

HOW TO APPLY FOR HELP WITH YOUR ELECTRICITY AND GAS COSTS

Grants are available to help people living in Hampton, Hampton Hill, Hampton Wick, Teddington, Twickenham or Whitton areas.

You may qualify for help with your gas and electricity costs if any of these apply to you:

- You work part time or are on a low wage
- You receive state benefits
- You receive help with your rent or council tax
- Your children receive free school meals

Please complete both sides of the application form and return it with:

- Evidence of income for yourself and everyone who lives with you, such as copies of recent pay slips, copies of recent bank or post office statements, or copies of DWP letters showing the amount of benefit received.
- A copy of a recent fuel bill, statement or letter from your fuel companies showing your name, address and account reference number.
- A copy of your latest Housing Benefit calculation sheet showing how much rent and/or council tax you have to pay yourself and how much you receive in benefit.

If you send original documents and want them returned, please write across the top "please return" and enclose a stamped addressed envelope. Otherwise all documents will be shredded once we have processed your application. If your income is too high for you to receive a grant, your application cannot be considered by the Trustees. You will be told before the Trustees meet.

Please turn over

The Trustees meet to approve fuel grants once every two months and all the grant money approved will be sent to your fuel company, for them to credit your account. The Charity will write to you at the end of the month to tell you the Trustees' decision. When you get this letter, the grant money should be on your fuel accounts.

If you have a pre-payment meter, your fuel company may send the grant to your pay-point in instalments. You will be sent instructions. In order to make the system work more efficiently, you should top up your key/card with £1 at the same pay-point once a month.

The Trustees meet more regularly to approve essential household items, which you cannot afford to buy yourself and for which you have been not been able to get a grant from the Local Assistance Scheme . (We will need to see their refusal letter.) If you do not enclose a letter of support from a support worker, who has personally confirmed the need, we will need to contact you to arrange a visit, to see how the Trustees may be able to help you.

- Please do not forget to send your supporting documents with your application form.
- Please make sure that you put the right amount of postage on the envelope.

Please ring Jill or Carole on 020 8941 7866 if you want more information or advice.

Fuel grants are paid by:

Hampton Fuel Allotment Charity
15 High Street, Hampton TW12 2SA
Charity no 211756

Registered

Keep this information sheet for reference.

Application for an Individual Grant

You may apply for a grant if you live in Hampton, Hampton Wick, Hampton Hill, Teddington, Twickenham, Whitton, the Mill Farm and Edgar Road estates.

Part 1 Please give your details below in capital letters.

Title: Mr/Mrs/Miss/Ms	Date of birth:
First name:	Home tel no:
Surname:	Mobile:
Address:	
Postcode:	
Email:	
Single/married/living with partner/widowed	

Please list names and dates of birth of everyone else who lives at the above address.

Name in capital letters	Date of birth	Name in capital letters	Date of birth

Have you applied for a grant from this charity before? Yes/No

Please give details of income for everyone who lives at this address:

Type of income	Amount	Type of income	Amount
State Pension	£	Income Support	£
State Pension	£	Incapacity Benefit	£
Private Pension	£	Employment & Support Allowance	£
Pension Credit	£	Job Seekers Allowance	£
Attendance Allowance	£	Child Benefit	£
DLA Care	£	Child Tax Credit	£
DLA Mobility	£	Wage/Salary	£
Carers Allowance	£	Working Tax Credit	£
Other income	£	Other income	£

You must send evidence of all the above such as copies of bank/post office statements or DWP letters. Please enclose a stamped addressed envelope if you want these documents returned.

Does Housing Benefit pay some or all of your rent and/or council tax?	Yes/No
Please send a copy of your Housing Benefit calculation sheet or evidence of rent/mortgage paid.	
Do you, or anyone who lives with you, have any savings above £6,000?	Yes/No
If Yes, please state total amount	£

Part 2 Grants to help with the cost of electricity and gas

Trustees meet to approve fuel grants every 2 months, in January, March, May, July, September and November. **You should send in an application form by the end of the previous month**, at the latest. You will be notified of the Trustees' decision at the end of the month, when any money awarded should already have been credited to your fuel account.

Name of Electricity Supplier	Account number	Do you have a pre-payment meter? Yes/No
Name of Gas Supplier	Account number	Do you have a pre-payment meter? Yes/No

You must send a copy of a letter, bill or statement from your energy supplier(s) showing your account number(s). We cannot process your grant unless you do send these in, as we must make sure that we send your grant to the correct account number(s).

We will split your grant equally between electricity and gas, unless you tell us otherwise.			
Electricity	%	Gas	%

Signature	Date
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Trustees cannot consider your application unless you have completed all the above parts of this form and enclosed documents giving details about the income of everyone living at your address.

Part 3 You should only complete the following section if you wish to apply for a grant for essential items of household furniture and/or equipment which you do not have.

Trustees meet weekly to consider grants for essential household items. **If you do not have essential items like a bed**, Trustees can award you a referral to the Richmond Furniture Scheme, which stocks good quality secondhand furniture. The Charity will pay for the specific items selected. **If you do not have a cooker or fridge**, Trustees can arrange for you to be given a basic model.

You will need to send a letter of support from a social worker or other support worker with this application form, plus your refusal letter from the Local Assistance Scheme, where applicable.

Otherwise we will need to visit you at home so that we can tell the Trustees about your particular situation.

Where do you live?	House/Flat/Other
How many bedrooms?	
Do you need an electric cooker?	Yes/No
Do you need a fridge?	Yes/No
What furniture do you need?	
Who is your landlord?	