

School Uniform Grant 2023

Guidance for Branch Welfare Officers

there
for you



Who is entitled to apply for a School Uniform Grant?

UNISON members who:

- Have paid at least four weeks subscriptions at the time of applying. Subscriptions must be up to date.
- Have not have received a grant through our main applications since 1 December 2022.
- Have not have received more than £750 in total, if within the first year of membership.
- Have savings (including the total rolling balance on current accounts) below £1,000 to qualify.
- Are financially responsible for school-aged child(ren) and in receipt of Child Benefit for them. By school-aged we mean children aged between 4-17 years old who will be returning to school in the autumn.

And are either:

- On a low income: Net household income of no more than £26,000/year (£2,166.67/month)

OR:

- In receipt of means-tested benefits. This includes:
 - Universal Credit
 - Housing Benefit
 - Child and/or Working Tax Credits
 - Pension Credit
 - Means-tested Jobseekers Allowance
 - Means-tested Employment Support Allowance
 - Income Support

By household income, we mean income from: salary payments, student finance payments, state retirement pension, occupational or private pensions, child maintenance payments.

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All members who indicate that they fully meet the initial criteria on their application form will be invited to provide the following documentation to allow their application to be fully assessed:

Document requested	Reason why we need it	How to provide this document
Most recent payslip (and for their partner, if applicable).	<p>We are audited and need to ensure our grants are targeted to those who need it most.</p> <p>A payslip will allow us to check that the member's income is below the threshold in the eligibility criteria.</p>	<p>We prefer to receive this as a PDF. However, if this is difficult for the member, we can accept a screenshot of the entire payslip so long as it is entirely legible and fits in one image.</p> <p>If the member has difficulties providing this to us, you can send it on their behalf or alternatively they can post it to us.</p>
Most recent bank statement(s) for all accounts held by the member (and their partner, if applicable).	<p>We use the bank statements to calculate the amount of savings the member has and to confirm their income.</p> <p>We do not judge their expenditure.</p>	<p>Bank statements must show all income and transactions for a complete month.</p> <p>We are unable to accept screenshots of online banking apps. Click here to view a document which provides guidance on how to download bank statements from all major banks.</p> <p>If the member does not use online banking, they can call or visit their bank to request paper statements.</p> <p>These can then be scanned or posted to us.</p>
Proof of receipt of means-tested benefits.	<p>This only applies to members who are in receipt of these benefits (listed on page 1).</p> <p>Proof of means-tested benefits will allow us to determine if this eligibility criteria is met by the member.</p>	<p>We can accept a recent bank statement or a rent statement which shows receipt of the benefit.</p> <p>If the benefit does not appear on their bank statement because it is paid in full to their housing provider, then we can accept a copy of their latest Housing Benefit or Universal Credit award notice.</p>

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Key points to remember

- We are audited and must adhere to the eligibility criteria for each application.
- Posting documents will cause a delay in processing the application but will not cause the member's application to be treated unfavourably.
- If we do not receive all of the requested documents, we will email the member to request it again and give them the opportunity to do so. If we do not receive all of the correct documents, we will be unable to progress the application.
- Only one application per household will be considered.
- We do not require proof that the uniform has been bought.

After the application has been assessed

There are three possible outcomes:

1. **The grant has been awarded** – We will request the member's bank account number and sort code via email so we can we send the grant payment within 10 working days.
2. **The grant has not been awarded** – We will provide the reason why the member does not meet the eligibility criteria.
3. **The member did not supply all of the requested documents** – We will be unable to assess the application, make a decision, and (if applicable) award the grant. The member is unlikely to receive an email stating the application was unsuccessful if this reason applies.

How you can help?
• Be prepared to explain to members why we need their documents.
• W ork with members to supply their documents (scanning, copying, emailing).
• O ffer to help members with access issues.