

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Aros Hall	
Contact Person in Organisation	Gillian Govan	
Have you contacted/visited the organisation to assess this application?		Contacted Visited ✓
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£4,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£16,000	
d) How much coming from own resources?	£6,489	
e) How much coming from other agencies?	£5,511	
f) Grant Recommendation	£3,000	
Reason for grant:	Increased staffing hours to enable hall to open more hours/ generate revenue through letting and soft play use.	
Please tick which of the following is being addressed:		
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		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Aros Hall plays an important role in the community and is managed by a Hall Committee of local people. However, there is no liability limitation in place for the volunteers as employers – a grant is recommended on the condition that the committee seek appropriate advice regarding their position.		
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	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	100	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes ✓	No
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes	No ✓ Advice requested
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

Signed: Laura Macdonald

Date: 19/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****2 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Coisir Ceann and Tuirc (Argyll Male Voice Choir)	
Contact Person in Organisation	Davy Paterson	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£250
b) Grant awarded last year?		n/a
c) Total Project cost?		£500
d) How much coming from own resources?		£250
e) How much coming from other agencies?		n/a
f) Grant Recommendation		£50
Reason for grant:	Gaelic Workshops and mobile recording expenses	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Group have received funding to support production of a previous fundraising CD – it is recommended that the profits of this are used to fund the production of the next CD and that the workshop is supported.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Organisation received funding in 2012/13 but not in 2013/14 – the workshops provide a learning activity which members benefit from and supports Gaelic development and promotion.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	21		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	n/a		
c)	On-going training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	No	√
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√

Comments :

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****3 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Coisir Ghaidhlig Taigh an Uillt / Taynuilt Gaelic Choir	
Contact Person in Organisation	Mary Stone	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£320	
b) Grant awarded last year?	£135	
c) Total Project cost?	£640	
d) How much coming from own resources?	£220	
e) How much coming from other agencies?	£100	
f) Grant Recommendation	£0	
Reason for grant:	Gaelic workshops	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This group are due to return £60 from their 2013/14 award – it is proposed that this funding is subsequently awarded for 2014/15.		
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	Yes	No
b)	Fully constituted	Yes	√ No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√ No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	With auditor	
e)	Within 50% of the costs for the project/activity	Yes	√ No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	No	√
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	No	√
c)	On-going training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√
Comments :				

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****4 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Dunollie Projects Ltd	
Contact Person in Organisation	Jane Isaacson	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£3,528
b) Grant awarded last year?		n/a
c) Total Project cost?		£7,496
d) How much coming from own resources?		£3,968
e) How much coming from other agencies?		n/a
f) Grant Recommendation		£2,500
Reason for grant:	Support to establish an administrative post to support project work, volunteer co-ordination and community engagement.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/> No		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This organisation has an impressive track record of project sustainability. A one-off start-up award is recommended – the group will be advised of the need to secure on-going funding from other sources for future years.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

This organisation did not receive funding in 2012/13 but did receive funding in 2011/12 for a different purpose – there is a clear developmental aspect to this application.

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

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 **General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	55 volunteers and 1500 visitors	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

Signed: Laura Macdonald

Date: 24/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****5 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Dyslexia Scotland Oban and Lorn Branch	
Contact Person in Organisation	Gillian McNally	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Maureen Evans Designation: CLD worker (Homelink)		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£625	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£1,250	
d) How much coming from own resources?	£625	
e) How much coming from other agencies?		
f) Grant Recommendation	£500	
Reason for grant:	<i>To produce an awareness raising DVD for families and individuals affected by Dyslexia and professionals</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? 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		
This project will be of benefit to group members / young people who participate in the project. The launch event will also operate as an awareness raising event.		
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	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	500	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes	No ✓
c)	On-going training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes	No ✓
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓

Comments :

Signed: Laura Macdonald

Date: 24/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****6 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Highlands and Islands Music and Dance Festival	
Contact Person in Organisation	Margaret Farmer	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£2,500	
b) Grant awarded last year?	£4,000	
c) Total Project cost?	£33,754	
d) How much coming from own resources?	£21,254	
e) How much coming from other agencies?	£10,000	
f) Grant Recommendation	£1,500	
Reason for grant:	Contribution towards 3 day traditional music and dance competition event	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This event attracts a significant number of visitors to the local area with plans to extend the event to attract local involvement		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The grant is a small contribution which supports an event which has a significant economic impact in the area.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes ✓	No
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
l)	Compliance with all relevant legal and licensing requirements	Yes ✓	No
m)	Letters of support from other funders or local organisations	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	1000+ competitors and 3000 visitors	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes	No ✓
c)	On-going training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes	No ✓
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓
Comments :			

