

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 Walking Festival Association	Third Sector	<input type="checkbox"/>
		Events and Festivals	<input checked="" type="checkbox"/>
Key Contact Person:	Fiona Page	a) Grant requested from A & B Council?	£5,550
		b) Grant awarded last year?	£1,000
		c) Total Project cost?	£10,550
		d) How much coming from own resources?	£3,000
		e) How much coming from other agencies?	£2,000
		f) Grant Recommended:	£1,320
Reason for grant:	The grant will be used to help rebuild the Cowalfest website to allow better collation of information and participant feedback. It will also be used to expand the marketing of the festival by producing more brochures for distribution.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
Cowalfest is an important event in the areas calendar. It needs to encourage more people to attend in order to remain viable. It promotes the whole of the Cowal Peninsular to visitors and is well attended. This is the tenth anniversary of Cowal Fest. It promotes the area and countryside to many people.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
There has been a further reduction in the funding for Cowal Fest. It is now down to 25% of amount requested			

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).	Yes
e)	Within 50% of the costs for the project/activity	No
Additionally, for Events and Festivals, have you checked the Organisation has:		
f)	A viable business plan	Yes
g)	A marketing plan for the activity	Yes
h)	A previous event budget	Yes
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	Yes
k)	Compliance with all relevant legal and licensing requirements	Yes
l)	Letters of support from other funders or local organisations	Yes

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?	1,000
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?	Yes
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	No
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	No
i)	A Disciplinary Procedure for staff and volunteers	No

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: 07 March 2012