

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

<b>Name of Assessing Officer</b>	Liz Marion	
<b>Name of Organisation</b>	Beachwatch Bute	
<b>Contact Person in Organisation</b>	Sandra MacMillan	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input type="checkbox"/>
<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>	
<b>Third Sector</b> <input checked="" type="checkbox"/>	<b>Events and Festivals</b> <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,400	
<b>b) Grant awarded last year?</b>	£0	
<b>c) Total Project cost?</b>	£2,812	
<b>d) How much coming from own resources?</b>	£1,412	
<b>e) How much coming from other agencies?</b>	£0	
<b>f) Grant Recommendation</b>	£1,050	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> Purchase of goods and contributions towards running costs of the project. to allow promotion of the organisation. This will include Insurance, toners for printer and laminating pouches for promotional activities.	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input 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 type="checkbox"/>
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? N/A</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>		
Beachwatch Bute is a well-established organisation who delivers both environmental and educational programmes in Bute.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

Last received funding of £650 in 2011 – 2012 financial year. The amount requested has been reduced to take this fact into account

**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	N/A
h)	A marketing plan for the activity	N/A
i)	A previous event budget	N/A
j)	A planning framework with clear ownership, responsibility and liability for the event	N/A
k)	Evidence of appropriate insurance coverage	N/A
l)	Compliance with all relevant legal and licensing requirements	N/A
m)	Letters of support from other funders or local organisations	N/A

**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?	200 - 300
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?	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: 13 March 2013**