

# grant assessment form

## 1 Aims and objectives of the organisation

To promote arts and crafts in the Mauchline area  
To enable members to develop skills  
To encourage interest in arts and crafts by non-members

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

The grant would be used:

- To pay for craft demonstrators to introduce new crafts and widen skills
- To purchase materials associated with the demonstrations and other craft activities
- To hopefully widen demonstrations to include interested people. Maximum numbers preferred by demonstrators is 15, and since full attendances are the norm, there are very few places available for non members
- To cover general expenses incurred in the delivery of the demonstrations
- To continue to explore and complete the wall-hanging design (History of Mauchline)
- To subsidise insurance cover

### BREAKDOWN OF COSTS

Demonstrations and workshops - £400; Materials - £160; General expenses - £70; Wall-hanging (design) - £150; Insurance - £105; TOTAL = £885.

Please note: I understand that the group has already received £200 in respect of CG 3590 which was assessed in February this year and the group have now asked that their financial situation be re-assessed 'now that members are required to provide insurance for the premises and activities' and are looking for additional financial support.

3a How many people are on the organisation's Management Committee? 4

3b What is the organisation's total membership? 17

3c How many members usually attend the organisation's meetings or events? 17

3d How many members of the organisation would benefit from the grant? 17

**3e** How many members of the community would benefit from the grant? Perhaps 1 or 2 on the reserve list would benefit from demonstrations, but the whole community will benefit from the wall-hanging when it is completed

**4** How will the grant :-  
**(a) develop the organisation; or**  
 Will allow the group to continue in its present form, and will provide opportunities for members to learn new skills.  
**(b) benefit the local community.**  
 The community will benefit from the wall hanging being put on display once completed.

**5**

|  |                |
|--|----------------|
| <b>Total cost of project</b>   | <b>£885</b>    |
| <b>Amount of grant requested</b>   | <b>£460</b>    |
| <b>Bank Balance(s)</b> <b>Date</b> 5/4/07                                      | <b>£384.40</b> |
| Where the group has more than one bank account all balances should be recorded |                |
| <b>Cash in hand</b> <b>Date</b> 5/8/07   | <b>£15</b>     |
| <b>Value of any other financial assets</b> <b>Date</b>                         | <b>£0</b>      |
| <b>Name of other funding sources</b>   |                |

The group have received £200 in July 2007 from EAC in respect of CG 3590. The group requested their application be reassessed and supplied additional more up-to-date bank statements. The bank balance above does not include the deposit of the £200 EAC grant as the group only receive bank statements when transactions have taken place and they have not yet received a bank statement recording this deposit.

|                                 |                       |
|---------------------------------|-----------------------|
| <b>Amount and date of grant</b> |                       |
| <b>£200</b>                     | <b>Date July 2007</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?  
 The group has to cover their annual letting charge, but will contribute £425 to the project from its own funds. Taking the £200 already granted by EAC, this would reduce the amount currently requested to £260.

**7**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Recommendation</b>            |                                     |
| <b>Support</b>                   | <input checked="" type="checkbox"/> |
| <b>Refuse</b>                    | <input type="checkbox"/>            |
| <b>Defer</b>                     | <input type="checkbox"/>            |
| <b>Amount Recommended</b>        | <b>£175</b>                         |
| <b>Reason for recommendation</b> |                                     |

Since the group will contribute almost 50% to the total cost of the project, I have deducted 50% of the insurance (£50) and general expenses costs (£35) from the amount requested (i.e. the original £460 minus the £200 already received from EAC), as I feel the group should be taking steps to cover these annual costs themselves without seeking grant-aid.

However I do think the group should be supported in its activities. This is a very small group of mostly elderly ladies over 60, some with disabilities, which has been going for just over 10 years. All group members are resident in Mauchline and the group is very active and enthusiastic, meeting weekly for 6 months in the year, with regular full attendance. They are Promoting Community Learning in practice, wanting to learn new skills and expand their knowledge. They also want to complete their wall-hanging project illustrating the history of Mauchline, the more so because Mauchline celebrates its 500th 'anniversary' as a burgh in 2010.

Until now the group has depended on membership fees being augmented by a succession of grants, mostly from EAC. However now they need to pay for insurance as well as their annual letting costs. Based on current annual membership fees of around £25/person and expenditure commitments for insurance and letting charges (£105 and £240 respectively), the group would only be left with £80/year to cover their activities and general expenses which is insufficient to meet the group's objectives without external support. To date the membership has been limited to the number that demonstrators prefer to work with i.e. around 15. However for the group to have a viable future the group may need to consider increasing their membership, attendance fees and devise other forms of fundraising.

Also although the group want to pass on their skills to other interested people, to date they have only done this on a very informal basis and to very few individuals. A more active plan, perhaps to cascade their skills to a beginners' classes, should be encouraged.

I would also signpost the group to [www.craftscotland.org](http://www.craftscotland.org) to help them find the best arts and crafts demonstrators for their needs. The Arts and Museums Section would be happy to advise.

|  |             |   |             |
|--|-------------|---|-------------|
| 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 If there are any revenue implications how will they be met in future years?**  
 The application includes the group's insurance premium (£105). As indicated above, the group should take steps to cover this annual cost from their own funds.

**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) N/A**

|   | Nos | Amount | % |
|---|-----|--------|---|
| Northern Local Community Planning Forum |     |        |   |
| 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**