# Guidance notes for applicants to Tarbert and Skipness Transport Fund

**PLEASE READ THIS CAREFULLY BEFORE COMPLETING AN APPLICATION FORM AS FAILURE TO COMPLY WILL MEAN THAT YOUR APPLICATION WILL NOT BE CONSIDERED**

Tarbert & Skipness Community Trust works to:

* secure a healthy and sustainable future
* contribute to community development
* conserve and enhance the special qualities of the local environment.

Whilst there are many benefits to living and working in Tarbert & Skipness there are barriers. The costs and access to transport is one of these. We are running a one year pilot to assess the needs of the community and will provide support to groups of up to 50% of the costs of

* vehicle hire
* driver training to secure a minibus compliant driving licence

In providing funding we will look to support projects that align to the objectives of Tarbert & Skipness Community Trust – these can be found at [www.tsct.org.uk](http://www.tsct.org.uk)

## Check list of information required for initial application

* our application form completed and signed by two contacts
* information on why you think the project benefits the community

Applications will be considered on a monthly basis.

## Group applications

### What do groups need to have as a basic requirement to apply for funding?

* Only constituted groups, with a governing document, can apply and this must comply with the law with respect to membership, protection and employment issues which are entirely the responsibility of the group.
* Any group working with children or vulnerable adults must have appropriately checked and approved individuals supervising activities in accordance with government legislation.
* A bank account must be set up in the name of the group.
* There must be at least 3 unrelated members on your management committee
* Committee meetings must have a quorum of at least 3 unrelated members present
* There must be at least 2 unrelated cheque signatories
* Annual income in the most recent financial year must be less than £75,000. If however, you are an organisation with a wider remit than the Tarbert and Skipness area and have an income of over £75,000, you may be able to apply for a grant that specifically benefits the Tarbert and Skipness area at the discretion of the Community Benefits Advisory Group.

## Frequently asked questions

### Do we need to be a charity to apply?

No, if you are a constituted not-for-profit group with charitable aims, you can apply. By having charitable aims, we mean broadly that your group aims to benefit the community which you are working in.

### Can branches of national organisations apply?

Yes, provided the branch is autonomous from the parent organisation i.e. must have its own management committee, annual accounts, and bank account.

### Can religious organisations apply?

Yes, provided that the project for which funding is requested does not involve the advancement of religion and would not exclude anyone on the grounds of religion. We will consider this carefully when assessing your application.

### Can schools or local authority nurseries apply?

No. As we do not accept applications from organisations whose income exceeds £75,000 per year, we cannot accept applications from any local authority institutions, including schools.

We will consider applications from Parent Teacher Associations, if appropriately constituted but must evidence the project has wider benefit to the community and will only be provided to facilitate non curriculum activities.

### Do we fund overseas trips?

No.

### How do you establish a group's annual income?

We look at the income in the last full set of accounts or, if it is a new group, in their projection for the current year.

### The cost was higher than expected, can we apply for a grant to cover the extra expenditure we incurred?

No. We will not make grants retrospectively, i.e. for costs already incurred. You cannot apply for help with the costs of any activities that will take place before we give you a decision on your application.

### What does 50% of a project's total costs mean?

We calculate this as 50% of - Total transport cost ie the cash cost of your transport project is **£800 plus VAT. Total project cost = £800 + 20% VAT = £800 + (£800 x 0.2) = £800 + £160 = £960. Maximum grant = £960 x 50% = £480.**

*Note that you may not be offered the full 50% of your costs as funds are limited and we would prefer to help as many organisations as possible.*

## Summary of projects or organisations not eligible

Furtherance of political or religious objectives

Furtherance of any initiative which is adverse to or conflicts (directly or Indirectly) with, the interests of renewable energy (which shall not be limited to wind energy)

Furtherance of any initiative which is adverse to or conflicts (directly or indirectly) with the interests of any of the companies and their affiliates providing community benefit for this grant scheme.

Furtherance of any initiative that is adverse to or conflicts (directly or indirectly) with any of the wind farms which provide community benefit for this grant scheme.

In support of individuals whose project(s) will not have the capacity to benefit the wider community.