

THIRD SECTOR GRANTS 2014/15

1.0 SUMMARY

- 1.1 This report details recommendations for the award of a Third Sector Grant deferred from the meeting of the Area Committee in April 2014.

2.0 BACKGROUND

- 2.1 The total Third Sector Grant budget made available by the Council for allocation in Bute and Cowal in 2014/15 is £35,000. Sixteen applications were received for consideration at the April Committee meeting, and £27,155 was awarded leaving a balance of £7,845. One application from Bute Agricultural Society, was deferred for consideration in June, pending production of profit and loss statement for 2013/14 to explain payment of grant as an underwrite.
- 2.2 Those organisations that have received funding for two years or more should not be awarded more than the amount they received in 2013/14 unless increased developmental aspects are detailed in the application
- 2.2 Where possible, and if appropriate, new applicants should receive all or most of the amount requested (up to 50% total project costs), unless a very large amount of funding is sought.
- 2.3 Grants will only be awarded pending receipt of the correct paperwork, an approved financial check; and an End of Project monitoring form (if a grant was awarded in previous year).

3.0 RECOMMENDATION

- 3.1 The organisation listed below, deferred from the April committee meeting, has produced a profit and loss statement for 2013/14 showing a loss. An award, as an underwrite, is recommended from the Third Sector Grant budget, as per the table below.

Ref No	Organisation	Grant Award 11/12	Grant Award 12/13	Total Project Costs	Amount Requested	Recommendation
3.1	Bute Agricultural Society	£720 Underwrite	£900 Underwrite	£12,450	£1,150	£650 Underwrite
				Total Recommended		£650
				Balance		£7,195

4.0 DETAIL

	Organisation	Rationale for grant allocation
4.1	Bute Agricultural Society	A contribution towards staging the annual agricultural show and ploughing match.

4.2 The organisation has been contacted and the grant application assessed.

5.0 IMPLICATIONS

- 5.1 Policy: None
- 5.2 Financial: As per area budget allocation.
- 5.3 Legal: None
- 5.4 HR: None
- 5.5 Equalities Consistent with the Equal Opportunities policy of Argyll and Bute Council.
- 5.6 Risk: Monitoring of the process will minimise any risk to the Council
- 5.7 Customer Service: None

6.0 APPENDICES

- 6.1 Officer assessment report submitted.
- 6.2 Bute Agricultural Society profit and loss statement for 2013.

Margaret Fyfe
Community Development Manager

13 May 2014

For further information contact: Liz Marion, Community Development Officer for Bute and Cowal. Tel No 01369 707166

Appendix 1

2014-15

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		Bute Agricultural Society	
Contact Person in Organisation		Matthew Williamson	
Have you contacted/visited the organisation to assess this application?			Contacted <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 type="checkbox"/>	Events and Festivals	<input checked="" type="checkbox"/>
a) Grant requested from A & B Council?		£1,150	
b) Grant awarded last year?		£900 underwrite	
c) Total Project cost?		£12,450	
d) How much coming from own resources?		£11,300	
e) How much coming from other agencies?		£0	
f) Grant Recommendation		£650 underwrite	
Reason for grant:	<i>(Please be specific as this will inform the subsequent contract)</i> A contribution towards staging the annual agricultural show and ploughing match.		
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 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 checked="" 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			
The organisation has a long history of running this event which is popular on the island. It attracts 1,500 people and has a positive effect on the local economy.			
If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?			
The organisation received an award 2 years ago and the assessment reflects this.			

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	
Additionally, for Events and Festivals, have you checked the Organisation has:		
g)	A viable business plan	No
h)	A marketing plan for the activity	No
i)	A previous event budget	No
j)	A planning framework with clear ownership, responsibility and liability for the event	No
k)	Evidence of appropriate insurance coverage	No
l)	Compliance with all relevant legal and licensing requirements	No
m)	Letters of support from other funders or local organisations	No

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?	1,500
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?	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?	N/A
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: 04/03/2014

Appendix 2

BUTE AGRICULTURAL SOCIETY SUMMER SHOW

14th August 2013

PROFIT AND LOSS

INCOME

Show Schedule Adverts	1343.00
Show Trade Stands	1040.00
Show Sponsorship	1771.00
Show Craft Tent	
Show Entries	1442.00
Show Gate	4741.00
Show Misc Income	42.00
Show Income	<u>£10,379.00</u>

EXPENSES

Support to Volunteers	1069.90
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PRIZES

Show Rosettes	42.36
Prize Money	1824.30
Engraving	827.95
Show Trophies	
Show Cash Float	
TOTAL	2694.61

FIELD INSTALLATIONS

Milking Services	174.79
Toilet Hire	990.00
Marquee	3672.00
Miscellaneous	167.28
TOTAL	5004.07

MISCELLANEOUS EXPENSES

Licences & Subs	65.00
Show Postage & Telephone	
Attraction	600.00
Charity	540.00
TOTAL	1205.00

Insurance	1095.43
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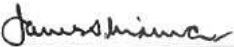
PRINTING STATIONERY & PUBLICITY

Show Publicity	229.20
Schedule & General Printing	784.00
Misc Show Stationery	159.48
TOTAL	1172.68

TOTAL SHOW EXPENSES £12,241.69

PROFIT/LOSS -£1,862.69

Signed	
Name	Matthew Williamson
Position	Treasurer

Signed	
Name	James McMillan
Position	Manager, Rothesay Pavilion