

# grant assessment form

<b>1</b>	<b>Aims and objectives of the organisation</b>										
	Organisation of the Annual Stewarton Yuletide Festival										
<b>2</b>	<b>Purpose of the grant (including breakdown of costs)</b>										
	<ul style="list-style-type: none"> <li>▪ The Yuletide is a one off festival. Local traders and community organisations provide entertainment, competitions, street events and hospitality for local residents.</li> </ul> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Staff costs</td> <td style="text-align: right;">£ 4,924</td> </tr> <tr> <td>Decorations</td> <td style="text-align: right;">£ 2,500</td> </tr> <tr> <td>Prizes, Giveaways and Entertainment</td> <td style="text-align: right;">£ 5,605</td> </tr> <tr> <td>Advertising and P.R</td> <td style="text-align: right;">£ 6,894</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>£19,923</b></td> </tr> </table>	Staff costs	£ 4,924	Decorations	£ 2,500	Prizes, Giveaways and Entertainment	£ 5,605	Advertising and P.R	£ 6,894	<b>Total</b>	<b>£19,923</b>
Staff costs	£ 4,924										
Decorations	£ 2,500										
Prizes, Giveaways and Entertainment	£ 5,605										
Advertising and P.R	£ 6,894										
<b>Total</b>	<b>£19,923</b>										
<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> 8										
<b>3d</b>	<b>How many members of the organisation would benefit from the grant?</b> ALL										
<b>3e</b>	<b>How many members of the community would benefit from the grant?</b> Whole of Stewarton Community										
<b>4</b>	<b>How will the grant :-</b>										
	<b>(a) develop the organisation; or</b>										
	It will develop the group's organisational skills and will increase their standing within the local community.										
	<b>(b) benefit the local community.</b>										
	Provides opportunity for community participation and social interaction.										

5	<b>Total cost of project</b>		£19,923
	<b>Amount of grant requested</b>		£2,000
	<b>Bank Balance(s)</b>	<b>Date</b> 28/09/2007	£2659.71
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>Date</b>	

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>
	N/A

7	<b>Recommendation</b>	
	<b>Support</b>	√
	<b>Refuse</b>	
	<b>Defer</b>	
	<b>Amount</b>	£2,000
	<b>Recommended</b>	
	<b>Reason for recommendation</b>	
	The event is well supported by the local community and will have a positive effect on the spirit of the community over the festive period.	
	Management Risk Ranking <b>L / M / H</b> Risk Ranking based on Grant Application and Financial Information used to determine appropriate levels of monitoring and evaluation.	Child Protection Risk Ranking <b>L / M / H</b> Applications with a <b>HIGH</b> ranking are not recommended for support

8	<b>If there are any revenue implications how will they be met in future years?</b>
	The group will meet future costs through fundraising and grant applications.

9	<b>Does the project represent value for money?</b>	Yes √	No
---	--	-------	----

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>
----	---

	<b>Nos</b>	<b>Amount</b>	<b>%</b>
Northern Local Community Planning Forum	All	£2000	100
Central Local Community Planning Forum			
Southern Local Community Planning Forum			
Other areas outwith EA			
Method of Division			

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