

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?			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	DCDG – Recyclers Project	Third Sector	<input checked="" type="checkbox"/>
		Events and Festivals	<input type="checkbox"/>
Key Contact Person:	Charles Forrest	a) Grant requested from A & B Council?	£500
		b) Grant awarded last year?	£0
		c) Total Project cost?	£1000
		d) How much coming from own resources?	£0
		e) How much coming from other agencies?	£0
		f) Grant Recommended:	£250
Reason for grant:	Contribution towards costs of buying computer hardware and software to allow continued operation of recycling old computers.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
There is a constant stream if demand from locals for the recycled computers. Many requests come from the people who have undertaken IT classes at Community Learning. The idea is that people get a chance to build on their skills with free computers until they are ready to purchase a new one for themselves. The group has so far recycled almost 200 machines.			
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?	125
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	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 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: 06 March 2012