

# Sutton Coldfield Charitable Trust

Registered Charity No. 218627

Chief Executive  
and Clerk to the Trustees  
Mr E H Murray FCIBS

Lingard House  
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B76 2RJ

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March 2015

Dear Headteacher

The Trustees are again this year making awards to parents in need to assist with the purchase of school uniform.

I am enclosing a supply of forms and ask you to pass these to parents who require help in this way. **Please mention the availability of the forms in a newsletter, so that all parents are aware of the scheme.**

May I draw your attention to the following-

- Please destroy all previous forms in your possession and issue only those supplied with this letter
  - It is essential that all forms issued carry your school stamp.
  - To be eligible for an award parents must be permanently resident in one of the four wards of Sutton Coldfield
  - Although parents may have children at more than one school, one form only should be completed for the whole family
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- It would be helpful if you could ensure that complete copies of proof of benefit are attached to each application
  - You will see that I have asked for forms to be returned to you by **24 April** and I would like these to be forwarded to me please by **5 May** at the latest. I would then hope to send the appropriate responses to you early in July

If you would like to make any observations about the applications you receive, these will be treated in the strictest confidence and would be greatly appreciated

Thank you for your assistance in the administration of the award of school clothing. The Trustees consider this to be a very worthwhile part of their work and I am most grateful for your help.

If you have any queries, please do not hesitate to contact me.

Yours faithfully



P L JOHNSTON MBE JP (Mrs)  
Almshouse Manager



# SUTTON COLDFIELD CHARITABLE TRUST

Lingard House, Fox Hollies Road, Sutton Coldfield, B76 2RJ  
Tel 0121 351 2262

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School Stamp

## APPLICATION FOR SCHOOL CLOTHING GRANT 2015

To be eligible to apply you must be:

- A) resident of Sutton Coldfield in one of the following 4 Wards:- New Hall, Vesey, Trinity or Four Oaks and
- B) in receipt of one of the following benefits

### ONE APPLICATION PER FAMILY ONLY

Benefit	Tick	Benefit	Tick
Income Support		Job Seeker's Allowance	
Child Tax Credit		Guarantee element of State Pension Credit	
Working Tax Credit (note: maximum income levels may apply)		Employment and Support Allowance	

**Please attach a full set of the CURRENT benefit notification as proof of the income you are receiving. As this cannot be returned, a photocopy is requested. If this is not provided, a grant cannot be awarded**

Name of Applicant		Tel/Mobile no.	
Relationship to child(ren)		Email Address	
Address including postcode			
Child's Name	DOB	Name of School	

Vouchers issued can be used at either of the following retailers only :  
BHS, Gracechurch Centre, Sutton Coldfield/Clive Mark Schoolwear, Wylde Green

**This form MUST be stamped by the school that issued it and returned to that school by  
FRIDAY 24 APRIL 2015**

#### Data Protection Notice and Consent

I authorise Sutton Coldfield Charitable Trust from time to time to make such enquiries as may be required relating to my application. I consent to Sutton Coldfield Charitable Trust sharing the information I have provided in my application and any other information I may have previously provided with the Trustees of Sutton Coldfield Charitable Trust. I consent to my details being stored on computer or in other ways and being used by the Sutton Coldfield Charitable Trust for the purpose of processing my application

Signature ..... Date .....

I declare that all of the information I have given is true to the best of my knowledge

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**FOR OFFICE USE ONLY-**

Amount Awarded .....

Voucher No .....