

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	Cove and Kilcreggan Youth Cafe	
Contact Person in Organisation	Mrs S Wills	
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: Bill Campbell Designation: Youth Development Officer Helensburgh & Lomond		
Third Sector Yes	Events and Festivals	<input type="checkbox"/>
a) Grant requested from A & B Council?	£520	
b) Grant awarded last year?	£0	
c) Total Project cost?	£1,040	
d) How much coming from own resources?	£520	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£520	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The provision of drama workshops as requested by young people wishing to perform to raise funds for the organisation, sailing courses so that they can compete in local regattas and skate boarding sessions. The organisation have restricted Lottery funds to upgrade the skate park at the side of the café. This will provide an on site resource to the young people to practice the skills acquired at the Clydebank skate park lessons	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	Yes
b)	Alleviation of rural isolation	Yes
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	
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		
N/A		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The organisation provides a drop in facility for young people in the Kilcreggan area. The young people have requested an expansion of services to include drama workshops, sailing courses and skateboarding tuition		

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	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).	N/A
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 young people in the Kilcreggan area
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	30
f)	Is the organisation well established?	Less than 1 year
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	No
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?	Awaiting confirmation	
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 : No policies attached to application. Awaiting copies

5 Equal Opportunities

What are the clients ethnic group(s)?
Open to all young people in the Kilcreggan area

A	White	<input type="checkbox"/>	Scottish	<input type="checkbox"/>	Other British	<input type="checkbox"/>	Irish
	<input type="text"/>						
	<input type="text"/>		Any other White background please specify				
			<input type="text"/>				
B	Mixed						
	<input type="text"/>		Any Mixed background please specify				
			<input type="text"/>				
C			Eastern European				
	<input type="text"/>						
D	Asian, Asian Scottish or Asian British						
	<input type="text"/>		<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	
	<input type="text"/>		<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese	
	<input type="text"/>		Any other Asian background please write in				
			<input type="text"/>				
E	Black, Black Scottish or Black British						
	<input type="text"/>		<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	African	
	<input type="text"/>		Any other Black background please write in				
			<input type="text"/>				
F	Other Ethnic background						
	<input type="text"/>		Any other background please write in				
			<input type="text"/>				

Signed:

Designation:

Date: