

# Scottish Welfare Fund independent review form

Use this form to ask for an independent review of a Crisis Grant or a Community Care Grant.

Have you asked the council for a Crisis Grant or a Community Care Grant and are unhappy with its decision? If so, you should ask the council to look at its decision again. This is called asking for a first tier review.

Afterwards, if you are unhappy with the council's final decision, you can use this form to ask us for an independent review.

We are not part of the council and our service is free.

Our SWF team are here to help. You can phone them for advice on how to fill in the form. If you prefer, you can also apply over the phone.

Phone **0800 014 7299**. Calls are free to this number, even from mobiles.

We are open Monday, Wednesday, Thursday and Friday 9am – 5pm, Tuesday 10am – 5pm.

If you have access to the internet, you can also read about what we do and contact us online at **[www.spsso.org.uk/scottishwelfarefund](http://www.spsso.org.uk/scottishwelfarefund)**

We have an online application form you can use.

We have an information leaflet that explains our process in more detail. You can find it on our website, or you can contact us and we'll send you a copy.

**Please contact us if you would like this leaflet in another language or format (such as large print, audio or Braille).**

## Getting help to ask for an independent review

You can get help from someone you trust. You may like to ask your local Citizen's Advice Bureau, an advocate or your support worker. Your Member of the Scottish Parliament (MSP), councillor, Member of Parliament (MP) or a friend or relative may also be able to help.

We want to make sure you can access our services easily. Please let us know how we can help.

## Section 1: information about the grant

**Please tell us which type of grant you applied for (tick the box that applies to you):**

Crisis Grant  Community Care Grant

If you applied for both, and want to ask us for an independent review of both, you will need to fill in two separate forms.

If you are not sure, please contact us.

**Which council did you apply to?**

## Section 2: are you ready to ask us for an independent review?

You can ask us for an independent review only after the council has given you its decision on the first tier review.

Please answer the following questions:

- 1 Has the council told you its decision about your application? Yes  No
- 2 Did you ask the council to review that decision (a first tier review)? Yes  No
- 3 Have you received the council's final decision? Yes  No

If you have answered yes to all the questions, you should go to **Section 3** of the form.

If you have answered no to any of the questions, you should wait until you have done all the things on the list before filling in this form. If you are not sure about the council's reply, please contact us.

## Section 3: when did you get the council's final decision?

You should ask us for an independent review within one month of the council's first tier review decision (its final decision). In some circumstances you may be able to ask for a review after this. You should contact us to discuss this.

**Please write the date of the council's first tier review decision.**

If you have a letter from the council about the first tier review, there will be a date on that letter.

**If the council gave you its final decision more than one month ago, please tell us why you are asking us for an independent review now.**

## Section 4: about the applicant

Title **Mr / Mrs / Miss / Ms / Mx / Dr / Other** (please state)

First name

Surname

If you applied using a different name, please tell us the name you gave the council when you first applied for the grant.

Address and postcode

If you applied from an old address and you now live somewhere else, please tell us the address you gave the council when you first applied for the grant.

**So we can ask the council about your case, it will be helpful if you can give us the following details:**

**1** Date of birth

**2** National Insurance (NI) number (if you have one)

You can find this on NI number cards, payslips, tax papers or letters from Jobcentre Plus

Phone number

Email

How would you like us to contact you – phone, post or email?

Please tell us if you need information from us in another language or format

If you are the applicant and are completing this application without help, please go to **section 6**

## Section 5: details of any person helping with this application

If you give us your contact details here, you will be our main point of contact unless you tell us otherwise.

Title **Mr / Mrs / Miss / Ms / Mx / Dr / Other** (please state)

First name

Surname

Organisation (if relevant)

What is your relationship to the applicant?

### Representative's contact details

Address and postcode

Phone number

Email

How would you like us to contact you – phone, post or email?

Please tell us if you need information from us in another language or format

## Section 6: our independent review – questions for the applicant

Use the space below. There is more space at the end of this form, if you need it.

### Council's reference number

What reference number has the council used for your application?

It will be on the council's letters about the application.

Why did you apply to the council for a grant?

Why are you unhappy with the council's decision about your application?

If we agree to an independent review, what would you like us to do to make things better?

If you have a copy of the council's first tier review decision letter or any other information you think we may need, you can send it to us. Please note we'll be able to get copies of all the information the council has about the application.

I have enclosed copies of documents with my completed form

**Please do not send us any original documents, only copies.**

## Section 7: consent

I understand that the SPSO and the council may share information about this application (please tick).

I understand that the SPSO may need to contact third parties for further information about my application (please tick).

