

Public Document Pack

Argyll and Bute Council **Comhairle Earra Ghaidheal agus Bhoid**

Customer Services
Executive Director: Douglas Hendry



Scotcourt House
45 West Princes Street
HELENSBURGH
G84 8BP

Tel: 01436 658825 Fax: 01436 658821
e.mail –Belinda.Ruthven@argyll-bute.gov.uk

5 April 2013

SUPPLEMENTARY PACK 2

HELENSBURGH & LOMOND AREA COMMITTEE - TUESDAY, 9 APRIL 2013 at 9:30 AM
In the **CEREMONIES ROOM, HELENSBURGH**

I enclose herewith an additional assessment form for **Helensburgh Community Woodlands Group** in relation to item 8 (**THIRD SECTOR GRANT APPLICATIONS 2013**) which was not previously circulated with the agenda for the above meeting.

Douglas Hendry
Executive Director - Customer Services

ADDITIONAL ITEMS

- 8. THIRD SECTOR GRANT APPLICATIONS 2013**
Report by Community Development Manager (Pages 1 - 4)

HELENSBURGH & LOMOND AREA COMMITTEE

Councillor Maurice Corry	Councillor Vivien Dance
Councillor George Freeman (Vice-Chair)	
Councillor David Kinniburgh	Councillor Robert Graham MacIntyre
Councillor Aileen Morton	Councillor Ellen Morton
Councillor Gary Mulvaney	Councillor James Robb
Councillor Richard Trail (Chair)	

Contact: Belinda Ruthven, Area Governance Assistant Tel: 01436 658825

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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	Helensburgh Community Woodlands Group	
Contact Person in Organisation	David Adams	
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?	£390	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£780	
d) How much coming from own resources?	£390	
e) How much coming from other agencies?		
f) Grant Recommendation	£390	
Reason for grant:	<i>Valuation of land required for larger external funding application.</i>	
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	<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		
This group are working on an ambitious community project and have been striving to establish the feasibility / evidence. This grant will enable them to obtain an independent valuation of the land which is a requirement of potential funding bodies and good practice.		
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?	100,000 visits (based on Duchess wood access)		
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)	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: 02/04/2013

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