<u>ASSISTANCE TO VOLUNTARY ORGANISATIONS</u> ASSESSMENT FORM for Education and Leisure Development Grants

1 Details

Name of Assessing Officer		Martin Turnbull
Have you contacted the organisation to assess this application?		Yes

Applicant:	Bute Youth Project	Scheme:	Education Development
Project	Running Costs	a) Total cost of project	£42,500
Title:	-	b) How much is funded from group resources?	£7,500
		c) How much is coming from other agencies	£29,000
		d) Grant requested from A & B Council?	£6,000
		Grant Recommended:	£6,000
Reason for grant	Towards running costs of youth centre and youth work activities.	Grant awarded last year (2006/07)	£6,000

2 Financial Check - Have you checked the Organisation is:

a)	Fully constituted	Yes	Χ	No
b)	Has submitted a bank statement	Yes	Χ	No
c)	Has submitted audited/signed accounts	Yes	X	No
d)	<u>Leisure and Education Development Grants</u> : If over £2000 has this grant been sent to finance?	Yes	X	No
e)	Social Welfare Grants: Has the grant been registered with the Lochgilphead Office.	N/A		
f)	If relevant, has the grant passed the financial check?	Yes	Χ	No
g)	Have you checked that the organisation is within 50% of the costs for Education or Leisure Development grants?	Yes	X	No
h)	Have you checked that the Council is meeting is obligations under Best Value in awarding this grant, for example, if the grant is awarded will the work definitely go ahead?	Yes	X	No

3 General Criteria

Do you concur with the organisation in their assessment of need? Please supply a very brief summary:

Bute Youth Project is a well established organisation that provides a valuable service to young people on the Island. The grant is needed to maintain the youth work activities offered by Bute Youth Project.

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Is the activity non-political?	Yes	Χ	No	
Is the project consistent with Council priorities?	Yes	X	No	
Does the project have open membership?	Yes	Χ	No	
Have sponsorship agreements been checked?	Yes		No	X
How many people overall will benefit from this grant?	200+			
Is the organization well established?	Yes	Χ	No	
Have you identified any training needs for the organisations	Yes		No	Χ
committee or volunteers?				
Does the organisation have volunteer training in place?	N/A			
Have you confidence in their ability to deliver a service?	Yes	X	No	

4 Policy and Procedures

If the organisation works with a child/children under 18 or a vulnerable adult/s do they meet the following criteria?

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a) Clear recruitment policies	Yes X	No
b) Ongoing training and support for volunteers	Yes X	No
c) A code of conduct for staff and volunteers	Yes X	No
d) A Code of Good Practice	Yes X	No
e) An Equal Opportunities Policy	Yes X	No
f) A Policy for Managing Confidential Information	Yes X	No
g) Grievance Procedure for staff and volunteers	Yes X	No
h) A Disciplinary Procedure for staff and volunteers	Yes X	No

Additional Information

A major youth work service provider on Bute with over 200 young people regularly using the premises. The project works in partnership with the Community Learning and Regeneration Service and has been involved in joint work with Rothesay Academy, Social Work and the Community Regeneration Project. The project has a strong youth information focus and is the key partner in the delivery of the Young Scot project and Dialogue Youth Initiative on Bute. A successful bid to the Big Lottery Young People's Panel has provided a secure basis on which to develop the group's activities.

Specific Criteria

Bute Youth Project meets the required criteria for consideration under the Community Learning heading. They play a major role in promoting positive and educational activities for young people and have had great success in developing activities from their premises. The project works with the Council's Community Learning and Regeneration Service to develop responses to the Council's priorities for work with young people.

Signed:	Martin Turnbull	Assessment Officer
Date:	11 th April 2007	