

## Application Form - Government COVID Winter Grant Scheme

### Applications must be made by referral from a professional

The energy element of the Covid Winter Grant Scheme was set up by the government to help families with children under 19 meet their energy needs over winter. A small percentage of the grant may be used to support other residents in need. Plymouth Energy Community (PEC) is administering the grants.

GRANTS are either paid **directly to credit meter suppliers, or via fuel vouchers** to prepayment meter customers. REPAIRS to heating and hot water systems are conducted by local, framework contractors known to PEC. WHITE GOODS can be requested if yours are broken or you do not have an essential item. ELIGIBILITY – household income must be under £30k once housing and energy costs are met, **or** the resident is in receipt of qualifying benefits (see overview). Funds are limited and the scheme will close once allocated.

### EVIDENCE

**Identity** - if the resident and bill payer is not a client of yours for whom you have seen photographic ID, you must send a copy of one of the following – passport, driving licence, birth certificate, residency card or citizen card.

**Address** - we will verify the applicant's address against Council Tax records.

<b>REFERRER DETAILS</b> Application date: _____ Referring organisation: _____ Referrer's name: _____ Referrer's contact number: _____ Referrer's email: _____	
<b>ID VERIFICATION</b> if the applicant is a client of yours for whom you have seen photographic ID, sign in the box (digital signature acceptable)	<b>SIGNATURE BOX</b>
<b>APPLICANT DETAILS</b> Name of resident: _____ Address: _____  Postcode: _____  Home phone: _____ Mobile: _____ Email: _____  Tenancy type: _____ DOB: _____ NI number: _____	<b>NOMINATED CONTACT</b> family or friend supporting you Name: _____  Relationship to you: _____  Home phone: _____ Mobile: _____ Email: _____

<b>ELIGIBILITY</b> Is the applicant receiving benefits?	Which benefits?
Is their combined household income less than £30k once housing / energy bill costs are met?	No, of adults / children under 19 residing at address: Adults: _____ Children: _____



## SECTION ONE – BILL SUPPORT

**Skip this section if an energy bill grant is not needed.**

Choose one or both utilities. If both are selected grants are split 50/50.

If you are asking for pre-payment vouchers, choose your method for receiving them

**WARNING: some SMART meter pre-payment accounts can only be topped up via your app. If this applies to you, let us know here and we will contact the applicant.**

SMART PRE-PAYMENT METER ISSUE MAY BE PRESENT

GAS DETAILS	ELECTRCITY DETAILS
Name of supplier:	Name of supplier
Account number:	Account number
Pre-payment or credit meter:	Pre-payment or credit meter:
Meter serial number:	Meter serial number:
<b>Send vouchers by:</b> POST / EMAIL /TEXT	<b>Send vouchers by:</b> POST / EMAIL /TEXT

HELP NOTE - The meter serial number (MSN) is a combination of letters and numbers that identify the actual meter. They'll be on your meter box. On standard meters it is usually printed above or below the barcode and is between nine and 12 digits long. On electricity meters it tends to begin with the letter 'F'. For credit meters, this is also on your bill.

## SECTION TWO – GAS SAFETY CHECK OR HEATING / HOT WATER REPAIR

**Skip this section if no gas safety check or repair required**

SERVICES needed - delete as appropriate	Notes:
<ol style="list-style-type: none"> <li>Gas safety check needed</li> <li>Broken boiler – no heat</li> <li>Broken boiler – no hot water</li> <li>Broken electric water heater</li> </ol>	

## SECTION THREE – ESSENTIAL WHITE GOODS

**Only fill this section if you have completed section one and / or section two**

If you do not have an essential appliance or if it is broken you can request **up to two** white goods. All appliances will be white in colour, energy efficient and standard single unit widths.

**WHITE GOODS request -give details of item /s here**

## EVIDENCE

- Address** –please check that the address given is correct as we will match this to Council Tax records.
  - Identity** - if this person is not a client you have seen photographic evidence for, you must send some.
- I am not able to verify the applicant and so I include the following with my referral: (delete as appropriate)**  
 Driving licence / Passport / Birth Certificate / Residency Permit / Citizen Card

## FINAL STATEMENT

**By sending this form you confirm that the following has been read to and understood by the applicant.**

Knowingly providing incorrect or false information in order to claim COVID WINTER GRANT SCHEME support is considered to be fraud. Instances and details will be shared with Devon Audit Partnership and police for investigation and could result in prosecution.

PEC Trust (PEC) works with partners including Plymouth City Council. Data may be shared with funders for auditing and evaluation purposes. PEC will store your information securely and use your data in order to provide you with fuel vouchers, goods, repairs and for audit purposes in accordance with data protection legislation. Our full privacy statement can be found at [www.plymouthenergycommunity.com/legal/privacy-policy](http://www.plymouthenergycommunity.com/legal/privacy-policy).