BUTE AND COWAL AREA COMMITTEE

COMMUNITY SERVICES

1 April 2014

THIRD SECTOR GRANTS 2014/15

1.0 SUMMARY

- 1.1 This report details recommendations for the award of Third Sector Grants (including Events and Festivals) to Third Sector organisations for Bute and Cowal.
- 1.2 Applications are considered twice yearly in April and August. This is intended to avoid allocation of the full budget at one meeting and enable activities held later in the year to be funded.
- 1.3 The total Third Sector Grant budget made available by the Council for allocation in Bute and Cowal for 2014/15 is £35,000.
- 1.4 The Area Committee agreed to an upper limit of £4,000 to any one organisation in any one financial period, unless there are exceptional circumstances.
- 1.5 A minimum of £5,000 should be carried forward for allocation at the Area Committee meeting in August.
- 1.6 Eighteen applications have been received, one of which has been withdrawn, and 2 of which are for Events and Festivals.

2.0 RECOMMENDATIONS

- 2.1 The 17 organisations listed below are awarded funding from the Third Sector Grants budget.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2013/14 unless increased developmental aspects are detailed in the application.
- 2.3 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.4 Grants will only be awarded pending receipt of the correct paperwork; an approved financial check; and an End of Project monitoring form (if a grant was awarded in previous year).

| Ref No | Organisation | Grant 12/13 | Grant 13/14 | Total Project Cost | Amount Requested | Recom- mendation |
|-----------|---|----------------|----------------|--------------------------|---------------------|---------------------|
| 1 | Ardentinny Community Trust | £1,440 | £0 | £4,450 | £2,450 | £2,000 |
| 2 | Bute Advice Centre | £4,000 | £845 | £55,150 | £10,000 | £3,000 |
| 3 | Bute Agricultural Society* | £0 | £900 | £12,450 | £1,150 | £650 Underwrite |
| 4 | Bute Community Band | £0 | £0 | £2,000 | £1,000 | £1,000 |
| 5 | Cowal Community Care Forum | £0 | £1,700 | £8,000 | £4,000 | £2,000 |
| 6 | Cowal Fest | £2,775 | £1,585 | £3,945 | £2,945 | £1,500 |
| 7 | Cowal Music Club - Live Music | £450 | £460 | £4,500 | £2,000 | £750 |
| 8 | Creative Words in Cowal* | £0 | £0 | £2,400 | £1,200 | £1,200 |
| 9 | Dunoon and Cowal Elderly Forum | £300 | £300 | £440 | £340 | £220 |
| 10 | Dunoon and Cowal Youth Project | £6,750 | £4,000 | £17,000 | £8,500 | £4,000 |
| 11 | Innellan Bowling and Tennis Club | £0 | £0 | £1,575 | £825 | £780 |
| 12 | Kilfinan Community Forest Company | £0 | £0 | £2,700 | £2,000 | £1,300 |
| 13 | Sandbank Community Development Trust | £0 | £0 | £3,340 | £2,340 | £1,670 |
| 14 | Starter Pack Cowal | £0 | £0 | £1,900 | £1,800 | £950 |
| 15 | Strachur & District Community Development | £0 | £1,500 | £14,627 | £7,200 | £1,500 |
| 16 | United Church of Bute - Pass it On Project | £3,840 | £0 | £12,000 | £6,000 | £3,000 |
| 17 | Youth Stuff | £500 | £0 | £5,960 | £3,000 | £2,000 |
| | | | Total Re | ecommend | ed | £27,520 |
| | | | B | alance | | £7,480 |

^{*}Events and Festivals

3.0 DETAIL

| Ref | | |
|-----|-------------------------------|--|
| No | Organisation | Rationale for grant allocation |
| 3.1 | Ardentinny Community Trust | A contribution towards the completion of path network around the entrance to the garden to allow full access for disabled clients |
| 3.2 | Bute Advice Centre | A contribution towards the running of the project. Big Lottery funding for the project ends on 30 th June 2014. The group has experienced an increased workload due benefit changes, and is managing the new foodbank, therefore an increase in grant funding is recommended. |
| 3.3 | Bute Agricultural Society | A contribution towards staging the annual agricultural show and ploughing match. |
| 3.4 | Bute Community Band | A contribution towards the purchase of sheet music to add to their library and the purchase of uniforms for the band. |
| 3.5 | Cowal Community Care Forum | To promote strong public involvement in the health and social care integration. Provide information on the process to members of the public. |

| 3.6 | Cowal Fest | A contribution towards the staging of a series of events including walks in Cowal. |
|------|--|--|
| 3.7 | Cowal Music Club - Live Music | A contribution towards the staging of a concert and workshops to create more awareness of the Cowal Music Club. The Club is creating a piece of music to celebrate their success over 70 years of functioning. This is additional to the normal activities of the group. The project scored highly and the recommendation reflects this. |
| 3.8 | Creative Words in Cowal | A contribution towards the staging of a one-day mini book festival in June 2014. Five successful Scottish authors will provide readings and talks to young people. |
| 3.9 | Dunoon and Cowal Elderly Forum | To assist with the costs of providing an excursion to Mount Stuart, Bute for the end of session to allow the members to socialise. This group provides a valuable service to the elderly residents. |
| 3.10 | Dunoon and Cowal Youth Project | To provide a project workers salary, volunteer expenses and purchase of materials for activities within the youth project. The project relies heavily on grants to function, but it scored highly and the recommendation reflects this. |
| 3.11 | Innellan Bowling and Tennis Club | A contribution towards coaching and taster session for bowling and tennis for the coming session. |
| 3.12 | Kilfinan Community Forest Company | A contribution towards a series of Summer events at Kilfinan forest for locals and visitors. The group are hiring bands and erecting a marquee to accommodate a small market. |
| 3.13 | Sandbank Community Development Trust | A contribution towards a series of events to promote the village of Sandbank with a winter Gala and a possible firework display as well as Christmas lights and a tree. There will be other events devised to promote the village and the group are working closely with the school. |
| 3.14 | Starter Pack Cowal | A contribution towards the running costs of the project including insurance, small electrical goods, duvets and pillow. The take up of services is estimated at 50 families per year. |
| 3.15 | Strachur & District Community Development | To improve the drainage of the pitch and reseeding and treatments to the pitch to bring it up to an acceptable standard. |
| 3.16 | United Church of Bute - Pass it On Project | To supply starter packs for vulnerable groups especially young people obtaining first –time tenancies and also to replace goods for older people. |
| 3.17 | Youth Stuff | To engage a professional youth drama facilitator to run the project as the existing drama worker is moving on. Also the group wishes to forge links with drama groups in Inverclyde. |

4.0 CONCLUSION

4.1 All organisations have been contacted and grant applications assessed.

5.0 IMPLICATIONS

5.1 Policy: None

5.2 Financial: As per area budget allocation.

5.3 Legal: None 5.4 HR: None

5.5 Equalities Consistent with the Equal Opportunities policy of

Argyll and Bute Council.

