

Public Document Pack

Argyll and Bute Council
Comhairle Earra Ghaidheal agus Bhoid

Customer Services
Executive Director: Douglas Hendry



Kilmory, Lochgilphead, PA31 8RT
Tel: 01546 602127 Fax: 01546 604444
DX 599700 LOCHGILPHEAD
e.mail –douglas.hendry@argyll-bute.gov.uk

28 March 2013

SUPPLEMENTARY PACK 1

BUTE AND COWAL AREA COMMITTEE - TUESDAY, 2 APRIL 2013 at 10:00 AM IN EAGLESHAM HOUSE, MOUNTPLEASANT ROAD, ROTHESAY

I enclose herewith item 7(**THIRD SECTOR GRANTS**) which was previously circulated, item 12 (**DUNOON 5 ASIDE PITCH**) which was marked copy to follow on the Agenda for the above meeting and item 10 (**ROADS RECONSTRUCTION PROGRAMME 2012 - 15**) which was not previously circulated with the Agenda for the above meeting

Douglas Hendry
Executive Director - Customer Services

ADDITIONAL ITEMS

- 7. THIRD SECTOR GRANTS**
Report by Senior Officer, Community Regeneration (Pages 1 - 32)
- 10. ROADS RECONSTRUCTION PROGRAMME 2012 - 15**
Report by Executive Director of Development and Infrastructure Services (Pages 33 - 38)
- E1 12. DUNOON 5 ASIDE PITCH**
Report by Head of Roads and Amenity Services (Pages 39 - 42)

BUTE & COWAL AREA COMMITTEE

Councillor Gordon Blair	Councillor Michael Breslin
Councillor Robert Macintyre	Councillor Bruce Marshall
Councillor Alex McNaughton	Councillor James McQueen
Councillor Len Scoullar	Councillor Isobel Strong
Councillor Dick Walsh	

Contact: Eilidh FitzPatrick, Area Governance Assistant

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ARGYLL AND BUTE COUNCIL**BUTE AND COWAL
AREA COMMITTEE****COMMUNITY SERVICES****2 APRIL 2013**

THIRD SECTOR GRANTS 2013/14

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 2013/14 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 Thirteen applications have been received, including 3 for Events and Festivals, and 1 which is for capital works and therefore ineligible.

2.0 RECOMMENDATIONS

- 2.1 The 12 organisations listed below are awarded funding from the Third Sector Grants budget, as per the table below.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2012/13 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 Award 11/12	Grant Award 12/13	Total Project Costs	Amount Requested	Recommendation
3.1	Beachwatch Bute	£650	N/A	£2,812	£1,400	£1,050
3.2	Bute Advice Centre	N/A	£2,000	£2,550	£1,275	£845
3.3	*Bute Agricultural Society	£720	N/A	£12,600	£1,200	£900 (Underwrite)
3.4	Caol Ruadh Sculpture Park	N/A	N/A	£5,020	£2,500	£2,500
3.5	*Cowal Walking Festival Association (Cowalfest)	£1,000	£2,775	£4,800	£2,400	£1,585
3.6	Dunoon & Cowal Youth Project	£6,750	£6,750	£23,500	£11,750	£4,000
3.7	Dunoon and Cowal Elderly Forum	£450	£300	£1,175	£500	£300
3.8	Dunoon Burgh Hall Trust	N/A	£2,955	£10,500	£5,000	£2,500
3.9	Dunoon Community Development Group - Recycling Project	N/A	£250	£1,000	£500	£375
3.10	*Argyll and Bute Youth Forum	N/A	N/A	£4,000	£1,000 across all 4 areas	£250(from each area)
3.11	Helensburgh Orchestral Society	N/A	N/A	£2,340	£910 across two areas	£410 (from each area)
3.12	Strachur & District Community Development Co Ltd	N/a	N/A	£3,005	£2,005	£1,500
				Total Recommended		£16,215
				Balance		£18,785

