# 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 | |
| **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** | Cowal Marketing Group | **Third Sector** | √ | |
| | | **Events and Festivals** | | |
| **Key Contact Person:** | Jean Maskell | a) Grant requested from A & B Council? | £750 | |
| | | b) Grant awarded last year? | £0 | |
| | | c) Total Project cost? | £1,500 | |
| | | d) How much coming from own resources? | £750 | |
| | | e) How much coming from other agencies? | £0 | |
| | | f) Grant Recommended: | £375 | |
| **Reason for grant:** | To put together a comprehensive Events Diary for groups in Cowal | | | |

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

In the past there have been a number of occasions when events have run at the same time. This project will endeavour to stop this happening as well as giving a site for tourists to find out what is on in Cowal. It goes a long way towards contributing to successful events as it ensure no clash of activities.

**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 | N/A |
|---|---|---|
| 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). | Yes |
| 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 | N/A |
| g) | A marketing plan for the activity | N/A |
| h) | A previous event budget | N/A |
| i) | A planning framework with clear ownership, responsibility and liability for the event | N/A |
| j) | Evidence of appropriate insurance coverage and a guarantee bond for the event | N/A |
| k) | Compliance with all relevant legal and licensing requirements | N/A |
| l) | Letters of support from other funders or local organisations | N/A |

## 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? | 500 |
| 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? | 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? | Do not work with people under 18 |
|---|---|---|
| b) | Clear recruitment policies | No |
| c) | Ongoing training and support for volunteers | No |
| d) | A code of conduct for staff and volunteers | No |
| e) | A Code of Good Practice | No |
| f) | An Equal Opportunities Policy | No |
| g) | A Policy for Managing Confidential Information | No |
| h) | Grievance Procedure for staff and volunteers | No |
| i) | A Disciplinary Procedure for staff and volunteers | No |

## 5     <u>Equal Opportunities</u>

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:   08 March 2012**