Signed: Laura Macdonald

Date: 18/03/2014

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Hogmanay in Oban	
Contact Person in Organisation	Christine Roberts	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£5,000	
b) Grant awarded last year?	£3,080	
c) Total Project cost?	£29,149	
d) How much coming from own resources?	nil	
e) How much coming from other agencies?	£24,149	
f) Grant Recommendation	£2,400	
Reason for grant:	Hire of stage, sound and lighting equipment for one day Hogmanay event in Oban	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Event is still in its early stages so an award is recommended, however it should not become dependent on this funding stream and should develop a clear fundraising strategy or method of generating income to ensure its sustainability.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Group received an award in 2012/13 only.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes ✓	No
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	Not yet in place for 2014	
l)	Compliance with all relevant legal and licensing requirements	Yes ✓	No
m)	Letters of support from other funders or local organisations	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	2,800 attendees	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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	No ✓
c)	On-going training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓
Comments :			

Signed: Laura Macdonald

Date: 25/03/2014

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Iona Village Hall Committee	
Contact Person in Organisation	Joanne MacInnes	
Have you contacted/visited the organisation to assess this application?		Contacted Visited ✓
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£2,910	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£13,560	
d) How much coming from own resources?	£9,600	
e) How much coming from other agencies?	£1,050	
f) Grant Recommendation	£2,600	
Reason for grant:	Contribution towards a pilot Iona Village Hall Music Festival in July	
Please tick which of the following is being addressed:		
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 group are organising this as a small scale event and as a pilot to establish demand, success and impact on the island – they have worked with island organisations (community and business) as well as with off-island events and arts organisations. A start-up award is recommended.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes	√	No
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	Not in place yet		
l)	Compliance with all relevant legal and licensing requirements	Referred to Lorn events team		
m)	Letters of support from other funders or local organisations	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	250 attendees 130 residents (may be some overlap)		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	No	√
c)	On-going training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√
Comments :				

Signed: Laura Macdonald

Date: 25/03/2014

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Lorn Agricultural Show	
Contact Person in Organisation	Christine Smith	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,150	
b) Grant awarded last year?		
c) Total Project cost?	£2,300	
d) How much coming from own resources?	£1,150	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£450	
Reason for grant:	Advertising and signage for one day event in North Lorn	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is a popular show however, it has now been operating in its current location for 2 years and although advertising is an on-going core activity for events, it should require less additional advertising to compensate for relocation. A reduction in award is therefore recommended.		
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	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes	No ✓
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	Not yet in place	
l)	Compliance with all relevant legal and licensing requirements	Aware of licensing requirements	
m)	Letters of support from other funders or local organisations	Yes	No ✓

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	1,050 – 2,000	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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	No ✓
c)	On-going training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes	No ✓
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓
Comments :			

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**10 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Lorn SWRI	
Contact Person in Organisation	Irene MacDougall	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,007	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,014	
d) How much coming from own resources?	£1,007	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£500	
Reason for grant:	Contribution towards a craft show in Oban	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
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		
Costs included in the application include the travel and accommodation costs to accommodate judges – this event brings together members from across the area to share ideas and network.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
g)	A viable business plan	Yes	No	√
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	√
l)	Compliance with all relevant legal and licensing requirements	Yes	No	√
m)	Letters of support from other funders or local organisations	Yes	No	√

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	400 – 500		
f)	Is the organisation well established?	Yes	No	
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	No	√
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	√	No
c)	On-going training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No
Comments : Governed by national organisation's policies				

Signed: **Laura Macdonald**

Date: **25/03/2014**

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****11 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Luing Social Committee	
Contact Person in Organisation	David Ritchie	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£457.50
b) Grant awarded last year?		n/a
c) Total Project cost?		£915
d) How much coming from own resources?		£475.50
e) How much coming from other agencies?		nil
f) Grant Recommendation		£170
Reason for grant:	Contribution to seasonal party for elderly community members and fireworks event	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
An annual social event for the elderly in the community reduces social isolation – town areas often have regular on-going activities. This event brings people together during the winter and creates a sense of community. An annual fireworks event brings the whole community together to enjoy fireworks in a safe and controlled manner.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	180		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	No	√
c)	On-going training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√
Comments :				

