Clothing Grants Applications

*Guidance for Parents/carers 2020/21*

Customer focused business and contact services

Customer & Business Services

*CBS Clothing Grants Administration Team*

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1 Setup of myaccount

Before an online application can be completed all parents/carers will require to have or set up myaccount via the Glasgow City Council website. When you have clicked on the application form link you will be directed to the below page. Select the Sign in/Register option and either sign in or register.

Please ensure you keep a record of your log in details that you have created for myaccount as you may require to log in for future purposes. Once signed in/registered you will be taken to the online application to complete.
2 Completing Clothing Grant application form

Most fields will already be completed due to the details you have already entered at the time of registration. Please ensure you complete all fields before continuing to ‘Next’ in each section.

2.1 SECTION ONE – CONTACT DETAILS
This section is your contact details. All fields should be completed and ensuring that information is accurate i.e. contact number, email address etc. For Example:-

Title*
MS

First Name*
JO

Surname*
GLASGOW

Address 1*
40 JOHN STREET

Address 2

Address 3

City/Town*
GLASGOW

Postcode *
G1 1ZE

Contact Number *
01412874040

Email *
GLASGOW@GLASGOW.GOV.UK
2.2 SECTION TWO – WHAT ARE YOU APPLYING FOR?
This section is confirming what grant you wish to apply for and your circumstances. Ensure your National Insurance number is completed accurately. **Please Note, if you are an Asylum seeker, please input AS within the National Insurance field.** Select all statements that suit your circumstances. For example, if you receive Housing Benefit and also in receipt of Universal Credit select two of these circumstances from the list. For Example:-

Please confirm your National Insurance Number

ZZ111111Z

Please confirm if you reside with a partner

☐ Yes

☐ No

What are you applying for?

☐ Clothing Grant

☐ Free School Meals

☐ Clothing Grant & Free School Meals

Which statement(s) best matches your circumstances? (Please choose all applicable)

☐ I receive Housing Benefit and/or Council Tax Reduction (this is not Council Tax single person’s discount or Student discount)

☐ I receive Income Support/ Jobseekers Allowance or Employment and Support Allowance

☐ I receive Universal Credit and my annual income is less than the qualifying criteria outlined on the web page

☐ I receive Child Tax credit and my income for the previous tax year is less than the qualifying criteria.

☐ I am an Asylum Seeker, receiving support under part IV of the Immigration Act 1999.

Please refer to Section 3 for guidance on verifying documents that are required.
2.3 SECTION THREE – CHILD(REN) INFORMATION AND BANK DETAILS
This section is supplying information about your children who you wish to apply for (please ensure all children you list are also listed against any benefit you receive). Bank account details are also required at this section, please ensure all information supplied is accurate as this could delay payments if your award is granted. For Example:-

Please confirm your child’s details

First Name *
John

Surname *
Glasgow

DOB *
04/07/2014

Please confirm your child’s school type

- Primary
- Secondary
- ASL School
- Early Years

Are you applying for another child?

- Yes
- No

Please confirm your bank details

Sort Code
000000

Account Number
00000000

← Back Next →
2.4 **SECTION FOUR – SUPPORTING DOCUMENTS**
This section allows for documentation to be uploaded to support your application and provide evidence of your circumstances as stated in section two. You can screenshot documents from your mobile device or attach from your computer.

Please refer to Section 3 for samples of documentation required.

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**Your Details**

Upload any supporting documents here. If you are using a smartphone or tablet, you can take a photo of the documents with the camera.

Upload another document

Upload another document

Upload another document

Upload another document

Upload another document
2.5 SECTION FIVE – DECLARATION
This is the final section of the application, please ensure you read and confirm the declaration before selecting Send form.

<table>
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<th>Declaration</th>
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<td>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 &amp; Pensions can give you information on my benefit entitlement, so my application can be processed. I understand if free school meals are provided, and my circumstances change, I must tell you. □</td>
</tr>
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</table>

Select send to submit your application form. Please allow up to 2 weeks for your payment to be made. You will receive an email confirmation showing a summary of your request.

3 Samples Of Evidence

If the reasons selected in Section two was due to receiving Universal Credit, Working Tax Credit, Child Tax Credit or Asylum seeker you will need to supply evidence to support your application and to meet the criteria for the award. Please find below examples of evidence.

3.1 UNIVERSAL CREDIT
You must supply a Universal Credit Award Letter dated within the last 3 months. This must show all details as shown below. Your application will not be successful without this document if you have stated you are in receipt of Universal Credit.

Example of Universal Credit Award letter
3.2 CHILD TAX CREDITS
You must supply a Child Tax Credit Award Letter for 2020/21, we require pages 1-3 of the award. Your application will not be successful without this document if you have stated you are in receipt of Child Tax Credits.

Example of an Child Tax Credit Award letter.

Ensure name and address is clearly shown.