5.6 Risk: Monitoring of the process will minimise any risk to the

Council

5.7 Customer Service: None

6.0 APPENDICES

6.1 Officer assessment reports submitted.

Margaret Fyfe Community Development Manager

27 March 2014

For further information contact: Liz Marion, Community Development Officer for Bute and Cowal. Tel No 01369 707166.

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

| Name o | of Assessing Officer | Liz Marion | Liz Marion | | | |
|---|---|-----------------------|-----------------------------------|---------------------------|--|--|
| Name o | Name of Organisation Ardentinny Community Trust | | | | | |
| Contac | t Person in Organisation | Dennis Gower | Dennis Gower | | | |
| 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 S | Sector | $\sqrt{}$ | Events and Festivals | | | |
| | nt requested from A & B Counc | il? | £2,450. As per phone ca £2,000 | all amount changed to | | |
| | nt awarded last year? | | £115 | | | |
| c) Tota | Il Project cost? | | £4,450 | | | |
| d) How | much coming from own resou | irces? | £2,000 | | | |
| | much coming from other agen | ıcies? | £0 | | | |
| f) Gran | nt Recommendation | | £1,000 | | | |
| Reason | | | e subsequent contract) | | | |
| for gran | it: A contribution towards | the completion of pa | th network to allow full ac | cess for disabled clients | | |
| Please | tick which of the following is b | eing addressed: | | | | |
| a) | Addressing Social Inclusion | | | | | |
| b) | Alleviation of rural isolation | | V | | | |
| c) | Community Capacity Building | 3 | | | | |
| d) | Enhancement of quality of life for residents and visitors √ | | | | | |
| e) | Positive impact on local com | munities | | | | |
| f) | Improvement of health and w | ellbeing/ | | | | |
| g) | Positive impact on the local e | environment | V | | | |
| Have yo | ou received an end of project re | eport for the previou | s grant award? Yes | | | |
| If No, p | lease give a reason | | | | | |
| Do you | concur with the organisation is | n their assessment o | of need? Please supply | a very brief summary | | |
| | | | | | | |
| The area is in need of improvement to allow disabled and buggy access. The group has some reserves but if this was to be used for the project they would have little funds left | | | | | | |
| If the or grant? | If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | |
| Group was allowed to carry forward underspend from 12/13 to13/14 | | | | | | |

| 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 |
| Add g) | , , , , , , , , , , , , , , , , , , , | |
| Add | litionally, for Events and Festivals, have you checked the Organisation | has: |
| 191 | A viable business plan | N/A |
| | | N/A N/A |
| h) i) | A viable business plan A marketing plan for the activity A previous event budget | |
| h) | A marketing plan for the activity | N/A |
| h) i) | A marketing plan for the activity A previous event budget A planning framework with clear ownership, responsibility and liability for | N/A N/A |
| h) i) j) | A marketing plan for the activity A previous event budget A planning framework with clear ownership, responsibility and liability for the event | N/A N/A 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? | 300 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | No |
| | or volunteers? | |
| 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

| Groups (Scotland) Act 2007? If No, can you refer to Children a a) Families Section, Social Work? b) Clear recruitment policies c) On-going training and support for volunteers | Yes |
|---|-----|
| b) Clear recruitment policies | |
| | |
| c) On-going training and support for volunteers | |
| -/ 3 3 3 | 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: 03/03/2014

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

| Name of Assessing Officer | | Liz Marion | | | | |
|---|------------|-------------------------------|----------------------|-----------------------------|-------------------------|--|
| Name of Organisation Bute Advice Centre | | | | | | |
| Contact Person in Organisation Gordon | | | Gordon Sutherla | ordon Sutherland | | |
| Have you contacted/visited the organisation to assess this application? Contacted | | | | | Contacted | |
| Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. | | | | | | |
| Name: Designation: | | | | | | |
| Third S | Sector | | \checkmark | Events and Festivals | | |
| | | ted from A & B Counci | I? | £10,000 | | |
| | | ed last year? | | £845 | | |
| | al Project | | | £55,150 | | |
| d) How | v much co | oming from own resou | rces? | £0 | | |
| e) How | much co | oming from other agen | cies? | Pending | | |
| f) Gra | nt Recom | mendation | | £3,000 | | |
| Reason (Please be specific as this will inform the subsequent contract) A contribution towards the running of the project. Big Lottery funding for the project ends on 30 th June 2014 Please tick which of the following is being addressed: | | | | or the project ends on | | |
| a) | | | | | | |
| b) | | on of rural isolation | | | | |
| c) | | inity Capacity Building | | | · | |
| d) | | ement of quality of life | | visitors | V | |
| e) | | impact on local comn | | | V | |
| f) | Improve | ement of health and we | ellbeing | | V | |
| g) | Positive | impact on the local e | nvironment | | | |
| Have y | ou receiv | ed an end of project re | port for the previou | us grant award? Yes | | |
| | | e a reason ancial year yet | | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | | |
| The Advice Centre is coming under added pressure due to welfare reforms and the "bedroom tax". The number of people seeking their help has increased and is predicted to continue to grow. | | | | | | |
| If the ogrant? | rganisatio | on has received fundin | g over the previous | s 2 years please justify re | eason for re-awarding a | |
| The Advice Centre is the only organisation on the island that provides this service at present. | | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | Yes. Request amended |
| Δdd | litionally, 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 | N/A |
| • | the event | |
| k) | Evidence of appropriate insurance coverage | N/A |
| 1) | 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? | 1450 |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | 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 |
| Com | iments : | |
| | | |
| | | |

