

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

<b>Name of Assessing Officer</b>	Morevain Martin	
<b>Name of Organisation</b>	Royal British Legion Helensburgh District	
<b>Contact Person in Organisation</b>	Mrs I White	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b>	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector    Yes	Events and Festivals	<input type="checkbox"/>
<b>a) Grant requested from A &amp; B Council?</b>	£452	
<b>b) Grant awarded last year?</b>	£225	
<b>c) Total Project cost?</b>	£904 (including £200 'in kind that is not eligible)	
<b>d) How much coming from own resources?</b>	£452	
<b>e) How much coming from other agencies?</b>	£0	
<b>f) Grant Recommendation</b>	£225	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> The hosting of a Remembrance Day parade including hospitality and contingency plans for wet weather. The organisation is well supported locally and this event is now well established in the local calendar	
<b>Please tick which of the following is being addressed:</b>		
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	
g)	Positive impact on the local environment	
<b>Have you received an end of project report for the previous grant award?    Yes</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This event involves vulnerable elderly residents taking part in a remembrance day event		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
This is an annual 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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>		
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?	No, only open to ex service personnel
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	100
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 ex-service personnel

**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:** .....