<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 Agricultural Society	Scheme:	Leisure Development
Project	Bute Agricultural Society	a) Total cost of project	£11,665
Title:	Annual Show	b) How much is funded from group resources?	£10,665
		c) How much is coming from other agencies	Nil
		d) Grant requested from A & B Council?	£1,000
		Grant Recommended:	£1,000 - <u>Underwrite</u>
Reason for grant	As a contribution towards the running costs of the annual Agricultural show.	Grant awarded last year (2006/07)	£1,000

2 <u>Financial Check – Have you checked the Organisation is:</u>

a)	Fully constituted	Yes	Х	No
b)	Has submitted a bank statement	Yes	Χ	No
c)	Has submitted audited/signed accounts	Yes	Χ	No
d)	Leisure and Education Development Grants: If over £2000			
	has this grant been sent to finance?	N/A		
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?	N/A		
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	Yes	X	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:

The Bute Agricultural Society enjoyed a successful 200th Anniversary and has a healthy balance in the bank however the annual agricultural show is not a profit making activity and is heavily dependant on good weather. Bad weather and damage to the field could result in this balance being wiped out hence the recommendation for an underwrite.

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	X	No	
Have sponsorship agreements been checked?	Yes		No	X
How many people overall will benefit from this grant?	2000+			
Is the organization well established?	Yes	Χ	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		No	X
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 nelicies	Yes	No	Х
a) Clear recruitment policies	165	INU	
b) Ongoing training and support for volunteers	Yes	No	X
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
f) A Policy for Managing Confidential Information	Yes	No	x
g) Grievance Procedure for staff and volunteers	Yes	No	X
h) A Disciplinary Procedure for staff and volunteers	Yes	No	X

Additional Information

The Bute Agricultural Society run an annual show and ploughing match that attracts upwards of 2000 spectators, including many visitors, to the Island. The event features a range of agricultural attractions, exhibitors and competitions.

Specific Criteria

The application meets Leisure Development Criteria as it sustains and develops indigenous business, increases tourism and has an impact on community life.

Signed: Martin Turnbull Assessment Officer

Date: 11th April 2007