

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	1 st . Tobermory Guides / Tobermory Scout Hall	
Contact Person in Organisation	Vanessa MacLean	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull Designation: Youth Services Manager		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,355	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,710	
d) How much coming from own resources?	£1,355	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£1,016	
Reason for grant:	<i>Upgrade of kitchen equipment in hall to increase activities that can be carried out with young people</i>	
Please tick which of the following is being addressed:		
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 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"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The hall is used by the Guides and Scouts, as well as a number of other clubs. The kitchen equipment is serviceable but in poor condition and volunteers generally bring crockery etc. from their own homes and businesses when they hold fundraisers and coffee mornings. They have secured other funding to undertake structural work in their kitchen area - this grant would enable the group to upgrade their existing equipment, meet health and safety requirements for cooking with young people and add some equipment that would increase the range of food based activities they can carry out.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

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

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?	na			
e)	How many people overall will benefit from this grant?				
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 :

Governed by the Scout associations' policies and documents

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****2 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Argyll and Bute Youth Forum	
Contact Person in Organisation	Kayleigh Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull		Designation: Youth Services Manager
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,000	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4,000	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£250 from each area	
Reason for grant:	<i>Venue costs for Youth Achievement Event for young people across Argyll and Bute.</i>	
Please tick which of the following is being addressed:		
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"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
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 administrative area is recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

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
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	√	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 :				

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**3 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Taynuilt Gaelic Choir	
Contact Person in Organisation	June Raven	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£300	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£600	
d) How much coming from own resources?	£200	
e) How much coming from other agencies?	£100	
f) Grant Recommendation	£135	
Reason for grant:	<i>Contribution towards Gaelic workshop for choir.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This activity aims to increase the skills of participants, bringing tutors in from outside the area to benefit choir members.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

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

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?	26		
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?	n/a		
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**4 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Comunn Eachdraidh Lios Mor	
Contact Person in Organisation	Robert Hay	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library and Culture Development Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£750	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£11,750	
d) How much coming from own resources?	£2,000	
e) How much coming from other agencies?	£9,000	
f) Grant Recommendation	£750	
Reason for grant:	<i>Lismore memories – project to record on DVD and CD, the memories of native Gaelic speakers on Lismore which would then be shown in the Heritage Centre.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This project provides the opportunity for island memories and its Gaelic traditions and history to be recorded on DVD and CD for the benefit of Lismore and Argyllshire history – the DVDs will also add provision to the Lismore Museum, which is one of the visitor attractions on the island. Local volunteers will also work on the project, increasing their social history recording skills.		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

n/a

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

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?	180		
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?	n/a		
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****5 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Craignure Village Hall	
Contact Person in Organisation	Andrew Robertson	
Have you contacted/visited the organisation to assess this application?		Contacted Visited
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>		Events and Festivals <input type="checkbox"/>
a) Grant requested from A & B Council?	£1,437.54	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£7,937.54	
d) How much coming from own resources?	£6,500	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£1,347	
Reason for grant:	<i>Contribution to revenue costs due to unforeseen emergency expenditure which has depleted reserves.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	✓
c)	Community Capacity Building	✓
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	✓
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
<p>This is a well-used hall in a central location on the island which has inherited a long-term problem with their water meter and which had a considerable emergency outlay last year which has made the hall financially vulnerable. This is not the first incident with their water supply, but this outlay was significantly higher because they have replaced their piping the full length from the main road down as a preventative measure. This grant is being sought as a one-off emergency payment to secure the hall and allow them to get back on a sure footing. An award of £1,347 is recommended as a one-off.</p>		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

n/a

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

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?			
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?	n/a		
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 :

Group have received samples of wording that Argyll and Bute Community Centres and halls use on their letting forms to advise users of their responsibility to ensure they are PVG compliant.

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**6 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Hebridean Whale and Dolphin Trust	
Contact Person in Organisation	Gemma Paterson	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Marina Curran-Couthart Designation: Biodiversity Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,650	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,300	
d) How much coming from own resources?	£650	
e) How much coming from other agencies?	£2,000	
f) Grant Recommendation	£2,650	
Reason for grant:	<i>5 day educational programme aboard Silurian (floating classroom) – 2 or 3 schools workshops and one community event held each day.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	<input checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The project has evidenced positive feedback from previous years and combines community, youth and environmental benefits. The organisation fund their work through a variety of funding streams each year and are not in receipt of any other council funding at this time.		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

n/a

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

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?			
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**7 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Highlands and Islands Music and Dance Festival	
Contact Person in Organisation	Margaret Farmer	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£9,000	
b) Grant awarded last year?	£2,000	
c) Total Project cost?	£44,154	
d) How much coming from own resources?	£26,454	
e) How much coming from other agencies?	£8,700	
f) Grant Recommendation	£4,000	
Reason for grant:	<i>Contribution towards 30th annual Highlands and Islands Music and Dance Festival and costs towards developing the capacity of the organisation.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Using an economic impact calculation model, this applicant has assessed the event brings an economic benefit to the area of around £1million – the event has potential for growth but needs to address its infrastructure to support this. They have been in discussion with the Cowal Games to learn from their experiences and have obtained quotes for developing an online registration, ticketing, payment and seat allocation system. This development would make succession planning easier and free up volunteer time to allow a greater focus on community involvement activities. Recommendation is that the award be split equally between the delivery of the festival and the development of online registering etc.,		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

Event is grant dependant and third sector funding has to be slowly withdrawn to support the organisation to slowly be able to sustain itself without council funding. Infrastructure developments are a new and one-off cost.

