

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	√	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?	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 developing this		
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: 22/11/2012 **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	Oban Town Traders	
Contact Person in Organisation	David Finlayson	
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:	n/a	Designation:
Third Sector	Yes	Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£2,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£19,000	
d) How much coming from own resources?	£6,000	
e) How much coming from other agencies?	£11,000	
f) Grant Recommendation	Nil	
Reason for grant:	<i>Purchase of Christmas lights for Oban Town Centre</i>	
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		
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 have currently some reserves which they would like to keep for future seasonal events. However, they are in a position to be able to complete this project with some of their reserves and would then be able to apply for funding towards their other events. No grant is recommended at this time.		
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? – restricted full membership	Yes	√	No
d)	Have sponsorship agreements been checked?	Yes	√	No
e)	How many people overall will benefit from this grant?	4,000+		
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: 10/01/2012