

Self Assessment Sheet – Voluntary Sector Review

	Comments	Office use only Complied fully/ partially Agreed /need for improvement or action
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Name of organisation:

Date of Appraisal Interview.....

Total amount of grant £.....

Strategic Role of the organisation (in terms of the Corporate Priorities / Community Plan)		
• What are your organisations main functions?		
• Who is your client group?		
• Which of the council's strategic objectives are you helping to address?		
• Who are your key partners (e.g. health / education, etc.) and how are you working with them in meeting these objectives?		
• Where are your services provided from and what times are these services available?		
Performance		
• How many clients/users has your organisation seen this year?		
• How have you met the requirements of the conditional offer of grant? as laid out in Schedule A – Service Aims and Objectives and Schedule B – Performance Monitoring Information		

<ul style="list-style-type: none"> For any requirements you haven't met, how do you plan to address them? <p><i>Identify links to any other supporting information you have provided.</i></p>		
<ul style="list-style-type: none"> What customer consultation and/or customer satisfaction surveys have you undertaken this year, and what were the outcomes? 		
Governance		
<ul style="list-style-type: none"> What role does your Management Committee play in agreeing your objectives and monitoring your performance? 		
<ul style="list-style-type: none"> What are your current staffing levels (Total No. of FT / PT / volunteers) and how do you ensure that your staff are trained to fulfil their roles? 		
<ul style="list-style-type: none"> Do you currently have any staffing issues that are likely to affect your ability to meet the requirements laid out in your conditional offer of grant? 		
<ul style="list-style-type: none"> What quality assurance accreditation has your organisation achieved to date? How do you plan to retain this? and/or what are you planning to apply for in future? 		
<ul style="list-style-type: none"> What has your organisation done this year to help raise its public profile? 		
<ul style="list-style-type: none"> How can you demonstrate that your services are available to all and are compliant with the relevant equal opportunities legislation? 		
<ul style="list-style-type: none"> What complaints has your organisation 		

received about your services this year? What action have you/ or do you plan to take to address these?		
Value for money		
<ul style="list-style-type: none"> What is your organisations total level of funding? 		
<ul style="list-style-type: none"> Who are your main funding providers and how much does each funder give you? <i>Include details of any additional fund streams and/or any donations that you may have received this year</i> 		
<ul style="list-style-type: none"> What percentage of your total funding does the council's grant represent? 		
<ul style="list-style-type: none"> How do you use our funding, if this is not specified in the grant conditions? <i>What is the main purpose of this funding (e.g. core or project funding)</i> 		
Future developments & directions		
<ul style="list-style-type: none"> What future development issues will need to be addressed by your organisation? 		
<ul style="list-style-type: none"> What future legislation and/or statutory requirements may impact upon your organisation and/or the services that you are delivering? and what resource impact might these have? 		
<ul style="list-style-type: none"> What are your future organisational plans? 		

2005-2006 Annual Review of the Council's Conditional Offer of Grant – Self Assessment Form

Appendix 1

<ul style="list-style-type: none">• What funding implications will impact on you achieving these? and where do you think you would be able to secure this funding from?		
<ul style="list-style-type: none">• If additional funding was available from the council, how would you use it to meet your future plans and to meet the council's aspirations?		
<ul style="list-style-type: none">• If council funding was withdrawn or reduced, how would this affect your future plans and your ability to meet the council's aspirations?		