

## **EAST AYRSHIRE COUNCIL**

**KILMARNOCK NORTH LOCAL COMMITTEE - 7 NOVEMBER 2006**

### **LOCAL COMMITTEE GRANTS SCHEME - ASSESSMENT PROCESS**

#### **Report by the Depute Chief Executive/Executive Director of Corporate Support**

#### **1. PURPOSE OF REPORT**

- 1.1** The purpose of this report is to outline the assessment process used to assess applications for Community Grant funding.

#### **2. BACKGROUND**

- 2.1** The Kilmarnock North Local Committee at its meeting on 12 September 2006 requested a report to outline the assessment process used to assess applications for Community Grant funding.

#### **3. ASSESSMENT PROCESS**

- 3.1** All Local Committees receive a summary assessment report on community grant applications submitted for consideration. This summary report incorporates key information taken from the full assessment process.

- 3.2** This summary report is a product of a robust assessment which includes assessment of the group and project in the following three key areas:-

- (i) financial assessment - this looks at the total grant requested and includes an analysis of the financial viability of the Group; an analysis of the audited annual accounts; an analysis of any budget plans/cash flow projections; whether applications are made to alternative funding sources; details of specific equipment required and analysis of quotes received; whether there are any recurring revenue implications and any financial issues arising from previous projects operated by the Group;
- (ii) risk assessment - this looks at the life span of the project; proportion of Council grants to annual turnover; previous project evaluations; how long the Group has been established; any constitutional issues; that proper accounting systems are in place, i.e. audited accounts or business plans and bank statements; and issues surrounding the protection of children; and
- (iii) general assessment - aims and objectives of group; who benefits from the grant; how will the grant develop the organisation or benefit the local community; cross-boundary implications; is the proposal a realistic undertaking; contributions from the group; alternative funding sources; value for money aspects of the project; whether appropriate planning permission and building warrants are in place; what Council Strategy/Community Planning/Local Committee priorities are addressed by the application.

- 3.3 Once the Assessing Officer has looked at all the above factors, a professional judgement is made on the individual merits of the application which leads to the officer recommendation.
- 3.4 The full assessment report including the risk and financial assessment forms are then passed to the appropriate Senior Officer within the Assessing Department to “sign-off” as a further stage in the validation process.
- 3.5 At this stage the assessment report is submitted to the Administrative Services, Department of Corporate Support where a final corporate overview is taken before being submitted to the Local Committee for consideration.
- 3.6 As was already reported to the Local Committee on 12 September 2006, corporate training on this process has already taken place and will continue to be given on a regular basis to all Assessing Officers throughout the Council.

#### **4. COMMUNITY PLANNING ISSUES**

- 4.1 The support given by way of grants to local voluntary organisations support the main themes of the Community Plan.

#### **5. LEGAL/POLICY IMPLICATIONS**

- 5.1 Grant funding to local voluntary organisations is carried out in accordance with the Code of Guidance on Funding External Bodies and Following the Public Pound and the Council’s Accounting Policy Bulletin APB 27.

#### **6. RECOMMENDATIONS**

- 6.1 The Local Committee is asked to note the contents of the report.

Elizabeth Morton  
Depute Chief Executive/Executive Director of Corporate Support

25 October 2006

JMcG/SR

#### **LIST OF BACKGROUND PAPERS**

1. Grant assessment, financial assessment and risk assessment forms.

Any person wishing to inspect the background papers relative to this report should contact Julie McGarry, Assistant Administration Manager on Tel No (01563) 576147. Any person wishing further information on this report should contact Bill Walkinshaw, Administration Manager on Tel No (01563) 576135.

**Implementation Officer: Julie McGarry, Assistant Administration Manager.**