

**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**

<b>Name of Assessing Officer</b>		Liz Marion	
<b>Have you contacted/visited the organisation to assess this application?</b>			<b>Contacted</b>
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>			
<b>Name:</b>		<b>Designation:</b>	
<b>Name of Organisation</b>	Fynefest	<b>Third Sector</b>	<input type="checkbox"/>
		<b>Events and Festivals</b>	<input checked="" type="checkbox"/>
<b>Key Contact Person:</b>	Jamie Delap	a) Grant requested from A & B Council?	£1,000
		b) Grant awarded last year?	£0
		c) Total Project cost?	£48,000
		d) How much coming from own resources?	£42,000
		e) How much coming from other agencies?	£5,000
		f) Grant Recommended:	£500 Provisional awaiting original documents
<b>Reason for grant:</b>	Contribution towards four day event over the Jubilee weekend.		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
The event has been run in previous years and has proved very successful. It promotes the area and encourages tourism into the area. They have had approximately 2,000 attendees last year and expect the same this year			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			
N/A			

## 2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	N/A
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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>		
f)	A viable business plan	Yes
g)	A marketing plan for the activity	Yes
h)	A previous event budget	Yes No
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 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?	2,000
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?	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**