Take home pay is shown

Take home pay is shown
Amended tax credits award for 06/04/2019 to 06/04/2020

Summary

Tax credit for the period - see Part 2

Canada Tax Credit

Amounts still to be paid to you for the period shown above - see Part 3

Check Tax Credit by MIME

Your tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information, go to www.gov.uk/see-your-charter.

Why we are writing to you

Your income or benefits have changed.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or inappropriate.

It’s important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the workbook notes for more information.

TORONTO 2020
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3.3 **Asylum Seeker**

You must provide either an Application Registration Card (ARC), BAIL201 Letter, or Serco Tenancy Agreement. Your application will not be successful without either of these documents if you have stated you are an Asylum Seeker.

**Example - Application Registration Card**

![Application Registration Card Image]

**Example – Tenancy Agreement**
Occupy the property on a temporary basis for the purposes of providing accommodation to asylum seekers in accordance with Section 4 of the Immigration and Asylum Act 1999. This agreement does not confer any rights of a tenant.

_Occupancy Agreement_

Between Mr/Ms
And

This Occupancy Agreement sets out the terms on which the Occupant occupies the property as per Section 4 of the Immigration and Asylum Act 1999. The property is for temporary accommodation only.

1. _Owning_ agrees

   1.1 To make the property available to the Occupant, on a temporary basis, to undertake an asylum application.

   1.2 That this Occupancy Agreement shall commence on ____________ (regardless of the date of signing the Agreement).

   1.3 To ensure that, at all times, the property is in a reasonable state of repair and maintenance.

   1.4 To provide a duty-free housing management service to deal with and resolve any issues arising from the accommodation. Any issues relating to the property may be discussed with or reported to the A.I.R. Provider.

   1.5 To provide furniture and utensils for use within the property which are detailed in the schedule. The furniture and utensils remain the property of the Owner at all times and must not be removed from the property. Any loss or damage to the furniture or utensils, arising from any misuse or neglect by the Occupant or any person living in the accommodation, will be reported to UAS.

2. _The Occupant_ agrees

   2.1 To occupy the property allocated by the Owner as her/his own home and to reside on the premises, subject to normal reasonable times, but cannot remain overnight. The occupant is responsible for the condition of any property provided by the Owner in accordance with Clause 2.5 of this agreement.

   2.2 Not to carry out any structural, internal or external alterations, or any other repair to the property.

   2.3 To report any outstanding repairs to the A.I.R. Provider, Migrant Help.

   2.4 Any breach of paragraphs 2.3 or 2.4 or 2.7 or where there is a persistent or other substantial breach of this Occupancy Agreement will result in the Occupant giving notice to the Owner, informing the Home Office, which in turn may lead to termination in accordance with due process of law.

Signed for and on behalf of A.I.R. - Roomford and Means

_________________________ (Signed)

_________________________ (Date)

The terms of this Agreement are understood by me and

(a) I agree to comply with the housing rules for the use of this property.

(b) I understand the Emergency Procedures which have been explained to me. I have received a copy of the Welcome and Information Pack printed in my own language, which I shall retain for my own records.

(c) I am aware of my right to be accompanied by a person of my choice in all my dealings with Means.

_________________________ (Signed)

_________________________ (Date)
7 Frequently Asked Questions

1. Do I need to apply this year if I applied last year?
   If you have completed and returned your declaration and there has been no change in circumstances then there is no need to apply again, payments will be made automatically. However, please ensure you have updated any changes i.e. bank details, address etc. If circumstances have changed you will need to apply again.

2. When will I get paid?
   Payments will begin to be paid from early July. Please allow the turnaround time once application has been submitted.

3. I have not received my payment?
   If you have not received payment and you have allowed the given timescales advised and have supplied updated bank account details please complete an online enquiry form (insert link to enquiry form here).

4. I have only received payment for one sibling?
   Have you ensured all children are listed on all benefit claims, if not you will need to do so and re apply. If all children have been added and you have allowed the given timescales please complete an online enquiry form (insert link to enquiry form here).

5. Do I qualify for free school meals if I am entitled to a Clothing Grant?
   Not necessarily, you would only be entitled if you meet the criteria for both grants. Please refer to the eligibility criteria for free school meals on the web page.

6. I applied for Free School Meals but not received them?
   If you have allowed the given timescales and not received confirmation, please complete an online enquiry form (insert link to enquiry form here).

7. My child is starting Primary 1 and I believe I am entitled to a Clothing Grant, do I need to apply?
   Yes, please complete the online application form. (Insert link here)

8. My child is moving to another school, do I need to re-apply for a Clothing Grant?
   If your child is moving from one Glasgow school to another Glasgow school this should be automatic and no need to apply. If you live out with the authority you will need to apply.
9. I have not received my declaration, however, I get one every year? A letter will be issued in May to advise if your circumstances have not changed you will automatically receive a Clothing grant award for session 2020/2021. If your circumstances have changed you will need to reapply by completing a new application (insert link to application).

10. I need to update my bank details/address, or I would like to add bank details. Please complete the online enquiry form (insert link to enquiry form here), and select preferred option from the drop down list.
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