

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS****Assessment form Third Sector Grants including Events and Festivals****1 Details**

<b>Name of Assessing Officer</b>	Liz Marion	
<b>Name of Organisation</b>	Pass It On	
<b>Contact Person in Organisation</b>	Janet Maxwell	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<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>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£5,000	
<b>b) Grant awarded last year?</b>	£0	
<b>c) Total Project cost?</b>	£12,400	
<b>d) How much coming from own resources?</b>	£2,400	
<b>e) How much coming from other agencies?</b>	£5,000	
<b>f) Grant Recommendation</b>	£3,840	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with the running costs of the Pass It On project. The running costs include rent, buying of new starter packs and on-going costs of the project.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? N/A</b>		
<b>If No, please give a reason</b>		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
As well as providing starter packs to people in need the project also recycles items that would have otherwise gone to landfill sites. The project has been running since 2005 and provides a valuable service to people in need. They have a large network of partners that refer clients to them		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

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**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 signed financial projections if a new group).	Yes
e)	Within 50% of the costs for the project/activity	Yes

**Additionally, for Events and Festivals, have you checked the Organisation has:**

g)	A viable business plan	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	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?	180
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 are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	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	Yes
h)	Grievance Procedure for staff and volunteers	Yes
i)	A Disciplinary Procedure for staff and volunteers	Yes

Comments :

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**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: Liz Marion**

**Designation: Community Development Officer**

**Date: 12<sup>th</sup> July 2012**