

# grant assessment form

|           |   |   |
|-----------|---|---|
| <b>1</b>  | <b>Aims and objectives of the organisation</b>                                |   |
|           |   | The Archway P.H.A.B Club provide a social meeting place every 2 weeks where physically handicapped and able bodied come together on an equal basis. |
| <b>2</b>  | <b>Purpose of the grant (including breakdown of costs)</b>                    |   |
|           |   | The purpose of the grant is running costs for the Club which include transport, hall lets, insurance, stationery and general running costs.         |
| <b>3a</b> | <b>How many people are on the organisation's Management Committee?</b>        | 10  |
| <b>3b</b> | <b>What is the organisation's total membership?</b>                           | 20  |
| <b>3c</b> | <b>How many members usually attend the organisation's meetings or events?</b> | 20  |
| <b>3d</b> | <b>How many members of the organisation would benefit from the grant?</b>     | 20  |
| <b>3e</b> | <b>How many members of the community would benefit from the grant?</b>        | 20  |
| <b>4</b>  | <b>How will the grant :-<br/>(a) develop the organisation; or</b>             |   |
|           |   | It will enable the group to continue as without the financial support the group would have to close.  |
|           | <b>(b) benefit the local community.</b>                                       |   |
|           |   | It provides physically handicapped and able bodied people with a social meeting point for them to enjoy and relax in a social setting.              |

|  |  |                      |               |
|--|--|----------------------|---------------|
| 5  | <b>Total cost of project</b>   |                      | <b>£2,180</b> |
|  | <b>Amount of grant requested</b>   |                      | <b>£2,180</b> |
|  | <b>Bank Balance(s)</b>   | <b>Date</b> 01/02/08 | <b>£2.82</b>  |
|  | Where the group has more than one bank account all balances should be recorded |                      |               |
|  | <b>Cash in hand</b>  | <b>Date</b>          | <b>£</b>      |
| <b>Value of any other financial assets</b> |  | <b>Date</b>          | <b>£</b>      |
| <b>Name of other funding sources</b>       |  |                      |               |
|  |  |                      |               |
| <b>Amount and date of grant</b>            |  |                      |               |
| <b>£</b>                                   |  | <b>Date</b>          |               |
|  |  |                      |               |

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**

|                                  |   |
|----------------------------------|---|
| <b>Support</b>                   |   |
| <b>Refuse</b>                    |   |
| <b>Defer</b>                     | ✓ |
| <b>Amount</b>                    |   |
| <b>Recommended</b>               |   |
| <b>Reason for recommendation</b> |   |

**All questions on this form must be completed**

I recommend that this application is deferred due to issues regarding the accounts of the club. There could be possible defalcation with the accounts and at this stage no one from the group has been able to contact the treasurer. All correspondence from the bank has been sent to the treasurer therefore the chairperson and secretary have asked the bank to send the past year's bank statement and this will enable them to track payments and look at the possible defalcations in the accounts.

The bank have been able to tell the group that they have £2.82 in their account but the group are querying this as they have handed over membership fees to the treasurer and they have also received correspondence from creditors for payments that they thought were already paid.

Community Learning and Development will support the group over the next few months to get the group back in working order as due to account issues they have not been holding their social meetings

Another reason for deferring the application is that the group were successful in getting a local grant in May 2006 for £2099.85 and to date the Council have not received a progress report or receipts for the money spent.

**Updated Recommendation – October 2008**

I would now recommend Archway Phab be awarded a grant due to the following reasons:

Over the past year the group have had irregularities within their account. Key personnel within the organisation have been investigating the issues which also involved Strathclyde Police.

The group have now submitted a progress report for the May 2006 grant although it should be noted that receipts have not been produced due to the irregularities with their accounts and the subsequent referral of the matter to Strathclyde Police.

The group have been working hard to resolve issues and start again. A grant would support and assist with the set-up of their meetings and on-going costs.

I recommend that the group are awarded £2,000 but that this be made in phased payments of 4 instalments of £500 to safeguard the grant. I would further recommend that each subsequent instalment only be released following the submission of a progress report together with all receipts/invoices etc to the Administration Manager's satisfaction. It is noted that most of the grant would be used to pay East Ayrshire Council services which include transport and letting costs.

Community Learning and Development will continue to support the group with their finances and give any other assistance needed.

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

**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)**

|                                  | <b>Nos</b> | <b>Amount</b> | <b>%</b> |
|----------------------------------|------------|---------------|----------|
| Northern Local Grants Committee  | <b>2</b>   |               |          |
| Central ? Local Grants Committee | <b>18</b>  |               |          |
| Southern Local Grants Committee  |            |               |          |
| Other areas outwith EA           |            |               |          |
| Method of Division               |            |               |          |