

Please return your completed application to:

The City of Edinburgh Council, School Grants, Transactions - Assessment & Finance  
PO Box 12331, Edinburgh, EH7 9DN

Contact us:

Tel: 0131 469 3033 (option 2)

Website: [www.edinburgh.gov.uk/schoolgrants](http://www.edinburgh.gov.uk/schoolgrants)

## Section 1: Applicant Personal Details

Title: <small>Mr, Mrs....</small> -	First Name:-	Surname:-
Full Address <b>Including</b> Postcode:-		
NI Number: - <small>National Insurance (NI)</small>	Contact Number:-	
*Email address :-		
Full Name of Partner (if applicable):-		
Partner's NI number (if applicable):-		
Benefits Reference Number (if available)		
Council Tax Reference (if available)		
*Please only provide an email address if you are happy for us to contact you this way should we require more information.		

## Section 2: Eligibility – as of 6 April 2018 and may be subject to change

If you do not receive Housing Benefit or Council Tax Reduction based on benefits 1 to 3 below then you **must** provide proof. Failure to do so will result in your award being delayed.

I wish to apply for -		Free School Meals <input type="checkbox"/>	Milk <input type="checkbox"/>	Clothing Grant <input type="checkbox"/>
1	Income Support			
2	Income-based Jobseeker's Allowance			
3	Employment and Support Allowance ( any income related element )			
4	Support under Part IV of the Immigration and Asylum Act 1999 <i>(Please supply a letter from the Home Office indicating you receive this support)</i>			
5	Child Tax Credit <b>ONLY</b> with <b>no</b> Working Tax Credit and an annual income under £16,105 <i>(Please provide a copy of your latest Tax Credit Award Notice for the period 06/04/18 to 05/04/19 with this application form. You can obtain a copy from HM Revenues &amp; Customs on 0345 300 3900)</i>			
6	Both Maximum Child Tax Credit <b>and</b> Maximum Working Tax Credit with an annual income under £6,420 <i>(Please provide a copy of your Tax Credit Award Notice for the period 06/04/18 to 05/04/19 with this application form. You can obtain a copy from HM Revenues &amp; Customs on 0345 300 3900)</i>			
7	Universal Credit – with a maximum monthly income of £610 <i>(Please provide a copy of all pages of your latest award notice for 2018/19. If you do not have this you can request a copy of your award notice from the DWP on 0345 600 0723 or by accessing your account online)</i>			

**Section 3: Bank Details** – Please note that your account must be able to accept BACS payments. If you are unsure please contact your bank to check. We are **unable** to make payments into Post Office accounts.

**Name of Account Holder:**

**Name of Bank/ Building Society:**

**Address of Bank:**

**Sort Code (6 Digits):**

**Account Number (8 digits)**

**Roll/Reference Number:**  
 (if applicable)

**NOTE** – your account number does not always appear on your bank card. If this is the case, please check a recent bank statement or contact your local branch

**Section 4: Pupil Details – Please list all children of school age you wish to apply for.**

Forename	Surname	Date of Birth	Year Group from August 2018 (P1,P2,.....)	Name of Edinburgh School (attending in session 2018/19)

**Section 5: Declaration – You must sign your form.**

I declare the above information is true and complete, and understand that to give false information may lead to the council taking action to recover money as deemed necessary.

If my circumstances change and I no longer qualify I will notify the change within a month of the change occurring

I understand that City of Edinburgh Council may check the information I have given on this form with Housing Benefit & Council Tax records and may request further information to support my application.

I understand that if my application is successful City of Edinburgh Council may use this application form to award CG/FSM in future years without the need for reapplying, or supplying additional information if eligibility can be confirmed through Housing Benefit & Council Tax Reduction records.

<b>Signature</b>	<input type="text"/>	Or tick here if completing online:	<input type="checkbox"/>	<b>Date</b>	<input type="text"/>
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## What to do if your circumstances change

The eligibility to FSM /CG is assessed based on the information you have provided on the form. If any of your circumstances change you must let us know within one calendar month of the change.

- If you stop receiving Employment Support Allowance (Income Related), Income Support, Job Seekers Allowance (Income Based),
- If your monthly income for Universal Credit increases past £610 a month.
- If you are in receipt of Child Tax Credit and your annual income increased to over £16,105
- Both Maximum Child Tax Credit **and** Maximum Working Tax Credit and the tax credit award (of either Child Tax Credit **or** Working Tax Credit) ends or if your annual income increases to over £6,420
- Your child changes school.
- If you child leaves school.
- If your child leaves your household.
- If you change address.

We will pay the Clothing Grant to the bank account nominated on your application form. If your bank details change you must notify details of your new account.

## How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Free School Meals/Milk and Assistance with Schoolwear. We may pass the information to other agencies or organisations such as the Scottish Government, SEEMIS (IT provider), Department for Work and Pensions and HM Revenue & Customs, where allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We, The City of Edinburgh Council, are the data controllers for the purposes of the General Data Protection Regulation (GDPR).

If you want to know more about our privacy policy, please visit: [www.edinburgh.gov.uk/privacy](http://www.edinburgh.gov.uk/privacy)