

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	BID4Oban	
<b>Contact Person in Organisation</b>	Neil McKay	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<b>Name and Designation of Council Officer you have contacted to discuss the application eg Arts &amp; Culture, Social Work, Sports etc.</b>		
Kevin Baker – Community and Culture and Iain MacKinnon – Lorn Events Team have both been notified of the application		
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£3,450	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£12,050	
<b>d) How much coming from own resources?</b>	£4,500	
<b>e) How much coming from other agencies?</b>	£4,100	
<b>f) Grant Recommendation</b>	£1,700	
<b>Reason for grant:</b>	<i>To establish a new pipe band competition in Oban</i>	
<b>Please tick which of the following is being addressed:</b>		
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	
<b>Have you received an end of project report for the previous grant award?</b> n/a		
<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>		
This is a new pipe band event in Oban – a one-off award is recommended to support the endeavour. However, the organisation needs to plan for on-going sustainability.		
<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	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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>			
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	Working with Lorn Events Team	
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?	2,290 (inc. spectators)		
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: 21/02/2015

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

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Bridge of Orchy Village Hall Trust	
<b>Contact Person in Organisation</b>	Lucy MacDonald	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted 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>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£4,000	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£10,643.24	
<b>d) How much coming from own resources?</b>	£6,643.24	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	£2,000	
<b>Reason for grant:</b>	<i>Equipping kitchen as part of major improvement works to the hall.</i>	
<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 checked="" 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"/>
<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 group have embarked on an ambitious project to improve the condition of the hall which combines external funding for improvements with the use of local volunteers and community organised events. Bridge of Orchy are a small fragile community and I agree that the refurbishment and reopening of their village hall is essential to building a stronger community.		
<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	Yes	No
b)	Fully constituted	Yes	√ No
c)	Has submitted a bank statement for all bank/savings accounts	Building society pass book produced	
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?	55 locals plus estimated 1,500 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: 21/02/2015**

## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 3 Details

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Cathedral of St. John the Divine	
<b>Contact Person in Organisation</b>	Very Rev Nick McNelly	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited <input 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>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£4,000	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£10,000	
<b>d) How much coming from own resources?</b>	£6,000	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>		
<b>Reason for grant:</b>	<i>Project Officer to assist with major redevelopment project – planning, design and fundraising.</i>	
<b>Please tick which of the following is being addressed:</b>		
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 checked="" type="checkbox"/>
f)	Improvement of health and wellbeing	<input 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>		
This project aims to redevelop a listed building, combining improvements to the fabric of the building, with reconfiguring the space to make it more suitable for community and performance use.		
<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	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**Additionally, for Events and Festivals, have you checked the Organisation has:**

g)	A viable business plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
m)	Letters of support from other funders or local organisations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**3 General Criteria**

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	1000 (includes community who use hall)			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Clear recruitment policies	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	On-going training and support for volunteers	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
d)	A code of conduct for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	A Code of Good Practice	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
f)	An Equal Opportunities Policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	A Policy for Managing Confidential Information	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	Grievance Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A Disciplinary Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments :

Signed: Laura Macdonald

Date: 23/03/2015

**ASSISTANCE TO THIRD SECTOR ORGANISATIONS**

**Assessment form Third Sector Grants including Events and Festivals**

**4 Details**

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Coisir Ghaidlig Taigh and Uilt	
<b>Contact Person in Organisation</b>	Mary Stone	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> Visited	
<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>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£270	
<b>b) Grant awarded last year?</b>	£60 Carry over from 13/14 authorised	
<b>c) Total Project cost?</b>	£540	
<b>d) How much coming from own resources?</b>	£170	
<b>e) How much coming from other agencies?</b>	£100	
<b>f) Grant Recommendation</b>	Consider in Round 2	
<b>Reason for grant:</b>	<i>(Please be specific as this will inform the subsequent contract)</i>	
<b>Please tick which of the following is being addressed:</b>		
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 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? Yes No</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>		
It is recommended this application is carried forward for consideration in round 2		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

## 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?	21	
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: 21/02/2015**



## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 5 Details

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Iona Village Hall Committee	
<b>Contact Person in Organisation</b>	Joanne MacInnes	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted <input checked="" type="checkbox"/> 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>		
Both Iain Mackinnon (Environmental Health) and Kevin Baker (Libraries and Culture Development Officer) have been notified of this application		
<b>Third Sector</b> <input type="checkbox"/>	<b>Events and Festivals</b> <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£2,470	
<b>b) Grant awarded last year?</b>	£2,600	
<b>c) Total Project cost?</b>	£13,250	
<b>d) How much coming from own resources?</b>	£10,780	
<b>e) How much coming from other agencies?</b>	£0	
<b>f) Grant Recommendation</b>	£1,500	
<b>Reason for grant:</b>	<i>Contribution towards 3 day music festival to be held on the Isle of Iona – specifically to support costs of bringing artists to the island</i>	
<b>Please tick which of the following is being addressed:</b>		
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 type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No</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 organisation is looking for a small contribution (5.5%) towards their second festival. The pilot event last year was supported and went well – a contribution is recommended however, the group should receive support to consider other funding opportunities available to them for 2016/17.		
<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	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
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>			
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	To be provided	
l)	Compliance with all relevant legal and licensing requirements	Working with Lorn Events Team	
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?	225	
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: 23/02/2015

## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 6 Details

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Isle of Mull Riding for the Disabled	
<b>Contact Person in Organisation</b>	Sue Penny	
<b>Have you contacted/visited the organisation to assess this application?</b>	Contacted 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>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£1,505	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£3,010	
<b>d) How much coming from own resources?</b>	£1,505	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	£1,200	
<b>Reason for grant:</b>	<i>Hire of a disabled access portaloos for site and riding safety equipment that will be available to all riders.</i>	
<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 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"/>
<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>		
This project will establish a Riding for the Disabled Association on Mull and prevent members of the community having to travel to Oban, or not being able to access this activity. The project is being provided in partnership with a local riding school which will keep costs minimal. A start-up grant is recommended.		
<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	Yes	√	No
b)	Fully constituted	Yes		No
c)	Has submitted a bank statement for all bank/savings accounts	Currently opening account – new group		
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 + 40		
f)	Is the organisation well established?	New group but part of wider RDA		
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: 23/03/2015**

## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 7 Details

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Tiree Community Development Trust	
<b>Contact Person in Organisation</b>	Andy Wright	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input 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>	£3,682	
<b>b) Grant awarded last year?</b>	n/a	
<b>c) Total Project cost?</b>	£7,682	
<b>d) How much coming from own resources?</b>	£4,000	
<b>e) How much coming from other agencies?</b>	n/a	
<b>f) Grant Recommendation</b>	£1,800	
<b>Reason for grant:</b>	<i>Support for a Community Events Programme</i>	
<b>Please tick which of the following is being addressed:</b>		
a)	Addressing Social Inclusion	<input 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 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 type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></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 series of events are mainly aimed at activities in the Winter months when the island is particularly isolated. The Summer event is the annual Trust community / open day which brings residents together to discuss and influence projects taking place across the island.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

## 2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>					
g)	A viable business plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Lorn Events Team area aware of application			
m)	Letters of support from other funders or local organisations	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 3 General Criteria

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	600			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Clear recruitment policies	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	On-going training and support for volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	A code of conduct for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	A Code of Good Practice	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
f)	An Equal Opportunities Policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	A Policy for Managing Confidential Information	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	Grievance Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A Disciplinary Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments :					

Signed: Laura Macdonald

Date: 23/02/2015

## **ASSISTANCE TO THIRD SECTOR ORGANISATIONS**

### **Assessment form Third Sector Grants including Events and Festivals**

#### 8 Details

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Tiree Music Festival	
<b>Contact Person in Organisation</b>	Stewart MacLennan	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input 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>	
Third Sector <input type="checkbox"/>	Events and Festivals <input checked="" type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£3,000	
<b>b) Grant awarded last year?</b>	£2,000	
<b>c) Total Project cost?</b>	£10,650	
<b>d) How much coming from own resources?</b>	£4,650	
<b>e) How much coming from other agencies?</b>	£3,000	
<b>f) Grant Recommendation</b>	£1,500	
<b>Reason for grant:</b>	<i>Marquee to house celebrity chef and local food promotional activities</i>	
<b>Please tick which of the following is being addressed:</b>		
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 type="checkbox"/>
<b>Have you received an end of project report for the previous grant award? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></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>		
This grant would allow the organisation to address a need identified from last year's event feedback, promote local produce food providers and contribute to their sustainability policy.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		

