

ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Kilmartin House Museum	Scheme:	Leisure Dev
Project:	Support for events and workshop programme and an exhibition titled "Lay of the Land"	Cost:	£21,344
		Amount Requested:	£3,550
		Grant Recommended:	£2,500 £1500 Ed £1000 Ed
		Other Funding in Place:	Y

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	N
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

Have you checked that the organization is registered with <u>Disclosure Scotland</u> ?	Y
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> ?	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?	
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 to support the unique museum education service which Kilmartin House provides along with the staging of an exhibition titled “Lay of the Land” during the months of August, September and October 2005. Around 16,000 people visit the museum each year. The Trust provides outreach opportunities – for example loan boxes, video conferencing etc.

Workshops are also part of the museum’s annual programme facilitating lifelong learning opportunities.

The museum gives local artists a space to display their work and develop their careers.

Kilmartin House offers informal learning opportunities for both adults and children to participate in a range of workshops, talk and walks, targeting life long learning.

Although the Museum also hosts school groups, this element of the programme would not be eligible for funding from the Assistance to Voluntary Organisations scheme, being part of the curriculum.

Specific Criteria

These applications relate to the following criteria:

- Extending learning opportunities
- Promoting active citizenship by supporting groups to play an active part in local community life
- Building community capacity and contribute to local community life
- 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