

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

<b>Name of Assessing Officer</b>	Morevain Martin	
<b>Name of Organisation</b>	Garelochhead Riding for the Disabled Association	
<b>Contact Person in Organisation</b>	Mrs K Bennet	
<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 checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£4,500	
<b>b) Grant awarded last year?</b>	£3,500	
<b>c) Total Project cost?</b>	£10,108	
<b>d) How much coming from own resources?</b>	£208	
<b>e) How much coming from other agencies?</b>	£5,400	
<b>f) Grant Recommendation</b>	£2,625	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i> The funding is required for the insurances and livery costs for 2 specially trained ponies enabling people with a wide range of disabilities to take part in competitions and achieve personal goals	
<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 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 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 <input checked="" type="checkbox"/></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>		
These horses have special attributes to be able to support riders with a variety of disabilities.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
The organisation recently had to purchase 2 horses after being able to hire them for a number of years. The organisation is now developing a sustainability strategy.		

## 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
<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
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?	46 plus parents and carers
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?	Yes
b)	Clear recruitment policies	Yes
c)	Ongoing 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 :		

**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:** .....