Signed: Liz Marion Date: 03/03/2014

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

| Name o | of Assess | ing Officer | Liz Marion | | | |
|--|---|--------------------------------|---------------------------|-----------------------------|-------------------------|--|
| Name o | of Organis | sation | Bute Agricultural Society | | | |
| Contact Person in Organisation Matthew | | | | atthew Williamson | | |
| Have yo | 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 S | | | | Events and Festivals | | |
| | | ted from A & B Council | l? | £1,150 | | |
| | nt awarde Il Project | ed last year? cost? | | £900 underwrite £12,450 | | |
| - | | oming from own resour | ces? | £11,300 | | |
| e) How | much co | oming from other agend | cies? | £0 | | |
| f) Grai | nt Recom | mendation | | £650 underwrite | | |
| Reason (Please be specific as this will inform the subsequent contract) A contribution towards staging the annual agricultural show and ploughing match. | | | | I ploughing match. | | |
| Please | tick whic | h of the following is be | ing addressed: | | | |
| a) | Address | ddressing Social Inclusion √ | | | | |
| b) | Alleviati | Alleviation of rural isolation | | | | |
| c) | Commu | inity Capacity Building | | | | |
| d) | Enhancement of quality of life for residents and visitors √ | | $\sqrt{}$ | | | |
| e) | Positive | impact on local comm | nunities | | $\sqrt{}$ | |
| f) | Improve | ement of health and we | ellbeing | | | |
| g) | | impact on the local er | | | V | |
| Have y | ou receiv | ed an end of project re | port for the previou | us grant award? Yes | | |
| If No, p | lease giv | e a reason | | | | |
| Do you | concur v | vith the organisation in | their assessment | of need? Please supply | a very brief summary | |
| | | | | | | |
| _ | | 0 , | • | h is popular on the island. | t attracts 1,500 people | |
| | and has a positive effect on the local economy. | | | | | |
| If the or grant? | If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | |
| The organisation received an award 2 years ago and the assessment reflects this. | | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | |
| Add | itionally, for Events and Festivals, have you checked the Organisation | has: |
| g) | A viable business plan | No |
| h) | A marketing plan for the activity | No |
| i) | A previous event budget | No |
| j) | A planning framework with clear ownership, responsibility and liability for the event | No |
| k) | Evidence of appropriate insurance coverage | No |
| l) | Compliance with all relevant legal and licensing requirements | No |
| m) | Letters of support from other funders or local organisations | No |

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? | 1,500 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | No |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | 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 |
| Con | nments: | |
| | | |
| | | |

Signed: Liz Marion Date: 04/03/2014

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

| Name of Assessing Officer | | Liz Marion | | | | |
|---|--|---|----------------------|---------------------------|------------------|--|
| Name of Organisation | | | Bute Community Band | | | |
| Contac | Contact Person in Organisation Colin Fulcher | | | | | |
| Have y | ou contac | ted/visited the organis | ation to assess this | s application? | Contacted √ | |
| | | nation of Council Office Vork, Sports etc. | er you have contac | ted to discuss the applic | cation eg Arts & | |
| Name: | | | Designation: | | | |
| Third S | Soctor | | | Events and Festivals | | |
| | | ted from A & B Council | ? | £1,000 | | |
| | | ed last year? | | £0 | | |
| c) Tota | l Project | cost? | | £2,000 | | |
| d) How | much co | oming from own resour | ces? | £1,000 | | |
| e) How | much co | ming from other agend | ies? | £0 | | |
| f) Gra | nt Recom | mendation | | £1,000 | | |
| Reason (Please be specific as this will inform the subsequent contract) A contribution towards the purchase of sheet music to add to their library and the purchase of uniforms for the band. Please tick which of the following is being addressed: | | | | | | |
| a) | Address | sing Social Inclusion | | | V | |
| b) | Alleviati | on of rural isolation | | | | |
| c) | Commu | nity Capacity Building | | | V | |
| d) | Enhanc | ement of quality of life | for residents and v | visitors | $\sqrt{}$ | |
| e) | Positive | impact on local comm | nunities | | V | |
| f) | Improve | ement of health and we | ellbeing | | | |
| g) | Positive | impact on the local er | vironment | | | |
| Have y | ou receiv | ed an end of project rep | oort for the previou | s grant award? N/A | | |
| If No, p | lease giv | e a reason | | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | | |
| The band has a need to increase its profile in the community. An increase in the range of music that it performs will help to do this. | | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | | |
| N/A | | | | | | |

| a) | Has passed financial check | N/A | |
|-----|---|------|------------|
| b) | Fully constituted | Yes | Not signed |
| c) | Has submitted a bank statement for all bank/savings accounts | Yes | |
| d) | Has submitted audited/signed accounts (or signed financial projections if | Yes | |
| | a new group). | | |
| e) | Within 50% of the costs for the project/activity | Yes | |
| Add | itionally, 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? | 30-40 |
| 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? | |
| i) | Have you confidence in their ability to deliver a service? | Yes |

