

**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>	Isle of Bute Sailing Club	<b>Third Sector</b>	<input checked="" type="checkbox"/>
		<b>Events and Festivals</b>	<input type="checkbox"/>
<b>Key Contact Person:</b>	Alan Marshall	a) Grant requested from A & B Council?	£1,500
		b) Grant awarded last year?	£0
		c) Total Project cost?	£3,000
		d) How much coming from own resources?	£1,500
		e) How much coming from other agencies?	£0
		f) Grant Recommended:	£750
<b>Reason for grant:</b>	Contribution towards purchase of two new boats to enable group to provide activities to children that have previously been turned away due to lack of boats.		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
The sailing club provides the opportunity for young people to expand their skills and knowledge. It also builds their capacity to participate in group activities and outdoor pursuits. At present they are turning away possible participants due to lack of boats. The committee is trying to expand the involvement of the whole community in its organisation and will therefore build the capacity of the community.			
<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
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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>		
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?	20
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?	Working towards policies. I have referred them to Liz Strang for assistance
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)?

<b>A</b>	White	<input checked="" type="checkbox"/>	Scottish	<input checked="" type="checkbox"/>	Other British	<input type="checkbox"/>	Irish
		<input type="checkbox"/>	Any other White background please specify				
<b>B</b>	Mixed	<input type="checkbox"/>	Any Mixed background please specify				
		<input type="checkbox"/>	Eastern European				
<b>D</b>	Asian, Asian Scottish or Asian British	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani		
		<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese		
		<input type="checkbox"/>	Any other Asian background please write in				
		<input type="checkbox"/>					
<b>E</b>	Black, Black Scottish or Black British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	African		
		<input type="checkbox"/>	Any other Black background please write in				
<b>F</b>	Other Ethnic background	<input type="checkbox"/>	Any other background please write in				
		<input type="checkbox"/>					

**Signed: E A Marion**

**Designation: Community Development Officer**

**Date: 07 March 2012**