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

1 **Details**

Name	Name of Assessing Officer Laura Macdonald						
Name of Organisation			Dunollie Projects Ltd				
Conta	act Pers	on in Organisation	Jane Isaacson				
		tacted/visited the o	rganisation to a	ssess this	Contacted		
	cation?				Visited √		
		signation of Counc ture, Social Work, S	-	ve contacted t	o discuss the application		
Name: Kevin Baker Designation: Arts & Culture Development Officer							
Third Sector Events and Festivals							
		lested from A & B C	ouncil?	£2,800			
		rded last year?					
с) То	tal Proje	ect cost?		£7,300			
d) Ho	w much	n coming from own	resources?	£300			
		coming from other	r agencies?	£4,200			
,		ommendation		£1585			
Reason for grant:To purchase two tills as well a the Dunollie site.			as well as equip a	visitor booth to s	upport income generation at		
		hich of the following	g is being addre	essed:			
a)		sing Social Inclusion					
b)		ion of rural isolation					
c)		inity Capacity Building					
d)		ement of quality of life		visitors			
e)		e impact on local comm					
f)		ement of health and we					
g)		e impact on the local er					
-	-	eived an end of pro	ject report for th	ne previous gra	ant award? Yes \sqrt{NO}		
IT NO,	please	give a reason					
-	ou concu summar	-	tion in their ass	essment of ne	ed? Please supply a very		
plans organi have t genera expen	aim to in isation h to combi ate more	crease that amount of ave a good track reconnerthis with income g income themselves and therefore not eligit	of land space ava ord of attracting e eneration plans. . The purchase a	ailable for commexternal funding A visitor booth and installation o	and their projected work nunity access. The into the area, but also would enable them to of the booth is capital he equipment costs is		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

Previous grants have been for different projects. Group have been allocated an underwrite for previous event this year which they have not drawn down. This will only be drawn down in the event of this application being unsuccessful.

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	\checkmark	No
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	\checkmark	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?	Residents of Oban and surrounding area		
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?	Currently d this	eveloping
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
Con	nments :	•	

Signed: Laura Macdonald

Designation: Community Development Officer

Date: 22/11/2012ASSISTANCE TO THIRD SECTOR ORGANISATIONS Assessment form Third Sector Grants including Events and Festivals

2 <u>Details</u>

Name	of Assessing Officer	Laura Macdon	ald				
Name	of Organisation	Oban Town Traders					
Conta	ct Person in Organisation	David Finlayson					
applic	you contacted/visited the c ation?	organisation to assess this Contacted Visited					
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.							
Name: n/a Designation:							
Third	Sector	Yes	Events and Festiva	lls			
	ant requested from A & B C	Council?	£2,000				
	ant awarded last year?		n/a				
c) To	tal Project cost?		£19,000				
-	w much coming from own		£6,000				
	w much coming from othe	r agencies?	£11,000				
/ -	ant Recommendation		Nil				
Reaso for gra		as lights for Oban	Town Centre				
Pleas	e tick which of the followin	g is being addre	essed:				
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 comn	nunities					
f)	Improvement of health and we	ellbeing					
g)	Positive impact on the local er	nvironment					
Have	you received an end of pro	ject report for th	ne previous grant aw	/ard? n/a			
lf No,	please give a reason						
	u concur with the organisa	tion in their ass	essment of need? F	Please supply a verv			
-	summary						
0	roup have currently some res	,	•				
	s. However, they are in a pos						
	reserves and would then be able to apply for funding towards their other events. No grant is recommended at this time.						
		fundina over the	e previous 2 vears pl	lease justifv reason			
	If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?						
n/a							

2 <u>Financial Check – Have you checked the Organisation is</u>:

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

3 <u>General Criteria</u>

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? – restricted full membership		No
d)	Have sponsorship agreements been checked?	Yes √	No
e)	How many people overall will benefit from this grant?	4,000+	
e) f)	How many people overall will benefit from this grant? Is the organisation well established?	4,000+ Yes √	No
e) f) g)	Is the organisation well established? Have you identified any training needs for the organisations		No No √
f)	Is the organisation well established?	Yes √	- 1
f)	Is the organisation well established? Have you identified any training needs for the organisations	Yes √	- 1

4 **Policy and Procedures**

	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,	n/a		
a)	can you refer to Children and Families Section, SW?			
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	
Con	nments :			

Signed: .Laura Macdonald

Designation: Community Development Officer

Date: 10/01/2012