

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

Name of Assessing Officer	Morevain Martin	
Name of Organisation	Riding for the Disabled Gareloch Branch	
Contact Person in Organisation	Mrs K Bennet	
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:	Designation:	
Third Sector	Yes	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£5,580	
b) Grant awarded last year?	£450	
c) Total Project cost?	£11.160	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£4,580	
f) Grant Recommendation	£450	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The organisation delivers a service to anyone within the Helensburgh and Lomond area with a disability. The application is for insurance and livery costs for 2 horses along with competition entry fees, information/test sheets and transport costs. They compete both locally and nationally and have an excellent record of achievements. The organisation has a comprehensive training programme for volunteers to assist the riders.	
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	
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		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is the only local organisation delivering this service to local residents. They have a wide selection of members from adults recovering from strokes to young disabled children		

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

To be able to continue delivering the service the organisation recently purchased 2 specially trained horses, these had previously been on hire to the organisation and were about to be sold and moved out of the area. This has resulted in increased costs to the organisation as they now have to pay for livery and insurances

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?	Open to disabled riders volunteers and instructors
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	40 disabled riders and their carers
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 :		

5 Equal Opportunities

What are the clients ethnic group(s)?
open to all individuals with a disability
Open to anyone to volunteer as an assistant

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: