



CHARITABLE AND PUBLIC TRUSTS ADMINISTERED BY THE COUNCIL

GUIDANCE NOTES

ABOUT CHARITABLE AND PUBLIC TRUSTS ADMINISTERED BY THE COUNCIL

Perth and Kinross Council currently administer a large number of small Trusts which have been bequeathed to the Council. Each Trust has purposes which direct how the funds can be disbursed.

The Trusts are separated into Charitable Trusts and Public Trusts as defined by the Charity and Trustee Investment (Scotland) Act 2005. The Charitable Trusts are regulated by the Office of the Scottish Charity Regulator (OSCR).

The Trustees are committed where ever possible to meet the intentions of the original benefactors for the benefit of individuals and groups within the Perth and Kinross area. A number of the small trusts had purposes which were no longer relevant and the Council embarked upon the reorganisation of the trusts to ensure that the funds are used effectively for the benefit of citizens within Perth & Kinross. The majority of the funding available to support awards of Financial Assistance is now held in the Perth & Kinross Welfare Trust, a registered charity SC040516, which has the following purpose:-

- To provide relief, financial assistance and welfare for those inhabitants of the Perth and Kinross area who are in need by reason of age, ill-health, disability, financial hardship or other disadvantage, and
- To assist other charitable organisations with purposes similar to the Trust so as to further their charitable purposes within the Perth and Kinross area by the provision of financial and or material assistance.

WHO CAN APPLY?

Individuals in need and living in Perth and Kinross can apply, and organisations working with such individuals can also apply.

Applications for Financial Assistance from **individuals** are administered by the Scottish Welfare Fund Team within the Council. Further information can be found at [Perth & Kinross Council - Welfare Trust](http://www.pkc.gov.uk/welfaretrust) (www.pkc.gov.uk/welfaretrust).

Contact details for the Scottish Welfare Fund Team:-

Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD

Email welfarefund@pkc.gov.uk

Tel 01738 476900 (Option 2)

Web www.pkc.gov.uk/welfarerights

Applications from **organisations** such as charities and voluntary groups are administered by the Perth & Kinross Community Planning Team; contact details for the team:-

Perth & Kinross Council, 2 High Street, Perth, PH1 5PH

Email pkgrantsdirect@pkc.gov.uk

Tel 0345 605 2000

Web www.pkc.gov.uk/pkgrantsdirect/

WHAT ACTIVITIES ARE ELIGIBLE?

The nature of the request can vary depending on individuals needs and these are matched to the purposes of the different trusts. The overriding purpose of the funding is to help individuals in need, and organisations assisting individuals in need.

HOW TO APPLY

Individuals

An online application is available at [Perth & Kinross Council - Welfare Trust](#). Alternatively, the Scottish Welfare Fund Team can provide guidance by telephoning 01738 476900 (Option 2).

Organisations

An application form must be completed and emailed to pkgrantsdirect@pkc.gov.uk or mailed to Perth & Kinross Grants Direct, 2 High Street, Perth, PH1 5PH.

The application form is available for download at [Perth & Kinross Council - Community grants](#) (www.pkc.gov.uk/pkgrantsdirect/). The form is also available by telephoning Perth & Kinross Grants Direct on 0345 605 2000.

The application form must be completed as fully as possible and must demonstrate that the funding award will be of benefit to individuals in need living in Perth and Kinross. In particular, the application should highlight the benefits of the project and link these to the purposes of the Perth & Kinross Welfare Trust noted above.

The Trustees meet regularly throughout the year and the dates of Board meetings at which Financial Assistance applications from organisations will be considered are provided below:-

Board Meeting:-

06 March 2019

26 June 2019

04 November 2019

Deadline for applications:-

15 February 2019

05 June 2019

14 October 2019

DECISION MAKING

Individuals

An automatic notification will be issued by email to confirm that your application has been received by the Scottish Welfare Fund Team, and the final decision will also be emailed.

The team aims to make a decision within 15 working days, however crisis payments can be awarded within 1 working day.

If an award is made, it may be paid in-kind, in cash or via electronic bank transfer.

Organisations

Each Financial Assistance application is assessed on its own merits by the Trustees, and the value of any funding award is subject to the income available to meet funding requests. Note that the award of funding in one financial year does not guarantee on-going support in future years.

The applicant will be informed of the Trustees decision by mail following the Board meeting. If an award is made, the decision letter will also include a declaration form for completion and return. This form confirms that the project would not progress without the funding award from the Charitable Funds, and we also ask that receipts are retained to evidence project spend for future scrutiny.

Any awards made will be paid via electronic bank transfer following the return of the completed declaration form.

OTHER SOURCES OF FUNDING

The Perth & Kinross Grants Direct webpage [Perth & Kinross Council - Community grants](http://www.pkc.gov.uk/pkgrantsdirect/) (www.pkc.gov.uk/pkgrantsdirect/) provides information on other funding administered by the Council, and also includes useful links to other funding bodies.

The [Funding Scotland](http://www.fundingscotland.com) (www.fundingscotland.com) website is owned and maintained by the Scottish Council for Voluntary Organisations (SCVO) and provides useful information on alternative sources of funding.