



# APPLICATION FOR SCHOOL CLOTHING GRANT 2023

Sutton Coldfield Charitable Trust

To be eligible to apply you must be:

- A. A current resident of one of the Sutton Constituency Electoral Wards, ie Sutton Four Oaks, Sutton Mere Green, Sutton Reddicap, Sutton Roughley, Sutton Trinity, Sutton Vesey, Sutton Walmley and Minworth, Sutton Wylde Green  
and
- B. in receipt of one or more of the benefits listed on page 2

Applications will be accepted for children from Reception up to Y11 (and 6<sup>th</sup> Form, where a uniform is compulsory)

- **Copies of the applicable proof of benefit notification requested must be attached to your application. If this is not provided the application cannot be considered**
- Only **ONE** APPLICATION PER HOUSEHOLD (UP TO 4 CHILDREN) WILL BE ACCEPTED

**Vouchers may only be redeemed at CLIVE MARK SHOOLWEAR, BOLDMERE and/or CRESTED SCHOOLWEAR, ERDINGTON**

Please fill in fully and write carefully and clearly, using **BLOCK CAPITALS**.

Name of Applicant

Name of Partner (if applicable)

Tel/Mobile No

Tel/Mobile No

Email Address (must be provided)

Email Address (must be provided)

Relationship to child(ren)

Relationship to child(ren)

Full Address, including postcode

**SCHOOL STAMP**

.....  
**FOR OFFICE USE ONLY**

Amount Awarded .....

Vouchers Numbers .....

Authorised by ..... Date .....

**Please tick all of the applicable boxes and provide a copy of proof of benefit as requested**

Regrettably, SCCT is unable to provide a photocopying service

Please tick <b>ALL</b> the relevant boxes that apply and provide <b>COPIES ONLY</b> of all Proof of Benefit and Earned Income as requested, as these cannot be returned. <b>Please provide <u>all pages</u> of proof of benefit. All evidence must be dated and include your name and address</b>		
BENEFITS	Tick	
Income Support	<input type="checkbox"/>	If you are receiving one of the benefits listed in this section, please provide proof <b>dated within the last 3 months</b> . This can be your notification of benefit or a letter from the DWP or Job Centre. <b>(If you tick one of these boxes you will also need to provide proof of child tax credit)</b>
Job Seekers Allowance	<input type="checkbox"/>	
Employment Support Allowance	<input type="checkbox"/>	
Child Tax Credit	<input type="checkbox"/>	If you are receiving one or both of the benefits listed in this section, please provide <b>ALL PAGES</b> of your <b>current Tax Credit Awards Notice for the year <u>6/4/2022 to 5/4/2023</u></b> or your <b>renewal notice which states 'Check now no later than 31/7/2023'</b> if you have received it. <b>If you are working please also provide proof of income. This can be a copy of your February or March 2023 salary slip.</b>
Working Tax Credit	<input type="checkbox"/>	
Both	<input type="checkbox"/>	
Earned Income	<input type="checkbox"/>	
Universal Credit	<input type="checkbox"/>	Please provide a copy of <b>ONE UC statement dated within the last 3 months</b> . You can do this by printing proof from your on-line account or request proof from the benefit office that pays you. <b>This must clearly show your name, address and full details of entitlements/deductions</b>

Child's Name	DOB	Name of School

**COMMON REPORTING STANDARDS COMPLIANCE (CRS)**

In order to deal with your application, it is necessary for us to keep a file containing information about you. Under the terms of Common Reporting Standard legislation (CRS), introduced in 2017, the Trust is now obliged, by law, to provide HMRC with certain information regarding the tax residence of grant applicants who receive assistance from the Trust and the following information is required:

Please complete the section below that applies to you:

**Country of Residence for Tax – UK**

If UK resident Date of Birth and NI Number are not required

**Country of Residence for Tax - OTHER**

If OTHER, please specify jurisdiction and provide National Insurance No or Tax ID Number and Date of Birth

**THIS FORM MUST BE STAMPED BY THE SCHOOL THAT ISSUED IT AND RETURNED TO THE SCHOOL THAT HAS STAMPED THE FORM BY MONDAY 13 MARCH 2023**

**IMPORTANT - PLEASE CHECK THAT YOU HAVE:**

- Completed ALL Sections and attached copies of all the information requested
- Signed the application on page 3

## HOW WE USE THE INFORMATION YOU HAVE PROVIDED – PLEASE READ CAREFULLY AND CONTACT THE TRUST IF YOU HAVE ANY QUERIES

- The information you have provided with this application will only be used to process your eligibility for a school clothing grant,
- Your information will be stored on computer, in paper format or in other ways being used by the Trust for the purpose of processing your application,
- Your information will be shared with Trustees and employees of the Trust and will only be shared with the parties mentioned below,
- Your voucher number, house number and postcode will be shared with Clive Mark Boldmere and Crested School Wear, Erdington as part of the voucher authorisation process.
- The Trust may contact your child's school to make enquiries relating to your application
- You are entitled to request a copy of the details held by the Trust about you
- You have the right to object to this processing and, if you wish to do so, please contact the Trust by telephone, email, or in writing. Please bear in mind that if you object it may affect the Trust's ability to award a grant for your benefit.

**Please sign and date this form to indicate that you have read and understood the above.**

**I declare that all of the information I have given is true to the best of my knowledge.**

Print Name in BLOCK CAPITALS .....

Signature ..... Date .....

### WHAT HAPPENS NEXT

If you are applying for more than one child and they attend different schools, please provide all the details on one form and get it stamped by one of the schools. You do not have to complete a separate form for each child.

If your application is successful, you will receive vouchers to the value of £100 for each eligible child. These are usually sent to your child's school at the beginning of July at the latest. If you have eligible children at different schools, the vouchers will be sent to the school which has stamped the application form.

Please note if successful, vouchers may only be redeemed at Clive Mark Schoolwear, Boldmere and/or Crested Schoolwear, Erdington. Vouchers must be presented in person and Proof of ID will be requested on purchase of school clothing. Acceptable Proof of ID is a Driving Licence, Bank statement or Utility bill, ie Council Tax bill.

**Please note the voucher expiry date is 31<sup>st</sup> October 2023.**

If your application is incomplete or unsuccessful, the Trust will contact you directly using the information you have provided on your application form.

The decision of the Trustees is final and there is no right of appeal.

If you have any queries, please contact the Trust:

In writing      SCCT, Lingard House, Fox Hollies Road, Sutton Coldfield, B76 2RJ  
By email      [info@suttoncharitabletrust.org](mailto:info@suttoncharitabletrust.org)  
By phone      0121 794 0970