

**STRATEGIC SERVICES DIRECTORATE****HARRIET LOUISA LOXTON TRUST APPLICATION FORM****GUIDANCE NOTES**

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

1. Please state clearly the full name(s) of the Applicant. If the Applicant is under the age of 16, then please put the Parent/Guardians name in this section.
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 a Carefirst 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. Please state all the children who live in the property, giving their full names, ages and relationship to the Applicant, and whether anyone listed is in full time employment please continue on a separate sheet if necessary, and attach to the application.
7. 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.
8. and 9. Please clearly state each individual item required and how it/they will benefit the applicant or their situation.
10. and 11. 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.
12. 13 and 14. 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.
15. 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 families 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

You **must** apply to the Local Welfare Provisional Fund if you are requesting the following items:

- Single Beds
- Double Beds
- Fridge/Fridge Freezer
- Electric Cooker
- Washing Machine (White Goods)

Birmingham's Local Welfare Provision (LWP) scheme helps vulnerable people in short-term crisis with food and essential items. It is grant-based, which means people who receive help from it will not have to repay anything. It is not intended to replace the council's statutory duties.

The scheme is funded on an annual basis and once the fund has been exhausted for that financial year, there will be no further awards. The scheme is purely discretionary and people have no statutory right to an award.

For more details on how the scheme is operated, look at the [Local Welfare Provision policy](#).

For the LWP Application Form please copy and paste the below link into your Browser and it will take you directly to the Application Form.

[https://www.northgate-nes.co.uk/pls/pwslive/call\\_initial\\_apex\\_page.nes\\_selfsrv?service=NSF&la=birm](https://www.northgate-nes.co.uk/pls/pwslive/call_initial_apex_page.nes_selfsrv?service=NSF&la=birm)

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

**16. 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 speak to one of the Loxton Trust Administrators by telephoning 0121 675 7626 and they will be able to support you with any further information that you may need with regards to your application.**