

Please return your completed application by e-mail to: [school.grants@edinburgh.gov.uk](mailto:school.grants@edinburgh.gov.uk)

Or by post to: The City of Edinburgh Council, School Grants, Transactions - Assessment & Finance, PO Box 12331, Edinburgh, EH7 9DN

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

Tel: 0131 469 3033 (option 2)

**Section 1: Parent / guardian details**

I am applying for myself (please tick)

Title:

First Name:

Surname:

Full Address including postcode:

National Insurance Number:

Contact Number:

\*Email address:

Full Name of Partner (if applicable):

Partner's National Insurance 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 2019)

Please tick one box below to confirm which eligible benefit you receive:

<b>1</b>	Income Support, Income-based Jobseeker's Allowance, Employment and Support Allowance (any income related element) <b>Provide a copy of your award letter from the DWP or a letter from Jobcentre Plus confirming you receive the benefit.</b>	<input type="checkbox"/>
<b>2</b>	Support under Part IV of the Immigration and Asylum Act 1999 <b>Provide a letter from the Home Office confirming you receive this support</b>	<input type="checkbox"/>
<b>3</b>	Child Tax Credit <b>only</b> (no Working Tax Credit) and an annual income under £16,105 <b>Provide a copy of your latest Tax Credit Award Notice for the period 06/04/19 to 05/04/20 (you can get a copy from HM Revenues &amp; Customs on 0345 300 3900)</b>	<input type="checkbox"/>
<b>4</b>	Both Maximum Child Tax Credit <b>and</b> Maximum Working Tax Credit with an annual income under £6,900 <b>Provide a copy of your latest Tax Credit Award Notice for the period 06/04/19 to 05/04/20 (you can get a copy from HM Revenues &amp; Customs on 0345 300 3900)</b>	<input type="checkbox"/>
<b>5</b>	Universal Credit – and your earnings (take home pay) used in your Universal Credit award are not more than £610 per month <b>Provide details of your most recent Universal Credit award (when you log in online, click on <b>Payments</b> and click on your most recent statement. You can download this as a PDF, print off a copy or send us screen shots of the full breakdown of your award)</b>	<input type="checkbox"/>

**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 **cannot** 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)

**If you do not have a bank account and would like a cash payment, please tick here**

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

Forename	Surname	Gender	Date of Birth	Year Group from August 2019 (P1, S2)	Name of Edinburgh School (attending in 19/20 session)

**Section 5: Declaration.** You must sign your form or tick the box if completing online

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 increases 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 over £6,900
- If you move to another Local Authority area (you will need to reapply for FSM in your new Local Authority area)
- If your child leaves your household

We will pay the Clothing Grant to the bank account on your application form.

## 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 Clothing Grant. 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:

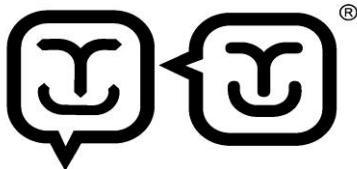
- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

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)



**HAPPY TO TRANSLATE**

ترجمہ کے لئے حاضر آماندہر سہجے انوباد کررب

يسعدنا توفير الترجمة MOŻEMY PRZETŁUMACZYĆ 很樂意翻譯

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