

# PLEASE KEEP FOR REFERENCE

## Hampton Fuel Allotment Charity

Registered Charity no 211756

**15 High Street  
Hampton, Middlesex  
TW12 2SA**

Tel 020 8941 7866

Please read these notes carefully before completing both sides of the application form and returning it, **by post**, with:

- **Evidence of income for all members of the household, such as a copy of a recent bank or post office statement, or a copy of benefit letters from the DWP 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.**

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

**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 grant money should be on your fuel accounts by the time that you receive a letter from the Charity telling you about your grant.

If you have a pre-payment meter, your fuel company may send the grant to your pay-point in instalments. 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. 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.

**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.**

**Applications sent electronically will not be accepted.**

HAMPTON FUEL ALLOTMENT CHARITY  
15 High Street, Hampton, Middlesex TW12 2SA Tel. 020 8941 7866  
Application for an Individual Grant

You may apply for a grant if you live in the London Borough of Richmond, in the Hampton, Hampton Wick, Hampton Hill, Teddington, Twickenham, Whitton, Mill Farm Estate and Edgar Road areas, or are a Richmond tenant on the Butts Farm estate.

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:	
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 eg bank/post office statements, DWP letters  
Copies are acceptable

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 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 at the beginning of the month before the grant meeting. You will be notified of the Trustees' decision about 3 weeks after the Trustees' meeting, when any money awarded should already be on 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

If you are applying for a fuel grant for the first time, or you have changed your supplier, please send documents showing your fuel company and your name, address and customer account number. This helps us to send your grant money to the correct account.

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. We will need to visit you at home unless your application is sent to us by a social worker or other support worker.

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?	

Trustees are sometimes able to award other items on medical grounds. Please telephone for more information.