

ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Islay Arts Association per Assembly Direct Ltd	Scheme:	Leisure Development
Project:	Jazz Festival costs	Cost:	£21,750
		Amount Requested:	£2,000
		Grant Recommended:	£1100
		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

<u>Leisure & Education Development Grants</u> If over £2,000 have you sent this grant to finance?	Y
<u>Social Welfare Grants.</u> 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 <u>Disclosure Scotland?</u>	
Have you checked that the organization is registered with the <u>Care Commission?</u> (If applicable)	N/A
Does the organization comply with the <u>Children's Scotland Act (2003)</u>	N/a
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 requesting funding for the annual Islay Jazz Festival. Other funding has been secured from Scottish Arts Council, Black Bottle, Argyll and the Island Enterprise - totalling £14,500.

The grant would assist in promoting 15 concerts, promoting 11 different venues and maintain the visitor level of 1650.

600 bed-nights are generated from the Festival on Islay.

The application has been supported by Eileen Rae the Council's Arts Development Officer and Hilda McGonagall the AIE's Community Economic Development Manager.

The total cost specified on this application are artists' costs, Festival transport, production costs, Marketing and management costs.

Specific Criteria

This application fulfils the criteria for Leisure Development support 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