## 2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<b>Additionally, for Events and Festivals, have you checked the Organisation has:</b>					
g)	A viable business plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
m)	Letters of support from other funders or local organisations	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>

## 3 General Criteria

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	How many people overall will benefit from this grant?	1,950			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	On-going training and support for volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	A code of conduct for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	A Code of Good Practice	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
f)	An Equal Opportunities Policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	A Policy for Managing Confidential Information	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	Grievance Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A Disciplinary Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments :					

Signed: Laura Macdonald

Date: 23/03/2015



## ASSISTANCE TO THIRD SECTOR ORGANISATIONS

### Assessment form Third Sector Grants including Events and Festivals

#### 9 Details

<b>Name of Assessing Officer</b>	Laura Macdonald	
<b>Name of Organisation</b>	Tiree Resource Club	
<b>Contact Person in Organisation</b>	Kathryn MacCallum	
<b>Have you contacted/visited the organisation to assess this application?</b>	<b>Contacted</b> <input checked="" type="checkbox"/>	<b>Visited</b> <input 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>	
Third Sector <input checked="" type="checkbox"/>	Events and Festivals <input type="checkbox"/>	
<b>a) Grant requested from A &amp; B Council?</b>	£4,000	
<b>b) Grant awarded last year?</b>	£3,000	
<b>c) Total Project cost?</b>	£25,500	
<b>d) How much coming from own resources?</b>	£5,000	
<b>e) How much coming from other agencies?</b>	£16,500	
<b>f) Grant Recommendation</b>	£1,500	
<b>Reason for grant:</b>	<i>Employment of an outreach worker to support service delivery</i>	
<b>Please tick which of the following is being addressed:</b>		
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 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? Yes <input type="checkbox"/> No <input type="checkbox"/></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>		
This organisation provide an important service on the island however, there is a concern that they are relying on the Third Sector Grants for core running costs.		
<b>If the organisation has received funding over the previous 2 years please justify reason for re-awarding a grant?</b>		
The reduction formula has been applied.		

## 2 Financial Check – Have you checked the Organisation is:

a)	Has passed financial check	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b)	Fully constituted	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Has submitted a bank statement for all bank/savings accounts	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
d)	Has submitted audited/signed accounts (or signed financial projections if a new group).	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
e)	Within 50% of the costs for the project/activity	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

### **Additionally, for Events and Festivals, have you checked the Organisation has:**

g)	A viable business plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
h)	A marketing plan for the activity	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
i)	A previous event budget	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
j)	A planning framework with clear ownership, responsibility and liability for the event	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
k)	Evidence of appropriate insurance coverage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
l)	Compliance with all relevant legal and licensing requirements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
m)	Letters of support from other funders or local organisations	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## 3 General Criteria

a)	Is the activity non-political?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Is the project consistent with Council objectives?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	Does the project have open membership?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	Have sponsorship agreements been checked?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
e)	How many people overall will benefit from this grant?	40			
f)	Is the organisation well established?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	Have you identified any training needs for the organisations committee or volunteers?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
h)	Does the organisation have volunteer training in place?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	Have you confidence in their ability to deliver a service?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

## 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
b)	Clear recruitment policies	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
c)	On-going training and support for volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
d)	A code of conduct for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
e)	A Code of Good Practice	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
f)	An Equal Opportunities Policy	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
g)	A Policy for Managing Confidential Information	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
h)	Grievance Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
i)	A Disciplinary Procedure for staff and volunteers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments :

**Signed:** Laura Macdonald

**Date:** 23/03/2015