



# grant assessment form

<b>1</b>	<b>Purpose of the group</b>	
		<p>The Kilmarnock Gateway Writers group exists to encourage and develop its members' writing skills and to provide instruction on the preparation and layout of articles for publication.</p>
<b>2</b>	<b>Purpose of the grant</b>	
		<p>The grant will be used to pay fees to six visiting writing tutors to deliver workshops covering writing of all kinds (articles, plays etc.). As part of the workshops (which are open to all) the visiting writers will set and judge the club competitions.</p>
<b>3a</b>	<b>How many people are on the group's Management Committee?</b>	<b>6</b>
<b>3b</b>	<b>What is the group's total membership?</b>	<b>20</b>
<b>3c</b>	<b>How many people in the group would benefit from the grant?</b>	<b>All</b>
<b>3d</b>	<b>How many people usually attend the group?</b>	<b>12 - 20</b>
<b>3e</b>	<b>How many people are expected to attend?</b>	<b>20</b>
<b>4</b>	<b>How will the grant develop the group/organisation or benefit the local community?</b>	
		<ul style="list-style-type: none"><li>▪ Advice and instruction from the six professional tutors will benefit members of all degrees of ability, especially beginners.</li><li>▪ Working with professionals will stimulate and encourage the club members.</li><li>▪ The sessions with visiting writers will be open to all members of the public, not just club members.</li></ul>

<b>5</b>	<b>Total cost of project</b>	<b>£600</b>	<b>6</b>	<b>Recommendation</b>	
	<b>Amount of grant requested</b>	<b>£500</b>		Support	<b>YES</b>
	<b>Bank Balance(s)</b>   Date 8 Dec 2003	<b>£200.76</b>		Refuse	
	Where the group has more than one bank account all balances should be recorded			Defer	
	<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>			
None for this project.		Group's modest funds are dedicated to members' work.			
<b>Amount and date of grant</b>		Writing skills of all members will improve with the assistance of professional guidance.			
£   Date		Working with professionals will help build confidence and morale.			

**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?**  
 Existing funds are used for stationery and photocopying. Remaining funds are committed to the publication in 2004 of an anthology of members' work.

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

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

**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)**

<input type="text"/>	Cumnock Area	<input type="text" value="£175"/>	Kilmarnock Central	<input type="text" value="£100"/>	Northern Area
<input type="text"/>	Doon Valley	<input type="text" value="£100"/>	Kilmarnock South	<input type="text"/>	Other areas outwith East Ayrshire
<input type="text" value="£75"/>	Irvine Valley	Method of Division			
<input type="text" value="£50"/>	Kilmarnock North	Percentage proportions of amount requested based on members' places of residence.			