**Events and Festivals*

3.0 DETAIL

	Organisation	Rationale for grant allocation
3.1	Beachwatch Bute	The funding is required for insurance and promotional equipment. Beachwatch Bute is a well-established organisation who carry out environmental projects such as beach cleaning and educational programmes with the schools on Bute
3.2	Bute Advice Centre	The funding is required for a case management Information system to allow the group to provide a more efficient service. Bute Advice Centre provides support to an increasing number of clients, in particular, the elderly, carers, people with

		disabilities and low income families.
3.3	*Bute Agricultural Society	The funding is a contribution towards the annual agricultural show which is a well-established event that attracts a large number of people. Over the last few years the committee have lost a number of sponsors and weather has not been kind to them but they are working hard to make the event successful.
3.4	Caol Ruadh Sculpture Park	The funding is a contribution towards the cost of three performances of Global Water Dances to take place in Colintrave and the surrounding area. Each performance will be unique to its location and choreographer. The event should help to boost local tourism and the economy.
3.5	*Cowal Walking Festival Association (Cowalfest)	The funding is sought for promotional materials to market the Cowal Walking Festival which takes place over 7 days in October.
3.6	Dunoon & Cowal Youth Project	The funding is towards salary and sessional costs to deliver a programme of events in the youth centre for children between the ages of 11-16. This organisation is supported by many volunteers which helps sustain the project. No matched funding has been identified.
3.7	Dunoon and Cowal Elderly Forum	The funding is a contribution towards the costs of social events and outings throughout the year. This organisation has 40 members age 60+.
3.8	Dunoon Burgh Hall Trust	The funding is a contribution towards marketing costs and exhibition costs for a local heritage and contemporary art project. The project will celebrate artist/designer Bob Stewart, design pioneer of the 20 th century. The education programme is for local volunteers, the community and schools in Cowal.
3.9	Dunoon Community Development Group - Recycling Project	The funding is for the purchase of spare parts and software to allow the group to upgrade old computers which are then distributed to the community. At present the group has a waiting list for computers.
3.10	*Argyll and Bute Youth Forum.	The funding is for an event that will support the achievements of young people across Argyll and Bute. Each Area is being asked to contribute £250 towards the event which will be held in Oban.
3.11	Helensburgh Orchestral Society	The funding is required to deliver an outreach programme of two concerts in Arrochar and Dunoon. The organisation has carried out feasibility studies in each area and identified appropriate partners within these communities. This would give members of the organisation the opportunity to increase their skills and bring music to local communities.
3.12	Strachur & District Community Development Co Ltd	Funding is for the improvement of drainage of Strachur sports centre pitch.

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 2013

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****Details**

Name of Assessing Officer	Liz Marion	
Name of Organisation	Beachwatch Bute	
Contact Person in Organisation	Sandra MacMillan	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited <input type="checkbox"/>	
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?	£1,400	
b) Grant awarded last year?	£0	
c) Total Project cost?	£2,812	
d) How much coming from own resources?	£1,412	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,050	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Purchase of goods and contributions towards running costs of the project. to allow promotion of the organisation. This will include Insurance, toners for printer and laminating pouches for promotional activities.	
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 checked="" 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 checked="" 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		
Beachwatch Bute is a well-established organisation who delivers both environmental and educational programmes in Bute.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

Last received funding of £650 in 2011 – 2012 financial year. The amount requested has been reduced to take this fact into account

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	200 - 300
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Comments :

Signed: Liz Marion

Date: 13 March 2013

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

Name of Assessing Officer		Liz Marion	
Name of Organisation		Bute Advice Centre	
Contact Person in Organisation		Julie Semple	
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?		£1,275	
b) Grant awarded last year?		£2,000	
c) Total Project cost?		£2,550	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£845	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Purchase of a new management system with associated training and licences to allow project to apply for funding.		
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 checked="" type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>	
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? Yes			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
Bute Advice provides a vital service to the residents of Bute. With the recession the project has seen a rise in clients and with the impending benefit regime changes it is anticipated that their workload will increase.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			

Bute Advice has had funding for several years and the recommendation reflects this.

2 Financial Check – Have you checked the Organisation is:

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

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
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?	432
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Comments :

Signed: Liz Marion

Date: 13/03/13

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Bute Agricultural Society	
Contact Person in Organisation	Matthew Williamson	
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?	£1,200	
b) Grant awarded last year?	£0	
c) Total Project cost?	£12,600	
d) How much coming from own resources?	£11400	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£900 - Underwrite	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>	
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 checked="" 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 checked="" 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		
The organisation has a long history of running this event which is popular on the island. It attracts 1,500 people and has a positive effect on the local economy.		
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.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	1,500
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Comments :

Signed: Liz Marion

Date: 13/3/13

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Caol Ruadh Sculptural Park	
Contact Person in Organisation	Karen Scotland	
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?	£0	
c) Total Project cost?	£5,020	
d) How much coming from own resources?	£2,520	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£2,500 Provisional on production of audited accounts	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with a dancing festival in the areas around Colintrave. This will hopefully attract both locals and visitors to the area and benefit the local businesses.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input 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		
The event should help to boost the local economy and will have a positive impact on businesses such as hotels and B&Bs by attracting visitors to the 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	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	No
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council objectives?	Yes
c)	Does the project have open membership?	Yes
d)	Have sponsorship agreements been checked?	N/A
e)	How many people overall will benefit from this grant?	
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Comments :

Signed: Liz Marion

Date: 13/3/13

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

Name of Assessing Officer	Liz Marion		
Name of Organisation	Cowal Walking Festival Association		
Contact Person in Organisation	Fiona Page		
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?	£2,400		
b) Grant awarded last year?	£2,775		
c) Total Project cost?	£4,800		
d) How much coming from own resources?	£2,000		
e) How much coming from other agencies?	£0		
f) Grant Recommendation	£1,584		
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i>		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		<input checked="" type="checkbox"/>
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? No			
If No, please give a reason		Requested but still pending	
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
Cowal Fest runs a very successful programme of walks and cultural activities. The grant will enable them to market their activities to attract more participants.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The organisation has received grants in previous years and the reduced recommendation reflects this			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes 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
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?	1,000
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Signed: Liz Marion

Date: 13/3/13

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Dunoon & Cowal Youth Project	
Contact Person in Organisation	Tracy Gray	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
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?	£11,750	
b) Grant awarded last year?	£6,750	
c) Total Project cost?	£23,500	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£4,000	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Contribution towards the running of the Project including sessional staff costs and resources for 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 checked="" 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 checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The youth project has been running since 1989. The numbers using the project have steadily risen over this period. The project continues to struggle for funding and has only had moderate success in raising funds. A lot of staffing is done on a voluntary basis to allow the project to continue		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The project has received funding for a number of years. The recommendation represents a reduction in funding for this year		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes 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
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 - 150
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Signed: Liz Marion

Date: 12/3/13

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Dunoon and Cowal Elderly Forum	
Contact Person in Organisation	Margaret Johnston	
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?	£500	
b) Grant awarded last year?	£150	
c) Total Project cost?	£1175	
d) How much coming from own resources?	£675	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£300	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards various trips around Scotland for members of the Forum.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes No		
If No, please give a reason Pending		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Forum has been in existence since 1997 and has successfully run these events every year. They actively promote the Forum and are aiming at increasing their membership.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The Forum has received funding in previous years and the recommendation reflects the decrease in funding form what was requested		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	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
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?	30 - 40
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Signed: Liz Marion

Date: 12/3/13

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Dunoon Burgh Hall Trust	
Contact Person in Organisation	Jennifer Hunter	
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?	£5,000	
b) Grant awarded last year?	£2,953	
c) Total Project cost?	£10,500	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£5,500 pending	
f) Grant Recommendation	£2,500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The funding is a contribution towards marketing costs and exhibition costs for a local heritage and contemporary art project. The project will celebrate artist/designer Bob Stewart, design pioneer of the 20 th century. The education programme is for local volunteers, the community and schools in Cowal.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	
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? No		
If No, please give a reason Pending		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The grant will go towards providing an educational programme both for local volunteers and schools in Cowal.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

The Burgh Hall has received funding in 10/11 and 11/12. The recommendation reflects this.

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Pending
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes 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
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?	250-400
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Signed: Liz Marion

Date: 15 March 2013

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Dunoon Community Development Group – Recyclers Project	
Contact Person in Organisation	Charles Forrest	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
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?	£500	
b) Grant awarded last year?	£250	
c) Total Project cost?	£1,000	
d) How much coming from own resources?	£500	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£375	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To purchase hardware and software to allow group to upgrade computers that they are recycling.	
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 checked="" 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 checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The group has been running for 8 years and in that time they have recycled a large number of computers back to the community. At present they have a waiting list for computers.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
The group received funding last year for the first time so the recommendation reflects a reduction in funding for this year.		

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	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
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?	150
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Signed: Liz Marion

Date: 12/3/13

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Argyll and Bute Youth Forum	
Contact Person in Organisation	Kayleigh Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull		Designation: Youth Services Manager
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4,000	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£250 from each area	
Reason for grant:	<i>Venue costs for Youth Achievement Event for young people across Argyll and Bute.</i>	
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? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This event will support and celebrate the achievements of young people involved in a variety of community activities, bringing them together from across Argyll and Bute for a themed awards event. The awards committee itself comprises a number of young people with support staff – although the event is being organised by the Argyll and Bute Youth Forum, award nominations will be advertised and circulated through schools, youth organisations and partner agencies and open to all young people. An award of £250 per area is 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	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?	150 direct beneficiaries		
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)	Ongoing 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 :				

5 **Monitoring Information** (The information provided for monitoring purposes only, it will not be used to assess your application)

Is your project directed at, or of particular relevant to, people from a specific ethnic background? **No** **Yes**

If yes, please tick up to three categories to indicate the ethnic background of the people who will benefit.

White		Black, Black Scottish or Black British	
Scottish		Caribbean	
Other British		African	
Irish		Any other Black Background	
Any other white background			
Mixed		Other ethnic background	
Mixed ethnic background		Chinese	Any other
Asian, Asian Scottish or Asian British			
Indian		Bangladeshi	
Pakistani		Any other Asian background please	

Signed: .Laura Macdonald

Designation: Community Development Officer

Date: .19/03/2013

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Helensburgh Orchestral Society	
Contact Person in Organisation	Mrs A Wilson	
Have you contacted/visited the organisation to assess this application?	Contacted	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£910	
b) Grant awarded last year?	£0	
c) Total Project cost?	£2,340	
d) How much coming from own resources?	£1,430	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£420 from each area	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> The funding is required to deliver 2 concerts to rural communities. The organisation has already carried out feasibility studies in Arrochar and Dunoon and identified appropriate partners within these communities. This would give members of the organisation the opportunity to increase their skills and bring music to a wider audience	
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 checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input 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 No		
If No, please give a reason		
n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The organisation has already carried out a feasibility study and secured support from these two communities.		
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	n/a
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

Additionally, for Events and Festivals, have you checked the Organisation has:

g)	A viable business plan	Yes
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	To be provided

3 General Criteria

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	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 members & 200 community
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	No
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	Yes	No
b)	Clear recruitment policies	Yes	Yes	No
c)	Ongoing training and support for volunteers	Yes	Yes	No
d)	A code of conduct for staff and volunteers	Yes	Yes	No
e)	A Code of Good Practice	Yes	Yes	No
f)	An Equal Opportunities Policy	Yes	Yes	No
g)	A Policy for Managing Confidential Information	Yes	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	Yes	No

Comments :

5 Equal Opportunities

What are the clients ethnic group(s)?

A White

Scottish

Other British

Irish

Any other White background please specify

B Mixed

Any Mixed background please specify

C

Eastern European

D Asian, Asian Scottish or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background please write in

E Black, Black Scottish or Black British

Caribbean

African

Any other Black background please write in

F Other Ethnic background

Any other background please write in

Signed:

Designation:

Date:

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Strachur and District Community Development Co Ltd	
Contact Person in Organisation	Douglas Currie	
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?	£2,005	
b) Grant awarded last year?	£0	
c) Total Project cost?	£3,005	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,500	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Funding for improvement of drainage of Strachur sports centre pitch.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	<input checked="" type="checkbox"/>
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	<input checked="" 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		
The organisation supports the use of the pitch by both the school and local children. The heavy rain over the past while has made it necessary to improve the drainage. The application is for a contribution towards this.		
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
b)	Fully constituted	Yes
c)	Has submitted a bank statement for all bank/savings accounts	Yes
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	Yes 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
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 or volunteers?	Yes
h)	Does the organisation have volunteer training in place?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

4 Policy and Procedures

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

Signed: Liz Marion

Date: 18/3/13

ARGYLL & BUTE COUNCIL

Bute and Cowal Area Committee

DEVELOPMENT AND INFRASTRUCTURE SERVICES

2nd APRIL 2013**ROADS RECONSTRUCTION PROGRAMME 2012 - 15****1. SUMMARY**

- 1.1 This report advises Members of the progress being made with regard to the delivery of the overall Roads Reconstruction Programme 2012 - 15. This report reviews the works carried out in Year 1, 2012-13 and the proposed programme for year 2, 2013-14.
- 1.2 In 2011, the Council decided to increase investment in upgrading its road network following successive poor winters, and subsequently delivered a £7M programme of works which made an immediate and positive impact on the Council's roads network. In February 2012, the Council approved a further £21M investment in roads reconstruction for 2012-15.

2. RECOMMENDATION

- 2.1 That Committee notes the progress of the Roads Reconstruction Programme for 2012-13 and the proposals for 2013-14 within the £21M works

3 DETAIL

- 3.1 The focus of the roads reconstruction programme has been to recover the network through the delivery of a mix of carriageway resurfacing schemes, patching/surface dressing and insitu road surface recycling, which follow the principles set out within the proposed Roads Asset Management and Maintenance Strategy.
- 3.2 The summary table below highlights the positive and visible impact of the works undertaken to date. By March 2013 the Council had upgraded over a quarter of its "A" class roads and almost 300km of roads in total, within the last 24 months, as indicated below.

Table 3.2

Road category	Treatment % 2011/12	Treatment % 2012/13	Total Treatment Length	Total Treatment as a % of network length 2011-13
A	55.76 km = 10%	93.37 km = 17%	149.13 km	27%
B	26.846 km = 4%	58.912 km = 10%	87.76 km	14%
C	12.374 km = 3%	4.008km = 1%	16.38 km	4%
U	18.860 km = 3%	17.553 km = 2%	36.41 km	5%
			289.68km	

- 3.3 The current 3 year capital investment programme will allow the Council to upgrade over 50% of its class A roads and 30% of its class B roads by 2015, which will make a significant and positive impact upon the local economy, connectivity and the quality of life of our communities.

- 3.4 The Roads Reconstruction Programme has been delivered by a mixed economy model with the Council's in house team delivering carriageway resurfacing and patching works across the Council area. In Mull, Islay, Jura and Kintyre resurfacing and patching works have been delivered by the Council's contractual partner Breedon and their locally based sub-contractors. Unit cost for surfacing carried out by the Councils in-house teams compare favourably with unit costs from Breedon's. Surfacing dressing has been delivered by Kiely Brothers who were awarded the contract for the Council wide area.
- 3.5 The Capital budget was accelerated in Year 1 of the £21M budget to achieve an early benefit to road condition and partly as preparation for future year's operations. A record of the impact on the Capital budget, scheme by scheme in the B&C Area for Year 1 is attached in **Appendix 1**.
- 3.6 The above service delivery model will be used in the Year 2 programme for the Council network as indicated in the Schemes List for the B&C Area as detailed in **Appendix 2**. At present the Budget allocation is based on the re-profiled sum remaining in the £21M programme, distributed approximately equally over the remaining year 2 and 3.
- 3.7 Recently announced additional funding from the Scottish Executive which the Council has allocated to additional Roads schemes are at present being assessed. A future paper will detail these schemes and how they may affect the sequence of operations. Where operational efficiency dictates, the present sequence of schemes will be adjusted, which may result in some sites commencing at earlier or later dates.