4 Policy and Procedures

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

Signed: Liz Marion Date: 04/03/2014

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

| Name of Assessing Officer | | Li | Liz Marion | | | |
|--|---|-------------------------|----------------------------|-------------------|---|---------------------|
| Name of Organisation | | Co | Cowal Community Care Forum | | | |
| Contac | t Person | in Organisation | Su | ısan McFadyen | | |
| Have yo | ou contac | ted/visited the organ | isatio | on to assess this | s application? | Contacted $\sqrt{}$ |
| | Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. | | | | | |
| Name: | | | Des | signation: | | |
| Third S | Sootor | | √ | | Events and Festivals | |
| | | ted from A & B Coun | ril? | | £4,000 | |
| | | ed last year? | JII : | | £1,700 | |
| | l Project | | | | £8,000 | |
| | | oming from own reso | urces | 2 | £4,000 | |
| , | | _ | | | | |
| | | ming from other age | ncies | 37 | £0 | |
| f) Grai | nt Recom | mendation | | | £2,000 | |
| Reasor for grai | - | | blic ir | nvolvement in the | e subsequent contract) he health and social care into the public. | egration. Provide |
| Please | tick whic | h of the following is t | eing | addressed: | | |
| a) | Address | sing Social Inclusion | | | | V |
| b) | Alleviati | on of rural isolation | | | | V |
| c) | Commu | nity Capacity Buildin | g | | | |
| d) | Enhanc | ement of quality of lit | e for | residents and v | visitors | |
| e) | Positive | impact on local com | ımuni | ities | | $\sqrt{}$ |
| f) | • | ement of health and v | | | | $\sqrt{}$ |
| g) | | impact on the local | | | | |
| Have yo | ou receiv | ed an end of project r | eport | t for the previou | s grant award? No | |
| | lease give ent reques | e a reason sting it | | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | | |
| The project is aimed at addressing the gap which exists in the area of health and social care integration. This is a gap in provision. | | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | | |
| Only had one previous grant | | | | | | |

| a) | Has passed financial check | Pend | ding |
|----|--|------|----------------------|
| b) | Fully constituted | Yes | but not signed |
| 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 | But 2011 not current |
| e) | Within 50% of the costs for the project/activity | Yes | |
| _ | itionally, for Events and Festivals, have you checked the Organisation A viable business plan | 1 | |
| 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 | |
| I) | 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? | 1000+ |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | No |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | 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 |
| Con | nments : | |
| | | |
| | | |

Signed: Liz Marion Date: 06/03/2014

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

| Name of Assessing Officer | | | Liz Marion | | |
|---|--|--|--|--|------------------|
| Name of Organisation | | | Cowal Music Club - Live Music | | |
| Contact Person in Organisation | | | Suzy Munro | | |
| Have yo | ou contac | ted/visited the organis | ation to assess this | s application? | Contacted √ |
| | | nation of Council Office Vork, Sports etc. | er you have contac | ted to discuss the applic | cation eg Arts & |
| Name: | | | Designation: | | |
| Third S | Pagtar. | 1 | | Frants and Fastivals | |
| | | ted from A & B Council | 2 | Events and Festivals | |
| | | ed last year? | . • | £400 | |
| | al Project | | | £4,500 | |
| d) How | much co | oming from own resour | ces? | £2,500 | |
| e) How | much co | oming from other agend | ies? | £0 | |
| f) Grai | nt Recom | mendation | | £750 | |
| | | | the staging of a cond by creating a piece o | e subsequent contract) cert and workshops to crea f music to celebrate their s | |
| a) | Address | sing Social Inclusion | | | |
| b) | Alleviati | on of rural isolation | | | |
| c) | Commu | nity Capacity Building | | | V |
| d) | Enhanc | ement of quality of life | for residents and v | visitors visitors | V |
| e) | Positive | impact on local comm | nunities | | V |
| f) | Improve | ement of health and we | ellbeing | | |
| g) | | impact on the local er | | | |
| | | ed an end of project rep | oort for the previou | s grant award? Yes | No |
| If No, p Pendin | | e a reason | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | |
| provide | This is a special project to promote music to the wider community. They want to work with local businesses and to provide workshops for the community. | | | | |
| If the or grant? | If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | |
| | | | | | |

| 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 |
| Add g) | itionally, for Events and Festivals, have you checked the Organisation A viable business plan | has: |
| Add | itionally, for Events and Festivals, have you checked the Organisation | has: |
| 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 |
| 1) | Compliance with all relevant legal and licensing requirements | N/A |
| m) | | |

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 |
| - | | 177 |
| 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

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

Signed: Liz Marion Date: 07/03/2014

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

| | | application? | Contacted √ | | |
|---|----------------------|--|----------------------|--|--|
| Contact Person in Organisation | tion to assess this | | | | |
| Have you contacted/visited the organisa | | | | | |
| | r you have contact | ted to discuss the applic | -4' A-4- O | | |
| Name and Designation of Council Office Culture, Social Work, Sports etc. | | | cation eg Arts & | | |
| Name: Designation: | | | | | |
| V | | | | | |
| Third Sector | | Events and Festivals | | | |
| a) Grant requested from A & B Council?b) Grant awarded last year? | <u> </u> | £2,945 £1,584 | | | |
| c) Total Project cost? | | £3,945 | | | |
| d) How much coming from own resourc | es? | £1,000 | | | |
| e) How much coming from other agencie | es? | £0 | | | |
| f) Grant Recommendation | | £1,500 | | | |
| | | e subsequent contract) s of events including walk | s in Cowal. | | |
| Please tick which of the following is beir | ng addressed: | | | | |
| a) Addressing Social Inclusion | | | | | |
| b) Alleviation of rural isolation | | | V | | |
| c) Community Capacity Building | | | V | | |
| d) Enhancement of quality of life for | or residents and v | risitors | V | | |
| e) Positive impact on local commu | unities | | | | |
| f) Improvement of health and well | lbeing | | V | | |
| g) Positive impact on the local env | vironment | | | | |
| Have you received an end of project repo | ort for the previous | s grant award? Yes | No | | |
| If No, please give a reason Email sent requesting it | | | | | |
| Do you concur with the organisation in t | heir assessment o | of need? Please supply | a very brief summary | | |
| This is a popular and well attended series of events which has gone from strength to strength. They are aiming to expand the activities undertaken this year to include Nordic Walking and kayaking. They also plan to introduce a half marathon. | | | | | |
| 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 yaers and the assessment reflects a reduction in the level of funding. | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | Yes |
| | | |
| Add | itionally, 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 | N/A |
| | the event | |
| 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? | 1,000 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | Yes |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | Families Section, Social Work? | |
| 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 |
| Con | nments : | |
| | | |
| | | |

