

13ASSISTANCE TO THIRD SECTOR ORGANISATIONS
Assessment form Third Sector Grants including Events and Festivals

Please note all grants must be registered with Community Services, Kilmory

1 Details

Name of Assessing Officer		Laura Macdonald	
Have you contacted/visited the organisation to assess this application?			Contacted Visited ✓
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Name of Organisation	Oban War and Peace Museum	Third Sector	<input checked="" type="checkbox"/>
		Events and Festivals	<input type="checkbox"/>
Key Contact Person:	Alison Palmer	a) Grant requested from A & B Council?	£520
		b) Grant awarded last year?	n/a
		c) Total Project cost?	£1040
		d) How much coming from own resources?	£520
		e) How much coming from other agencies?	n/a
		f) Grant Recommended:	£1520
Reason for grant:	Celebration lunch and mini awards to celebrate museum receiving Queen's Award and to recognise the commitment and achievement of local volunteers.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The museum is run and staffed by approximately 80 volunteers – this application is a one-off unique situation and I would recommend a grant of £520 in recognition of what the volunteers have achieved.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
n/a✓			

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No
Additionally, for Events and Festivals, have you checked the Organisation has:				
f)	A viable business plan	Yes		No
g)	A marketing plan for the activity	Yes		No
h)	A previous event budget	Yes		No
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes		No
j)	Evidence of appropriate insurance coverage	Yes		No
k)	Compliance with all relevant legal and licensing requirements	Yes		No
l)	Letters of support from other funders or local organisations	Yes		No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	80		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

4 Policy and Procedures

a)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or a Vulnerable Adults Policy? If No, can you please refer to Children and Families Section, Social Work?	n/a		
b)	Clear recruitment policies	Yes	√	No
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No

5 Equal Opportunities

What are the clients ethnic group(s)?

A White
 Scottish Other British Irish
 Any other White background please specify
various

B Mixed
 Any Mixed background please specify
various

C Eastern European

D Asian, Asian Scottish or Asian British
 Indian Pakistani
 Bangladeshi Chinese
 Any other Asian background please write in

E Black, Black Scottish or Black British
 Caribbean African
 Any other Black background please write in

F Other Ethnic background
 Any other background please write in
various

Signed: ..Laura Macdonald

Designation: Community Development Officer

Date: 20/07/2011