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
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	✓	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?	1000+ competitors 3000 visitors		
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 :				

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

8 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Loch Awe Improvement Association	
Contact Person in Organisation	Richard McKenzie	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Marina Curran-Coulthart		Designation: Biodiversity Officer
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£7,381	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£14,881	
d) How much coming from own resources?	£7,500	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£3,600	
Reason for grant:	<i>Running costs for the fish stock enhancement programme which is based at the Loch Awe Improvement Association hatchery at Loch Awe side.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	<input 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 checked="" 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 checked="" type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The fish stock enhancement programme restocks a popular fishing loch, contributing to local environmental improvement plans. The organisation itself assists with lochside improvements including litter cleanup and uplift and has been involved in community initiatives around the Loch Awe and Dalavich area, including Loch Watch. The organisation still has reasonable reserves however feels it is prudent to seek assistance now and implement developments that can be phased over the next few years.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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?	n/a	
e)	How many people overall will benefit from this grant?		
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?	n/a	
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 :			

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**9 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Lorn Agricultural Show	
Contact Person in Organisation	Christine Smith	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£860	
b) Grant awarded last year?	£1,000	
c) Total Project cost?	£1920	
d) How much coming from own resources?	£860	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	nil	
Reason for grant:	<i>Advertising costs for the agricultural show</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes No <input checked="" type="checkbox"/>		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The applicant received funding for the same purpose in the previous financial year and has sufficient reserves to be able to fund their advertising themselves. No award recommended.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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?	1050 - 2000		
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?	n/a		
b)	Clear recruitment policies	Yes	No	✓
c)	On-going 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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**10 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Mull and Iona Schools Pipe Band	
Contact Person in Organisation	Neil MacCallum	
Have you contacted/visited the organisation to assess this application?	Contacted	Visited <input checked="" type="checkbox"/>
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£	
b) Grant awarded last year?	£0	
c) Total Project cost?	£1490	
d) How much coming from own resources?	£745	
e) How much coming from other agencies?	£0	
f) Grant Recommendation	£522	
Reason for grant:	<i>Purchase of practise pipes and 1 set of McCallum pipes to support increased membership of pipe band.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The equipment would be owned by the group and allow a number of young people to learn piping without having to purchase their own pipes initially. This increases the opportunities for young people to participate in traditional music.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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
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	√	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 na
e)	How many people overall will benefit from this grant?	15 annually		
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**11 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	North Argyll Youth Forum	
Contact Person in Organisation	Kayleigh Campbell	
Have you contacted/visited the organisation to assess this application?	Contacted Visited <input checked="" type="checkbox"/>	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull		Designation: Youth Services Manager
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£600	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£13,575	
d) How much coming from own resources?	£1,100	
e) How much coming from other agencies?	£11,875	
f) Grant Recommendation	£480 (underwrite)	
Reason for grant:	<i>Youth Leadership International Exchange</i>	
Please tick which of the following is being addressed:		
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 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"/>
Have you received an end of project report for the previous grant award? Yes No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Exchange visits between youth organisations are beneficial both to the young people themselves and to their organisations. This group are working to raise funds for their exchange trip and it is hoped they will eventually be able to bring in all of the required funding themselves. An underwrite is therefore recommended that will only be drawn down if required.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

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 ✓

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?	15	
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**12 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	New Start Oban	
Contact Person in Organisation	David James	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£375	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£750	
d) How much coming from own resources?	£375	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£206	
Reason for grant:	<i>Contribution towards publicity and insurance costs</i>	
Please tick which of the following is being addressed:		
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 checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This organisation provides starter packs for homeless people moving into secure tenancies – referrals are made by support agencies. The organisation finances itself mainly through donations and is aiming to increase its profile and methods of gathering donations by creating a website.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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?	n/a		
e)	How many people overall will benefit from this grant?	30 households annually		
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**13 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Phoenix Cinema	
Contact Person in Organisation	Fiona Shaw	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Arts and Culture Development Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£5,000	
b) Grant awarded last year?	£1,955	
c) Total Project cost?	£45,000	
d) How much coming from own resources?	£8,000	
e) How much coming from other agencies?	£32,000	
f) Grant Recommendation	£2,750	
Reason for grant:	<i>Contribution towards digital projector for community cinema project</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	<input checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This project will modernise the service and increase provision for local people and improve the project's sustainability.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

This project would enable the organisation to develop their service and increase its sustainability

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

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?	8,000+	
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 :			

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**14 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Winter Festival	
Contact Person in Organisation	Pamela Lockhart	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£15,550	
b) Grant awarded last year?	£5,000	
c) Total Project cost?	£31,100	
d) How much coming from own resources?	£2,600	
e) How much coming from other agencies?	£12,950	
f) Grant Recommendation	£4,000	
Reason for grant:	<i>Contribution towards provision of Oban Winter Festival 2013.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This event takes place over several days and offers activities that the local community and visitors can participate in. The organisation gathers feedback from participants to inform their future planning and works with local charities to ensure community benefit as well. However, this festival received a high award in 2012/13 and should be encouraged to identify other sources of funding to prevent a dependency on the Third Sector Grants.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Organisation has only received funding one previous year in its current form – in 2010 the Ready Steady Christmas group received funding to market co-ordinated winter activities.		

