



Westray Fuel Grant 2020: Policy & Application Guidance.

According to the Scottish Household Survey (2015-2017) 57% of Orkney residents are in Fuel Poverty or Extreme Fuel Poverty (23%). In order to support Westray's residents and reduce the impacts of this on our island, Westray Development Trust (WDT) have established this temporary fund for all Westray households. In recognition of the additional challenges and financial difficulties for many Westray residents resulting from the COVID-19 crisis WDT has brought the Westray Fuel Grant for 2020 to be earlier in the year than originally planned.

The Fuel Grant has not been established as a permanent fund and is only open for applications between 30th March 2020 and 30th April 2020. Whether or not the Westray Fuel Grant is repeated in future years will be subject to funding availability as well as a WDT Board annual review and approval. The Westray Fuel Grant Policy would also be subject to WDT Board annual review and approval.

The WDT Board have approved the WDT Office Team to have responsibility of assessing and processing Westray Fuel Grant 2020 applications. Fuel Grant payments of £200 will be made directly to the applicant's energy account.

Eligibility

Due to restrictions in charity law, businesses, second homes and holiday-lets are not eligible to apply. Applicants must be permanent Westray residents (Westray is their main residence) and be the domestic bill-payer, only one grant application is accepted per household.

Households which are connected to a business, such as farms, that do not have a separate domestic energy supply, can still apply if they can demonstrate the property is also a domestic residence. For example, a letter/email from your accountant stating the % of energy use which is domestic.

Individuals resident in Westray who assist with the bills of an elderly relative (and so the energy account is in your name rather than your relative's), who lives at a separate Westray address, can also apply for the Fuel Grant on behalf of that relative in addition to a Fuel Grant for their own household. You will need to demonstrate that your relative's home is not your second home, evidence for this could be a council tax bill in your relative's name. The other eligibility rules still apply in both these scenarios.

If you received the 2019 Fuel Grant we still have your 2019 application. Due to the challenges caused by the COVID-19 crisis, and the short time frame since the 2019 Fuel Grant, WDT feel that any evidence submitted can reasonably be used again.

Data Protection

By applying for the Fuel Grant as below and submitting it to Westray Development Trust (WDT) you are consenting for the data within your application to be processed and stored by WDT in order for WDT to fulfil its functions as a community development trust. You are also consenting to receive communications from Westray Development Trust. Under the General Data Protection Regulation 2016 you can request to see any data held on you at any time, simply get in touch with WDT office at admin@westraydevelopmenttrust.co.uk.

How to Apply

Due to the exceptional circumstance COVID-19 has brought about applicants can apply for the Westray Fuel Grant 2020 over email.

1) If you applied for the 2019 Fuel Grant and your information has not changed.

Due to the challenges caused by the COVID-19 crisis, and the short time frame since the 2019 Fuel Grant, WDT feel that any evidence submitted can reasonably be used again. Therefore if you would like to apply for the 2020 Westray Fuel Grant, and nothing has changed since your 2019 application, please email margo@westraydevelopmenttrust.co.uk with the following statement.

*“I **type full name here of type full address here** would like to apply for the Westray Fuel Grant 2020. I confirm that my contact and energy account details from my 2019 Westray Fuel Grant application are unchanged and I would like my Fuel Grant to be granted to the same energy account. I also agree and consent with Westray Development Trust’s Data Protection statement included in the Fuel Grant 2020 Policy.”*

If you use a meter/key card which you top up at the post office for your electricity, please confirm which post office you would like to collect your grant from (JC Tullochs or Peter Miller’s Shop).

2) If you did not apply in 2019. OR you did apply but your energy account details have changed.

If the above describes you, please complete the following steps...

Email margo@westraydevelopmenttrust.co.uk answering the following questions:

Name?

Full address?

Are you a permanent Westray Resident?

Who/what is your energy provider? (E.g. SSE, Highland Fuel, Coal, Gas)

What is your energy account number?

Do you use a key card for your electricity meter which needs to be topped up at the post office? If yes which post office would you wish to collect your grant from? (JC Tullochs or Peter Miller's Shop).

