

**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>		Port Banntyne Golf Club	
<b>Contact Person in Organisation</b>		Iain MacLeod	
<b>Have you contacted/visited the organisation to assess this application?</b>			Contacted <input checked="" type="checkbox"/> Visited <input type="checkbox"/>
<b>Name and Designation of Council Officer you have contacted to discuss the application e.g. 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>		£198 (Over 50%)	
<b>b) Grant awarded last year?</b>		£0	
<b>c) Total Project cost?</b>		£198	
<b>d) How much coming from own resources?</b>		£0	
<b>e) How much coming from other agencies?</b>		£0	
<b>f) Grant Recommendation</b>		£99 (50%)	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards the celebration of the Centenary of Port Bannatyne Golf Club. The club is running a number of competitions as well as producing a history of the club. The funding requested is a contribution towards the purchase of one of the trophies for the competition due to run in August		
<b>Please tick which of the following is being addressed:</b>			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		<input checked="" type="checkbox"/>
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing		<input checked="" type="checkbox"/>
g)	Positive impact on the local environment		
<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>			
The golf club has been running a number of competitions over the year since May 2012. They have already spent £1,035 on prizes for competitions that have taken place. All their reserves are restricted towards the costs of three shelters, 1 bridge and the publication of the club history.			

**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	N/A
b)	Fully constituted	Yes Copy Awaited
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	No

**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?	200
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?	N/A
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	Yes
f)	An Equal Opportunities Policy	Yes
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

Comments :

**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: 12/7/12**