

**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>	Argyll and Bute Youth Forum	
<b>Contact Person in Organisation</b>	Kayleigh Campbell	
<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: Martin Turnbull</b>		<b>Designation: Youth Services Manager</b>
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,000	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£4,000	
<b>d) How much coming from own resources?</b>	£1,000	
<b>e) How much coming from other agencies?</b>	£2,000	
<b>f) Grant Recommendation</b>	£250 from each area	
<b>Reason for grant:</b>	<i>Venue costs for Youth Achievement Event for young people across Argyll and Bute.</i>	
<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 type="checkbox"/>
d)	Enhancement of quality of life for residents and visitors	<input type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input 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?</b> n/a		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
This event will support and celebrate the achievements of young people involved in a variety of community activities, bringing them together from across Argyll and Bute for a themed awards event. The awards committee itself comprises a number of young people with support staff – although the event is being organised by the Argyll and Bute Youth Forum, award nominations will be advertised and circulated through schools, youth organisations and partner agencies and open to all young people. An award of £250 per area is recommended.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

## 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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>				
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	√	No
b)	Is the project consistent with Council objectives?	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?	150 direct beneficiaries		
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)	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	√	No
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 :				

**5** **Monitoring Information** (The information provided for monitoring purposes only, it will not be used to assess your application)

Is your project directed at, or of particular relevant to, people from a specific ethnic background?      **No**                       **Yes**

If yes, please tick up to three categories to indicate the ethnic background of the people who will benefit.

<b>White</b>		<b>Black, Black Scottish or Black British</b>	
Scottish		Caribbean	
Other British		African	
Irish		Any other Black Background	
Any other white background			
<b>Mixed</b>		<b>Other ethnic background</b>	
Mixed ethnic background		Chinese	Any other
<b>Asian, Asian Scottish or Asian British</b>			
Indian		Bangladeshi	
Pakistani		Any other Asian background please	

**Signed: .Liz Marion**

**Designation: Community Development Officer**

**Date: .21/03/2013**