

ASSISTANCE 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 | | Liz Marion | |
| 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 | CLASP | Third Sector | <input checked="" type="checkbox"/> |
| | | Events and Festivals | <input type="checkbox"/> |
| Key Contact Person: | Mrs Shonadh Irwin | a) Grant requested from A & B Council? | £5,000 |
| | | b) Grant awarded last year? | £3,000 |
| | | c) Total Project cost? | £11,260 |
| | | d) How much coming from own resources? | £6,260 |
| | | e) How much coming from other agencies? | £0 |
| | | f) Grant Recommended: | £1,250 (Provisional awaiting receipt of documents) |
| Reason for grant: | To provide support to a set of activities at Benmore Outdoor Centre to allow children to improve their confidence. | | |
| Do you concur with the organisation in their assessment of need? Please supply a very brief summary | | | |
| The group has run this programme before with a high level of success. Their current funding does not cover the activities at Benmore. The project addresses the needs for social inclusion for young children with special needs. It develops their self-esteem and confidence. | | | |
| If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant? | | | |
| This group received funding last year | | | |

2 Financial Check – Have you checked the Organisation is:

| | | |
|---|---|---------|
| a) | Has passed financial check | Pending |
| b) | Fully constituted | Yes |
| c) | Has submitted a bank statement for all bank/savings accounts | Yes |
| d) | Has submitted audited/signed accounts (or financial projections if a new group). | No |
| e) | Within 50% of the costs for the project/activity | Yes |
| 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 and a guarantee bond for the event | 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 |
| b) | Is the project consistent with Council priorities? | Yes |
| c) | Does the project have open membership? | Yes |
| d) | Have sponsorship agreements been checked? | N/A |
| e) | How many people overall will benefit from this grant? | 19 families |
| f) | Is the organisation well established? | Yes |
| g) | Have you identified any training needs for the organisations committee or volunteers? | No |
| h) | Does the organisation have volunteer training in place? | No |
| i) | Have you confidence in their ability to deliver a service? | Yes |

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? | Yes |
| b) | Clear recruitment policies | Yes |
| c) | Ongoing training and support for volunteers | Yes |
| d) | A code of conduct for staff and volunteers | Yes |
| e) | A Code of Good Practice | Yes |
| f) | An Equal Opportunities Policy | Yes |
| g) | A Policy for Managing Confidential Information | Yes |
| h) | Grievance Procedure for staff and volunteers | Yes |
| i) | A Disciplinary Procedure for staff and volunteers | Yes |

5 Equal Opportunities

What are the clients ethnic group(s)?

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

B Mixed
 Any Mixed background please specify

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

Signed: E A Marion

Designation: Community Development Officer

Date: 12 March 2012