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**12 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Mendelssohn on Mull Trust	
Contact Person in Organisation	Marilyn Jeffcoat	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£4,000
b) Grant awarded last year?		n/a
c) Total Project cost?		£38,360
d) How much coming from own resources?		£4,000
e) How much coming from other agencies?		£30,360
f) Grant Recommendation		£3,000
Reason for grant:	<i>To support the development of on-going music events to create a legacy from the annual events.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input 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? 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		
This project creates a long term legacy and includes the development of volunteer tutors to support music training on the island.		
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	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	50 – 60 children	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**13 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Mull and Iona Community Trust	
Contact Person in Organisation	Moray Finch	
Have you contacted/visited the organisation to assess this application?		Contacted Visited ✓
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£4,333	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£8,666	
d) How much coming from own resources?	£2,333	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£3,000	
Reason for grant:	Contribution to running costs for Mull Musical Minds project and travel costs for Socio-Economic study graduate placement	
Please tick which of the following is being addressed:		
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 ✓ No		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Mull Musical Minds has been a successful project but faces the challenge of travel logistics to bring people to Craignure – this fund is part of an on-going long term funding strategy to source support with the costs. The Socio-Economic study will benefit development planning on the island and will be beneficial information for Community Planning Partners.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Group received an award in 2012/13 for another purpose. No award given in 2013/14.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	Mull Musical Minds - 30	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No
Comments :			

Signed: Laura Macdonald

Date: 26/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**14 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Community Singers	
Contact Person in Organisation	Margaret Batty	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£690
b) Grant awarded last year?		n/a
c) Total Project cost?		£1,556
d) How much coming from own resources?		£866
e) How much coming from other agencies?		nil
f) Grant Recommendation		£550
Reason for grant:	Running costs for community choir	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input 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? 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		
This group are still within their first year of running costs so a start-up grant is recommended however the group should be considering how it becomes self-funding.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	25 members		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	No	√
c)	On-going training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	No	√
g)	A Policy for Managing Confidential Information	Yes	No	√
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√
Comments :				

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**15 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Disability Forum and Access Panel	
Contact Person in Organisation	Fiona Morrison	
Have you contacted/visited the organisation to assess this application?		Contacted Visited ✓
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£1,300
b) Grant awarded last year?		n/a
c) Total Project cost?		£2,600
d) How much coming from own resources?		nil
e) How much coming from other agencies?		£1,300
f) Grant Recommendation		£550
Reason for grant:	Contribution towards running costs and volunteer expenses for Shopmobility project	
Please tick which of the following is being addressed:		
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 ✓ No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
An award is recommended on the condition that the group undertake some development work to establish a fundraising / finance strategy and financial projection for the year ahead. It is essential that this group reviews its operational costs and plans for its sustainability. It is also suggested that this group receive support to secure funding to support a formal business development planning process.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Award received in 2012/13 but not 2013/14.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	151 last year		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	√	No
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	No	√
c)	On-going training and support for volunteers	Yes	No	√
d)	A code of conduct for staff and volunteers	Yes	No	√
e)	A Code of Good Practice	Yes	No	√
f)	An Equal Opportunities Policy	Yes	No	√
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	No	√
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	√
Comments :				

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**16 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Sailing Club	
Contact Person in Organisation	Finlo Cottier	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£336
b) Grant awarded last year?		n/a
c) Total Project cost?		£672
d) How much coming from own resources?		£336
e) How much coming from other agencies?		
f) Grant Recommendation		£130
Reason for grant:	Purchase of lifejackets for junior members	
Please tick which of the following is being addressed:		
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	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Purchase of club owned safety equipment reduces need for individual families to purchase lifejackets for growing children – the club are then also responsible for checking equipment to make sure it is operational and meets all health and safety guidelines		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Group received award in 2012/13 but not 2013/14		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	150		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	√	No
b)	Clear recruitment policies	Yes		No √
c)	On-going training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes		No √
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes		No √
h)	Grievance Procedure for staff and volunteers	Yes		No √
i)	A Disciplinary Procedure for staff and volunteers	Yes		No √

Comments :

