

ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Mid Argyll Music Festival	Scheme:	Leisure Dev
Project:	Overheads associated with Festival in Lochgilphead	Cost:	£9000
		Amount Requested:	£1000
		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

<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>	N/a
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 group, set up in 1980, arranges this successful event annually and assistance is sought for the 2005 Festival.

The voluntary committee has 22 members with an additional 40 volunteers.

The group aims to advance, promote and encourage by means of the performing and competitive movement the study and practice of the art of music in all its branches.

The estimated total running costs for the festival in 2005 are £9,000.

Over 2000 are involved either as performers or audience. The Festival is well organised and attracts people from around Argyll and beyond.

This one off event does not require the organisation to be registered with Disclosure Scotland

Specific Criteria

This project meets the criteria for support as follows:

- a demand for the project locally
- enhancement to quality of life
- impact on the local community

Signed: _____

Assessment Officer

Date: _____