

**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>	Helensburgh Orchestral Society	
<b>Contact Person in Organisation</b>	Mrs A Wilson	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted	
<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 type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£910	
<b>b) Grant awarded last year?</b>	£0	
<b>c) Total Project cost?</b>	£2,340	
<b>d) How much coming from own resources?</b>	£1,430	
<b>e) How much coming from other agencies?</b>	£0	
<b>f) Grant Recommendation</b>	£420 from each area	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> The funding is required to deliver 2 concerts to rural communities. The organisation has already carried out feasibility studies in Arrochar and Dunoon and identified appropriate partners within these communities. This would give members of the organisation the opportunity to increase their skills and bring music to a wider audience	
<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 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 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</b>		
n/a		
<b>Do you concur with the organisation in their assessment of need? Please supply a very brief summary</b>		
The organisation has already carried out a feasibility study and secured support from these two communities.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

n/a

**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
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	To be provided

**3 General Criteria**

a)	Is the activity non-political?	Yes
b)	Is the project consistent with Council priorities?	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?	30 members & 200 community
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)	Have you checked that the organisation, particularly if they work with children under 18 or vulnerable adults have a Child Protection Policy or are compliant with the VPG. If No, can you refer to Children and Families Section, SW?	n/a	Yes	No
b)	Clear recruitment policies	Yes	Yes	No
c)	Ongoing training and support for volunteers	Yes	Yes	No
d)	A code of conduct for staff and volunteers	Yes	Yes	No
e)	A Code of Good Practice	Yes	Yes	No
f)	An Equal Opportunities Policy	Yes	Yes	No
g)	A Policy for Managing Confidential Information	Yes	Yes	No
h)	Grievance Procedure for staff and volunteers	Yes	Yes	No
i)	A Disciplinary Procedure for staff and volunteers	Yes	Yes	No

Comments :

Empty rectangular box at the top of the page.

**5 Equal Opportunities**

What are the clients ethnic group(s)?

**A White**  
 Scottish       Other British       Irish  
 Any other White background please specify

**B Mixed**  
 Any Mixed background please specify

**C**  Eastern European

**D Asian, Asian Scottish or Asian British**  
 Indian       Pakistani  
 Bangladeshi       Chinese  
 Any other Asian background please write in

**E Black, Black Scottish or Black British**  
 Caribbean       African  
 Any other Black background please write in

**F Other Ethnic background**  
 Any other background please write in

**Signed:** .....

**Designation:** .....

**Date:** .....