

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 | Ardencaple Boys Club | |
| Contact Person in Organisation | Mr E Birss | |
| 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: | Martin Caldwell | Designation: Lower Schools Sports Coordinator |
| Third Sector Yes | Events and Festivals | <input type="checkbox"/> |
| a) Grant requested from A & B Council? | £660 | |
| b) Grant awarded last year? | £0 | |
| c) Total Project cost? | £1,320 | |
| d) How much coming from own resources? | £660 | |
| e) How much coming from other agencies? | £0 | |
| f) Grant Recommendation | £660 | |
| Reason for grant: | <i>(Please be specific as this will inform the subsequent contract)</i> The provision of appropriate First Aid training for 20 people. This has increased from a 1 day to a 2 day course with a doubling of the costs. The 20 qualified adults can then support approximately 250 young people to compete in both local and national tournaments | |
| Please tick which of the following is being addressed: | | |
| a) | Addressing Social Inclusion | Yes |
| b) | Alleviation of rural isolation | |
| c) | Community Capacity Building | |
| d) | Enhancement of quality of life for residents and visitors | Yes |
| e) | Positive impact on local communities | Yes |
| f) | Improvement of health and wellbeing | Yes |
| g) | Positive impact on the local environment | |
| Have you received an end of project report for the previous grant award? Yes No | | |
| If No, please give a reason | | |
| New Application | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | |
| The organisation previously funded the First Aid training themselves However the Scottish Youth Football Association now require the training period to be doubled with substantial cost implications. This training will enable the club to have 20 people skilled in First Aid for 3 years | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | |
| New Application | | |

2 Financial Check – Have you checked the Organisation is:

| | | |
|---|---|--------|
| a) | Has passed financial check | Yes |
| 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? | 250 Children |
| 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? | To Be Confirmed | |
| 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 : | | | |
| Awaiting copies of all Child Protection policies | | | |

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: