



# APPLICATION FOR SCHOOL CLOTHING GRANT 2024

Sutton Coldfield Charitable Trust

## SCHOOL STAMP

To be eligible to apply you must be:

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 Wyld Green

**and**

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 ALL PAGES 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 WILL BE ACCEPTED**. 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.

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

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

Relationship to child(ren)

Relationship to child(ren)

Full Address, including postcode

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

Amount Awarded .....

Vouchers Numbers .....

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

Please tick **ALL** the relevant boxes that apply and provide **COPIES ONLY** of all pages of Proof of Benefit and Earned Income as requested, as these cannot be returned.

**All evidence must be dated and include your name, address and full details of entitlements and deductions.**

Regrettably, SCCT is unable to provide a photocopying service. Maximum income levels may apply

BENEFITS	TICK
<b>UNIVERSAL CREDIT</b> Please provide a copy of <b>ALL PAGES</b> of your most recent <b>Universal Credit statement</b> (must be dated within the last 3 months). You can do this by printing proof from your online account or request a current statement from the benefit office that pays you.	
<b>CHILD TAX CREDIT AND/OR WORKING TAX CREDIT</b> Please provide <b>ALL PAGES</b> of your <b>Tax Credit Awards Notice for the year <u>6/4/2023 to 5/4/2024</u></b> or your <b>renewal notice</b> .	
<b>EARNED INCOME</b> If you receive child tax credit and/or working tax credit and are in employment please provide proof of income. This can be a copy of your February or March 2024 pay slip.	
<b>INCOME SUPPORT</b> This can be your notification of benefit or a letter from the DWP or Job Centre and must be dated within the last 3 months. You will also need to provide proof of child tax credit and/or child benefit	
<b>EMPLOYMENT SUPPORT ALLOWANCE</b> This can be your notification of benefit or a letter from the DWP or Job Centre and must be dated within the last 3 months. You will also need to provide proof of child tax credit and/or child benefit	
<b>JOB SEEKERS ALLOWANCE</b> This can be your notification of benefit or a letter from the DWP or Job Centre and must be dated within the last 3 months. You will also need to provide proof of child tax credit and/or child benefit	

Child's Name	Current School Year	Name of School	Name of School from September 2024 (if applicable)

**THIS FORM MUST BE STAMPED BY THE SCHOOL THAT ISSUED IT AND RETURNED TO THE SCHOOL THAT HAS STAMPED THE FORM BY MONDAY 11 MARCH 2024**

**COMMON REPORTING STANDARDS COMPLIANCE (CRS)**

Under the terms of Common Reporting Standard legislation (CRS), introduced in 2017, the Trust is 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:

Section 1: Country of Residence for Tax – UK YES/NO (please delete as appropriate) or

Section 2: If you pay tax in any other country or jurisdiction please provide your national insurance number or Tax ID number and date of birth .....

**PLEASE CHECK THAT YOU HAVE** completed ALL Sections and attached copies of all the information requested

**Please sign and date this form to indicate that you have read and understand the information on Page 3, which explains how we use the information you have provided and what happens next.**

**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 .....

## 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, Sutton Coldfield 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.

## WHAT HAPPENS NEXT

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, Sutton Coldfield. 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.

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

**Please note the voucher expiry date is 31<sup>st</sup> October 2024.**

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

This information is also available on the SCCT website: [www.suttoncoldfieldcharitabletrust.com](http://www.suttoncoldfieldcharitabletrust.com)

If you have any queries, please contact the Trust:

In writing	SCCT, Lingard House, Fox Hollies Road, Sutton Coldfield, B76 2RJ
By email	<a href="mailto:info@suttoncharitabletrust.org">info@suttoncharitabletrust.org</a>
By phone	0121 794 0970