Signed: Liz Marion Date: 07/03/2014

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

| Name o | of Assess | ing Officer | Liz Marion | | |
|--|---|--------------------------|----------------------------|------------------------------|---------------------------------------|
| Name o | of Organis | sation | on Creative Words in Cowal | | |
| Contact Person in Organisation | | | Dinah McDonald | | |
| Have yo | ou contac | cted/visited the organis | ation to assess thi | s application? | Contacted √ |
| Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. | | | | | cation eg Arts & |
| Name: Designation: | | | | | |
| Third S | | | V | Events and Festivals | |
| | | ted from A & B Council | l? | £1,200 | |
| | | ed last year? | | £0 | |
| | al Project | | | £2,400 | |
| d) How | much co | oming from own resour | ces? | £0 | |
| e) How | / much co | oming from other agend | cies? | £1,200 | |
| f) Grai | nt Recom | mendation | | £1,200 | |
| Reason | 1 | (Please be specific a | s this will inform th | e subsequent contract) | |
| for grai | nt: | | | -day mini book festival in J | |
| Please | tick whic | successful Scottish aut | hors will provide rea | dings and talks to young p | eople. |
| | e tick which of the following is being addressed: Addressing Social Inclusion | | | | |
| a) b) | | on of rural isolation | | | · · · · · · · · · · · · · · · · · · · |
| - | | | | | <u> </u> |
| c) | | inity Capacity Building | for modificate and | deitere | V |
| d) | | ement of quality of life | | VISITORS | N |
| e) | | impact on local comm | | | V |
| f) | • | ement of health and we | | | |
| g) | | impact on the local er | | | |
| | | ed an end of project rep | port for the previou | is grant award? N/A | |
| If No, p | lease giv | e a reason | | | |
| Do you | concur v | vith the organisation in | their assessment | of need? Please supply | a very brief summary |
| | | | | | |
| The need for this activity has been suggested by two teachers from Dunoon Grammar and is aimed at interesting young people in literature. This is additional to the provision in the Grammar School. | | | | | |
| If the or grant? | If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | |
| N/A | N/A | | | | |

| 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 |
| Add g) | itionally, for Events and Festivals, have you checked the Organisation A viable business plan | has: Yes |
| Add | itionally, for Events and Festivals, have you checked the Organisation | has: |
| 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 |

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? | 250 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | No |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | Yes |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | Families Section, Social Work? | |
| 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 |
| Con | nments: | |
| | | |
| | | |

Signed: Liz Marion Date: 07/03/2014

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

1 Details

funding.

| Name o | of Assess | ing Officer | Liz Marion | | | |
|-------------------------------------|--|---|--------------------------------|---|-------------------------------|--|
| Name of Organisation | | | Dunoon and Cowal Youth Project | | | |
| Contac | t Person | in Organisation | Tracy Gray | Tracy Gray | | |
| Have yo | ou contac | cted/visited the organis | ation to assess th | is application? | Contacted √ | |
| | | nation of Council Offic Vork, Sports etc. | er you have conta | cted to discuss the applic | ation eg Arts & | |
| Name: | | | Designation: | | | |
| Third S | Sector | 1 | J | Events and Festivals | | |
| | | ted from A & B Council | ? | £8,500 | | |
| | | ed last year? | | £4,000 | | |
| | l Project | | | £17,000 | | |
| d) How | much co | oming from own resour | ces? | £0 | | |
| e) How | much co | oming from other agend | cies? | £0 | | |
| f) Grai | nt Recom | mendation | | £4,000 | | |
| Reasor for grai | nt: | To provide a project wo within the youth project. | rkers salary, volunt | ne subsequent contract) eer expenses and purchase | e of materials for activities | |
| Please | | h of the following is be | ing addressed: | | | |
| a) | | sing Social Inclusion | | | V | |
| b) | Alleviati | on of rural isolation | | | | |
| c) | Commu | nity Capacity Building | | | $\sqrt{}$ | |
| d) | Enhanc | ement of quality of life | for residents and | visitors | V | |
| e) | Positive | impact on local comm | nunities | | V | |
| f) | Improve | ement of health and we | ellbeing | | V | |
| g) | Positive | impact on the local er | nvironment | | | |
| Have y | ou receiv | ed an end of project rep | port for the previo | us grant award? Yes | | |
| If No, p Reques | | e a reason. | | | | |
| Do you | concur v | vith the organisation in | their assessment | of need? Please supply | a very brief summary | |
| deliver a life skills progran | Dunoon and Cowal Youth Project is the only project that deals with the issues that young people have. They deliver a series of projects to improve the self-esteem of young people. They help young people to develop their life skills and to feel valued in the community. The young people are involved in the development of the programming of the Centre's activities. | | | | | |
| If the orgrant? | rganisatio | on has received funding | g over the previou | s 2 years please justify re | ason for re-awarding a | |
| The ora | The organisation has received funding for several years. The recommendation reflects a reduction in the level of | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | Yes |
| | | |
| Add | itionally, 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 | N/A |
| | the event | |
| 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? | 100+ |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | Yes |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | Families Section, Social Work? | |
| 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 |
| Con | nments : | |
| | | |
| | | |

Signed: Liz Marion Date: 07/03/2014

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

| Name of Assessing Officer Liz Marion | | | | | | |
|--|---|---------------------------|---------------------|-----------------------------|-------------|--|
| Name of Organisation | | | Dunoon and Cov | val Elderly Forum | | |
| Contact Person in Organisation | | | Margaret Johnst | on | | |
| Have y | Have you contacted/visited the organisation to assess this application? Contacted √ | | | | Contacted √ | |
| | Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. | | | | | |
| Name: | · · · · · · · · · · · · · · · · · · · | | | | | |
| - Italiioi | | | , | | | |
| Third | Sector | | √ | Events and Festivals | | |
| | | sted from A & B Counci | I? | £340 | | |
| | | ed last year? | | £300 | | |
| c) Tota | al Project | cost? | | £440 | | |
| d) Hov | w much c | oming from own resou | rces? | £100 | | |
| e) Hov | v much c | oming from other agen | cies? | £0 | | |
| f) Gra | nt Recon | nmendation | | £220 | | |
| Reason (Please be specific as this will inform the subsequent contract) To assist with the costs of providing an excursion to Mount Stuart, Bute for the end of session to allow the members to socialise. Please tick which of the following is being addressed: | | | | | | |
| a) | Addres | sing Social Inclusion | | | V | |
| b) | Alleviat | ion of rural isolation | | | | |
| c) | Commi | unity Capacity Building | | | V | |
| d) | Enhand | cement of quality of life | for residents and | visitors | V | |
| e) | Positive | e impact on local comm | nunities | | | |
| f) | Improv | ement of health and we | ellbeing | | $\sqrt{}$ | |
| g) | | e impact on the local e | | | | |
| Have y | ou receiv | ed an end of project re | port for the previo | us grant award? Yes | | |
| If No, p | olease giv | e a reason | | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | | |
| The organisation has been running this activity for a number of years and it proves beneficial to the members of the group. It allows them to get out and about and socialise. This prevents isolation in the older members of society. | | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | | |
| The organisation has received previous funding and the recommendation is therefore reduced to take this into account. | | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | No |
| | | |
| Add | itionally, 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 | N/A |
| | the event | |
| 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? | 30-40 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | 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 |
| Con | nments : | |
| | | |
| ĺ | | |

