

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	Coll Recycling Group	
Contact Person in Organisation	Julian Senior	
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: Stuart McCracken Designation: Service Development Officer		
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£839	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£1,678	
d) How much coming from own resources?	£570	
e) How much coming from other agencies?	£269	
f) Grant Recommendation		
Reason for grant:	<i>Painting and signage for recycling bins and banks, change of use application for old village hall to become recycling centre with workshop space and storage, research and development to investigate quality standards and use of imploded glass and compost from community compost scheme.</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	<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		
<p>This group are working hard to improve recycling on the Isle of Coll and liaise regularly with Council staff to ensure integration of provision where possible. Assistance for them to apply for change of use of the old hall would substantially increase the activities of the group, potentially providing a small income stream – if viable, securing the appropriate quality standards for their imploded glass and compost would do the same, while securing an end use for the products.</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?	220 residents plus 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?	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 :

Signed: Laura Macdonald

Date: 01/07/2013

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	Hogmanay in Oban	
Contact Person in Organisation	Christine Roberts	
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, Library and Culture Development Officer		
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
a) Grant requested from A & B Council?	£8,096.00	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£23,096.00	
d) How much coming from own resources?	Nil	
e) How much coming from other agencies?	£1500.00	
f) Grant Recommendation		
Reason for grant:	<i>Funding for the hire of stage, sound and lights for hogmanay event in Oban</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? n/a		
Do you concur with the organisation in their assessment of need? Please supply a very brief summary		
This is a new group aiming to establish a regular hogmanay event in Station Square in Oban. The event will be open to all and offers a family activity within the town, and one which offers direct benefits for the local community members as well as a potential economic impact. This grant is a start-up grant to assist them in their first year.		
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
e)	How many people overall will benefit from this grant?	3000+		
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 :

Signed: **Laura Macdonald**

Date: **23rd. July 2013**

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	HOPE Kitchen	
Contact Person in Organisation	Wendy Whyte	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,900	
b) Grant awarded last year?	£650	
c) Total Project cost?	£6,313.89	
d) How much coming from own resources?	£1,000	
e) How much coming from other agencies?	£2,413.89	
f) Grant Recommendation		
Reason for grant:	Start-up costs to assist group in its first year in their own premises – initial rent and equipment assistance to allow the group to build up reserves for the future.	
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 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? 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 application has come in to support the expansion of HOPE kitchen into its own premises, creating greater autonomy for the group and an increase in what it can provide – although the organisation is a repeat applicant there is a clear developmental purpose.		
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?		

This application is to support development and growth of the organisation.

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?	Receiving support from AVA with policies		
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 :				

Signed: Laura Macdonald

Date: 23rd. July 2013

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	Ross of Mull Community Cafe	
Contact Person in Organisation	Robin Naumann	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,550	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5550	
d) How much coming from own resources?	n/a	
e) How much coming from other agencies?	£4,000	
f) Grant Recommendation	nil	
Reason for grant:	To increase community participation in running a monthly community cafe to bring disparate members of a rural community together and provide healthy food options at a minimal cost.	
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		
This is a good project, providing a community activity that brings people together from across a remote rural area. It generates a good turnover and distributes grants to a number of other organisations – it is recommended that the costs associated with the application could be met by the group.		
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). OSCR returns submitted but not independent examiner page	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?	300		
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 – receiving support from MICT re policies?		
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 :				

Signed: **Laura Macdonald**

Date: 23rd. July 2013

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	Multiple Sclerosis Therapy Centre	
Contact Person in Organisation	Sandra Owens	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£594	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£1,118.00	
d) How much coming from own resources?	£594	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation		
Reason for grant:	Flooring for the reception room through to the oxygen room and the consulting room which would be more suitable for people with mobility problems and wheelchair users	
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 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		
The group are seeking some contribution towards replacing the flooring in the therapy centre with a harder surface to increase accessibility within the building. They do have some reserves, but hope to use them to make other improvements to the building.		
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+		
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)	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 :

Signed: Laura Macdonald

Date: 23rd. July 2013

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	Friends of Oban Community Playpark Group	
Contact Person in Organisation	Moira Newiss	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£2,791.10	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£5,582.20	
d) How much coming from own resources?	nil	
e) How much coming from other agencies?	£2,791.10	
f) Grant Recommendation		
Reason for grant:	<i>Improvements to the existing garden to include sensory planting such as scented plants and swishing grasses. It will also have a new bug trail with wood carvings, interpretation panels and a trail leaflet to encourage interaction and learning about nature.</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	<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		
This is a small project to maintain the motivation of local fundraisers and children – developing the overall playpark takes time but by breaking it down into small steps, people see the progress that's being made. Maintaining public support and motivation is key to this project.		
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?	Several hundred	
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 :			

Signed: Laura Macdonald

Date: 05/07/2013

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	Oban Mbc	
Contact Person in Organisation	Keith Docherty	
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. n/a		
Name:	Designation:	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
a) Grant requested from A & B Council?	£1,125	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£2,250	
d) How much coming from own resources?		
e) How much coming from other agencies?	£1,125	
f) Grant Recommendation		
Reason for grant:	Start up grant for group working on Off Road Cycling opportunities for the Oban and Lorn area	
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	<input checked="" type="checkbox"/>
g)	Positive impact on the local environment	
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 is a new group working on an ambitious project to develop a mountain bike trail centre in the Oban and Lorn area, applying for some funding to assist them with start-up costs. The group is currently receiving capacity building support and meeting space from the council but wish to develop their publicity to gather more support and involve more of the community.		
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?	20+	
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 : Group are slowly putting policies in place with support from the Council's Community Development Officer.			

Signed: Laura Macdonald

Date: 23rd. July 2013

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	Oban Viewpoint Group	
Contact Person in Organisation	Lorraine 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. n/a		
Name:	Designation:	
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?	n/a	
c) Total Project cost?	£13,570	
d) How much coming from own resources?	£1,150	
e) How much coming from other agencies?	£10,420	
f) Grant Recommendation		
Reason for grant:	Contribution to funding for a feasibility study into new community centre project in Soroba	
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 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"/>
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		
A feasibility study is an essential stage in assisting this group to consider the need and sustainability of a new build community centre in Soroba. It will present a business case that can then be used to support any future funding applications to external bodies.		
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?	8,000 – this is the population who can access it, rather than the anticipated number of users		
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 : Group are being supported by ACHA.				

Signed: **Laura Macdonald**

Date: 23rd. July 2013

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	Argyll & Lochaber Branches of the Royal Scottish Country Dance Society	
Contact Person in Organisation	Joan Robertson	
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?	£792	
b) Grant awarded last year?	n/a	
c) Total Project cost?	£4942	
d) How much coming from own resources?	£4150	
e) How much coming from other agencies?	n/a	
f) Grant Recommendation		
Reason for grant:	90 th anniversary celebratory dance in the Corran Halls	
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	<input checked="" type="checkbox"/>
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 Argyll founded organisation is celebrating its 90 th year and has identified a shortfall in its projected funding for its celebration event – there will also be some economic benefit to the Oban area. However, the group have received £500 from the Provost fund and should be able to manage the shortfall of £292.		
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?	250		
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 : Grievance and Disciplinary Procedures in place but no set criteria for what behaviour would qualify.

Signed: Laura Macdonald

Date: 05/07/2013

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

Name of Assessing Officer		Liz Marion	
Name of Organisation		Girlguiding Argyll Training	
Contact Person in Organisation		Morag Cupples	
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?		£2,300 (3 areas)	
b) Grant awarded last year?		£658 (3 areas)	
c) Total Project cost?		£4,300	
d) How much coming from own resources?		£2,000	
e) How much coming from other agencies?		£0	
f) Grant Recommendation			
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> Annual County Training for Leaders to ensure that the Girl guiding programme is delivered in the three areas. It is a good opportunity for disseminating information and sharing ideas. The grant includes travel costs as well as costs of training weekend.		
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 checked="" 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			
If No, please give a reason			
Do you concur with the organisation in their assessment of need? Please supply a very brief summary			
Girl Guiding Argyll covers a large area of Argyll and Bute. This event is the only chance to get Leaders together to update skills and share good practice. The grant assists towards the expense of travelling costs.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			

The assessment reflects the fact that they have received grants over past years

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?	Directly 50 Indirectly 500
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)	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: 21/06/2013