

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

1 **Details**

Name of Assessing Officer		Laura Macdonald	
Name of Organisation		Oban Express Sunday League Football	
Contact Person in Organisation		Sue Johnson	
Have you contacted/visited the organisation to assess this application?			Contacted ✓ Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name: Willie Young		Designation: Community Sport Leader Manager	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£1,000	
b) Grant awarded last year?		n/a	
c) Total Project cost?		£1,000	
d) How much coming from own resources?		£0	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£0	
Reason for grant:	SYFA coaching courses for volunteers.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion		
b)	Alleviation of rural isolation		
c)	Community Capacity Building		
d)	Enhancement of quality of life for residents and visitors		
e)	Positive impact on local communities		
f)	Improvement of health and wellbeing		✓
g)	Positive impact on the local environment		
Have you received an end of project report for the previous grant award? n/a			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
The group do not, as yet, have final costs for the project and have not yet carried out an audit of training needs. No award is therefore recommended at this point.			

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	Yes	No	√
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	No	√

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?	20 coaches – 200 children		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Group to carry out training audit		
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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?	Comply with SYFA policies and procedures which includes PVG compliance		
b)	Clear recruitment policies	Yes	No	
c)	Ongoing training and support for volunteers	Yes	No	
d)	A code of conduct for staff and volunteers	Yes	No	
e)	A Code of Good Practice	Yes	No	
f)	An Equal Opportunities Policy	Yes	No	
g)	A Policy for Managing Confidential Information	Yes	No	
h)	Grievance Procedure for staff and volunteers	Yes	No	
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	

Comments :

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****2 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Isle of Mull Junior MOD Club	
Contact Person in Organisation	Caroline Davies	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Donald Macleod		Designation: Education Support Officer
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,100	
d) How much coming from own resources?	£3,600	
e) How much coming from other agencies?	£500	
f) Grant Recommendation	£500	
Reason for grant:	Contribution towards ferry fares to attend the national MOD in Dunoon.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
As with many MOD clubs, the Isle of Mull Junior MOD Club puts a lot of effort into fundraising to covering costs associated with MOD participation. This club encourages youth participation in the MOD and, and faces additional travel expenses due to its island location. An award of £500 to assist with one-off uniform costs and travel is recommended.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	25		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	√	No
b)	Clear recruitment policies	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No
Comments :				

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****3 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	OASIS	
Contact Person in Organisation	Nichola MacGillivray	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£3,500	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£7,000	
d) How much coming from own resources?	£3,500	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£0	
Reason for grant:	To create a DVD and leaflets of service users' experiences to aid their recovery and inform others.	
Please tick which of the following is being addressed:		
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 type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is an ambitious project to create film and video diaries for their client group which would benefit from time to look at various costing options and external funding opportunities. It is recommended that no award is made at this point, but that the application is considered in 2013/14.		
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 – waiting to hear	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	30 +		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	√	No
b)	Clear recruitment policies	Yes	√	No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No
Comments :				

Signed: .Laura Macdonald

Designation: .Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**4 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Isle of Mull Gaelic Choir	
Contact Person in Organisation	Nigel Burgess	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Donald Macleod		Designation: Education Support Officer
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,500	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3,005	
d) How much coming from own resources?	£1,505	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£300	
Reason for grant:	To produce a fundraising CD of Gaelic songs that would provide income for the group to support activities and MOD participation.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This group are making an attempt to undertake a project which would provide some income stream for the group, offering a CD that they will promote locally and to tourists. An award of £300 is recommended towards initial costs.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	36		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No
Comments :				

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****5 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Friendship Club	
Contact Person in Organisation	Elizabeth Little	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3,250	
d) How much coming from own resources?	£250	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£250	
Reason for grant:	Projector, laptop and screen, craft materials, volunteer training and initial contribution to running costs to establish new group.	
Please tick which of the following is being addressed:		
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 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 type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes No		
If No, please give a reason n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
<p>This group has been formed out of an intergenerational project initially started by another organisation. The project is due to end and the volunteers and group members are keen to set up a group that continues to support the activities. This group targets the elderly within Oban, providing educational talks, arts and crafts activities and an opportunity for social interaction. Initial start up support of £250 is recommended as a one-off grant. The group has no start-up reserves and this would provide some funding until 31st. March to allow them to seek external funding and build up some reserves. Any award will be dependent on submission of a bank statement / account number and signed financial projection – these are currently in process but take time since it is a new group.</p>		

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	Yes	No	√
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No	√
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No	√
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	25 - 30		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	√	No
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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?	Receiving support from AVA		
b)	Clear recruitment policies	Yes	No	
c)	Ongoing training and support for volunteers	Yes	No	
d)	A code of conduct for staff and volunteers	Yes	No	
e)	A Code of Good Practice	Yes	No	
f)	An Equal Opportunities Policy	Yes	No	
g)	A Policy for Managing Confidential Information	Yes	No	
h)	Grievance Procedure for staff and volunteers	Yes	No	
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	
Comments :				