If you do not agree that we may contact third parties, we can still look at your application but we'll make our decision based only on the information we have from you and the council. If we have your consent to contact third parties, we'll usually let you know before contacting them.

Signature	Date
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### **If someone is helping you ask us for a review, please also sign this:**

I authorise the person named in section 5 to act on my behalf in asking the SPSO for an independent review. I understand that the SPSO may give personal information about me and my case to this named person.

Signature	Date
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### **For representatives: if it is impossible for the applicant to consent**

We need to know that the applicant gives you their consent for you to ask us for an independent review. If they are unable to sign this form, please tell us why in this box:



# Diversity monitoring form

We'd be very grateful if you would fill in this anonymous diversity monitoring form and return it to us with your application form or in a separate envelope to: **Freepost SPSO** (you don't need a stamp, and this is all you need to write on the envelope).

We collect this information to help us ensure we are reaching as many people as possible. It also helps us check for and remove any barriers that could prevent people using our service.

What you tell us on the form will be kept separate from what you tell us about your case. It does not affect how we look at your case. We store it anonymously on our secure database. Filling in the form is voluntary. We won't treat you less favourably if you choose not to return it.

**Thank you**

**Please choose one option from each of the sections listed below by placing an X in the appropriate box.**

## A Your age

- Under 16
- 16–24
- 25–30
- 31–40
- 41–50
- 51–60
- 61–70
- 71 or over
- Prefer not to say

## B Disability

The Equality Act 2010 says disability is a physical or mental impairment that has a substantial long-term adverse effect on your ability to carry out day-to-day activities. It includes hidden disabilities such as asthma, diabetes and mental health issues.

**Do you consider yourself to have a disability or health condition?**

- Yes
- No
- Prefer not to say

**If yes, is your illness or condition:**

- Physical
- Mental
- Physical and mental
- Prefer not to say

## C Your ethnic group

These are based on the Census 2011 categories, and are listed alphabetically.

### Asian / Asian British

- Bangladeshi
- Chinese
- Indian
- Pakistani
- Any other Asian background  
(specify if you wish) \_\_\_\_\_

### Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean  
background  
(specify if you wish) \_\_\_\_\_

### Mixed / multiple ethnic groups

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other mixed background  
(specify if you wish) \_\_\_\_\_

### Other ethnic group

- Arab
- Any other ethnic group  
(specify if you wish) \_\_\_\_\_

### White

- British / English / Welsh /  
Scottish / Northern Irish
- Gypsy or Irish Traveller
- Irish
- Any other white background  
(specify if you wish) \_\_\_\_\_
- Prefer not to say

## D Your gender

- Male
- Female
- Prefer not to say
- Other (specify if you wish) \_\_\_\_\_

## E Is your present gender the same as the one assigned to you at birth?

- Yes
- No
- Prefer not to say

## F Your sexual orientation

Which of the following options best describes how you think of yourself?

- Bisexual
- Gay / Lesbian
- Heterosexual / Straight
- Prefer not to say
- Other (specify if you wish) \_\_\_\_\_

## G Your religion or belief

These are based on the Census 2011 categories and listed alphabetically.

- Buddhist
- Christian (including Church of Scotland /  
England, Catholic, Protestant and all other  
Christian denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- No religion
- Prefer not to say
- Other (specify if you wish) \_\_\_\_\_



## Your information

We are committed to protecting your privacy. We use information given to us about you and your application for its intended purpose and in line with the Data Protection Act 1998, the SPSO Act 2002 and the Welfare Funds (Scotland) Act 2015. We may need to collect and share information with a number of sources to carry out our investigation and we may do this orally, in hard copy or by email.

We may also use information we collect to compile statistics and undertake research and analysis. There may be public interest benefits in reusing information for these purposes. Information is completely anonymised.

Your views are valuable to us, and we may contact you again to invite you to take part in our surveys for research purposes.

To find out more about how we handle your information, please ask us. If you have any concerns about what we do, please let us know straight away.

## Contacting the SPSO

You can contact us:



by phone on 0800 014 7299 – calls are free to this number, even from mobiles



by writing to us at FREEPOST SPSO. You don't need to use a stamp.



through our website: [www.spsso.org.uk/scottishwelfarefund](http://www.spsso.org.uk/scottishwelfarefund)

**SPSO**  
**4 Melville Street**  
**Edinburgh**  
**EH3 7NS**

Opening hours:  
 Monday, Wednesday,  
 Thursday, Friday  
 9am – 5pm  
 Tuesday 10am – 5pm



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**SPSO** Scottish  
 Public  
 Services  
 Ombudsman