

**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>  | Dunoon Amateur Swimming Club  |                                     |
| <b>Contact Person in Organisation</b>  |   |                                     |
| <b>Have you contacted/visited the organisation to assess this application?</b>   | Contacted<br>Visited <input checked="" 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>  | £1,825  |                                     |
| <b>b) Grant awarded last year?</b>   | £0  |                                     |
| <b>c) Total Project cost?</b>  | £3,650  |                                     |
| <b>d) How much coming from own resources?</b>  | £1,825  |                                     |
| <b>e) How much coming from other agencies?</b>   | £0  |                                     |
| <b>f) Grant Recommendation</b>   | £1,825  |                                     |
| <b>Reason for grant:</b>   | <i>(Please be specific as this will inform the subsequent contract)</i><br>A contribution towards the development of website, heart monitors, a teaching and coaching course, new pull boys and flippers. |                                     |
| <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? 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>   |   |                                     |
| The grant will allow the club to improve its current website and software. It will also provide equipment for the group. It will also allow the club to increase the number of volunteers who have training in the necessary skills and training to help run the club. |   |                                     |
| <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                            | To Follow |
| 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+ |
| 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?                               | 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   | 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: 18/6/2013