

COUNTY OF DURHAM SCHOOL BENEVOLENT FUND

Registered Charity No. 223108

APPLICATION FORM

PLEASE READ THE NOTES OVERLEAF CAREFULLY PRIOR TO THE COMPLETION OF THIS FORM

Name and address of applicant:

Miss / Mrs / Ms / Mr

Address:

Postcode:

Tel.no:

Please state benefits you claim and enclose all pages of your original documents to be dated within the last 6 months, with this form: (A letter verifying benefits you are in receipt of can be obtained from your Benefit Centre & is an acceptable form of evidence)

--

Full name(s) of pupil(s)	Date of Birth	School(s) attending

Address of pupil(s) if different from above:

--

Signature of applicant:

--

Relationship to pupil(s):

--

Parent's NI No:

--

Parent's Date of Birth:

--

Date:

--

Please telephone 01388 772906 with any enquiries

Office use only	
F.S.M.	P.A.
Date	Date
Initials	
Notes:	

This form should be returned to:

County of Durham School Benevolent Fund
Thornhill Primary School
Thornhill Gardens
Shildon
County Durham
DL4 1ES

CRITERION USED TO ASSESS APPLICATIONS

Applicants must be in receipt of:

- Income Support (I.S.)
- Income -based Job Seekers Allowance (I.B.J.S.A.)
- Income-related Employment and Support Allowance, (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (with an annual gross income of less than £16,190) **and not receiving Working Tax Credit**
- Universal Credit - if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any other benefits you get)

- **Wherever possible ORIGINAL documentary evidence of the applicant's entitlement to benefits should be attached to this form (please include all pages), failure to do so may result in a delay in the processing of the form.**
- Pupils are only entitled to assistance from the Fund **twice** during their school life; Once during Primary Education and again during Secondary Education (Reception to Year 11). An electronic database is maintained to record all grants awarded.
- Pupil(s) must be resident in County Durham (excluding the boundaries of Darlington Borough Council)

- If all the above criterion are met a grant of up to £35 towards the cost of one winter coat **and** one pair of school shoes will be awarded for each eligible pupil.
- Please note, all coats and shoes **must** cost less than **£50** each. **No grant will be paid if either item costs more than £50.**

- Grants will not be paid for any other items of clothing or footwear ie school uniform/trainers etc.

- Please also note that original receipts will have to be produced (to the pupil's school), catalogue/internet delivery notes are not accepted as receipts.

- **No purchases should be made prior to an application being approved in writing by the County of Durham School Benevolent Fund administrators.**

Mrs S. Green

Honorary Secretary and Treasurer

COUNTY OF DURHAM SCHOOL BENEVOLENT FUND