**Signed: Laura Macdonald
Designation: Community Development Officer**

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**6 Details

Name of Assessing Officer		Laura Macdonald	
Name of Organisation		New Start Oban	
Contact Person in Organisation		David James	
Have you contacted/visited the organisation to assess this application?			Contacted Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.			
Name:		Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?		£800	
b) Grant awarded last year?		n/a	
c) Total Project cost?		£1,600	
d) How much coming from own resources?		£800	
e) How much coming from other agencies?		n/a	
f) Grant Recommendation		£0	
Reason for grant:	To purchase items to distribute as part of basic support packages to support the rehousing and resettlement of homeless people.		
Please tick which of the following is being addressed:			
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 type="checkbox"/>	
e)	Positive impact on local communities	<input type="checkbox"/>	
f)	Improvement of health and wellbeing	<input type="checkbox"/>	
g)	Positive impact on the local environment	<input type="checkbox"/>	
Have you received an end of project report for the previous grant award? n/a			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
This group provides support to previously homeless individuals, who are moving into their own tenancies. The group provides start up packs to help equip their homes and works with local churches and organisations to raise funds to provide these. This application is not to support the organisation itself, but to support the purchase of electrical equipment which would be distributed to individuals. No award is therefore recommended in this instance.			
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	√	No
e)	Within 50% of the costs for the project/activity	Yes	√	No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	na		
e)	How many people overall will benefit from this grant?	30-40		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes		No √
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	Yes		No
c)	Ongoing training and support for volunteers	Yes		No
d)	A code of conduct for staff and volunteers	Yes		No
e)	A Code of Good Practice	Yes		No
f)	An Equal Opportunities Policy	Yes		No
g)	A Policy for Managing Confidential Information	Yes		No
h)	Grievance Procedure for staff and volunteers	Yes		No
i)	A Disciplinary Procedure for staff and volunteers	Yes		No
Comments :				

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****7 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tiree Community Development Trust	
Contact Person in Organisation	Sophie Isaacson	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,100	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£250	
Reason for grant:	Contribution towards Volunteer Awards event and community fireworks display	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>
b)	Alleviation of rural isolation	<input type="checkbox"/>
c)	Community Capacity Building	<input checked="" type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Tiree is one of our most isolated communities and the community therefore has had to develop a resilience to support itself. Community volunteering forms a key part of this, and this activity would combine the safety aspects of a community fireworks display, with a small volunteer award ceremony to recognise the contribution that local volunteers make to island life. An award of £250 is recommended pending submission of a business plan that satisfies the requirement of events and festivals paperwork.		
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	Yes	√	No
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√	No
d)	Has submitted audited/signed accounts (or signed 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:				
g)	A viable business plan	Yes		No √
h)	A marketing plan for the activity	Yes		No √
i)	A previous event budget	Yes		No √
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes		No √
k)	Evidence of appropriate insurance coverage	Yes		No √
l)	Compliance with all relevant legal and licensing requirements	Yes		No √
m)	Letters of support from other funders or local organisations	Yes		No √

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	700		
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes		No √
h)	Does the organisation have volunteer training in place?	Yes	√	No
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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	√	No
b)	Clear recruitment policies	Yes	√	No
c)	Ongoing training and support for volunteers	Yes	√	No
d)	A code of conduct for staff and volunteers	Yes	√	No
e)	A Code of Good Practice	Yes	√	No
f)	An Equal Opportunities Policy	Yes	√	No
g)	A Policy for Managing Confidential Information	Yes	√	No
h)	Grievance Procedure for staff and volunteers	Yes	√	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	√	No

Comments :

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****8 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	HOPE Kitchen	
Contact Person in Organisation	Jessie MacDonald	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Myra MacDonald Designation: Homelessness Regulation & Performance Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£606.50	
b) Grant awarded last year?	£1,155	
c) Total Project cost?	£1,213	
d) How much coming from own resources?	£606.50	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation	£606.50	
Reason for grant:	To purchase a washing machine, tumble dryer and baked potato oven.	
Please tick which of the following is being addressed:		
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 type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This group provides a drop-in service and soup kitchen for people in the community who are lonely, feel vulnerable, are recovering from addictions or are socially isolated. The application is towards the purchase of a washing machine, tumble dryer and potato oven. An award of £606.50 is recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

Group has received one award previously for a different purpose.

