<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:	Beachwatch Bute	Scheme:	Education Development
Project	Running Costs	a) Total cost of project	£15,300
Title:	-	b) How much is funded from group resources?	£3,000
		c) How much is coming from other agencies	£11,300
		d) Grant requested from A & B Council?	£1,500
		Grant Recommended:	£650
Reason for grant	To enable the organisation to continue its environmental activities.	Grant awarded last year (2006/07)	£1,000

2 Financial Check - Have you checked the Organisation is:

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

3 General Criteria

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

Beachwatch Bute is a voluntary organisation that is run on a tight budget. The grant is needed to allow them to continue with some of their activities and particularly their education awareness programme.

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Is the activity non-political?	Yes	X	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?	All residents and			
	visitors to Bute.			
Is the organization well established?	Yes	X	No	
Have you identified any training needs for the organisations	Yes		No	X
committee or volunteers?				
Does the organisation have volunteer training in place?	Yes	X	No	
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? – N/A

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

Additional Information

The funding requested is to cover the cost of the environmental education element of the group's activities. The Beach Ranger gives regular talks on environmental issues and health and safety to schools and youth groups. The organisation also attends public events to promote positive environmental action. They also recruit, train and support volunteers to assist with the work of the organisation. The bid will cover the cost of staff time, promotional materials, display materials etc.

Specific Criteria

The main criteria it relates to are "Promoting active citizenship by supporting opportunities for individuals and groups to play an active part in local community life" and "Building community capacity in a way that is sustainable and contributes to local community life."

Martin Turnbull	Assessment Officer
11 th April 2007	