4 CONCLUSION

- 4.1 This report updates Members on the progress being made to upgrade the Council's road network through the delivery of the Roads Reconstruction Programme 2012-15.
- 4.2 The accompanying scheme programme gives an indication of the sequence which individual sites will be improved and the likely duration of lane occupation. At present all operations are likely to be carried out under single file traffic control under either traffic lights or convoy vehicle. No official road closures are considered necessary to deliver any scheme in the current programme.

5 IMPLICATIONS

- | | | |
|-----|-----------|---|
| 5.1 | Policy | <i>Works assessed and carried out under the current Roads Asset Management and Maintenance Plan</i> |
| 5.2 | Financial | <i>Programme based on capital allocation for years 2012 – 2015. (Excluding additional contribution agreed March 2013 , pending further scheme selection process)</i> |
| 5.3 | Personnel | <i>Reconstruction works delivered by a combination of in-house Roads Operations team, Partnership Contractor and specialist contractors for surface dressing and in-situ recycling.</i> |

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|-----|------------------------------|---|
| 5.4 | Equalities Impact Assessment | <i>None</i> |
| 5.5 | Legal | <i>None</i> |
| 5.6 | Risk | <i>Completed works will reduce requirement to repair and maintain existing carriageway deterioration.</i> |
| 5.7 | Customer Service | <i>Overall improvement in travel time and quality of driven and walking journeys.</i> |

6. APPENDICES

- 6.1 Capital schemes list from Year 1 (2012-1) impact on £21M Capital budget.
- 6.2 Capital schemes list, Year 2 proposals and estimated value of works.
- 6.3 Scheme programme Gantt Chart, under separate cover, indicating site durations.

Sandy Mactaggart
Executive Director of Development & Infrastructure
28th March 2013

For further information contact: Jim Smith, Head of Roads & Amenity Services,
Tel: 01546 604324.

ROADS CAPITAL RECONSTRUCTION PROGRAMME 2012 - 2015

Year 1 review - Capital Budget Impact 2012-13

BUTE

Route	Location	Scheme Details	Yr 1 Approved Budget (£21m/3yr Programme)	Yr 1 Revised Budget (£7.505m Programme)
A886	Shalunt	Resurfacing	£114,000	£57,000
A844	Cranslagvourity	Resurfacing	£95,000	£95,000
B875	St Colmac Cemetery to A844 junction	Resurfacing	£15,000	£15,000
A843	Kilmory Circle to A844	Resurfacing	£100,000	£50,000
Rothsay	Montague Street	Structural Repairs	£30,000	£30,000
				£247,000

Yr 1 Actual Capital Budget Spend	Comments on variations from estimated cost to Capital budget
£71,493	additional length done due to accelerated deterioration
£123,504	Two separate schemes sections joined into one for efficiency
£32,148	Two separate schemes sections joined into one for efficiency
£30,767	Savings due to use of jetpatcher
£12,345	Simplified scheme at Montague St plus works at Guilford Sq.
£270,257	

COWAL

Route	Location	Scheme Details	Yr 1 Approved Budget (£21m/3yr Programme)	Yr 1 Revised Budget (£7.505m Programme)
A815	Hafton - Hunters Quay to Lazaretto	Resurfacing	£90,000	£0
A815	Glenbranter - Invernoaden to Garrell	Edge Strengthening Carriageway Resurfacing	£225,000	£225,000
Uc74	William St Dunoon	Resurfacing	£65,000	£65,000
A886	Dunans to Leanach	Surface Dressing	£180,000	£180,000
A815	Strachur Fire Station to new Balliebeg Bridge	Edge Strengthening & Overlay	£110,000	£50,000
A8003	Ormidale junction - north	Drainage improvements, Edge Strengthening & Resurfacing	£120,000	£50,000
C9	Gairletter to Ardentiny	Resurfacing	£120,000	£120,000
B828	Glenmore Forestry Route	Edge Strengthening Carriageway Resurfacing	£100,000	£0
A886	Newton to Strachur	Surface Dressing	£80,000	£80,000
A815	Bullwood Road	Resurfacing	£250,000	£320,000
A815	Ardno to Cairndow	Resurfacing		£98,000
A885	Argyll St	Resurfacing		£35,000
				£1,223,000