Signed: Liz Marion Date: 07/03/2014

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

| Name o | of Assess | sing Officer | Liz Marion | | | |
|--|---|--|----------------------|--|----------------------|--|
| Name o | Name of Organisation Innellan Bowling and Tennis Club | | | | | |
| Contact Person in Organisation David Morrison | | | | | | |
| Have yo | ou conta | cted/visited the organis | ation to assess thi | s application? | Contacted √ | |
| | | nation of Council Offic Work, Sports etc. | er you have contac | ted to discuss the applic | cation eg Arts & | |
| Name: | | | Designation: | | | |
| Third S | Sector | 7 | \checkmark | Events and Festivals | | |
| a) Gran | nt reques | ted from A & B Council | l? | £825 | • | |
| b) Grai | nt awarde | ed last year? | | £0 | | |
| c) Tota | al Project | cost? | | £1,575 | | |
| d) How | / much co | oming from own resour | ces? | £750 | | |
| e) How | / much co | oming from other agend | cies? | £0 | | |
| f) Grai | nt Recom | nmendation | | £787 | | |
| Reason for gran | nt: | | coaching and taster | e subsequent contract) session for bowling and te | ennis for the coming | |
| a) | Addres | sing Social Inclusion | | | | |
| b) | Alleviat | ion of rural isolation | | | | |
| c) | Commu | unity Capacity Building | | | | |
| d) | | cement of quality of life | | visitors | V | |
| e) | Positive | e impact on local comm | nunities | | V | |
| f) | Improve | ement of health and we | ellbeing | | V | |
| g) | | e impact on the local er | | | | |
| Have yo | ou receiv | ed an end of project re | port for the previou | is grant award? N/A | | |
| If No, p | lease giv | e a reason | | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | | |
| The opportunity for this type of coaching is not available in the local community. This grant will allow new comers to learn the basics of the sports. | | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | | |
| N/A | N/A | | | | | |
| | | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | No |
| Add | itionally, 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 | N/A |
| | the event | |
| k) | Evidence of appropriate insurance coverage | N/A |
| 1) | 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? | 50 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | |
|-----|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | 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 |
| Con | nments : | |
| | | |
| | | |

Signed: Liz Marion Date: 07/03/2014

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

| Name o | of Assess | ing Officer | Liz Marion | | |
|---|-----------|--|---|---------------------------|-----------------|
| Name of Organisation | | Kilfinan Community Forest Trust | | | |
| Contact Person in Organisation | | | Nikki Woolf | | |
| Have yo | ou contac | cted/visited the organis | ation to assess thi | s application? | Contacted √ |
| | | nation of Council Offic Vork, Sports etc. | er you have contac | ted to discuss the applic | ation eg Arts & |
| Name: | | | Designation: | | |
| Third S | Sector | | | Events and Festivals | |
| | | ted from A & B Council | ? | £2,000 | |
| | | ed last year? | | £0 | |
| c) Tota | I Project | cost? | | £2,700 | |
| d) How | much co | oming from own resour | ces? | £700 | |
| e) How | much co | oming from other agend | cies? | £0 | |
| f) Grai | nt Recom | mendation | | £1,850 | |
| for grant: A contribution towards | | s a series of Sumr | e subsequent contract) mer events at Kilfinan for arquee to accommodate | | |
| Please | tick whic | h of the following is be | ing addressed: | | |
| a) | Address | sing Social Inclusion | | | |
| b) | Alleviati | on of rural isolation | | | V |
| c) | Commu | inity Capacity Building | | | V |
| d) | Enhanc | ement of quality of life | for residents and | visitors | V |
| e) | Positive | impact on local comm | nunities | | V |
| f) | Improve | ement of health and we | ellbeing | | |
| g) | Positive | impact on the local er | nvironment | | |
| Have yo | ou receiv | ed an end of project rep | port for the previou | is grant award? N/A | |
| If No, p | lease giv | e a reason | | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | |
| The forest is a community asset and this programme will allow all residents to get involved with The activities in the forest | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | |
| N/A | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | Yes |
| Add | itionally, 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 | Pending |
| | the event | |
| k) | Evidence of appropriate insurance coverage | Pending |
| 1) | 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? | Yes |
| 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 | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | Yes |
|------|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | Families Section, Social Work? | |
| 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 |
| Con | nments : | · |
| COII | illionio . | |
| | | |

