

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Sandbank Senior Citizens Club	
Contact Person in Organisation	Arthur Oliver	
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 <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,100	
b) Grant awarded last year?	£220	
c) Total Project cost?	£3100	
d) How much coming from own resources?	£1,500	
e) How much coming from other agencies?	£500	
f) Grant Recommendation	£200	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide social activities for the elderly including a Christmas Party, Coach outings, Burns Afternoon and theatre outing.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
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 club provides a valuable service to the elderly in the community. It provides social activities for elderly that they would not otherwise have. The have addressed the reducing amount of funding from the Council by pursuing other funders.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The funding has been reduced on a regular basis over the past few years.		

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
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 objectives?	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?	100
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)	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?	Yes
b)	Clear recruitment policies	Yes
c)	On-going 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 :

Signed: Liz Marion

Date: 14th July 2013