

Application for Clothing Grant, Free School Meals or both



This application should be completed by the child/children's legal guardian. You may be asked to provide evidence of legal guardianship, in the form of Child Benefit or Child Tax Credit

What are you applying for? (Please tick)

Clothing Grant (You must provide bank details below)

Free School Meals

Your Details

Your Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	Partner's Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
Your Full Name	Partner's Full Name
Your NI Number	Partner's NI Number
Your Address inc. Flat Position	Postcode
Your Phone Number	Your email address

Your income & benefits - Tick which of the below statements apply to you:

- I receive **Income Support** or **Jobseeker's Allowance**
- I receive **Employment and Support Allowance**
- I receive **Housing Benefit** and/or **Council Tax Reduction**
- I receive **Universal Credit** and my annual income is less than £7,320. (You must supply a Universal Credit Award letter dated within the last 3 months).
- I receive **Working Tax Credit** and my income for tax year 17/18 was less than £15,860. (You must supply your 2018/2019 Tax Credit Award Letter with this form)
- I receive **Child Tax Credit** only and my income for tax year 17/18 was less than £16,500. (You must supply your 2018/2019 Tax Credit Award Letter with this form)
- I am an **Asylum Seeker**, receiving support under part VI of the Immigration and Asylum Act 1999

Your Bank Details

We will pay your Clothing Grant into your bank account – the account must be in your name, and cannot be a Post Office Account or Clearing Account. If you don't have a bank account, contact Scotcash on 0141 276 0525 for advice on opening an account.

Account Holder's Name	Bank/Credit Union Name
Sort Code (6 digits)	Account Number (8 digits)
Roll Number (Credit Union only)	

Your Children

Complete the details of **all** of the children you are applying for. You **must** include the School name. The Child(ren) must attend a Glasgow City Council school/establishment. If your child was born before 1/6/2002, they will not receive a Clothing Grant but may qualify for Free School Meals.

Child's Full Name	Date of Birth	School to be Attended from August 2018

Declaration

The information I have provided is true and accurate, and I have not left anything out. You may take me to court if I have made false statements. I agree that the Department for Work and Pensions can give you information about my benefit entitlement so that my application can be processed. I understand that if free school meals are authorised and my current circumstances change, I must tell you. I will provide proof, when needed, that I currently receive the benefits to allow me to have free school meals.

Signed
(legal guardian)

Date

Please email your form to: cbsgrantservices@glasgow.gov.uk
or post your form to: **Glasgow City Council, Grants Team, PO Box 19, Glasgow G2 1DU**

You have a responsibility to make sure that your children have adequate footwear and clothing so that they can take full advantage of the education schools provide. We normally only make grant payments to legal guardians who receive Income Support, Income-based Jobseeker's Allowance, Working Tax Credit, Housing Benefit or Council Tax Benefit. We will only consider other claims in exceptional circumstances.

For more information on Clothing Grants, Free School Meals or Education Maintenance Allowance, please visit www.glasgow.gov.uk.

For more details on how we process personal data and about your rights, please visit the Clothing Grant page at www.glasgow.gov.uk For data protection issues, you can contact us by email to dataprotection@glasgow.gov.uk or at City Chambers, George Square, Glasgow G2 1DU

Disclaimer: Plain English Campaign's Crystal Mark does not apply to this box

Do I Qualify?

Benefit	Clothing Grant	Free School Meals
Income Support or Jobseeker's Allowance	YES	YES
Working Tax Credit and the yearly income for your household (before tax) is less than £15,860 but is £7,920 or above for the tax year 2017/2018	YES	NO
Working Tax Credit and the yearly income for your household (before tax) is less than £7,920 for the tax year 2017/2018	YES	YES
Housing Benefit or Council Tax Reduction	YES	NO
Child Tax Credit only and the yearly income for your household (before tax) is less than £16,500 for tax year 2017/2018	NO	YES
Income-related Employment and Support Allowance	NO	YES
Universal Credit with an annual income of £7,320 or less	YES	YES

Note: If you receive Housing Benefit or Council Tax Benefit **and** either Child Tax Credit only (and your yearly income before tax is less than £16,105) or income-related Employment and Support Allowance, you will be entitled to the clothing grant and free school meals

We must receive your application for school session 2018/2019 by no later than 31 March 2019

Disclaimer: Plain English Campaign's Crystal Mark only applies to the wording on this form and not the design.

Free School Meals and Clothing Grant Privacy statement

Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at City Chambers, George Square, Glasgow G2 1DU, United Kingdom. You can contact our data protection officer by post at this address, or by email at: dataprotection@glasgow.gov.uk, or by telephone - 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application for free school meals, clothing grant or both and award it if eligible. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website or you can request a hard copy from the contact address stated above.

Access to your information

You have the right to request a copy of the personal information about you that we hold.

We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information

You have the right to ask us to delete personal information about you where:

1. You consider that we no longer require the information for the purposes for which it was obtained
 2. You have validly objected to our use of your personal information - see Objecting to how we may use your information below
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to require us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information.

The right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people to assess your own entitlement to this service. If they want any more information on how we will use their information they can visit our website or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5A

By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information. If your complaint is not about a data protection matter you can find details on how to make a complaint on our website.