Signed: Liz Marion Date: 10/03/2014

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

| Name o | of Assess | ing Officer | Liz Marion | | | |
|--|---|-------------------------------|--------------------------------------|---------------------------|----------------------|--|
| Name of Organisation | | | Sandbank Community Development Trust | | | |
| Contact Person in Organisation | | | Sue McKillop | | | |
| Have y | ou contac | ted/visited the organis | ation to assess thi | s 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 S | Sootor | | √] | Events and Festivals | | |
| | | ted from A & B Counci | l? | £2,340 | | |
| | | ed last year? | | £0 | | |
| c) Tota | al Project | cost? | | £3,340 | | |
| d) How | v much co | oming from own resour | rces? | £660 | _ | |
| e) How | much co | oming from other agend | cies? | £340 | | |
| f) Gra | nt Recom | mendation | | £1,670 | | |
| Reason for grant: (Please be specific as this will inform the subsequent contract) A contribution towards a series of events to promote the village of Sandbank with a winter Gala and a possible firework display as well as Christmas lights and tree. There will be other events devised to promote the village and they are working closely with the school. | | | | here will be other events | | |
| Please | ease tick which of the following is being addressed: | | | | | |
| a) | Address | Addressing Social Inclusion √ | | | $\sqrt{}$ | |
| b) | Alleviation of rural isolation | | | | | |
| c) | Commu | nity Capacity Building | | | $\sqrt{}$ | |
| d) | Enhanc | ement of quality of life | for residents and | visitors | $\sqrt{}$ | |
| e) | Positive | impact on local comn | nunities | | | |
| f) | Improve | ement of health and we | ellbeing | | | |
| g) | | impact on the local e | | | | |
| Have y | ou receiv | ed an end of project re | port for the previou | is grant award? N/A | | |
| If No, p | lease giv | e a reason | | | | |
| Do you | concur v | vith the organisation in | their assessment | of need? Please supply | a very brief summary | |
| The Trust is building on a successful firework display in November 2013. They have used a Facebook page to gather ideas from the Community. Their aim is to make it a bigger event the year to satisfy the wishes of the Community. | | | | | | |
| If the o | If the organisation has received funding over the previous 2 years please justify reason for re-awarding a | | | | | |
| N/A | | | | | | |

| 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 | Yes |
| | a new group). | |
| e) | Within 50% of the costs for the project/activity | No |
| | | |
| Add | itionally, 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 | N/A |
| | the event | |
| 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? | 1200 |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | No |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | | |
|-----|--|-----|--|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | | |
| a) | Families Section, Social Work? | No | |
| o) | Clear recruitment policies | Yes | |
| 2) | On-going training and support for volunteers | Yes | |
| (k | A code of conduct for staff and volunteers | Yes | |
| e) | A Code of Good Practice | Yes | |
|) | An Equal Opportunities Policy | Yes | |
| 3) | A Policy for Managing Confidential Information | Yes | |
| ו) | Grievance Procedure for staff and volunteers | Yes | |
|) | A Disciplinary Procedure for staff and volunteers | Yes | |
| Com | ments: | | |
| | | | |

Signed: Liz Marion Date: 07/03/2014

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

| Name o | of Assess | ing Officer | Liz Marion | | |
|---|---|---|---------------------------|-------------------------------|----------------------|
| Name o | of Organis | sation | Starter Pack Plus (Cowal) | | |
| Contact Person in Organisation | | | Glenda Wilson | | |
| Have yo | ou contac | cted/visited the organis | ation to assess thi | s 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 S | | | V | Events and Festivals | |
| | | ted from A & B Council | l? | £1,800 | |
| | | ed last year? | | £0 | |
| c) Tota | al Project | cost? | | £1,900 | |
| d) How | much co | oming from own resour | ces? | £100 | |
| e) How | / much co | oming from other agend | cies? | £0 | |
| f) Grai | nt Recom | mendation | | £950 | |
| Reason | 1 | (Please be specific as t | this will inform the su | ibsequent contract) | |
| for grai | nt: | | | the project including insura | |
| Please | tick whic | goods, duvets and pillo h of the following is be | | ervices is estimated at 50 fa | amilies per year. |
| a) | Addressing Social Inclusion | | | | |
| b) | | on of rural isolation | | | V |
| c) | | nity Capacity Building | | | <u> </u> |
| d) | | ement of quality of life | for residents and | visitors | |
| e) | | impact on local comm | | VIOLOIO | |
| f) | | ement of health and we | | | √ √ |
| g) | • | impact on the local er | | | ' |
| | | ed an end of project re | | s grant award? N/A | |
| | | e a reason | | <u> </u> | |
| Do you | concur v | vith the organisation in | their assessment | of need? Please supply | a very hrief summary |
| | | _ | | | |
| The project offers a valuable service to the Community especially in these days of financial austerity. It provides much needed aid to families on a low income to make a new start. This helps to reduce homelessness. | | | | | |
| If the or grant? | If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | |
| N/A | | | | | |

| 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 | No |
| Add g) | itionally, for Events and Festivals, have you checked the Organisation A viable business plan | has: N/A |
| Add | itionally, for Events and Festivals, have you checked the Organisation | has: |
| 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 |
| | = | 1377 |
| 1) | Compliance with all relevant legal and licensing requirements | 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 families |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee | Yes |
| | or volunteers? | |
| 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

| Groups (Scotland) Act 2007? If No, can you refer to Ch a) Families Section, Social Work? b) Clear recruitment policies c) On-going training and support for volunteers | ildren and N/A Yes Yes |
|--|------------------------|
| b) Clear recruitment policiesc) On-going training and support for volunteers | Yes |
| c) On-going training and support for volunteers | |
| | Voc |
| d) A sada of sanduat for staff and valuate are | 165 |
| 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: 10/03/2014

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

| Name of Assessing Officer | | Liz Marion | | | |
|---|----------------------------------|--------------------------|-----------------------------|-------------------------|----------------------|
| Name of Organisation | | | Strachur and Dis | trict Community Develop | ment Trust |
| Contact Person in Organisation | | | Jeff Wilson | | |
| Have yo | ou contac | ted/visited the organis | sation to assess thi | s application? | Contacted √ |
| Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc. | | | | | cation eg Arts & |
| Name: Designation: | | | | | |
| Third S | Soctor | | $\sqrt{}$ | Events and Festivals | |
| | | ted from A & B Counci | I? | £7,200 | |
| | | d last year? | •• | £1,500 | |
| | I Project | | | £14,427 | |
| d) How | much co | oming from own resou | rces? | £2,227 | |
| e) How | much co | ming from other agen | cies? | £5,000 | |
| f) Grai | nt Recom | mendation | | £1,250 | |
| Reason (Please be specific as this will inform the subsequent contract) To improve the drainage of the pitch and reseeding and treatments to t an acceptable standard Please tick which of the following is being addressed: | | | the pitch to bring it up to | | |
| a) | Addressing Social Inclusion | | | | |
| b) | Alleviation of rural isolation √ | | | V | |
| c) | Commu | nity Capacity Building | | | V |
| d) | Enhanc | ement of quality of life | for residents and | visitors | V |
| e) | Positive | impact on local comm | nunities | | |
| f) | Improve | ement of health and we | ellbeing | | $\sqrt{}$ |
| g) | Positive | impact on the local e | nvironment | | |
| Have ye | ou receiv | ed an end of project re | port for the previou | us grant award? Yes | No |
| | lease give g - reques | e a reason sted | | | |
| Do you | concur v | vith the organisation in | their assessment | of need? Please supply | a very brief summary |
| The organisation has received advice for Argyll and Bute that due to heavy raind over the past years the drainage of the pitch needs to be improved. | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | |
| Only one year of grant funding. | | | | | |

| 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 | |
| Add | itionally, for Events and Festivals, have you checked the Organisation A viable business plan | has: | |
| | | | |
| 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 |
| 1) | | 1 | |
| '' | Compliance with all relevant legal and licensing requirements | Yes | No |

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 | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and | Yes |
|-----|---|-----|
| a) | Families Section, Social Work? | |
| 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 |
| Con | nments : | |
| | | |
| | | |

Signed: Liz Marion Date: 10/03/2014

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

| Name of Assessing Officer | | | Liz Marion | | |
|---|--|--|----------------------|--------------------|-----------------------|
| Name of Organisation | | United Church of Bute Pass It On Project | | | |
| Contact Person in Organisation | | Frances Martin | | | |
| Have you contacted/visited the organisation to assess this application? | | | | | |
| | | nation of Council Offic Vork, Sports etc. | er you have contac | ted to discuss the | application eg Arts & |
| Culture | , Social V | vork, sports etc. | | | |
| Name: | | | Designation: | | |
| Third S | Sector | 1 | \ | Events and Festiv | vals |
| | | ted from A & B Council | ? | £6,000 | |
| | | ed last year? | | £3,840 | |
| c) Tota | l Project | cost? | | £12,000 | |
| d) How | much co | oming from own resour | ces? | £4,000 | |
| e) How | much co | oming from other agend | ies? | £0 | |
| f) Grai | nt Recom | mendation | | £3,000 | |
| Reason (Please be specific as this will inform the subsequent contract) To supply starter packs for vulnerable groups especially young people getting their tenancies for the first time and elderly people who need to replace goods. Please tick which of the following is being addressed: | | | | | |
| a) | Address | sing Social Inclusion | | | V |
| b) | Alleviation of rural isolation | | | | |
| c) | Community Capacity Building | | | | |
| d) | Enhancement of quality of life for residents and visitors √ | | $\sqrt{}$ | | |
| e) | Positive | impact on local comm | nunities | | V |
| f) | Improve | ement of health and we | ellbeing | | V |
| g) | Positive | impact on the local er | nvironment | | |
| Have yo | ou receiv | ed an end of project rep | port for the previou | s 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 | | | | | |
| There is a high level of poverty in Bute and a large number of young people getting tenancies for the first time. This project allows them to get a start in independent living at a time when welfare reforms and the bedroom tax are having a severe affect on the Community. | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | |
| N/A | | | | | |

| 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 | Yes | |
| | a new group). | | |
| 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 | N/A | |
| | the event | | |
| k) | Evidence of appropriate insurance coverage | N/A | |
| 1) | 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? | |
| f) | Is the organisation well established? | 60-80 |
| g) | Have you identified any training needs for the organisations committee | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and | Yes |
|-----|---|-----|
| a) | Families Section, Social Work? | |
| 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 |
| Com | ments : | |
| | | |
| | | |

Signed: Liz Marion Date: 10/03/2014

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

| Name o | of Assess | ing Officer | Liz Marion | | |
|--|---|---|------------------------------|------------------------|----------------------|
| Name o | of Organisation Youth Stuff | | | | |
| Contac | t Person | in Organisation | Ann Campbell | | |
| Have ye | ou contac | cted/visited the organis | ation to assess this | s 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 S | Soctor | | J | Events and Festivals | |
| | | ted from A & B Council | ? | £3,000 | |
| | | ed last year? | · - | £0 | |
| c) Tota | l Project | cost? | | £5,960 | |
| d) How | much co | oming from own resour | ces? | £2,960 | |
| e) How | much co | oming from other agend | cies? | £0 | |
| f) Grai | nt Recom | mendation | | £2,000 | |
| Reason (Please be specific as this will inform the subsequent contract To engage a professional youth drama facilitator to run the project worker is moving on. Also the group wishes to forge links with dramatical contract worker is moving on. | | | itator to run the project as | | |
| Please | tick whic | h of the following is be | ing addressed: | | |
| a) | Address | sing Social Inclusion | | | V |
| b) | Alleviati | Alleviation of rural isolation | | | |
| c) | Commu | ity Capacity Building √ | | | |
| d) | Enhanc | hancement of quality of life for residents and visitors √ | | | |
| e) | Positive impact on local communities √ | | | | |
| f) | Improve | ement of health and we | ellbeing | | |
| g) | | impact on the local er | | | |
| Have ye | ou receiv | ed an end of project rep | port for the previou | s grant award? N/A | |
| If No, p | lease giv | e a reason | | | |
| Do you | concury | with the organisation in | thoir assessment | of nood? Plages supply | a vory briof summary |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | | | |
| The group has been in operation for three years and delivers a valuable service to the Community. They need a professional facilitator to assist them to continue to deliver their successful programme of events. | | | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | | | |
| Only on | Only one grant in 2012/13 | | | | |

| 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 | Yes |
| ' | a new group). | |
| 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 | N/A |
| | the event | |
| k) | Evidence of appropriate insurance coverage | N/A |
| 1) | 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 | Yes |
| | or volunteers? | |
| 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

| | If relevant, is the organisation compliant with Protection of Vulnerable | Yes |
|------------|--|-----|
| | Groups (Scotland) Act 2007? If No, can you refer to Children and | |
| a) | Families Section, Social Work? | |
| 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: 11/03/2014