • Hire of field, safety fencing, toilets, entrance kiosks, etc • Advertising, trophies and sound system 	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	X
c)	Community Capacity Building	X
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	
Have you received an end of project report for the previous grant award? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
<ul style="list-style-type: none"> • This is a well established event that attracts a large number of visitors and participants • This event is held in a recognised area of high deprivation 		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

This organisation works hard towards sustainability and each year has secured a wider number of funders

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	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	To be confirmed
l)	Compliance with all relevant legal and licensing requirements	To be confirmed
m)	Letters of support from other funders or local organisations	Yes + MPs and MSPs

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?	Yes
e)	How many people overall will benefit from this grant?	1000 to 1500
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?	Not required by CRBS	
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: