

## 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>   | Blairmore Village Trust  |   |
| <b>Contact Person in Organisation</b>   | Sue Hutchison  |   |
| <b>Have you contacted/visited the organisation to assess this application?</b>  | 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>  |   |
| Third Sector <input type="checkbox"/>   | Events and Festivals <input checked="" type="checkbox"/>   |   |
| <b>a) Grant requested from A &amp; B Council?</b>   | £2030  |   |
| <b>b) Grant awarded last year?</b>  | £0   |   |
| <b>c) Total Project cost?</b>   | £4,580   |   |
| <b>d) How much coming from own resources?</b>   | £0   |   |
| <b>e) How much coming from other agencies?</b>  | £520   |   |
| <b>f) Grant Recommendation</b>  | £1,717   |   |
| <b>Reason for grant:</b>  | <i>(Please be specific as this will inform the subsequent contract)</i><br>The grant is to assist with a three-day event which will allow approximately 350 children and families in a rural area to attend a Christmas Festival. A large number of events within the three day festival are planned including afternoon tea, carols by candle light, a music night, a local crafts and food market and storytelling. The grant will cover hire of marquee, advertising, purchase of light and materials and teas and cakes. |   |
| <b>Please tick which of the following is being addressed:</b>   |  |   |
| a)  | Addressing Social Inclusion  | √ |
| 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   | √ |
| 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>  |  |   |
| There is a need for this kind of activity especially for elderly people who do not like going out on dark nights. The group has talked to young people and elderly people who have all expressed an interest in getting involved. |  |   |
| <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  | Pending |
| 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     |
| h)  | A marketing plan for the activity   | Yes     |
| i)  | A previous event budget   | N/A     |
| j)  | A planning framework with clear ownership, responsibility and liability for the event   | Yes     |
| k)  | Evidence of appropriate insurance coverage  | Yes     |
| l)  | Compliance with all relevant legal and licensing requirements                           | Yes     |
| m)  | 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 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?                                 | 500  |
| 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 <input type="checkbox"/> No <input type="checkbox"/> |
| i) | Have you confidence in their ability to deliver a service?                            | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**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: 7/11/2013**

## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 2 Details

|  |   |   |                          |
|--|---|---|--------------------------|
| <b>Name of Assessing Officer</b>   | Liz Marion  |   |                          |
| <b>Name of Organisation</b>  | Carr Gomm   |   |                          |
| <b>Contact Person in Organisation</b>  | Eilidh MacDonald  |   |                          |
| <b>Have you contacted/visited the organisation to assess this application?</b>   | Contacted   |   |                          |
| <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: Samantha Torrie</b>   |   | <b>Designation: Procurement Analyst</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>  | £1,320  |   |                          |
| <b>b) Grant awarded last year?</b>   | £0  |   |                          |
| <b>c) Total Project cost?</b>  | £2,460  |   |                          |
| <b>d) How much coming from own resources?</b>  | £1,320  |   |                          |
| <b>e) How much coming from other agencies?</b>   | £0  |   |                          |
| <b>f) Grant Recommendation</b>   | £1046   |   |                          |
| <b>Reason for grant:</b>   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards a series of arts and crafts workshops to create small home furnishing with an emphasis on recycling |   |                          |
| <b>Please tick which of the following is being addressed:</b>  |   |   |                          |
| 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 checked="" type="checkbox"/>     |                          |
| <b>Have you received an end of project report for the previous grant award?</b> N/A  |   |   |                          |
| <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>   |   |   |                          |
| A pilot project was run in 2012 which proved very successful and people have been asking for the possibility of further sessions. Arts and crafts are well proven to improve people's mental health. |   |   |                          |
| <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  | Pending |
| 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  | No      |

### **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?   | N/A |
| e) | How many people overall will benefit from this grant?                                 | 15  |
| 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) | 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| b) | Clear recruitment policies   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c) | On-going training and support for volunteers   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d) | A code of conduct for staff and volunteers   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e) | A Code of Good Practice  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| f) | An Equal Opportunities Policy  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| g) | A Policy for Managing Confidential Information   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| h) | Grievance Procedure for staff and volunteers   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| i) | A Disciplinary Procedure for staff and volunteers  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments :

Signed: Liz Marion

Date: 11 November 2013

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS**

**Assessment form Third Sector Grants including Events and Festivals**

**3 Details**

|  |  |   |
|--|--|---|
| <b>Name of Assessing Officer</b>   | Liz Marion   |   |
| <b>Name of Organisation</b>  | Cowal Community Care Forum   |   |
| <b>Contact Person in Organisation</b>  | Lorna Ahlquist   |   |
| <b>Have you contacted/visited the organisation to assess this application?</b>   | Contacted  |   |
| <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 <input checked="" type="checkbox"/>   | Events and Festivals <input type="checkbox"/>  |   |
| <b>a) Grant requested from A &amp; B Council?</b>  | £2,000   |   |
| <b>b) Grant awarded last year?</b>   | £0   |   |
| <b>c) Total Project cost?</b>  | £4,532   |   |
| <b>d) How much coming from own resources?</b>  | £2,532   |   |
| <b>e) How much coming from other agencies?</b>   | £0   |   |
| <b>f) Grant Recommendation</b>   | £1,700   |   |
| <b>Reason for grant:</b>   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards staffing for Cowal Community Care Forum to create information on Health and Social Care changes and how these will affect the users of the services. Bring together examples of learning and good practice and inform the community about these. |   |
| <b>Please tick which of the following is being addressed:</b>  |  |   |
| a)   | Addressing Social Inclusion  | √ |
| 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   | √ |
| 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?</b> N/A  |  |   |
| <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>   |  |   |
| There are a lot of issues around community engagement in the local area. There have been a number of complaints in the local paper regarding lack of clear information. The CCCF is trying to improve communication to the public. |  |   |
| <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  | Pending  |
| 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 <input type="checkbox"/> No <input type="checkbox"/> |
| h)  | A marketing plan for the activity   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| i)  | A previous event budget   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| j)  | A planning framework with clear ownership, responsibility and liability for the event   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| k)  | Evidence of appropriate insurance coverage  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| l)  | Compliance with all relevant legal and licensing requirements                           | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| m)  | Letters of support from other funders or local organisations                            | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## 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?                                 | 1500 |
| 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? | Yes |
| b)         | Clear recruitment policies   | Yes |
| c)         | On-going training and support for volunteers   | N/A |
| 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: 11 November 2013

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS**

**Assessment form Third Sector Grants including Events and Festivals**

**4 Details**

|   |   |   |
|---|---|---|
| <b>Name of Assessing Officer</b>  | Liz Marion  |   |
| <b>Name of Organisation</b>   | Cowal Red Squirrel Group  |   |
| <b>Contact Person in Organisation</b>   | Heather Smith   |   |
| <b>Have you contacted/visited the organisation to assess this application?</b>  | Contacted   |   |
| <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 <input checked="" type="checkbox"/>  | Events and Festivals <input type="checkbox"/>   |   |
| <b>a) Grant requested from A &amp; B Council?</b>   | £138  |   |
| <b>b) Grant awarded last year?</b>  | £0  |   |
| <b>c) Total Project cost?</b>   | £276  |   |
| <b>d) How much coming from own resources?</b>   | £138  |   |
| <b>e) How much coming from other agencies?</b>  | £0  |   |
| <b>f) Grant Recommendation</b>  | £137  |   |
| <b>Reason for grant:</b>  | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the erection of an information notice board to provide information for the public on Red Squirrels. Whilst the Red Squirrel is endangered in most areas of Scotland there is a healthy population in Cowal. |   |
| <b>Please tick which of the following is being addressed:</b>   |   |   |
| a)  | Addressing Social Inclusion   |   |
| 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  | √ |
| 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 pilot project to pass on information to locals and tourists. At present there are no boards for information on Red Squirrels in the area. |   |   |
| <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 |
| 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?   | N/A       |
| e) | How many people overall will benefit from this grant?                                 | 200 - 300 |
| 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? | N/A |
| 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: 07/11/2013



## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 5 Details

|  |   |   |
|--|---|---|
| <b>Name of Assessing Officer</b>   | Liz Marion  |   |
| <b>Name of Organisation</b>  | FATHOMS   |   |
| <b>Contact Person in Organisation</b>  | Rima DeFord   |   |
| <b>Have you contacted/visited the organisation to assess this application?</b>   | Contacted   |   |
| <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>  | £2,493.38   |   |
| <b>b) Grant awarded last year?</b>   | £0  |   |
| <b>c) Total Project cost?</b>  | £4,986.76   |   |
| <b>d) How much coming from own resources?</b>  | £2,493.38   |   |
| <b>e) How much coming from other agencies?</b>   | £0  |   |
| <b>f) Grant Recommendation</b>   | £2,120  |   |
| <b>Reason for grant:</b>   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the provision of medical oxygen, provision of administrative and hygiene maintenance supplies to allow group to provide hypobaric oxygen therapy for people suffering from chronic health conditions such as MS, diabetic ulcers, non-healing wounds and osteoarthritis |   |
| <b>Please tick which of the following is being addressed:</b>  |   |   |
| a)   | Addressing Social Inclusion   | √ |
| 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  |   |
| 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>   |   |   |
| The service delivered by the group allows for services to be delivered locally. The next nearest chamber is in Lochgilphead. The local provision saves local people from travelling long distances to receive treatment. |   |   |
| <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  | Pending |
| 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?   | N/A  |
| e) | How many people overall will benefit from this grant?                                 | 5-25 |
| 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: 7/11/2013**

## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 6 Details

|  |   |   |
|--|---|---|
| <b>Name of Assessing Officer</b>   | Liz Marion  |   |
| <b>Name of Organisation</b>  | Interloch Transport   |   |
| <b>Contact Person in Organisation</b>  | Alan MacRaid  |   |
| <b>Have you contacted/visited the organisation to assess this application?</b>   | Contacted   |   |
| <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 <input checked="" type="checkbox"/>   | Events and Festivals <input type="checkbox"/>   |   |
| <b>a) Grant requested from A &amp; B Council?</b>  | £3,364  |   |
| <b>b) Grant awarded last year?</b>   | £0  |   |
| <b>c) Total Project cost?</b>  | £11,096   |   |
| <b>d) How much coming from own resources?</b>  | £7,732  |   |
| <b>e) How much coming from other agencies?</b>   | £0  |   |
| <b>f) Grant Recommendation</b>   | £2,760  |   |
| <b>Reason for grant:</b>   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards extra escort hours over the Winter period to allow drivers to concentrate on their role of driving the transport. |   |
| <b>Please tick which of the following is being addressed:</b>  |   |   |
| a)   | Addressing Social Inclusion   | √ |
| 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  | √ |
| 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>   |   |   |
| The organisation provides a valuable service to their client group. They have carried out a consultation which indicates how well the escort service is valued. The project will allow Interloch to provide an enhanced service to its clients over the winter period. |   |   |
| <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  | Pending |
| 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  | 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?   | N/a |
| e) | How many people overall will benefit from this grant?                                 | 50  |
| 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: 7/11/2013

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**7 Details

|   |  |   |
|---|--|---|
| Name of Assessing Officer   | Liz Marion   |   |
| Name of Organisation  | Lochgoilhead Fiddle Workshop   |   |
| Contact Person in Organisation  | Evie Campbell  |   |
| 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 <input checked="" type="checkbox"/>  | Events and Festivals <input type="checkbox"/>  |   |
| a) Grant requested from A & B Council?  | £620   |   |
| b) Grant awarded last year?   | £504   |   |
| c) Total Project cost?  | £780   |   |
| d) How much coming from own resources?  | £160   |   |
| e) How much coming from other agencies?   | £0   |   |
| f) Grant Recommendation   | £332   |   |
| Reason for grant:   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the publication of a book of tunes to mark the 10 <sup>th</sup> anniversary of Lochgoilhead Fiddle Workshop in 2012. The book will contain tunes that have been taught to members of the workshop and will also include tunes composed by local musicians. |   |
| <b>Please tick which of the following is being addressed:</b>   |  |   |
| a)  | Addressing Social Inclusion  |   |
| 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   | √ |
| f)  | Improvement of health and wellbeing  |   |
| 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                                   |  |   |
| At present there is no equivalent for Lochgoilhead Fiddle Workshop. This activity will help preserve the tunes for future generations |  |   |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?                     |  |   |

The organisation has received funding in the past two years so the recommendation is reduced to take this into account.

**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  | No  |
| <b>Additionally, for Events and Festivals, have you checked the Organisation has:</b> |   |     |
| 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?   | N/A |
| e) | How many people overall will benefit from this grant?                                 | 30+ |
| 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)         | 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: 8/11/2013**

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**8 Details

|   |  |                                     |
|---|--|-------------------------------------|
| Name of Assessing Officer   | Liz Marion   |                                     |
| Name of Organisation  | PACCT (People and Agencies of Cowal Coming Together)   |                                     |
| Contact Person in Organisation  | Kirsty Tucker  |                                     |
| 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: <span style="float: right;">Designation:</span>   |  |                                     |
| Third Sector <input checked="" type="checkbox"/>  | Events and Festivals <input type="checkbox"/>  |                                     |
| a) Grant requested from A & B Council?  | £1,295   |                                     |
| b) Grant awarded last year?   | £870   |                                     |
| c) Total Project cost?  | £1,295   |                                     |
| d) How much coming from own resources?  | £0   |                                     |
| e) How much coming from other agencies?   | £0   |                                     |
| f) Grant Recommendation   | £550   |                                     |
| Reason for grant:   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the running costs of the various groups that are run by PACCT. Activities include arts and crafts, ceilidh dances and relaxation/wellbeing group. The grant will go towards the cost of room hire for the arts and crafts group. |                                     |
| <b>Please tick which of the following is being addressed:</b>   |  |                                     |
| a)  | Addressing Social Inclusion  | <input checked="" type="checkbox"/> |
| b)  | Alleviation of rural isolation   | <input 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 checked="" 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? <b>No</b>  |  |                                     |
| If No, please give a reason. Report requested   |  |                                     |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary                               |  |                                     |
|   |  |                                     |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?                 |  |                                     |
|   |  |                                     |

## 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  | No  |

### **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?   | N/A |
| e) | How many people overall will benefit from this grant?                                 | 40+ |
| 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: **8/11/2013**



**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals**9 Details

|   |   |   |
|---|---|---|
| Name of Assessing Officer   | Liz Marion  |   |
| Name of Organisation  | Port Bannatyne Golf Club  |   |
| Contact Person in Organisation  | Ian Shaw  |   |
| 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 <input type="checkbox"/>   | Events and Festivals <input checked="" type="checkbox"/>  |   |
| a) Grant requested from A & B Council?  | £2,750  |   |
| b) Grant awarded last year?   | £90   |   |
| c) Total Project cost?  | £5,750  |   |
| d) How much coming from own resources?  | £500  |   |
| e) How much coming from other agencies?   | £2,500  |   |
| f) Grant Recommendation   | £2,208  |   |
| Reason for grant:   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the hire of bands and sound equipment for a family day of live music in Port Bannatyne. |   |
| <b>Please tick which of the following is being addressed:</b>   |   |   |
| a)  | Addressing Social Inclusion   |   |
| 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  | √ |
| f)  | Improvement of health and wellbeing   |   |
| g)  | Positive impact on the local environment  |   |
| Have you received an end of project report for the previous grant award? N/A  |   |   |
| If No, please give a reason   |   |   |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary                               |   |   |
| The event will provide a valuable contribution to the local area. It will also attract visitors to the village.                   |   |   |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?                 |   |   |
| N/A   |   |   |

## 2 Financial Check – Have you checked the Organisation is:

|    |   |         |
|----|---|---------|
| a) | Has passed financial check  | Pending |
| 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 |
| h) | A marketing plan for the activity   | Yes |
| i) | A previous event budget   | Yes |
| j) | A planning framework with clear ownership, responsibility and liability for the event | Yes |
| k) | Evidence of appropriate insurance coverage  | Yes |
| l) | Compliance with all relevant legal and licensing requirements                         | Yes |
| m) | 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 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?                                 | 1000 - 1500 |
| 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: 8/11/2013

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS**

**Assessment form Third Sector Grants including Events and Festivals**

10 Details

|  |  |   |
|--|--|---|
| <b>Name of Assessing Officer</b>   | Liz Marion   |   |
| <b>Name of Organisation</b>  | Project Play Park  |   |
| <b>Contact Person in Organisation</b>  | Nicola Jones   |   |
| <b>Have you contacted/visited the organisation to assess this application?</b>   |  | <b>Contacted<br/>Visited</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>  |  |   |
| <b>Third Sector</b>  | <input type="checkbox"/>   | <b>Events and Festivals</b> <input checked="" type="checkbox"/> |
| <b>a) Grant requested from A &amp; B Council?</b>  | £2,490   |   |
| <b>b) Grant awarded last year?</b>   | £0   |   |
| <b>c) Total Project cost?</b>  | £4,980   |   |
| <b>d) How much coming from own resources?</b>  | £0   |   |
| <b>e) How much coming from other agencies?</b>   | £130,000 towards the construction of the Play Park   |   |
| <b>f) Grant Recommendation</b>   | £2,000   |   |
| <b>Reason for grant:</b>   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the first community event which will open Project Play Park. The funding will cover marketing, uniforms and advertising materials. |   |
| <b>Please tick which of the following is being addressed:</b>  |  |   |
| a)   | Addressing Social Inclusion  |   |
| 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   | √   |
| 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>   |  |   |
| Project Play Park is building a new play park funded by the National Lottery. One of the conditions of Lottery funding is that they run 4 community events. The funding is to run the first required event.. |  |   |
| <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  | Pending |
| 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). | No      |
| 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     |
| h)  | A marketing plan for the activity   | Yes     |
| i)  | A previous event budget   | N/A     |
| j)  | A planning framework with clear ownership, responsibility and liability for the event   | Yes     |
| k)  | Evidence of appropriate insurance coverage  | Yes     |
| l)  | Compliance with all relevant legal and licensing requirements                           | Yes     |
| m)  | 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 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?                                 |       |
| f) | Is the organisation well established?   | 1,000 |
| 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: 8/11/2013