

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

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|--|--|--------------------------|
| Name of Assessing Officer | Morevain Martin | |
| Name of Organisation | Garelochhead & Portincaple Trust | |
| Contact Person in Organisation | Mr R.S. McQueen | |
| 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: | Designation: | |
| Third Sector Yes | Events and Festivals | <input type="checkbox"/> |
| a) Grant requested from A & B Council? | £4,000 | |
| b) Grant awarded last year? | £0 | |
| c) Total Project cost? | £8,305 | |
| d) How much coming from own resources? | £2,000 | |
| e) How much coming from other agencies? | £2,305 | |
| f) Grant Recommendation | £4,000 | |
| Reason for grant: | <i>(Please be specific as this will inform the subsequent contract)</i> A range of community consultation events including focus group workshops, door to door questionnaires and public open days. The previous plan resulted in a number of community projects delivering new resources to the village. It is anticipated that the new Action Plan for the area will stimulate equally good results. | |
| 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 | |
| g) | Positive impact on the local environment | Yes |
| 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| The current action plan is now out of date and the Trust are looking to invigorate pride and community capacity within the area by consulting with local people on local priorities. The production of a new local plan will then enable the Trust to target appropriate funding | | |

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 | 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? | Open to residents in Garelochhead and Portincaple |
| d) | Have sponsorship agreements been checked? | N/A |
| e) | How many people overall will benefit from this grant? | 1750 approximately |
| 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? | N/A |
| 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

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: