

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?			Contacted
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	The Rustle Way Foundation	Third Sector	<input checked="" type="checkbox"/>
		Events and Festivals	<input type="checkbox"/>
Key Contact Person:	Nicola Jones	a) Grant requested from A & B Council?	£16,750 (more than 50%)
		b) Grant awarded last year?	£0
		c) Total Project cost?	£28,000
		d) How much coming from own resources?	£11,250 (in kind)
		e) How much coming from other agencies?	£0
		f) Grant Recommended:	£0
Reason for grant:	Contribution towards the establishment of a multimedia school.		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
No, this is a new organisation requesting a contribution towards the costs of establishing an Art and multimedia school in Port Bannantyne. The group have not provided enough evidence of need for the project. The group also require to raise more finance to match fund the request.			
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	Pending
b)	Fully constituted	Yes <input checked="" type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes <input checked="" type="checkbox"/> 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	No	√
Additionally, for Events and Festivals, have you checked the Organisation has:				
f)	A viable business plan	Yes	No	
g)	A marketing plan for the activity	Yes	No	
h)	A previous event budget	Yes	No	
i)	A planning framework with clear ownership, responsibility and liability for the event	Yes	No	
j)	Evidence of appropriate insurance coverage and a guarantee bond for the event	Yes	No	
k)	Compliance with all relevant legal and licensing requirements	Yes	No	
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?	
f)	Is the organisation well established?	No New organisation
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

<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	Mixed	<input checked="" type="checkbox"/>	Any Mixed background please specify		
C	<input type="checkbox"/>	Eastern European			
D	Asian, Asian Scottish or Asian British				
<input checked="" 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				
E	Black, Black Scottish or Black British				
<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	African		
<input type="checkbox"/>	Any other Black background please write in				
F	Other Ethnic background				
<input type="checkbox"/>	Any other background please write in				

Signed: E A Marion

Designation: Community Development Officer

Date: 12 March 201