



grant assessment form

1 Aims and objectives of the organisation

To provide educational and social opportunities through play sessions for children 0-5 years, accompanied by their parents/carers, by:

- Holding group meetings – 1 session per week
- Having a programme of events which incorporates activities for all

2 Purpose of the grant (including breakdown of costs)

To assist with payment of hall lets of £7.50 per hour which were introduced in August 2008. The group operate for 37 weeks of the year and for the first 4 weeks from Tuesday 25/8/09 until Thursday 17/9/09 operated for 2 sessions a week, thereafter due to low attendance, sessions were reduced to Tuesdays only.

- 4 weeks x 2 sessions per week @ £15 per session = £120
- 33 weeks x 1 session per week @ £15 per session = £495

Total let charges = **£615**

To provide social excursions to a pantomime and an outing to Kidz Play.

- Pantomime – 12 children's tickets @ £11 for non-premium show time = £132
- Kidz Play – 12 children @ £6 including entrance + lunch = £72

Total excursion costs = **£204**

Total request = £819

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

3b What is the organisation's total membership? 12 children + 9 adults

3c How many members usually attend the organisation's meetings or events? 9 children + 6 adults

3d How many members of the organisation would benefit from the grant? 21

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

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

The grant would enable the group to continue to operate with a view to recruiting new members.

(b) benefit the local community.

The group provides an important support mechanism for parents/carers within their own community and has been established for 12 years.

5	Total cost of project		£819
	Amount of grant requested		£819
	Bank Balance(s)	£135.22	
	Where the group has more than one bank account all balances should be recorded		
	Cash in hand	Date 22/9/09	£57.50
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**

Refuse	YES
Defer	
Amount	£615 consisting of let charges.
Recommended	

Reason for recommendation

The provision of the parent and toddler group provides an invaluable social link for babies/toddlers/parents & carers within their own community. Due to the reduced attendance numbers at present the group cannot meet the let costs and without the grant would have to close.

In terms of the group's balances, the new committee are in the process of updating their annual insurance with Morton Michel Insurance Services at a cost of £65.

The remaining balance of £127.72 could be utilised to pay for the outing to Kidz Play or to attend the Pantomime. The group also have the opportunity to undertake fundraising activities as discussed with the Chairperson at our meetings on 22/9/09 & 26/10/09.

Information regarding the free service offered by the Early Years Motivator in relation to physical activity has also been provided.

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 Grants Committee			
Central North Local Grants Committee	1	£51.25	8%
Central South Local Grants Committee	11	£563.75	92%
Southern Local Grants Committee			
Other areas outwith EA			
Method of Division	£615 divided by 12 children = £51.25 per child		

All questions on this form must be completed