

**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>			Contacted
<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>	Dunoon Hall Project Group	<b>Third Sector</b>	<input checked="" type="checkbox"/>
		<b>Events and Festivals</b>	<input type="checkbox"/>
<b>Key Contact Person:</b>	Colin Macpherson	a) Grant requested from A & B Council?	£7,710
		b) Grant awarded last year?	£3,250
		c) Total Project cost?	£11,810
		d) How much coming from own resources?	£0
		e) How much coming from other agencies?	£4,100
		f) Grant Recommended:	£2,953
<b>Reason for grant:</b>	To introduce new audiences and young people to contemporary art. There is a cultural and educational perspective and creates opportunities for intergenerational activities. It will give young people the opportunity to devise and deliver community based art workshops.		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
The application reflects the desire of young people to become involved in art. More young people have applied than initially anticipated so extra funding is required for equipment. It is being run in conjunction with the hosting of an exhibition of photographic work by Robert Mapplethorpe as part of the Artists Room Scottish tour. The project is not part of the main exhibition but will stem from it and is due to begin in mid April.			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			
The group received funding in 29010/11 and this is reflected in the assessment. 50% of project will be £5,905 so recommendation is 50% of that			

**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	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?	25
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	Yes
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: 8 March 2012**