



School Led Uniform Bank Application Form

To be completed by the applicant

Applications will be assessed as they are submitted. We reserve the right to close the fund when all funds are spent or the scheme is reviewed.

1. Organisation Details – *to be completed by the applicant*

Name of organisation	
Name and position held at organisation:	
Address for correspondence: (please include the postcode)	
If registered charity, please state number	
If registered as a company e.g. Community Interest Company or Limited By Guarantee, please state number:	
Email:	
Tel. No.	
Website	

1a. What type of group / organisation are you, please use the tick boxes below:

- ☐ Community or voluntary group
☐ School
☐ PTA/Friends Group or equivalent
☐ Other _____

1b. Does your organisation have the relevant policies and procedures in place? Please tick those which are applicable to your organisation/this project:

- | | | |
|----------------------------|------------------------------|---|
| Constitution/set of rules | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Child Protection Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Adults at risk of Harm | Yes <input type="checkbox"/> | No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Health & Safety Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Equal Opportunities Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| DBS Policy/Process | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Which of the following insurance cover does the organisation hold? *Please tick the appropriate boxes. It is recommended that Public Liability insurance cover is a minimum of £10 million*



Public Liability	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Employers Liability	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Professional Indemnity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Other (please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not applicable <input type="checkbox"/>

2. Project Details – *to be completed by the applicant*

Uniform Banks run by asking for donations of new or clean, good quality second hand uniform. They develop relationships with local retailers, who run donation sites and match donations. People can access the uniform, for which there is no/minimal charge, by attending open sessions or contacting the provider. This model means that children whose families are on a low income are able to participate in the life of the school alongside their peers. Uniform banks are encouraged to help families to access further support if required e.g. from Citizens Advice or Foodbanks.

A uniform bank can also be funded to provide £10/£20 vouchers to be used towards shoes/personal items to families in severe financial distress (not all uniform bank attendees) and for a set of labels to stop items being lost.

Previous rounds of funding have enabled the setup/expansion of four uniform banks in East Suffolk - Leiston, Carlton Colville (also covering Lowestoft), Felixstowe and Beccles. Funding is therefore being made available to schools in the following areas:

- Kesgrave, Martlesham and surrounding area
- Framlingham, Wickham Market, Kelsale, Yoxford and villages
- Woodbridge and the Deben Peninsula
- Other areas that are more than 3 miles from an existing uniform bank.

The Funding

We will provide funding to schools to cover startup costs and a voucher scheme for items that are difficult to get second hand, for example shoes, shirts and blazers. The host organisation will cover any staffing/volunteer and venue costs. Each project will need to be financially self-sustainable after Year One, although ESC will provide ongoing support in other ways.

Any grant you receive must be used to pay for setup costs. An example is given below but projects may vary:

- | | |
|--|------|
| • Equipment costs e.g. shelving, boxes | £250 |
| • Grants for shoes (£20 x 25) | £500 |
| • Voucher for labels x 50 | £250 |

Grants are available of up to £1000 per application. Larger awards may be considered if an application is made for multiple schools, for example from a Multi Academy Trust.

Project name	
Location address	
Community Partnership area	
Project description	
Staff/volunteers involved.	
What is the need? Please explain why it can't be met by current provision.	

<p>How are you currently working to reduce uniform costs for families? i.e minimising branded items, reducing dependence on single suppliers, already offering uniform support.</p>	
<p>How will you meet the requirements set out in the grant guidance?</p>	
<p>Will you be providing uniform for more than one school? If so please name them here.</p>	
<p>What school uniform suppliers do you currently work with/intend to work with?</p>	

Where do you intend to purchase shoe vouchers from (if applicable)	
Supplementary paperwork attached. Please list.	
Other	

3. Project Costs / Budgets

Please note that we will fund up to a maximum of £1000

How much funding are you applying for? Please explain how this funding will be spent on.	£	
	Description	£
What match funding are you providing? Please include staff costs, any energy costs you believe you'll incur above the level we're paying, plus the cost of anything else you're providing, such as food.		
	Description	£
Are you waiting for confirmation from other sources for funding for this project?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, who from and how much:	
Please can you confirm that this project/activity has not already started/been paid for (we cannot fund items/services/activity that have already been purchased)	Yes <input type="checkbox"/> I confirm activity/project has not already started No <input type="checkbox"/>	



<p><i>and paid for unless there has been previous agreement from the funding panel. Retrospective applications will only be approved in exceptional circumstances</i></p>	<p><i>If you have selected no, please can you provide further details below about which stage the project/activity is and why this application is still relevant:</i></p>									
<p>Have you previously received other grant funding from East Suffolk Council?</p>	<p>Please provide details of how much and what for:</p> <table border="1" data-bbox="624 734 1469 898"> <thead> <tr> <th>Description</th> <th>£</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Description	£						
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4. Applicant Declaration & Data Protection – to be completed by the applicant

The information you have supplied is being collected to allow us to process your application for the uniform bank budget. By completing this form, you consent to East Suffolk using your information in this way. If you do not provide your consent, we will not be able to process this application.

Your information will not be used for any other purpose unless we obtain your consent or unless permitted by law.

Due to corporate retention requirements for financial information, your information will be retained for 7 years. You can request that your information is deleted at any time.

Data will be processed and held securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (and any updates).



Further information about data protection and the full Communities Team privacy notice can be found on the East Suffolk Website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

Full Name:	
Signature:	<i>Enter your name above only if you agree to be bound by the terms set out in this form. We will treat this as your signature on the form.</i>
Date:	