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**17 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Winter Festival	
Contact Person in Organisation	Pamela Lockhart	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£6,000	
b) Grant awarded last year?	£4,000	
c) Total Project cost?	£15,500	
d) How much coming from own resources?	£2,000	
e) How much coming from other agencies?	£7,500	
f) Grant Recommendation	£3,000	
Reason for grant:	Contribution towards 10 day festival in Oban	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
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 <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Winter Festival is a popular local event however, it is still primarily dependant on grant funding. The third sector grants are not intended as a recurring grant funding source therefore a reduced contribution is recommended and the group should be encouraged to consider a sustainability study.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Council funding enables additional external funding to be drawn in.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No
Additionally, for Events and Festivals, have you checked the Organisation has:			
g)	A viable business plan	Yes ✓	No
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	Not in place for this year yet	
l)	Compliance with all relevant legal and licensing requirements	Yes ✓	No
m)	Letters of support from other funders or local organisations	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?		
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes	No ✓
c)	On-going training and support for volunteers	Yes	No ✓
d)	A code of conduct for staff and volunteers	Yes	No ✓
e)	A Code of Good Practice	Yes	No ✓
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes	No ✓
h)	Grievance Procedure for staff and volunteers	Yes	No ✓
i)	A Disciplinary Procedure for staff and volunteers	Yes	No ✓
Comments :			

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**18 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Youth Cafe	
Contact Person in Organisation	Kenneth MacCorquodale	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£2,000
b) Grant awarded last year?		£450
c) Total Project cost?		£4,000
d) How much coming from own resources?		£2,000
e) How much coming from other agencies?		nil
f) Grant Recommendation		£1,000
Reason for grant:	Contribution to Summer programming activities	
Please tick which of the following is being addressed:		
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 type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This project contributes to the range of summer activities available for young people in the area.		
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	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	40	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**19 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tiree Resource Club	
Contact Person in Organisation	Kate MacCallum	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£4,000
b) Grant awarded last year?		£1,664.50
c) Total Project cost?		£25,572.89
d) How much coming from own resources?		£5,363
e) How much coming from other agencies?		£16,209.89
f) Grant Recommendation		£3,000
Reason for grant:	Contribution to staffing costs for Elderly Resource Centre on Tiree	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Council funding would be minority match within a combination funding package to enable the staff post to be sustained this year. The resource centre plays a key role on Tiree and monitors its impact successfully.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Group received funding in 2013/14 for another purpose.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	110	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes ✓	No
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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 ✓	No
b)	Clear recruitment policies	Yes ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No

Comments :

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS

Assessment form Third Sector Grants including Events and Festivals

20 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tobermory Gun Club	
Contact Person in Organisation	Roland Crichton	
Have you contacted/visited the organisation to assess this application?		Contacted <input checked="" type="checkbox"/> Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?		£1,700
b) Grant awarded last year?		n/a
c) Total Project cost?		£3,450.34
d) How much coming from own resources?		£1,250.34
e) How much coming from other agencies?		£500
f) Grant Recommendation		£1,500
Reason for grant:	To increase numbers and diversity of club membership through community events and facility improvements.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 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? 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		
This is a sports club which is aiming to develop its provision and increase its membership. It has the appropriate equipment storage and safety measures in place and is planning a series of events to encourage community participation.		
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	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 **General Criteria**

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council objectives?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	Yes ✓	No
e)	How many people overall will benefit from this grant?	42	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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?	PVG checking costs part of application	
b)	Clear recruitment policies	Yes ✓	No
c)	On-going training and support for volunteers	Yes ✓	No
d)	A code of conduct for staff and volunteers	Yes ✓	No
e)	A Code of Good Practice	Yes ✓	No
f)	An Equal Opportunities Policy	Yes ✓	No
g)	A Policy for Managing Confidential Information	Yes ✓	No
h)	Grievance Procedure for staff and volunteers	Yes ✓	No
i)	A Disciplinary Procedure for staff and volunteers	Yes ✓	No
Comments : policy and procedures for safety of equipment and storage			

Signed: Laura Macdonald

Date: 25/03/2014

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**21 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tobermory Harbour Association	
Contact Person in Organisation	Michael Shilson	
Have you contacted/visited the organisation to assess this application?		Contacted Visited ✓
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:		Designation:
Third Sector	<input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£1,650	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3,300	
d) How much coming from own resources?	£1,650	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£1,300	
Reason for grant:	To create a pleasant seating and picnic area for families away from traffic.	
Please tick which of the following is being addressed:		
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		
This project will provide a seating area in the harbour area of Tobermory, creating a picnic and seating area.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council objectives?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?	15,000		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	√	No
c)	On-going training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes		No √
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No

Comments :

Signed: Laura Macdonald

Date: 18/03/2014