

# grant assessment form

**1 Aims and objectives of the organisation**

To provide Christmas Lights and other forms of visual entertainment for Catrine

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

Purchase new Christmas lights - £1200  
 Repair, service lights and install lights - £1300  
**Total: £2500**

**3a How many people are on the organisation's Management Committee?** 5

**3b What is the organisation's total membership?** 5

**3c How many members usually attend the organisation's meetings or events?** 5

**3d How many members of the organisation would benefit from the grant?** 5

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

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

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

Offer residents a focal point during the Christmas period giving them a sense of community.

5	<b>Total cost of project</b>		<b>£2500</b>
	<b>Amount of grant requested</b>		<b>£1500</b>
	<b>Bank Balance(s)</b>	<b>Date</b> No information provided	<b>£</b>
	Where the group has more than one bank account all balances should be recorded		
	<b>Cash in hand</b>	<b>Date</b>	<b>£</b> No information provided
	<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>£</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>
	Bank balance unknown

7	<b>Recommendation</b>	
	<b>Support</b>	
	<b>Refuse</b>	√
	<b>Defer</b>	
	<b>Amount</b>	<b>£0</b>
<b>Recommended</b>		
<b>Reason for recommendation</b>		
The organisation has failed to provide copies of the following core information: <ul style="list-style-type: none"> <li>• last audited financial statement</li> <li>• copy of the organisation's current constitution</li> <li>• copy of the organisation's bank statement(s) covering the last three months</li> <li>• two quotations for the purchase of Christmas lights</li> </ul>		
Due this it has not been possible to carry out a full assessment of this application.		
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 <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>
	Unknown

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

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 Grants Committee			
Central North Local Grants Committee			
Central South Local Grants Committee			
Southern Local Grants Committee	CA		
	DV		
Other areas outwith EA			
Method of Division			

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