

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	Helensburgh Play Park Association	
Contact Person in Organisation	Mrs L Johnstone	
Have you contacted/visited the organisation to assess this application?	Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Alison McIlroy Designation: Service Officer Grounds & Horticulture		
Third Sector	Yes	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£1,570	
b) Grant awarded last year?	£0	
c) Total Project cost?	£18,000	
d) How much coming from own resources?	£1,500	
e) How much coming from other agencies?	£14,930	
f) Grant Recommendation	£1,570	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The delivery of new play equipment for the second stage of the refurbishment of Hermitage Play park. This work has been carried out in partnership with Friends of Hermitage Park and Argyll & Bute Council. Once delivered and installed Hermitage Play Park have a Service Level Agreement with the Council for maintenance.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	Yes
b)	Alleviation of rural isolation	
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?		
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 was established after it was raised with Elected Members that the current facilities in Hermitage Park were not 'fit for purpose' The first stage of the refurbishment of the play park has opened and this is now the second stage targeting an older age group than currently provided for. The application is for a contribution towards the delivery costs of the new play equipment for the second stage		

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

New applicant

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	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

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?	All parents and children in the Helensburgh area + visitors to the park
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?	Yes
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 : The organisation do not deal directly with unsupervised children. However as good practice they do have the policies in place

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: