

# ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Finlaggan Trust	Scheme:	Education and Leisure Dev
Project:	Extending information Centre	Cost:	£122,000
		Amount Requested:	£2000
		Grant Recommended:	£1000
		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

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)	N/A
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**

This application is for support for an extension to the Information Centre to provide space for the artefacts found by the National Museum of Scotland during the excavations. The extension would include toilets, a viewing area for disabled visitors who are unable to walk to the Finlrgan Island, the administrative centre of the Lordship of the Isles in Scottish History.

An application is in progress to the Community Environmental Renewal Scheme to assist with this project. It is hoped that this extension will increase the number of visitors to the trust premises. The target for the trust is to increase visitors by 1000, by 2007.

### **Specific Criteria**

This application, made to both Education and Leisure development would:

**to provide a development opportunity that will impact on community life in Argyll and Bute, and have a positive effect.**

Signed: Felicity Kelly

Assessment Officer

Date: April 2005