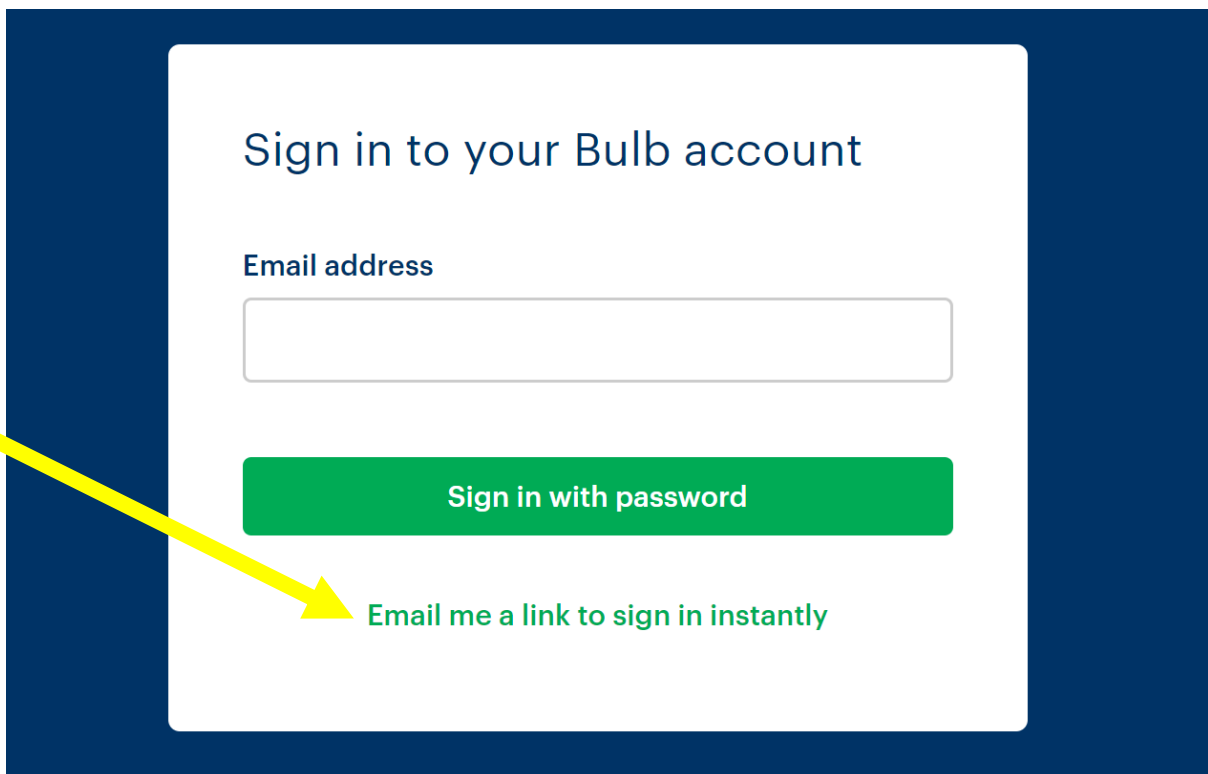
Please also include the following statement in your email - *I also agree and consent with Westray Development Trust's Data Protection statement included in the Fuel Grant 2020 Policy.*

You should also attach or forward a copy of a recent energy bill/statement with your email as evidence. If you live in the same property as your business is registered (and therefore your energy account is a business account) you should also attach or forward a letter/email confirmation from your accountant which states which % of your energy use is for domestic purposes. Having this evidence will allow us to grant funds to a Business Energy account.

3) Bulb Energy Accounts.

Since Bulb Energy use email addresses instead of account numbers, in 2019 Bulb account holders were asked to make an appointment to visit the WDT Office so that they could log-in to their accounts and allow WDT to make a payment. However due to national restrictions around contact resulting from the COVID-19 outbreak we will not be able to do this.

If you wish for your Fuel Grant to be applied to your Bulb account you should still send margo@westraydevelopmenttrust.co.uk your application email as above. You can also send margo@westraydevelopmenttrust.co.uk a link to your Bulb account allowing one-time access to your account in order for WDT to make a payment.



To do this you can select the '*email me a link to sign in instantly*' option on the Bulb log-in page. When you receive this email from Bulb **do not click on the link** but forward the email to margo@westraydevelopmenttrust.co.uk to allow access.

This is not an ideal option but considering the restrictions and challenges we face this how we foresee being able to continue to grant to Bulb Energy accounts. If you do not wish to pursue this option and have an alternative energy source (e.g. heating oil, gas or coal) which your Fuel Grant can be applied to, please apply as Option 2) describes above.

4) Bottled Gas – WI Rendall

In order to ensure that the number of households doing so is manageable we will only be accepting applications for Gas in one of the following circumstances.

- 1) Bottled Gas is your main or only source of heating e.g. for caravans.
- OR**
- 2) You applied in 2019 for a Fuel Grant for your Bulb Energy Account. However, in light of the difficulties/ different application method needed in 2020 would feel more comfortable applying for Bottled Gas.

5) Coal

We will accept applications for Coal. Delivery will be arranged for a supply of smokeless coal to your home. The amount of coal will be to the value of the Fuel Grant (£200).

Contact

Please contact margo@westraydevelopmenttrust.co.uk to apply for the Westray Fuel Grant 2020.