



Westray Fuel Grant – Winter 2020 - Policy, Guidance and Form

57% of Orkney households spend over 10% of household income on household fuel with 23% spending over 20%¹. To support Westray's residents and reduce the impacts of this in our community, Westray Development Trust (WDT) have established this temporary fund for all domestic Westray households who meet the eligibility criteria. This is the second Fuel Grant in 2020 as an extra grant was available in Spring 2020 in response to the COVID-19 crisis. The Fuel Grant is not a permanent fund. Whether or not the Westray Fuel Grant is repeated in future years will be subject to funding availability as well as 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 **£150** will be made directly to the applicant's energy account. All applications must be submitted by **5pm Friday 18th December 2020**.

Eligibility

Due to restrictions in charity law, businesses, second homes and holiday-lets are not eligible. Applicants must be permanent Westray residents (Westray is their main residence) and be the domestic bill-payer, only one application is accepted per household. Households which are connected to a business that do not have a separate domestic energy supply, can still apply if they can demonstrate the property is also a domestic residence. E.g. a letter/email from your accountant stating the % of energy use which is domestic.

Individuals resident in Westray who assist with the bills of a relative e.g. 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, for example, evidence for this could be a council tax bill in your relative's name. The other eligibility rules still apply in these scenarios.

How it works

Applications can be submitted to Margo at margo@westraydevelopmenttrust.co.uk or by post to the WDT office. Once you have submitted your application please be patient. We receive over 200 applications and it takes time to get through them all as there is a variety of energy types and providers used in the community. It also takes time for the grant to appear on your energy account with your supplier, if it has not appeared by 31st March 2021 please get in touch. We can check the payment date for you so that you can contact your energy provider with this information.

¹ *Scottish Household Condition Survey 2015-17*

Accompanying Documents

All applicants should also submit a copy of a recent energy bill. Due to COVID-19 the WDT Office is closed to the public, so we are unable to assist with photocopying. If you are unable to post/email a recent bill copy, have not changed energy provider since the last WDT Fuel Grant, and have successfully applied for the grant before, then we will be able to use evidence from a past grant. However, it will take longer to process so if you are able to submit a copy of a recent energy bill we strongly advise you to do so. If you have **not** applied for a WDT Fuel Grant before or have changed energy provider, you **must** submit a copy of a recent energy bill by post or email.

If you live in the same building as your business, you will need to demonstrate the premises is also your home. E.g. a letter from your accountant stating what % of energy is for domestic purposes. We cannot use documents from previous grants. Westray residents who assist with the bills of a relative who live at a separate Westray address, can apply for a grant on behalf of that relative as well as a grant for their own home. You will need to demonstrate that your relative's home is not your second home, e.g. evidence for this could be a council tax bill in your relative's name. We will not be able to use evidence from a previous grant.

Bulb Energy Users

As Bulb Energy do not use account numbers this affects how we can process grants for Bulb users. In 2019 Bulb users were asked to make an in-person appointment with the office team, this is now impossible due to COVID-19. Instead we can contact you to request an email link to your Bulb account to pay your grant, this link only works for 24 hours. Please do not email an account link until a we have been in touch, this is to ensure links do not expire before we get to them. When we contact you we will also send guidance. If you would prefer not to do this, you can apply for your Fuel Grant to go towards a secondary fuel supply such as gas or coal.

Bottled Gas

Only a small number of grant applications for gas will be manageable for the supplier. Therefore, we are only able to accept applications for gas in one of the following circumstances. We appreciate your understanding with this.

- 1) Bottled Gas is your main or only source of heating e.g. for caravans. **OR**
- 2) You applied for a grant in 2019 however, considering the different application method needed in 2020 would feel more comfortable applying for gas.

Coal

We can accept orders for coal. Smokeless coal will be ordered in bulk when the application period closes.

Key-card Users

After the application period closes on **Friday 18th December 2020** you will receive a 'WDT Fuel Grant Voucher' in the post. You will be able to claim your Fuel Grant by taking this voucher to the post office you selected in your application. Please claim your Fuel Grant from the post office by the **31st January 2021**.

Westray Fuel Grant Application Form – Winter 2020

Applicant Name:

Address:

Contact number:

Email address:

Are you a permanent Westray resident? *Westray is your main residence.*

Yes No

Have you changed Energy Provider since April 2020?

Yes No

Current Energy Provider Name:

Energy Provider Account/Reference Number: *If you use Bulb Energy this is your email address.*

Do you use a 'top up' electricity key card for your energy supply?

Yes No

If Yes, which Westray post office would you wish to receive your top-up from?

J.C Tullochs *Peter Miller's Shop*

Please turn over...

PLEASE SEE IN THE GUIDANCE ABOVE WHAT ACCOMPANYING
DOCUMENTS YOU NEED TO INCLUDE

Applications can be submitted to Margo at margo@westraydevelopmenttrust.co.uk or by post to the WDT office. For your application to be processed this form must be returned to Westray Development Trust no later than; **5pm Friday 18th December 2020**. The Fuel Grant will be paid to your energy supplier by March 31st, 2021 at the latest. Please be patient until this time, if by March 31st 2021 you have not received your Fuel Grant please get in touch then.

I confirm that the information on this application form is true and complete to the best of my knowledge. I am also confirming that I am the bill-payer at the address named and I am a permanent Westray resident.

Print Name: _____ Sign: _____

Date: _____

By completing this form and submitting it to Westray Development Trust (WDT) you are consenting for this form and the data within 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.

WDT OFFICE USE ONLY	
Date Received	
Application Decision	
Decision Date	
Application Reference No	