

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

Name of Assessing Officer	Liz Marion	
Name of Organisation	Cowal Music Club	
Contact Person in Organisation	Ann Rhodes	
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 e.g. 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?	£500	
b) Grant awarded last year?	£450	
c) Total Project cost?	£6,550	
d) How much coming from own resources?	£3,750	
e) How much coming from other agencies?	£2,300	
f) Grant Recommendation	£450	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> To provide high quality musical experience and raise awareness of music in the area by arranging a programme of concerts from October to March.	
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	<input checked="" type="checkbox"/>
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		
If No, please give a reason		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
The Cowal Music Club has been running this programme for several years and attracts over 100 people to the concerts. They attract match funding from Enterprise Music Scotland to allow them to implement their programme. They involve service users in the planning of the programme. The grant is to go towards fees for the performances and the cost of commissioning of a new piece of music.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

The group have only had one previous grant in 2012/13.

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?	100+
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 No
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	No
d)	A code of conduct for staff and volunteers	Yes
e)	A Code of Good Practice	No
f)	An Equal Opportunities Policy	No
g)	A Policy for Managing Confidential Information	No
h)	Grievance Procedure for staff and volunteers	No
i)	A Disciplinary Procedure for staff and volunteers	No

Comments :

Signed: Liz Marion

Date: 24/06/2013