

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

Please note all grants must be registered with Community Services, Kilmory

1 **Details**

Name of Assessing Officer		Liz Marion	
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:	
Name of Organisation	Kirn Gala	Third Sector	<input type="checkbox"/>
		Events and Festivals	<input checked="" type="checkbox"/>
Key Contact Person:	Colin Harris	a) Grant requested from A & B Council?	£500
		b) Grant awarded last year?	£1283
		c) Total Project cost?	£3300
		d) How much coming from own resources?	£2800
		e) How much coming from other agencies?	£0
		f) Grant Recommended:	£320
Reason for grant:	Assistance with costs of running Kirn Gala. The gala has run successfully for a number of years and has gone from strength to strength. It provides a valuable contribution to the community life.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The Kirn Gala has run successfully for a number of years and has grown in size every year. It provides a community activity which brings together all the age groups in the Community. It enhances the quality of life for the community and has a positive impact on the local community. The letters of support indicate the standing of this event for the area.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The group has received funding for the past five years. The assessment reflects a reduction to 25% in the level of funding offered to the group from the Third Sector Grants.			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or 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:		
f)	A viable business plan	Yes
g)	A marketing plan for the activity	Yes
h)	A previous event budget	Yes
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	Yes
k)	Compliance with all relevant legal and licensing requirements	Yes
l)	Letters of support from other funders or local organisations	Yes

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?	Yes
e)	How many people overall will benefit from this grant?	3,000
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
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 a Vulnerable Adults Policy? If No, can you please refer to Children and Families Section, Social Work?	N/A
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

Signed: E A Marion

Designation: Community Development officer

Date: 11 July 2013