

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

<b>Name of Assessing Officer</b>		Morevain Martrin	
<b>Name of Organisation</b>		Cove & Kilcreggan Old People Welfare Association	
<b>Contact Person in Organisation</b>		Mrs P Dickson	
<b>Have you contacted/visited the organisation to assess this application?</b>			Contacted
<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"/>	
<b>a) Grant requested from A &amp; B Council?</b>		£1112	
<b>b) Grant awarded last year?</b>		£510	
<b>c) Total Project cost?</b>		£2225	
<b>d) How much coming from own resources?</b>			
<b>e) How much coming from other agencies?</b>			
<b>f) Grant Recommendation</b>		£280	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> Bus hire and hospitality for seniors event		
<b>Please tick which of the following is being addressed:</b>			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>	
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>	
g)	Positive impact on the local environment		
<b>Have you received an end of project report for the previous grant award? Yes</b>			
<b>If No, please give a reason</b>			
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
All of the client group have limited incomes and experience social isolation.			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			
This is a well established organisation but it is finding it difficult to access funds from other sources. Their clients are all on limited low incomes.			

## 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?	To the over 60's in the area
d)	Have sponsorship agreements been checked?	n/a
e)	How many people overall will benefit from this grant?	60 to 80
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 residents over the age of 60.

**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:** .....