

Edinburgh Police Fund for Children application form

Form Preview

Information and Eligibility

* indicates a required field

Introduction

This application form is for the Edinburgh Police Fund for Children fund.

If you have any enquiries or need advice on filling in the content of this form please email administrator@elf.org.uk

If you have a technical problem with the form itself please contact service@smartygrants.co.uk

Program

This field is read only.

Application Number

This field is read only.

If you do contact us throughout the application process, please quote the application number above.

Funding eligibility

The purpose of the Fund is to provide school shoes and/or coats for children of school age who attend a City of Edinburgh Council administration area school. Outerwear bearing a school logo is not eligible

Applications must be submitted via a post holder in a local authority or third sector organisation. Suitable post holders include social workers, housing officers, pupil support officers, employment advisers, community link workers, head teachers, family support workers.

Due to high demand, the maximum number of applications per school or organisation is 5 per term and an annual cap of 10 will apply.

Applications will not be accepted directly from members of the public, applications from members of the public will be automatically rejected.

Only one application on behalf of an individual, family or household will be considered in a rolling twelve-month period.

This funding stream is restricted for school shoes and/or a coat. It is not permitted to purchase any other type of school clothing or items e.g. trousers, shirts, materials

Application process

1. When you submit this application an email acknowledgement will be sent to you. The email contains a unique identifier for the application e.g. EPFC1234. Please quote this reference in any future correspondence. The email will also include a copy of your application form.

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- 2.Applications are processed on a continuous basis, with a turnaround of approximately four weeks.
- 3.If the application is approved, a confirmation email will be sent to you and copied to your organisation's finance contact.
- 4.If the application is unsuccessful, the Trust Administrator will email you, explaining why it was unsuccessful.

Please note that you can use your logon to view your application using the My Submissions tab. Please do this first before phoning or emailing.

Use of funding

If the application is successful:

- 1.The payment will be issued by BACS to your organisations nominated bank account.
Payments will not be made directly to an individual.
- 2.The grant should be used within **four weeks** of being issued, you have discretion to decide if a supervised spend is appropriate or not.
- 3.Once the funding has been used you need to logon and use the grant acknowledgement form to confirm that the grant has been spent. The software will send a reminder if you forget!
- 4.Once you have confirmed that the grant has been used, there is the option to provide feedback on how the grant has made a difference. You are encouraged to do this as we want to learn from your experience. It will help us to understand what you need from us.
- 5.Any unused part or the full grant amount must be returned within **eight weeks** of receipt. If money is to be returned you will be able to logon and access the grant acknowledgement form to advise if all or some funding is due to be returned.

Privacy notice

For more information on how we process personal data, please see our [Privacy Notice](#).

Please ensure that the beneficiary, you are applying for funding on behalf of, is aware of this information prior to commencing and submitting the application.

Confirmation of eligibility

Before proceeding, please confirm the following:

- you have read and understood the funding eligibility and application process
- you have read and understood the use of funding guidelines
- you have advised the grant beneficiary of our privacy statement and that their data will be shared with us.

You must confirm that all statements above are true and correct. *

Yes

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Beneficiary Information

* indicates a required field

This section seeks information about the beneficiary, including information about their age, their parent(s) or carer(s) and anyone else who lives in the same home.

To add more rows to the tables select the **add more** or **+ button**.

Does the grant beneficiary(ies) reside within the City of Edinburgh Council administration area? *

Yes

No

Postcodes EH1 to 17, 28, 29 and 30

I am sorry you are not entitled to apply to this fund as you do not meet the eligibility criteria. Information about this is detailed on the first page of this form.

How many children in this family are you requesting funding for? *

Must be a number.

This must be the maximum amount, with details regarding each child to be provided in the table below.

School age child beneficiary details


To add more rows to the tables select the **add more** or **+ button**.

First name	Surname	Other family name (if applicable)	Date of birth	Address
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			Must be a date.	If you can't find the address, please click in the field and the option can't find your address option will appear. You can then manually create an address. Address Line 1, Town/City, and Postcode are required. Country must be United Kingdom

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Grant beneficiary parent, carer or anyone who lives in the same house

First name	Surname	Other family names	Date of birth	Address (only if different from above)
			Must be a date.	
				

Funding Request Details

* indicates a required field

This section seeks information about the funding request.

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To add more rows to the tables select the **add more** or **+ button**.

Funding requested

Please note:

- funding is restricted to school coats and shoes and for no other purpose
- funding is restricted to a maximum of £100 per child

In the table below please provide the first name of the child, select shoes or coats from the dropdown list and the associated amount for each item. If the funding is being sought for shoes and a coat for the same child then add another row and include their name again.

For example:

- John > coat > £50
- John > shoes > £45

To add more rows to the tables select the **add more** or **+ button**.

Child's first name	Item requested	Amount for this item (£)
	shoes or coat	Must be a sterling amount.

Total amount of funding requested

Total Amount Requested *

This number/amount is calculated.

Applicant and organisation information

* indicates a required field

Applying postholder information

Please provide your information.

Applicant Name *

First Name

Last Name

Position *

Phone number *

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Must be a valid phone number.

Primary email *

Must be an email address.

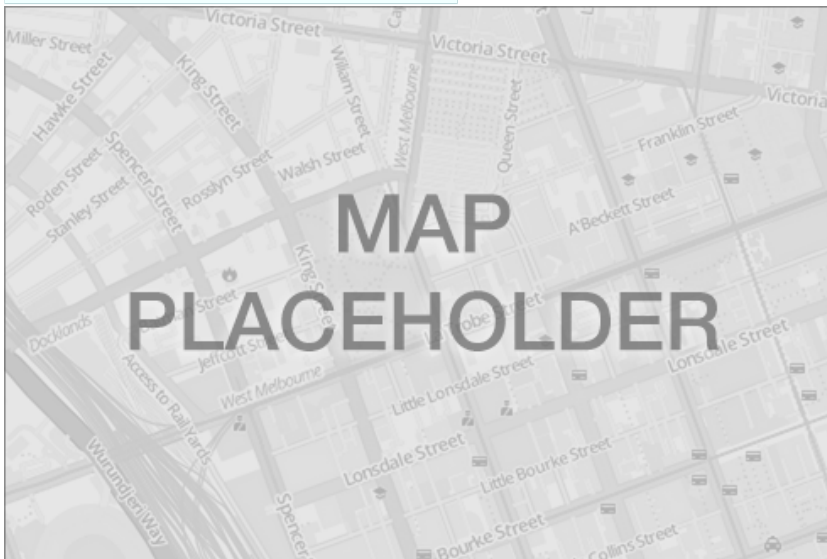
Applying organisation information

Organisation name *

Organisation Name

Primary Address *

Address



Address Line 1, Town/City, County, Postcode, and Country are required.

If you can't find the address, please click in the field and the option can't find your address option will appear. You can then manually create an address.

Finance representative - contact details

Please provide your finance colleague's details.

Finance Contact Person *

First Name

Last Name

Position *

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Phone number *

Must be a valid phone number.

Primary Email *

Must be an email address.

Applying organisation - bank account details

As funding will not be directly provided to the beneficiary, please provide your organisation's bank details.

Please note if your organisation hasn't previously confirmed the bank account details in writing, you will be asked to confirm them. This has to be done before your application is paid. You will also be asked to confirm the contact details of your finance representative.

Bank Account *

Account Name

Account Number

Must be a valid bank account format.
(eight digits no spaces)

Bank sortcode *

Six digits no spaces or dashes

Declaration and Feedback

* indicates a required field

Declaration

This section must be completed by the person who is applying on behalf of the grant beneficiary.

I confirm that to the best of my knowledge, the information I have provided is accurate.

I agree: * Yes

I confirm that the grant beneficiary's parent or carer has consented to having their data shared with us and that our [privacy policy](#) has been read.

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I agree: * Yes

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.