

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Atomeag Piseag	
<b>Contact Person in Organisation</b>	Louise Glen-Lee	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£2,100	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	\$4,200	
<b>d) How much coming from own resources?</b>	£2,100	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	No award	
<b>Reason for grant:</b>	Contribution towards uniforms for the choir, a concert tour to rural areas (inc. ferry travel) and costs towards a CD recording.	
<b>Please tick which of the following is being addressed:</b>		
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"/>
<b>Have you received an end of project report for the previous grant award? Yes <input type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b> not applicable		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
In the year that Oban hosts the Royal National Mod, supporting a Gaelic choir to tour across the area provides links to the wider community. However the group has been unable to submit all supporting paperwork and no award is recommended at this time.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

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

## 3 General Criteria

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

## 4 Policy and Procedures

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

Signed: Laura Macdonald

Date: 12/07/2015

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Craignure Village Hall	
<b>Contact Person in Organisation</b>	Sian Scott	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£2,723	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£5,447.09	
<b>d) How much coming from own resources?</b>	£2,724.09	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	No award recommended	
<b>Reason for grant:</b>	Running costs to allow group to divert funding to spend in capital repairs.	
<b>Please tick which of the following is being addressed:</b>		
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 type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
Capital costs are ineligible under the Third Sector Grants scheme and a grant for revenue to allow a group to divert its usual revenue funding to pay for capital, amounts to the grants paying for the capital repair. No award is recommended.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
Group received funding in 2013/14 towards running costs but not in 2014/15.		

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

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

## 3 General Criteria

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

## 4 Policy and Procedures

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

Signed: Laura Macdonald

Date: 10/07/2015

**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	Crossroads North Argyll	
Contact Person in Organisation	Bette Hunter	
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?	£4,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£8,000	
d) How much coming from own resources?	£3,500	
e) How much coming from other agencies?	£500	
f) Grant Recommendation	£1,860	
Reason for grant:	<i>Running costs for Fitness and Laughter group</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input 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 type="checkbox"/> No <input type="checkbox"/>		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This activity supports physical activity for older people in the community to promote a healthy, active lifestyle.		
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	<input type="checkbox"/>
b)	Fully constituted	Yes	√	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	√	No	<input type="checkbox"/>

## 3 General Criteria

a)	Is the activity non-political?	Yes	√	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	√	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	√	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	10 - 14			
f)	Is the organisation well established?	Yes	√	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	√
h)	Does the organisation have volunteer training in place?	Yes	√	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	√	No	<input type="checkbox"/>

## 4 Policy and Procedures

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

Comments :

**Signed: Laura Macdonald**

**Date: 21/02/2015**

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Friends of Oban Community Playpark	
<b>Contact Person in Organisation</b>	Lyndsay Elliot	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,350	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£3,160	
<b>d) How much coming from own resources?</b>	£460	
<b>e) How much coming from other agencies?</b>	£1,350	
<b>f) Grant Recommendation</b>	£500	
<b>Reason for grant:</b>	Funding for playpark opening event.	
<b>Please tick which of the following is being addressed:</b>		
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 checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This group have raised a significant amount of funding to install a new park in the area and Argyll and Bute Council has formed a formal partnership with them and has provided support which has benefitted the group. They are seeking funding towards an opening event		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

a)	Has passed financial check	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>					
g)	A viable business plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Checking if Atlantis insurance covers them			
l)	Compliance with all relevant legal and licensing requirements	Working with Atlantis and licensing			
m)	Letters of support from other funders or local organisations	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 3 General Criteria

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

## 4 Policy and Procedures

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

**Signed:** Laura Macdonald

**Date:** 12/07/2015



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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Isle of Mull Riding for the Disabled	
<b>Contact Person in Organisation</b>	Sue Penny	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input type="checkbox"/> Visited <input checked="" type="checkbox"/>	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,505	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£3,010	
<b>d) How much coming from own resources?</b>	£1,505	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>		
<b>Reason for grant:</b>	<i>Hire of a disabled access portaloos for site and riding safety equipment that will be available to all riders.</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input 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"/>
<b>Have you received an end of project report for the previous grant award? n/a</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This project will establish a Riding for the Disabled Association on Mull and prevent members of the community having to travel to Oban, or not being able to access this activity. The project is being provided in partnership with a local riding school which will keep costs minimal. A start-up grant is recommended.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

a)	Has passed financial check	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b)	Fully constituted	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Currently opening account – new group	
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## 3 General Criteria

a)	Is the activity non-political?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c)	Does the project have open membership?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
e)	How many people overall will benefit from this grant?	10 + 40	
f)	Is the organisation well established?	New group but part of wider RDA	
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## 4 Policy and Procedures