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
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	√	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?			
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?	n/a		
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 :				

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**15 Details

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Oban Youth Cafe	
Contact Person in Organisation	Kenneth MacCorquodale	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Martin Turnbull	Designation: Youth Services Manager	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,000	
b) Grant awarded last year?	nil	
c) Total Project cost?	£4,025	
d) How much coming from own resources?	£2,025	
e) How much coming from other agencies?		
f) Grant Recommendation	£450	
Reason for grant:	<i>Contribution to Summer programme activities</i>	
Please tick which of the following is being addressed:		
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"/>
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Argyll and Bute Council work with the youth cafe and other partners to support transitional activities which aim to offer opportunities for children moving from Primary to secondary to mix. However, there are benefits to young people being able to mix socially and access activities outwith their own community and young people from this area face additional travel challenges.		

If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?

n/a

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

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?	53	
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 :

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

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Sound of Mull Radio	
Contact Person in Organisation	Moray Finch	
Have you contacted/visited the organisation to assess this application?	Contacted Visited ✓	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,862	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,862	
d) How much coming from own resources?	£0	
e) How much coming from other agencies?	£3,000	
f) Grant Recommendation	£2,862	
Reason for grant:	6 months staffing and revenue costs, as well as purchase of domain name to establish Sound of Mull Radio	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	✓
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	✓
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is an ambitious project that would benefit from initial support to help it establish, but which would benefit a remote island community if achieved.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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?	3,000	
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?	PVG procedures will be put in place	
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****2 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Taynuilt Gaelic Choir	
Contact Person in Organisation	June Raven	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£300	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£600	
d) How much coming from own resources?	£200	
e) How much coming from other agencies?	£100	
f) Grant Recommendation	£135	
Reason for grant:	<i>Contribution towards Gaelic workshop for choir.</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	<input checked="" type="checkbox"/>
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? n/a		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This activity aims to increase the skills of participants, bringing tutors in from outside the area to benefit choir members.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

n/a

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

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?	26	
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?	n/a		
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 :

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals****3 Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tiree Music Festival	
Contact Person in Organisation	Daniel Gillespie	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name: Kevin Baker Designation: Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£1,200	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,400	
d) How much coming from own resources?	£1,200	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£1,200	
Reason for grant:	<i>Contribution towards temporary fencing and fireworks display at Tiree Music Festival</i>	
Please tick which of the following is being addressed:		
a)	Addressing Social Inclusion	
b)	Alleviation of rural isolation	
c)	Community Capacity Building	
d)	Enhancement of quality of life for residents and visitors	<input checked="" type="checkbox"/>
e)	Positive impact on local communities	
f)	Improvement of health and wellbeing	
g)	Positive impact on the local environment	
Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/>		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This festival brings significant social and economic benefit to Tiree – the fencing would be removed and stored at the end of the Festival and available for use at other events and would be an asset available for the whole island. This application also included capital costs which, although advantageous, are not eligible costs under this grant stream and have been removed.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
Group had funding in 2010 and 2011 but did not apply for assistance in 2012		

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
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
	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?	1,820		
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 :				

ASSISTANCE TO THIRD SECTOR ORGANISATIONS**Assessment form Third Sector Grants including Events and Festivals**4 **Details**

Name of Assessing Officer	Laura Macdonald	
Name of Organisation	Tiree Resource Club	
Contact Person in Organisation	Kathryn MacCallum	
Have you contacted/visited the organisation to assess this application?	Contacted <input checked="" type="checkbox"/> Visited	
Name and Designation of Council Officer you have contacted to discuss the application eg Arts & Culture, Social Work, Sports etc.		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1664.50	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£3329	
d) How much coming from own resources?	£1664.50	
e) How much coming from other agencies?	nil	
f) Grant Recommendation	£1,233	
Reason for grant:	<i>Start-up costs for a Singing for the Brain Group in Tiree</i>	
Please tick which of the following is being addressed:		
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 type="checkbox"/>
e)	Positive impact on local communities	<input type="checkbox"/>
f)	Improvement of health and wellbeing	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	<input type="checkbox"/>
Have you received an end of project report for the previous grant award? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
Singing for the Brain groups have been developing across some of the OLI communities and Tiree Resource Club have investigated the benefits the group can bring. This activity will be aimed primarily at people with Alzheimers but will be open to other members of the community, contributing to Scottish targets for involvement in wider community activities post-diagnosis. Start-up costs for other groups have proved beneficial in establishing demand – the group can then use this evidence to lever in external funding.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		
n/a		

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

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?	10 - 15		
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 :