

# ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Elemental Arts	Scheme:	Leisure Dev
Project:	Running of workshops and other events at the Arts Festival	Cost:	£14,154
		Amount Requested:	£1000
		Grant Recommended:	£1000
		Other Funding in Place:	Applied for

### 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

N/a

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

### **Additional Information**

In only a short period of time, Elemental Arts have produced a major festival in Argyll and Bute. As the area is renowned for the number of artists living locally, this has been galvanised into an exciting festival with events, storytelling, exhibitions, workshops and music events. The use of different venues has increased appeal and linked activity between Ardfern and Chaobh Haven. The organisation has a good working relationship with local businesses and has applied for additional funding from the Scottish Arts Council, Awards for All and Craignish Trust.

This organisation is not registered with Disclosure Scotland, but intends to do so as a matter of good practice. For the activity the organisation is currently undertaking ie running a one off festival, there would not be a need to register as having substantial access to children.

This arts festival attracts visitors to Mid Argyll and provides additional activities for tourists to the area.

### **Specific Criteria**

The arts festival meets the required criteria as follows:

- A demand for the project locally
- Artistic Innovation
- Enhancement to quality of life for participants
- Sustainability of its impact among local residents
- Impact on the local and wider community

Signed: Felicity Kelly

Assessment Officer

Date: April 2005