

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	Friends of Duchess Wood	
Contact Person in Organisation	Mr D Lewin	
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:	Tom Murphy Danny Harkins	Designation: Streetscene Area Manager Employability team Manager
Third Sector	Yes	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£400	
b) Grant awarded last year?	£132	
c) Total Project cost?	£800	
d) How much coming from own resources?	£400	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£135	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Both of the above mentioned officers are working with Friends of Duchess Wood to redress the damage caused to the wood in the severe storms and have put aside funds for new trees. However, the provision of a Woodland Heritage course in Plant Husbandry would enable the members to properly maintain this resource and pass on information to the wider community including new members through a recruitment event	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	Yes
b)	Alleviation of rural isolation	Yes
c)	Community Capacity Building	Yes
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	Yes
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

This application is for training and volunteer recruitment . The number of people that would benefit will be cascaded out to the wider community.

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

This will enable the training to take place but with a scaled down recruitment event

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

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?	100,000 visit the wood pa
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	The application is for training to expand the membership and provide a better resources
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?	N/A
b)	Clear recruitment policies	Yes
c)	Ongoing training and support for volunteers	Yes
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	Yes
f)	An Equal Opportunities Policy	Yes
g)	A Policy for Managing Confidential Information	Yes

h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes
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: