

# grant assessment form

**1 Aims and objectives of the organisation**

To provide a safe, stimulating and healthy play environment where each child is allowed to learn and develop at his or her own rate through play.

**2 Purpose of the grant (including breakdown of costs)**

**Equipment - £431.95** (including bikes, prams, puzzles, walkers, floor mats and art & craft materials).  
**Christmas Party – £87.50** (cups, plates and food for 29 children £25, gifts from Santa £62.50).  
**Hall Rent for year - £400**  
**Christmas Outing to Soft Play - £154.57** (entrance fee for 29 children £45, food @ £2 per child £58, staff wages to supervise outing 3 staff x 3 hours @ £5.73 = £51.57).  
**1 Playleaders wage for year + annual leave entitlement - £2,819.16**

**Total of above £3,893.18**

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

**3b What is the organisation's total membership?** 29

**3c How many members usually attend the organisation's meetings or events?** 10 (Tuesday - Friday)

**3d How many members of the organisation would benefit from the grant?** 29

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

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

The grant funding would allow the group to extend the provision for the children attending by enabling them to increase their existing resources and to replenish resources which are worn which would in turn enhance the provision on a daily basis.

**(b) benefit the local community.**

5	<b>Total cost of project</b>		£3,893.18
	<b>Amount of grant requested</b>		£3,504.00
	<b>Bank Balance(s)</b>		£0.82
	Where the group has more than one bank account all balances should be recorded		
	<b>Cash in hand</b>	<b>Date 31/10/08</b>	Nil
<b>Value of any other financial assets</b>		<b>Date</b>	<b>£</b>
<b>Name of other funding sources</b>			

**Amount and date of grant**

<b>£</b>	<b>Date</b>
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6	<b>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?</b>
	The group are in discussion at the moment regarding fundraising activities which will be undertaken prior to the Christmas break to enable them to contribute to the project.

7	<b>Recommendation</b>	yes
	<b>Refuse</b>	
	<b>Defer</b>	
	<b>Amount Recommended</b>	£1,000 to cover the purchase of new equipment £431.95, yearly rent of £400, Christmas Party £87.50 and the Christmas Outing £154.57 with the balance of £74.02 being met by the group from fundraising activities.

**Reason for recommendation**

The group provide a valuable community resource as verified by the letters of recommendation included with the grant application from parents who use or have used the service in the past. The funding would enable them to meet part of their running costs, purchase art & craft materials and new equipment to meet health & safety standards and to provide luxuries such as an outing, party and presents which they would otherwise not be able to afford.

I have not included the Playleaders wage and annual leave entitlement into my recommendation as the group have only 10 children attending daily. The adult to child ratio required for the 2-3 age range is one adult to 5 children, the group are therefore able to provide the service with 2 staff members and the 1 to 2 rota parents on duty each day and do not require to have 3 staff members on duty which will cut down on their running costs. Session fees are set at £4.80 per child and with 2 staff daily their income would meet their expenditure. I have asked the committee to meet with their employees to discuss this matter.

The childcare supplementary form highlights that one child is showing some additional support needs but no referrals have been made from statutory agencies as yet to support this which would warrant one to one care.

Management Risk Ranking	√ ( L ) / M / H	Child Protection Risk Ranking	√ ( L ) / M / H
Risk Ranking based on Grant Application and Financial Information used to determine appropriate levels of monitoring and evaluation.		Applications with a HIGH ranking are not recommended for support	

8	<b>If there are any revenue implications how will they be met in future years?</b>
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9	<b>Does the project represent value for money?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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10	<b>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>
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	Nos	Amount	%
Northern Area Local Grants Committee			
Central North Local Grants Committee	20	£689.60	69%
Central South Local Grants Committee	9	£310.40	31%
Southern Local Grants Committee			
Other areas outwith EA			
Method of Division	£1,000 divided by 29 members = £34.48 approximately per child.		

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