

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**1 **Details**

Name of Assessing Officer		Liz Marion	
Name of Organisation		Caol Ruadh Sculptural Park	
Contact Person in Organisation		Karen Scotland	
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?		£2,500	
b) Grant awarded last year?		£0	
c) Total Project cost?		£5,020	
d) How much coming from own resources?		£2,520	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£2,500 Provisional on production of audited accounts	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To assist with a dancing festival in the areas around Colintrave. This will hopefully attract both locals and visitors to the area and benefit the local businesses.		
Please tick which of the following is being addressed:			
a)	Addressing Social Inclusion	<input checked="" type="checkbox"/>	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>	
c)	Community Capacity Building	<input 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 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			
The event should help to boost the local economy and will have a positive impact on businesses such as hotels and B&Bs by attracting visitors to the area.			
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	Pending
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).	No
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
h)	A marketing plan for the activity	Yes
i)	A previous event budget	Yes
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes
k)	Evidence of appropriate insurance coverage	Yes
l)	Compliance with all relevant legal and licensing requirements	Yes
m)	Letters of support from other funders or local organisations	Yes

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?	
f)	Is the organisation well established?	Yes
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes
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: 13/3/13