

**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>		Dunoon and Cowal Elderly Forum	
<b>Contact Person in Organisation</b>		Margaret Johnston	
<b>Have you contacted/visited the organisation to assess this application?</b>			Contacted <input checked="" type="checkbox"/> Visited
<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>		£500	
<b>b) Grant awarded last year?</b>		£150	
<b>c) Total Project cost?</b>		£1175	
<b>d) How much coming from own resources?</b>		£675	
<b>e) How much coming from other agencies?</b>		£0	
<b>f) Grant Recommendation</b>		£300 pending receipt of previous grant report	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards various trips around Scotland for members of the Forum.		
<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 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 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 No</b>			
<b>If No, please give a reason Pending</b>			
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>			
The Forum has been in existence since 1997 and has successfully run these events every year. They actively promote the Forum and are aiming at increasing their membership.			
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>			
The Forum has received funding in previous years and the recommendation reflects the decrease in funding from what was requested			

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

a)	Has passed financial check	N/A
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?	Yes
e)	How many people overall will benefit from this grant?	30 - 40
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?	Yes
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: 12/3/13**