ASSISTANCE TO VOLUNTARY ORGANISATIONS ASSESSMENT FORM for Education and Leisure Development Grants

1 Details

Name of Assessing OfficerMartin TurnbullHave you contacted the organisation to assess this application?Yes

Applicant:	Bute Highland Dance Festival Group	Scheme:	Leisure Development
Project Title:	Bute Highland Dance Festival	a) Total cost of projectb) How much is funded	£2,600 £2,100
		from group resources? c) How much is coming from other agencies	Nil
		d) Grant requested from A & B Council?	£500
	Grant Recommended:	£500	
Reason for grant	Funding to assist with the running costs of the annual festival.	Grant awarded last year (2006/07)	£500

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	Х	No
d)	Leisure and Education Development Grants: If over £2000			
	has this grant been sent to finance?		1	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?		1	N/A
g)	Have you checked that the organisation is within 50% of the			
	costs for Education or Leisure Development grants?	Yes	Χ	No
h)	Have you checked that the Council is meeting is obligations	Yes	Х	No
	under Best Value in awarding this grant, for example, if the			
	grant is awarded will the work definitely go ahead?			

3 <u>General Criteria</u>

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

The grant is needed to expand the number of competitors participating in the dancing, piping and drumming competitions. This will increase the audience and profile of the event.

Yes	Χ	No	
Yes	Χ	No	
Yes	Χ	No	
N/A			
400+			
Yes	Χ	No	
Yes		No	Χ
	1	N/A	
Yes	Х	No	
	Yes Yes Yes	Yes X Yes X 1 Yes X Yes	Yes X No Yes X No N/A 400+ Yes X No Yes No No Yes No No

2007-08

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?

a) Clear recruitment policies	Yes	No	X	
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 X	No		
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 organisation follows the Child Protection Guidelines issued by the Scottish Official Board of Highland Dancing

Bute Highland Dance Festival Group raise funds to purchase equipment and costumes to be loaned to dancers that cannot afford to purchase their own. The festival continues to go from strength to strength with more than150 competitors and 250 spectators expected to attend.

Specific Criteria

The festival supports traditional Scottish Highland Dancing and has cultural as well as artistic benefits.

Signed:	Martin Turnbull	Assessment Officer
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Date: 11th April 2006