2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check – waiting on accounts which are being examined	Yes	No
b)	Fully constituted	Yes	√ No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	√ No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	No
e)	Within 50% of the costs for the project/activity	Yes	√ No

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	n/a		
e)	How many people overall will benefit from this grant?			
f)	Is the organisation well established?	Yes	√	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	No	√
i)	Have you confidence in their ability to deliver a service?	Yes	√	No

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?	Group have been referred to AVA for policy support		
b)	Clear recruitment policies	Yes	No	
c)	Ongoing training and support for volunteers	Yes	No	
d)	A code of conduct for staff and volunteers	Yes	No	
e)	A Code of Good Practice	Yes	No	
f)	An Equal Opportunities Policy	Yes	No	
g)	A Policy for Managing Confidential Information	Yes	No	
h)	Grievance Procedure for staff and volunteers	Yes	No	
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	

Comments :

Signed: Laura Macdonald

Designation: Community Development Office

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**9 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Dalavich Improvement Group	
Contact Person in Organisation	Agnes Fleming	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£3750	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£7,500	
d) How much coming from own resources?	£3750	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£2,500	
Reason for grant:	Painting of the outside of Dalavich Village Hall, outbuildings and decking area to maintain the fabric of the timber building and stop any deterioration to the wood.	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Dalavich Village Hall provides a key social function within a remote rural community. The hall supports a range of events and activities which contributes to community cohesion. The hall is a timber built structure, in keeping with much of the housing in the village and is in need of repainting to stop the deterioration of the structure. The group is intending to match fund from its own resources. An award of £2,500 is recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

10 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check – with finance	Yes	No
b)	Fully constituted	Yes ✓	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes ✓	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes ✓	No
e)	Within 50% of the costs for the project/activity	Yes ✓	No

3 General Criteria

a)	Is the activity non-political?	Yes ✓	No
b)	Is the project consistent with Council priorities?	Yes ✓	No
c)	Does the project have open membership?	Yes ✓	No
d)	Have sponsorship agreements been checked?	na	
e)	How many people overall will benefit from this grant?	200	
f)	Is the organisation well established?	Yes ✓	No
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No ✓
h)	Does the organisation have volunteer training in place?	Yes	No ✓
i)	Have you confidence in their ability to deliver a service?	Yes ✓	No

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	Yes	No
c)	Ongoing training and support for volunteers	Yes	No
d)	A code of conduct for staff and volunteers	Yes	No
e)	A Code of Good Practice	Yes	No
f)	An Equal Opportunities Policy	Yes	No
g)	A Policy for Managing Confidential Information	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	No
Comments :			

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 25/09/2012

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**11 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Fireworks Committee	
Contact Person in Organisation	Fred Hall	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£2,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,200	
d) How much coming from own resources?	£3,200	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,500	
Reason for grant:	Contribution towards a community fireworks event in Oban	
Please tick which of the following is being addressed:		
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	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This event is supported by CPP partners as a means of improving community safety around Guy Fawkes Night. The event is normally sustained through donations, a funding package. There has been a significant change in the committee which has caused the group to lose some momentum and this application would be a one off to assist in a difficult year. An award of £1,500 is recommended, pending successful financial assessment.		
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	Yes	No	√
b)	Fully constituted	Yes	√	No
c)	Has submitted a bank statement for all bank/savings accounts	Yes	No	√
d)	Has submitted audited/signed accounts (or signed 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:				
g)	A viable business plan	Yes	√	No
h)	A marketing plan for the activity	Yes	√	No
i)	A previous event budget	Yes	No	√
j)	A planning framework with clear ownership, responsibility and liability for the event	Group to contact Lorn Events Team		
k)	Evidence of appropriate insurance coverage	Yes	No	√
l)	Compliance with all relevant legal and licensing requirements	Group to contact Events Team for advice		
m)	Letters of support from other funders or local organisations	Yes	No	√

3 General Criteria

a)	Is the activity non-political?	Yes	√	No
b)	Is the project consistent with Council priorities?	Yes	√	No
c)	Does the project have open membership?	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	No	√
e)	How many people overall will benefit from this grant?	2000+		
f)	Is the organisation well established?	Yes	No	√
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	No	√
h)	Does the organisation have volunteer training in place?	Yes	No	√
i)	Have you confidence in their ability to deliver a service?	Yes	No	

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	Yes	No	
c)	Ongoing training and support for volunteers	Yes	No	
d)	A code of conduct for staff and volunteers	Yes	No	
e)	A Code of Good Practice	Yes	No	
f)	An Equal Opportunities Policy	Yes	No	
g)	A Policy for Managing Confidential Information	Yes	No	
h)	Grievance Procedure for staff and volunteers	Yes	No	
i)	A Disciplinary Procedure for staff and volunteers	Yes	No	

Signed: Laura Macdonald
Date: 25/09/2012

Designation: Community Development Officer