

## Digital and Customer Service Directorate

### Harriet Louisa Loxton Trust - Application Form Guidance Notes

**Date of Panel:** To be completed by the Administrator normally monthly meetings take place.

1. Please state clearly the full name(s) of the Applicant.
2. and 3. Applicants Age, Date of Birth, Address, and Post Code must be completed in full or your application may be returned.
4. and 5. It is important that the Applicant is known to Birmingham City Council – (BCC) and therefore should have an Eclipse Identity number; if the Applicant is not known to BCC then an application cannot be submitted on their behalf. Information on the Ethnicity of the Applicant is important for monitoring purposes.
6. It is important that full details of all medical conditions are declared, if you can attach further evidence such as Medical and Specialists Reports this will further support the Panel to make an informed decision. Failure to do so could delay the application as we may need to contact the application submitter for further information.
7. and 8. Please clearly state each individual item required and how it/they will benefit the applicant or their situation.
- 9 and 10. In this section we need as much information as possible, including a breakdown of Income and Expenditure. You can also use Section 15 of the Application Form or a separate sheet. When indicating the benefits received can you please put weekly amounts. If you are given monthly amounts, please do not put these on the form but divide by 4 which will give you weekly figures. Failure to complete accurately may mean that the form is returned and the process delayed.
- 11.12. and 13. Please ensure that accurate weekly figures are given or this could affect the outcome of the application. If these sections of the application are not completed the application will be rejected and returned to the submitter.
14. This section can be used to give additional information or information that you were not able to complete in other sections. It is important that we have information on:
  - The applicant and their family's background.
  - Family or individuals' personal circumstances.
  - Dependants.
  - What improvements to lives will the items make.
  - What will be the immediate or future benefits to their situation or circumstances.
  - How will it resolve family issues or concerns and/or allow individuals/families to enhance their living conditions or future prospects.
  - An opportunity to let us know why you think the application should be granted.

- It is important that the application is signed and dated by the Social Worker and that we have a valid contact number, failure to provide this information may mean that the application is rejected.

Please ensure that you list any other organisations that you have applied to for support.

**15. and 18.** Please ensure that you add all your details including your full name and Job title, and full address, your contacts details and work email address.

If you need additional information or support that these Guidance Notes do not cover, Please email the Loxton Trust Administrator [clair.summers@birmingham.gov.uk](mailto:clair.summers@birmingham.gov.uk) and they will be able to support you with any further information that you may need with regards to your application.

