

# grant assessment form

## 1 Aims and objectives of the organisation

The aim of the group is to advance the education of pre-school children with the emphasis on play experience, so that they may take a constructive place in the community and also to advance the education of their parents and other appropriate persons.

In furtherance of the above aims the group shall seek:

- (a) to provide safe and satisfying group play in which parents take part when appropriate.
- (b) to encourage other charitable activities through which parents may help the children.

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

The grant would be used to enable the group to provide a Casino Evening as an event to raise funds for the group. From the funds raised the group will replenish kitchen items for snack preparation, purchase outdoor play equipment, screens to define areas, a post box, a cooker to bake play dough, pedal bins and toilet steps to meet Care Commission requirements, People Who Help Us DVD's and outdoor jackets with high visibility stripes for 7 staff members to be used when walking with the children around the community.

**The breakdown of costs for the Casino Evening are:** Caledonia Fun Casinos – Casino Hire £600, Prizes for winners £200, Hire of John Fulton hall £130, Purchase of food for buffet £100, Purchase of drinks for bar £300, Magician £100 and Hall decorations (re-usable) £138.92  
Total cost £1,568.92.

**3a How many people are on the organisation's Management Committee?** 15

**3b What is the organisation's total membership?** 53

**3c How many members usually attend the organisation's meetings or events?** 40 daily

**3d How many members of the organisation would benefit from the grant?** 53

**3e How many members of the community would benefit from the grant?** 52 families

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

The money raised by the fundraising event would be used to replenish equipment and to purchase equipment to extend their provision including outdoor play equipment.

## (b) benefit the local community.

The equipment purchased would further enhance the group which provides a valuable service to families within the community, some of whom live in outlying farms and cottages.

5	<b>Total cost of project</b>		<b>£1,568.92</b>
	<b>Amount of grant requested</b>		<b>£1,490.47</b>
	<b>Bank Balance(s)</b>	<b>Date 21/9/07 (main account and fundraising a/c)</b>	<b>£11,166.04 main £ 4,984.83 fundraising</b>
Where the group has more than one bank account all balances should be recorded			
	<b>Cash in hand</b>	<b>Date 26/9/07</b>	<b>£31.14</b>
	<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**

£	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?**

The group would contribute £78.45 which is 5% of the overall cost of the event. The remaining funds in the main a/c are ring fenced to pay wages for 7 staff, employers NI contributions, hall lets, stationery costs, snack costs and expendables including art and craft materials.

Funds in the fundraising a/c are ring fenced to cover closure costs in relation to staff wages as per the group's reserve policy and sound financial management.

7	<b>Recommendation</b>	
	<b>Support</b>	yes
	<b>Refuse</b>	
	<b>Defer</b>	
	<b>Amount Recommended</b>	<b>£1,490.47</b>
<b>Reason for recommendation</b>		

The group provides an excellent service to the families within the community in partnership with East Ayrshire Council. The service is well managed and staff and committee members work in harmony to continually improve their facility. This group are particularly successful with fundraising and a similar event last year raised in the region of £6,000.

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?**

<b>9 Does the project represent value for money?</b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>
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**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>
Cumnock Area			
Doon Valley			
Kilmarnock Central	<b>24</b>	<b>£674.88</b>	<b>45%</b>
Kilmarnock North			
Kilmarnock South			
Irvine Valley			
Northern Area	<b>29</b>	<b>£815.59</b>	<b>55%</b>
Other areas outwith EA			
Method of Division	<b>£1,490.47 divided by 53 members = £28.12 (approx) per child.</b>		

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

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