

ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM

Applicant:	Special Educational Need Parents Support Group	Scheme:	Education and Leisure Dev
Project:	Summer Activities for families with children with special needs	Cost:	£6198
		Amount Requested:	£4000
		Grant Recommended:	£1250
		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>	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?	Y
Does the organization have a code of conduct, which sets out a list of acceptable and unacceptable behaviour?	Y
Does the organization have procedures for reporting a grievance and concerns made by and issues raised by workers, parents, carers, children and young people?	Y
Does the organization have arrangements for regular support, which allows for any emerging concerns about workers behaviour to be discussed and addressed?	N
Does the organization have a good practice guide?	Y
Does the organization have an equal opportunity policy?	Y
Does the organization have disciplinary procedures for dealing with continuing serious concerns about a workers conduct?	N
Does the organization have procedures for managing confidential information?	Y

Additional Information

Members of this group come from Kintyre, some from remote rural areas and some from the Campbeltown Regeneration area.

Because of the special needs, the young people in the group can be isolated, particularly during school holidays.

This application is seeking support to run a series of summer out of school activities and a variety of specific events during the year.

The total cost of putting on this programme is in the region of £6,200.

Specific Criteria

This application addresses the following:

- addressing special needs
- demand for project locally
- enhancement to the quality of life for participants
- lifelong learning
- social inclusion

Signed: Felicity Kelly

Assessment Officer

Date: April 2005