

# grant assessment form

<b>1</b>	<b>Purpose of the group</b>	
	To encourage members to improve their writing skills To provided tuition / workshops to assist members	
<b>2</b>	<b>Purpose of the grant</b>	
	To provide a programme of 9 workshops each supervised by a professional tutor. Cost per session £100+ vat and expenses Total cost of project £1057.50	
<b>3a</b>	<b>How many people are on the group's Management Committee?</b>	<b>8</b>
<b>3b</b>	<b>What is the group's total membership?</b>	<b>21</b>
<b>3c</b>	<b>How many people in the group would benefit from the grant?</b>	<b>21</b>
<b>3d</b>	<b>How many people usually attend the group?</b>	<b>17</b>
<b>3e</b>	<b>How many people are expected to attend?</b>	<b>23</b>
<b>4</b>	<b>How will the grant develop the group/organisation or benefit the local community?</b>	
	It will provide learning and skills development opportunities and press advertisements will encourage people from the wider community to participate.	

<b>5</b>	<b>Total cost of project</b>		<b>£1057.50</b>	<b>6</b>	<b>Recommendation</b>	
	<b>Amount of grant requested</b>		<b>£600</b>		<b>Support</b>	<b>X</b>
	<b>Bank Balance(s)</b>	Date 12/07/05	<b>£616.30</b>		<b>Refuse</b>	
	Where the group has more than one bank account all balances should be recorded				<b>Defer</b>	
	<b>Cash in hand</b>	Date	<b>£</b>		<b>Amount Recommended</b>	<b>£500</b>
	<b>Name of other funding source</b>				<b>Reason for recommendation</b>	
	Scottish Book trust				The group should be encouraged to	
	<b>Amount and date of grant</b>				fund raise or seek additional methods	
<b>£150</b>	Date	Pending	of funding for core programme.			

**7** **If latest bank balance 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

**8** **Does the project represent value for money?** Yes **X** No

**9** **If there are any revenue implications how will they be met in future years?**

N/A

**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)**

	Cumnock Area	£120(5)	Kilmarnock Central	£95 (4)	Northern Area
	Doon Valley	£142.50 (6)	Kilmarnock South		Other areas outwith East Ayrshire
£47.50 (2)	Irvine Valley		Method of Division		
£95 (4)	Kilmarnock North				

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