

**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>		Bute Advice Centre	
<b>Contact Person in Organisation</b>		Julie Semple	
<b>Have you contacted/visited the organisation to assess this application?</b>			<b>Contacted</b> <input checked="" type="checkbox"/> <b>Visited</b>
<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>		£1,275	
<b>b) Grant awarded last year?</b>		£2,000	
<b>c) Total Project cost?</b>		£2,550	
<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>		£842 Provisional on receipt of outstanding documents	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> Purchase of a new management system with associated training and licences to allow project to apply for funding.		
<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 checked="" 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 type="checkbox"/>	
<b>Have you received an end of project report for the previous grant award? Yes</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>			
Bute Advice provides a vital service to the residents of Bute. With the recession the project has seen a rise in clients and with the impending benefit regime changes it is anticipated that their workload will increase.			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			

Bute Advice has had funding for several years and the recommendation reflects this.

**2 Financial Check – Have you checked the Organisation is:**

a)	Has passed financial check	Yes
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	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
b)	Is the project consistent with Council objectives?	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?	432
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?	Yes
i)	Have you confidence in their ability to deliver a service?	Yes

**4 Policy and Procedures**

a)	If relevant, is the organisation compliant with Protection of Vulnerable Groups (Scotland) Act 2007? If No, can you refer to Children and Families Section, Social Work?	N/A
b)	Clear recruitment policies	Yes
c)	On-going 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	Yes
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 :

**Signed: Liz Marion**

**Date: 13/03/13**