

grant assessment form

1 Aims and objectives of the organisation

The aims and objectives of the South West Writers are to hold writing workshops, promote writing eg short stories, poetry etc and to encourage individuals to join. Also to produce a magazine.

2 Purpose of the grant (including breakdown of costs)

The grant would be used to enhance the work of the group, enabling them to use new technology in the production of their work. The Group have applied for (a) 2 Laptops - £700; (b) To buy consumables (paper) and a printer - £240; (c) To print 100 magazines - £140 and (d) Letting Fee - £100 - **Total £1,180.00**

3a How many people are on the organisation's Management Committee? 7

3b What is the organisation's total membership? 13

3c How many members usually attend the organisation's meetings or events? 6-8

Numbers vary at each meeting

3d How many members of the organisation would benefit from the grant? 13

3e How many members of the community would benefit from the grant? 13

But anyone can attend or get copy of publication

**4 How will the grant :-
(a) develop the organisation; or**

It will bring the group into the age of technology and be able to promote their work by the magazine.

(b) benefit the local community.

The Community will benefit from this Grant in the form of access to the magazine that the Group will produce. In addition the Group would assist other Community Groups with the creation of newsletters etc.

5	Total cost of project		£ 1,180.00
	Amount of grant requested		£ 1,040.00
	Bank Balance(s)	Date 10.07.07	£ 129.81
	Where the group has more than one bank account all balances should be recorded		
	Cash in hand	Date	£ N/A
Value of any other financial assets		Date	£
Name of other funding sources			

Amount and date of grant	
£	Date

6 **If latest balance (including other financial assets) exceeds the cost of the project or is substantial, are these funds ring-fenced for the normal activities of the group or can they contribute to the cost of the project?**

7 **Recommendation**

Support

Refuse

Defer

Amount

Recommended

Reason for recommendation

It is recommended that the Group receive an award that covers their let charges, consumables (partial) and publication costs).
 The Officer has recommended this reduction in award due to the fact that Shortlees Community Learning Centre has agreed to give the Group access to two laptops on the night in which they meet and access to the facilities within the Learning Centre to print.
 It is felt that the above would reduce the duplication of resources and encourage more partnership working, in line with Best Value practices.

Management Risk Ranking L / M / H Risk Ranking based on Grant Application and Financial Information used to determine appropriate levels of monitoring and evaluation.	Child Protection Risk Ranking L / M / H Applications with a HIGH ranking are not recommended for support
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8 **If there are any revenue implications how will they be met in future years?**

9 **Does the project represent value for money?** Yes ✓ No

10 **Cross boundary grant (if applicable) and division per committee (the calculation should identify the corresponding number of individuals within the respective Local Committee areas who will directly benefit from the grant award)**

	Nos	Amount	%
Northern Local Community Planning Forum	2	£74.00	15
Central Local Community Planning Forum	10	£369.00	77
Southern Local Community Planning Forum			
Other areas outwith EA	1	£37.00	8
Method of Division			

All questions on this form must be completed