Yr 1 Actual Capital Budget Spend	Comments on variations from estimated cost to Capital budget
£0	Reviewed scheme - surface fit for purpose - improvements deferred
£141,292	Scheme partially delivered Yr1 , works curtailed as part of Council wide budget management
£52,782	Works completed without requirement to take up full contingencies
£290,259	Includes extended works from Leanach to Strachur
£7,222	Initial works only , scheme deferred as part of Council wide budget management
£65,939	Scheme partially delivered Yr1 , works curtailed as part of Council wide budget management
£85,145	Works completed without requirement to take up full contingencies
£0	Planned contribution to RABT diversion route. Transport Scotland preferred route differed- revenue maintenance only on this route
£0	Included with Dunans to Leanach
£282,036	Works completed without requirement to take up full contingencies
£115,112	Additional S/D scheme delivered in conjunctin with A886
£84,084	PH2 works from previous year , extended in scope due to surface deterioration
£1,123,871	

Bute and Cowal

£1,470,000
CAPITAL EST.

£1,394,128
ACTUAL CAPITAL
BUDGET IMPACT

YEAR 1 2012-13

Note 1:- Capital contribution to A83 Rest and be Thankful RABT diversionary route was held in the budget pending a decision by Transport Scotland. When this option was rejected, the global expenditure to capital throughout the Council area required all schemes currently underway from July 2012 to be curtailed.

Note 2:- Works suspended on three sites, A8003 Ormidale, A815 Glenbranter and A815 Strachur as part of Council wide Capital Budget management process. Schemes resume as part of Yr2 programme.

BUTE AND COWAL**£1,204,000****Provisional Budget
Allocation for 2013/14****£1,283,000****Current Bute & Cowal
Total Programme
Estimate****BUTE**

WDM Scheme Number*	Route	Location**	Estimated Value	Proposed Scheme Details***
977	A886	Shalunt Cottage	£100,000	Reconstruction
915 , 916	A844	Argyle Street - Gallowgate to Skeoch Wood	£100,000	Reconstruction
986	A844	Stravanan - Ambrismore to Kingarth	£40,000	Structural patching
-	Various	Rothesay - Footways	£15,000	Footway Reconstruction
Area Total			£255,000	

COWAL

WDM Scheme Number*	Route	Location**	Estimated Value	Proposed Scheme Details***
c/o	A8003	Ormidale Phase 2 - Ormidale Road to Lothead	£90,000	Reconstruction, Road widening and overlay
58, 62	A815	Glenbranter Phase 2 - Glenbranter to Garrell	£200,000	Reconstruction, Edge Strengthen & overlay
57	A815	Strachur Phase 2 - Fire Station to UC12 Succoth Road	£110,000	Reconstruction, inlay
-	A815	Alexandra Pd, Pier Esplanade, Tom-a-Mhoid Rd - John Street to Lamont Memorial	£173,500	Reconstruction, Inlay
-	A815	St Catherines - Roads Depot to Ardchylne Estate	£95,000	Surface Dressing incl pre Surface Dressing patching
-	A815	North Loch Eck - Cambusdhu to Island Farm	£85,000	Surface Dressing incl pre Surface Dressing patching
70	A815	South Loch Eck - Coylet to Inverchapple	£91,000	Surface Dressing incl pre Surface Dressing patching
-	A815	Rashfield - Rashfield Farm to A880	£30,000	Surface Dressing incl pre Surface Dressing patching
114	B8000	Lower B8000 - Melldalloch to Otter Ferry	£40,000	Structural Patching
-	UC12	Succoth Road - Sportsfield to road end	£50,000	Reconstruction, Forestry & ABC co-funded
100 , 101	A815	Marine Parade Phase 1 - Western Ferries to James Street	£48,500	Reconstruction, Inlay
-	UC37	Westfield - Strone Brae to road end	£15,000	Footway Reconstruction
Area Total			£1,028,000	

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