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

Signed: **Laura Macdonald**

Date: **02/06/2015**

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	MacDougall of Dunollie Preservation Trust	
<b>Contact Person in Organisation</b>	Jane Isaacson	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,415	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£2,831	
<b>d) How much coming from own resources?</b>	£451	
<b>e) How much coming from other agencies?</b>	£965	
<b>f) Grant Recommendation</b>	£800	
<b>Reason for grant:</b>	Contribution towards part-time staffing costs to run Dunollie Links programme, providing a range of free community groups and activities, educational visits for school and nurseries and "Borrow Boxes"	
<b>Please tick which of the following is being addressed:</b>		
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 type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The activity programme offers a range of learning opportunities at no charge to community members and educational groups.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
n/a		

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

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

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

g)	A viable business plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
m)	Letters of support from other funders or local organisations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## 3 General Criteria

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

## 4 Policy and Procedures

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

Comments :

**Signed:** Laura Macdonald

**Date:** 23/03/2015

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Oban Winter Festival	
<b>Contact Person in Organisation</b>	Pamela Lockhart	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
<b>Name:</b>	<b>Designation:</b>	
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£5,500	
<b>b) Grant awarded last year?</b>	£3,000	
<b>c) Total Project cost?</b>	£21,450	
<b>d) How much coming from own resources?</b>	£6,000	
<b>e) How much coming from other agencies?</b>	£10,000	
<b>f) Grant Recommendation</b>	£2,000	
<b>Reason for grant:</b>	Contribution towards running costs of Oban Winter Festival	
<b>Please tick which of the following is being addressed:</b>		
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 type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The Festival is a popular event in the community calendar and runs a range of free activities within its programme. A number of community organisations contribute over the two weeks.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
Grant amount has been reduced		

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

a)	Has passed financial check	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>					
g)	A viable business plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Group works with Lorn events team			
k)	Evidence of appropriate insurance coverage	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
m)	Letters of support from other funders or local organisations	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 3 General Criteria

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

## 4 Policy and Procedures

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

Signed: **Laura Macdonald**

Date: 12/07/2015 **ASSISTANCE TO THIRD SECTOR ORGANISATIONS**  
**Assessment form Third Sector Grants including Events and Festivals**

**8 Details**

<b>Name of Assessing Officer</b>	Laura Macdonald		
<b>Name of Organisation</b>	The GRAB Trust		
<b>Contact Person in Organisation</b>	Julie Fairbrass		
<b>Have you contacted/visited the organisation to assess this application?</b>		<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>			
<b>Name:</b>		<b>Designation:</b>	
Third Sector <input type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£2,240		
<b>b) Grant awarded last year?</b>	n/a		
<b>c) Total Project cost?</b>	£6,720		
<b>d) How much coming from own resources?</b>	£4,480		
<b>e) How much coming from other agencies?</b>	n/a		
<b>f) Grant Recommendation</b>	£1,000		
<b>Reason for grant:</b>	Sessional worker to support volunteers and placements		
<b>Please tick which of the following is being addressed:</b>			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input type="checkbox"/>	
c)	Community Capacity Building	<input type="checkbox"/>	
d)	Enhancement of quality of life for residents and visitors	<input 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"/>	
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></b>			
<b>If No, please give a reason</b>			
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
The project aims to support volunteer and work placements for vulnerable individuals, expanding the number of people they can help improve their skills and become more employable.			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			

n/a

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

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

**3 General Criteria**

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	12 volunteers			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**4 Policy and Procedures**

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

Comments :

**Signed:** Laura Macdonald

**Date:** 12/07/2015