



**East Ayrshire**  
COUNCIL

*For official use only*

Organisation  
**Catrine Visual Arts Group**

Reference Number  
**CG3842**

# grant assessment form

**1 Aims and objectives of the organisation**

To encourage people to learn new skills  
To pass on new skills to other people and groups

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

The grant will be used to enable the group to keep to the forefront of the many new crafts and skills appearing on the market - in this case card-making. The skills the group wish to learn are very highly skilled and require a tutor. The skills are a recent development in the craft of card-making and include working with templates and embossing. 2 members of the group intend to pay for their training and then they will pass on what they've learnt to the group; hence the application does not include tutor fees, which can cost from £25 upwards.

**Breakdown of costs**

Materials for project	£291.72
Hall lets	£50.00
Affiliation fees (Catrine Community Assoc.)	£12.00
<b>TOTAL</b>	<b>£353.72</b>

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

**3b What is the organisation's total membership?** 14

**3c How many members usually attend the organisation's meetings or events?** 12-14

**3d How many members of the organisation would benefit from the grant?** 14

**3e How many members of the community would benefit from the grant?** 14

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

The group members will learn new up-to-the-minute skills and add value to the group's existing equipment.

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

Group members are happy to pass their skills on to anyone interested. Although they have shown their work in the past, they now mostly rely on word of mouth and the local grapevine to raise awareness of what they do.

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

<b>5</b>	<b>Total cost of project</b>	£ 353.72 + tutor costs (not included in application)	
	<b>Amount of grant requested</b>	£ 353.72	
	<b>Bank Balance(s)</b>	<b>Date</b> 25 October 2007	£47.51
	Where the group has more than one bank account all balances should be recorded		
	<b>Cash in hand</b>	<b>Date</b> N/A	£
	<b>Value of any other financial assets</b>	<b>Date</b> N/A	£
	<b>Name of other funding sources</b>		
	N/A		
	<b>Amount and date of grant</b>		
	<b>£</b>	<b>Date</b>	

**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?**

N/A

**7** **Recommendation**

<b>Support</b>	✓	
<b>Refuse</b>		
<b>Defer</b>		
<b>Amount Recommended</b>	£300.00	<b>FINAL RECOMMENDATION - £200.00</b>

**Reason for recommendation**

The group are committed to keeping their skills up-to-date. What their application doesn't show is the group's £1 weekly charge which covers members' basic materials costs and that group members will pay for their own tutor costs and cascade train the other group members.

However the group does not charge membership fees, and has no source of income. I recommend that the cost of the hall lets (£50) be deducted from the requested grant, and the group be encouraged to collect sufficient income to cover their ongoing costs (lets and affiliation fee), perhaps through introducing membership fees and/or increasing the weekly charge which is currently only used for materials and / or fund raising projects.

A condition of grant should be that an up to date bank statement should be provided prior to any award being paid to the group.

<b>Management Risk Ranking</b>	L ✓ / M / H	<b>Child Protection Risk Ranking</b>	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** **If there are any revenue implications how will they be met in future years?**

N/A

**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				
Southern Local Grants Committee	CA	14	£300.00	100%
	DV			
Other areas outwith EA				
Method of Division				

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