

# ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Dalintober Millknowe Playscheme	Scheme:	Education Dev
Project:	Running costs of summer playscheme and other out of school events during holiday time	Cost:	£3900
		Amount Requested:	£3900
		Grant Recommended:	£1300
		Other Funding in Place:	Yes

### General Criteria

Y – yes; N – No; N/A – not applicable)

S.M.A.R.T. Objectives demonstrated	Y
Applicant's expertise & resources adequate for project	Y
Work has not started	Y
Non political activity	Y
Volunteer training demonstrated	Y
Project Consistent with Council priorities	Y
Constitution/non-profit making status checked	Y
Fundraising/contribution to the project	Y
Signed Audited Accounts checked	Y
Bank accounts & reserves checked	Y
Open membership demonstrated	Y
Sponsorship agreements checked	N/A

### Financial Check

<b><u>Leisure &amp; Education Development Grants</u></b> If over £2,000 have you sent this grant to finance?	Y
<b><u>Social Welfare Grants.</u></b> Has it been registered with the Lochgilphead central support team, who will send it to finance. (All SWG go to finance for checking)	

### Project funding

Application within 50% of total costs	Y
Statutory permissions obtained	N/a
Three written estimates submitted	N/a
Ownership/leasehold checked	N/a
Provision for on-going running & maintenance checked	Y
Publicity plans for A&B inclusion checked	Y

### Child Protection

Have you checked that the organization is registered with <b><u>Disclosure Scotland?</u></b>	P
Have you checked that the organization is registered with the <b><u>Care Commission?</u></b> (If applicable)	N/A
Does the organization comply with the <b><u>Children's Scotland Act (2003)</u></b>	Y
Does the organization have comprehensive recording procedures in place for all workers? (Voluntary and Statutory)	y
Does the organization have a clear understanding of what is meant by harm and risk of harm to children and young people?	Y
Does the organization have a code of conduct, which sets out a list of acceptable and unacceptable behaviour?	Y
Does the organization have procedures for reporting a grievance and concerns made by and issues raised by workers, parents, carers, children and young people?	Y
Does the organization have arrangements for regular support, which allows for any emerging concerns about workers behaviour to be discussed and addressed?	Y
Does the organization have a good practice guide?	Y
Does the organization have an equal opportunity policy?	Y
Does the organization have disciplinary procedures for dealing with continuing serious concerns about a workers conduct?	Y
Does the organization have procedures for managing confidential information?	

**Additional Information**

This organisation is run solely by volunteers and offers activities for up to 100 primary school age children in Campbeltown during school holidays. Volunteers involved in the programme received training on a range of issues relevant to working with children. Volunteers are checked by Disclosure Scotland. A new committee was formed last year and ran successful events during the summer and also a pantomime trip was arranged with the support of the Argyll and Bute Council's Home Link project.

The events take place mainly in Kintyre Community Education Centre with additional outdoor events in both the local area and further afield

**Specific Criteria****Specific Criteria**

This application needs the criteria for Education Development grant aid as follows:

- Promoting social inclusion
- Extending learning opportunities for specific age group
- Building community capacity
- Displays partnership working

Signed: Felicity Kelly

Assessment Officer

Date: April 2005