

**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 Visited</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>	Sandbank Senior Citizens Club	<b>Third Sector</b>	<input checked="" type="checkbox"/>
		<b>Events and Festivals</b>	<input type="checkbox"/>
<b>Key Contact Person:</b>	Arthur Oliver	a) Grant requested from A & B Council?	£850
		b) Grant awarded last year?	£400
		c) Total Project cost?	£2850.00
		d) How much coming from own resources?	£1500.00
		e) How much coming from other agencies?	£500.00
		f) Grant Recommended:	£213
<b>Reason for grant:</b>	To assist with the regular activities of the Club including hall rental, payment for entertainment, catering and general running expenses		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
The Club provides a series of events for elderly people in the area. This reduces the risk of isolation among the elderly. The Club has provided these activities since 1994 and is well established.			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			
The Club has received funding for the past five years. The Club has £7,000 in bank which includes the £1,500 they have committed to this application. The recommendation of 25% of amount requested reflects the fact that there is a history of grants from Argyll & Bute Council.			

**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?	80+
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	No
g)	A Policy for Managing Confidential Information	No
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: 08 March 2012**