

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 West Community Development Trust` | |
| Contact Person in Organisation | Mr M MacDonald | |
| Have you contacted/visited the organisation to assess this application? | Contacted | |
| 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 checked="" type="checkbox"/> | Events and Festivals <input type="checkbox"/> | |
| a) Grant requested from A & B Council? | £2000 (below 50% of cost) | |
| b) Grant awarded last year? | £0 | |
| c) Total Project cost? | £4250 | |
| d) How much coming from own resources? | £0 | |
| e) How much coming from other agencies? | £2250 | |
| f) Grant Recommendation | £2000 | |
| Reason for grant: | <i>(Please be specific as this will inform the subsequent contract)</i> The hosting of a number of events to celebrate the Sea Change Festival including a parade, poetry workshops, film show, music by the sea and artist workshop with PS children | |
| Please tick which of the following is being addressed: | | |
| a) | Addressing Social Inclusion | X |
| 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 | X |
| Have you received an end of project report for the previous grant award? Yes No | | |
| If No, please give a reason n/a | | |
| This organisation has not previously applied for funding | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | |
| <ul style="list-style-type: none"> The organisation supports local volunteers to deliver services to a rural community The organisation works closely with a variety of partners | | |
| 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 | 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 | 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? | Yes | |
| e) | How many people overall will benefit from this grant? | 1200 pupils in school up to 2000 from the wider community | |
| 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: