

# Cardiff Council

## Pupil Development Grant (Uniform Grant)

### For Academic Year 2020/21



Complete this form to apply for a Pupil Development Grant for your child by 30.06.2021

#### Part 1 – Your Details

<p>Full name.....</p> <p>Date of Birth.....</p> <p>National Insurance Number.....</p> <p>Address.....</p> <p>.....</p> <p>Phone number.....</p>	<p>You must be entitled to one of the following for your child to have a Pupil Development Grant</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Job Seekers Allowance (Income Based)</li> <li>• Employment Support Allowance (Income Related)</li> <li>• Pension Credit (Guarantee Credit)</li> <li>• Child Tax Credit with annual income of less than £16,190.</li> <li>• Universal Credit with net household earnings of less than £7400</li> </ul> <p><b>If you receive Working Tax Credit you will not be entitled to the Pupil Development Grant for your child even if you also receive one of the incomes listed above</b></p>
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#### Part 2 – Your Child’s Details

Child’s relationship to you	Full name	Date of birth	Name of School	Male / Female
		/ /	Cantonian High	

If you have more than one child you will need to complete another application form for each child.

**Your child will only be able to receive a Pupil Development Grant if in September 2020 they are:**

- **In Reception class or Year 1, 3 and 5 of a maintained primary school**
- **In Year 7, 8, 9, 10 or Year 11 of a maintained secondary school**
- **In a special schools, special needs resource base or pupil referral units and are aged 4, 5, 7, 9, 11, 12, 13, 14 or 15**

Payments will be made onto an aspen card if you are asylum seeker or by a BACS payment directly into your bank account, therefore please enter the following details:

Full name	Sort code	Account number	Roll Number (If Building society)

Payments **cannot** be made into Post Office accounts. If you do not have a bank account we can send your payment by cheque, but the cheque can only be made payable to the person claiming for the child.

Please tick this box if you would also like to claim Free School Meals

You must tell the Benefits Section about any changes in your circumstances that could change the amount you receive.

You can tell us by phone, in person, or in writing. If you tell us by phone we can deal with the change much faster. Please also leave your telephone number with us, so we can contact you quickly for any further information.

The changes you should tell us about include, but are not limited to:

- If you change address
- If you or your partner have a change in income

### Part 3 – Your declaration

**Please read this declaration carefully before you sign and date it.**

- **I understand** that this claim is made to you, Cardiff Council.
- **I declare** that the information given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I agree** that you will use the information I have provided to process my claim for a Uniform Grant. You may check some of the information with other sources such as the Department for Work and Pensions or other Council Departments.
- **I know** that I must let you know in writing straight away about any change in my circumstances which might affect my claim.

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

### Contact us

By Phone: 029 20537250

By Post: Benefits Section, **FREEPOST CF429**, PO Box 6000, Cardiff, CF11 0WZ

By Fax: 029 20877034

By Email: FSMA@cardiff.gov.uk

In person at:

<b>Area</b>	<b>Address</b>
<b>Cardiff Centre</b> Central Library Hub	Second Floor, The Hayes, CF10 1FL
<b>St Mellons</b> The Hub at St Mellons	30 Crickhowell Road, St. Mellons, CF3 0EF
<b>Llanrumney</b> The Hub at Llanrumney	Countisbury Avenue, Llanrumney, CF3 5NQ
<b>Llanedeyrn</b> The Powerhouse	The Powerhouse, Maelfa, Llanedeyrn CF23 9PN
<b>Ely &amp; Caerau</b> Ely & Caerau Community Hub	Cowbridge Road West, CF5 5BQ
<b>Butetown</b> Hub @ Loudoun	Plas Iona, Butetown, CF10 5HW
<b>Splott</b> STAR Hub	Muirton Road, CF24 2SJ
<b>Rumney</b> Rumney Partnership Hub	Llanstephan Road, Rumney, CF3 6JA
<b>Grangetown</b> Grangetown Community Hub	Havelock Place , Grangetown , CF11 6PA
<b>Fairwater</b> Fairwater Hub	Doyle Ave, Fairwater ,CF5 3HU
<b>Canton</b> Canton Library	Library Street Canton CF5 1QD
<b>Llandaff North and Gabalfa Hub</b>	Gabalfa Avenue, Cardiff, CF14 2HU

For the latest opening times please visit [www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs) or call the Advice Line on 029 2087 1071

**This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg**