

# Small Sums Scheme Guidance

The Small Sums Scheme (SSS) is a rolling scheme open to both parents and teaching staff of Taobh na Pàirce. It aims to fund new or ongoing projects by providing small sums of cash at any point throughout the school year.

## Key points

- Applications up to £250 which meet all the relevant criteria will be auto-approved, subject to fund availability
- Applications over £250 may be submitted at any time also, but these will only be considered at the next scheduled Parent Council meeting
- Parents and staff at Taobh na Pàirce are eligible to apply
- Apply using the online form  
<https://docs.google.com/forms/d/1DwaZN8tuzP6y8mV3SXfrZEctmpm8LhoO0pVb0YzK1CY/edit>

## Funding sources

The amount in the Small Sums Scheme pot may vary from year to year, depending on the success of various fundraising activities throughout the year. The aim is to have £2000 per year available to the scheme, although this may be increased throughout the year if funds allow and the treasurer proposes an increase in the SSS pot. Money for applications over £250 will not come out of the SSS pot, as these are assessed separately, and will only be funded if the treasurer indicates that there are sufficient funds available and that the application meets all the criteria for SSS.

## Criteria

All listed criteria are mandatory unless otherwise stated. Applications that do not fulfill the listed criteria will not be approved.

- The person applying for the funds is responsible for organising and running the proposed event/activity/spend
- The person applying for the funds must have checked the feasibility of the proposal beforehand. This means checking with the school beforehand that it can be delivered and is an activity that the school staff would like to happen. The application must not place an additional burden on the school to deliver the event.
- The application must benefit a wide range of pupils at the school or must benefit a specific identified gap (i.e. providing inclusivity)
- A Gaelic component is not mandatory, but having visibility of Gaelic is strongly encouraged where relevant.

- Parents, guardians and staff at Taobh na Pàirce are eligible to apply
- If necessary, you must ensure that PVG checks are completed. The Safeguarding Officer of the Parent Council can assist in the completion of PVG checks.
- Applications by the same person/group for the same activity/need within a 24 month period will not be approved. Applications for a different need will be considered as a new application.

## Guidance and Rules

- Funds must be spent by the end of the academic year or the date specified in the approval letter. If the funds have not been spent/claimed within the specified timeframe, all funds will immediately revert to the SSS pot.
- In cases of difficulty using the funds within the required timeframe, it is the applicant's responsibility to contact the Treasurer and inform them of any issues. It will be at the Treasurer's discretion to extend the deadline.
- Funds are made available to groups who have one-off unexpected costs, or need a startup fund. The fund is not designed to subsidise ongoing membership costs. In these cases, the Parent Council may be able to signpost to other sources of funding.
- Approval is provided by the Treasurer after checking that there are sufficient funds available. The proposal must also be backed by at least two (2) office bearers.
- Applications will only be considered using the online [form](#) provided.
- Before applying, if you are in doubt about the value of your application, you are encouraged to contact a member of the Parent Council to discuss your idea. We are happy to hear them!
- Applications over £250 will be discussed at the next scheduled Parent Council meeting. As well as meeting the criteria for the SSS, it must be voted on and approved by the parent body.