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**THE SCCT SCHOOL UNIFORM GRANT**

The SCCT School Uniform Grant provides help towards the cost of school uniform for families who currently live in Sutton Coldfield

Applications are accepted each year between March and June.

Only **ONE** application per family will be processed each year.

Successful applicants will receive an e-voucher which can only be redeemed at the trust’s nominated suppliers. The trust’s nominated suppliers are:

Clive Mark, Boldmere,

Crested Schoolwear, Sutton Coldfield

If these suppliers do not stock uniform for your child, you may be able to purchase non-branded items but please check with your school before applying.

**WHAT IS THE GRANT FOR**

E-Vouchers can be used to buy school uniform, shoes, coats, sports kits, bags, socks and tights.

**WHO IS ELIGIBLE**

Families who live in one of the Sutton Coldfield electoral wards with children in Reception up to Year 11 and sixth form where school uniform is compulsory. Applications for pre-school or nursery will not be accepted.

Families must also be in receipt of certain benefits and the child/children must be living with the parent/carer at the address on the application form

**HOW MUCH IS THE GRANT**

Successful applicants will receive an e-voucher to the value of £100 for each eligible child.

**DO I QUALIFY?**

You can apply if you are the main person looking after a child, such as if you are the child’s parent or grandparent and you are in receipt of one or more of the benefits listed below:

* Income Support
* Job Seekers Allowance
* Employment and Support Allowance
* Universal credit
* Working Tax Credit
* Child Tax Credit
* Pension Credit

You will need to be able to confirm that you are the main person looking after a child. To show that you are the main carer, the child/children must be included on your claim for one of these benefits and/or evidenced on a legal order or guardianship order.

**GUIDANCE NOTES FOR COMPLETING THE ELIGIBILITY QUIZ**

**AND SCHOOL UNIFORM APPLICATION FORM**

Complete the online eligibility quiz to confirm you meet the residence and benefit criteria.

If the eligibility check is successful, you will be directed to an online application form. If you have any queries, please call 0121 794 0970 or email info@suttoncharitabletrust.org.

Please refer to this document for guidance on how to complete the questions you will find on eligibility quiz and the application form.

You will be able to save the application for a limited time and resume at a later stage if necessary.

Applications are submitted via the Trust’s online portal which is accessible when you have completed our eligibility quiz.

**Before you start, please read the guidelines below:**

**How to Complete the Eligibility Quiz**

1. You must be a current resident in one of the Sutton Coldfield electoral wards which are Sutton Four Oaks, Sutton Mere Green, Sutton Reddicap, Sutton Roughley, Sutton Trinity, Sutton Vesey, Sutton Walmley and Minworth, Sutton Wylde Green.

2. If you are unsure, please use the link below and go to *‘Find My Ward’ and insert your*   *postcode.* This will tell you which ward you are in.

*Select the* *ward from the* *drop down box on the eligibility quiz and continue*

[Wards and constituencies | Birmingham City Council](https://www.birmingham.gov.uk/wards)

3 You will need to confirm that you are in receipt of DWP Benefits

4. You will need to select which benefits you receive from the relevant box

5. You will need to confirm that you have a child/children in primary/secondary education

6. You will need to confirm that school uniform is compulsory.

**If you are eligible, you will be directed to the application form via a link**

**HOW TO COMPLETE THE SCHOOL GRANT APPLICATION FORM**

**Before starting the form, please ensure you have copies of your proof of benefit and any other supporting evidence ready to upload to your application**

* Please provide your full name, address, relationship to children, contact number and email address.

*These are the details we will use to contact you to on the status of your application and to request further information etc.*

* If you have a partner that lives with you, please provide your partner’s full name, telephone number, email address and relationship to child(ren). IF your application is successful, you and/or your partner will be able to redeem the vouchers.
* Please insert your total net annual household income. Net income is the amount you receive after tax and other deductions.

**This means the combined total of monies received from only the benefits you**  **have ticked and earned income if you are working.**

To calculate your total net annual household income:

* *If you are paid weekly, multiply by 52*
* *If you are paid 4 weekly multiply by 13, for example;*

 *If you receive £500 every 4 weeks on universal credit, your annual benefit income would be £6500, if you were also working and receiving £1000 per month your annual income would be £12000, so the total net annual income would be £6500+£12000 which equals £18500*

* *If you are paid monthly multiply by 12*

*Please note maximum income levels may apply*

* You must be in receipt in one or more of the benefits listed on the application form. You will be asked to upload this information as part of your application. The list of eligible benefits is:

*Universal Credit*

*Child Tax Credit and/or Working Tax Credit*

*Earned Income*

*Income Support*

*Employment Support Allowance*

*Job Seekers Allowance*

*Pension Credit*

* Please insert the number of children you are applying for. You will be asked to Insert the name of each child, the name of the current school and current school year. You will also be able to indicate if they will be changing schools in the following September eg if they are moving from primary to secondary.

Please note we do not accept applications for children attending nursery or in 6th form (where school uniform is not compulsory).

* Supporting documents - Copies of your proof of benefit and earned income must be dated within the last **3** months of your application and include **all** pages relating to the benefit.:

*For example: Universal credit statement will consist of 3 pages*

 *Working tax credit and/or child tax credit statement will be 6 pages*

 *Earned income – your latest salary* *slip*

Your uploaded documents must clearly show your name, address, date of benefit/income received and confirmation that your child/children are included.

If your child/children are not recorded on the evidence submitted, you must provide supporting information. This could be proof of child benefit or other evidence to

confirm that you are the main carer eg: a letter from your child’s school or confirmation of legal guardianship.

* Declaration - Country of Residence for Tax purposes. This is statutory

 requirement. If you pay tax in a country other than the UK, you will be asked for

 additional information.

* Please ensure you have read and understood how the Trust uses your personal

information. You will need to tick the boxes to confirm that the information you have provided is correct to the best of your knowledge. You will also need to tick the box to consent to the information being shared with the third parties listed on the application form.

* You will be required to print your name and add a digital signature before you can submit your application.

**Before you submit your application, please check that you have completed all the applicable sections and uploaded your proof of benefit and supporting information.**

**WHAT HAPPENS NEXT**

You will receive an email notification acknowledging receipt of your application.

If your application is successful, you will receive an email confirming your award. The confirmation email will include a link to a voucher code and instructions on how to use it.

if we need any further information, we will contact you via the email provided on your application form.

If your application does not comply with our eligibility criteria you will be informed that your application has been unsuccessful.