

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

<b>Name of Assessing Officer</b>	Liz Marion	
<b>Name of Organisation</b>	RSCDS – Argyll and Lochaber	
<b>Contact Person in Organisation</b>	Joan Robertson	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<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>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£74 from Maki and OLI each	
<b>b) Grant awarded last year</b>	£0	
<b>c) Total Project cost?</b>	£4942.10	
<b>d) How much coming from own resources?</b>	£4,150	
<b>e) How much coming from other agencies?</b>	£500	
<b>f) Grant Recommendation</b>	£80	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> Assistance towards the running of 90 <sup>th</sup> Anniversary dance in Oban. All four areas of Argyll and Bute are being asked for a contribution. The group has received a grant towards the event from the Provost Fund.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
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? N/A</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 is a one off event to celebrate the 90 <sup>th</sup> Anniversary of the organisation. It is a milestone in the groups life and should be celebrated.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
N/A		

## 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 signed financial projections if a new group).	Yes - Financial Projection
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	Pending
h)	A marketing plan for the activity	Pending
i)	A previous event budget	Pending
j)	A planning framework with clear ownership, responsibility and liability for the event	Pending
k)	Evidence of appropriate insurance coverage	Pending
l)	Compliance with all relevant legal and licensing requirements	Pending
m)	Letters of support from other funders or local organisations	Pending

## 3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	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?	200+
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?	No
i)	Have you confidence in their ability to deliver a service?	Yes

## 4 Policy and Procedures

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	Pending
b)	Clear recruitment policies	Pending
c)	On-going training and support for volunteers	Pending
d)	A code of conduct for staff and volunteers	Pending
e)	A Code of Good Practice	Pending
f)	An Equal Opportunities Policy	Pending
g)	A Policy for Managing Confidential Information	Pending
h)	Grievance Procedure for staff and volunteers	Pending
i)	A Disciplinary Procedure for staff and volunteers	Pending

Comments :

Signed: Liz Marion

Date: 8 July 2013