



East Ayrshire
COUNCIL

For official use only

Organisation
South West Writers

Reference Number
CG 4416

grant assessment form

1 Aims and objectives of the organisation

To provide a structured meeting forum for a wide variety of written, spoken and other media for writers of poetry, short-stories and general written stories of all types.

2 Purpose of the grant (including breakdown of costs)

To provide for a regular Tutor to structure meetings and provide progression through this tutorship. Tutor costs @ £10.00 x 2 hours x 24 weeks = £480.00

Costs based on average rates applied across Local Authorities and colleges for this type of tutor.

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

3b What is the organisation's total membership? 12

3c How many members usually attend the organisation's meetings or events? 12

3d How many members of the organisation would benefit from the grant? 12

3e How many members of the community would benefit from the grant? All who are interested

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

Grant allows for specialist knowledge to be passed on.

(b) benefit the local community.

More structure to meetings will make Writers Group more productive and therefore should attract new members helping widen access to this strand of activity within local communities.

All questions on this form must be completed

5	Total cost of project	£ 480.00
	Amount of grant requested	£ 430.00
	Bank Balance(s) Date 22 September 2009	£ 677.17
Where the group has more than one bank account all balances should be recorded		
	Cash in hand Date	£
	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?**

Bank balance is ringfenced for an Open Day in early spring 2010 for replacement of materials and for the cost of an album of songs created by South West Writers Group.

7 **Recommendation**

Support

Refuse

Defer

Amount Recommended £430.00

Reason for recommendation

Community Groups of this kind provide another dimension locally in the Arts and Culture Arena. Tutor will be self employed and therefore responsible for his own tax, insurance etc. The group have been asked to supply an up-to-date bank statement so any grant should be conditional upon receiving this. It should also be noted that the group have yet to submit some invoices/receipts in relation to a previous grant award made in October 2007 (CG3753) and it is suggested that any grant award be conditional on receiving these to the satisfaction of the Head of Democratic Services.

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

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 Grants Committee			
Central North Local Grants Committee			
Central South Local Grants Committee	12	£430	100
Southern Local Grants Committee			
Other areas outwith EA			
Method of Division			

All questions on this form must be completed