

APPLICATION FOR FINANCIAL ASSISTANCE

ALTERNATIVELY APPLY ONLINE VIA THE TRUST'S WEBSITE WWW.BRITISHGASENERGYTRUST.ORG.UK

BEFORE COMPLETING THE APPLICATION FORM, PLEASE CAREFULLY READ THE NOTES BELOW.

When you have completed the application form, you should [detach these notes](#) and keep them for your reference.

The British Gas Energy Trust is a charitable Trust and is referred to as "the Trust" throughout this form.

Before completing this application form you are strongly advised to obtain free and independent money / debt advice, this is likely to increase your chance of a successful application. The Trust looks to award those committed to achieving future financial stability helping you to keep up to date with current bills and avoiding future debts.

WHO CAN APPLY FOR A GRANT?

- You can apply to the Trust if you are in need, hardship or other distress, and particularly if you are unable to meet or pay charges for your supply of domestic gas or electricity services.
- Grants are available to clear gas and electricity debts and for a range of further assistance detailed at section 14. These grants are called Further Assistance Payments (FAP).
- Only an account holder (the person(s) named on the bill) can apply for help with gas and / or electricity debts. If the account holder is unable to make the application for a grant, please explain why someone else is doing it on their behalf. The account holder **must** still sign the form.
- The Trust will only accept applications from those living within England, Scotland and Wales. Unfortunately the Trust cannot accept applications from residents of Northern Ireland, Isle of Man and the Channel Islands.
- Before applying to the Trust for a boiler repair / replacement, please call 0800 316 4320 to check whether you are eligible for help under British Gas' ECO Scheme. If you are eligible for help under the ECO Scheme, the Trust will **not** be able to help with a boiler repair / replacement.
- Please provide copies of all documents supporting your application as detailed at section 13. We cannot process your application without this information.

HOW CAN THE TRUST HELP?

The Trust **can** consider applications for the following awards only:

- ✓ to clear domestic electricity and gas debts.
- ✓ a range of other assistance detailed at section 14. These grants are called Further Assistance Payments (FAP).

The Trust **cannot** help with:

- | | |
|---|---|
| ✗ Loans, bills or items already paid for | ✗ Business debts |
| ✗ Fines for criminal offences | ✗ Catalogues, credit cards, personal loans and other forms of non-secured lending |
| ✗ Educational or training needs | ✗ Holidays |
| ✗ Deposits to secure accommodation, mortgage payments | ✗ Rent or Council Tax arrears |
| ✗ Medical equipment, aids and adaptations | ✗ Home improvements e.g. windows, doors etc. |
| ✗ Overpayments of benefits | ✗ Beds or carpets |

Please note: The British Gas Energy Trust is administered by Charis Grants Ltd (Charis) along with a number of other grant making funds see www.charisgrants.com for details. By signing this form you agree to your information being shared with these other funds for them to consider if you are eligible for their support.

FILLING IN THE APPLICATION FORM

- You are strongly advised to obtain money / debt advice before applying to the Trust. See page 1.
- Please complete **all** sections of the application form. If a section is not applicable insert N/A.
- If you need help with your electricity and / or gas debts, **you must provide:**
 - **A copy of your most recent bill, showing actual usage – NOT estimated.**
 - **A meter reading taken on the date you submit your application (see section 6).**
Guidance on how to read your meter is given on the the back of your bill, or advice will be available from your supplier.
- It is very important that you give as much information as possible about your circumstances in sections 10 and / or 11. **You must send us proof of your income. All evidence must be less than 3 months old with the exception of annual benefit letters for State Pension / Works Pension / Disability Living Allowance (DLA) and Child Benefit. We cannot process your application without this information.**
- Please supply **copies** of **all** supporting documents as we do not return originals.
- If you need help with the form you should contact a local advice centre such as a Citizens Advice Bureau. They may be able to help you with the form and give help and advice on any money problems / debt issues you have.
- **Please do not forget to sign the declaration in section 12 – if you do not sign it, we cannot assess your application.**

SENDING IN YOUR APPLICATION

- Once completed, the form should be returned to:
Freepost BRITISH GAS ENERGY TRUST

Please note the address must be written as shown above. This is the full return address, a postcode is not required.

HOW WE DEAL WITH YOUR APPLICATION

- If we think that other organisations might be of interest to you, we may provide you with information about their work or share your details with them so that they can contact you about their services and / or products.
- Your information may also be used for research and analysis purposes by other organisations.
- You may receive letters, emails, telephone calls or a home visit as part of our assessment process.
- If we are able to help with electricity or gas debts to British Gas, a payment will be made directly to your British Gas account. We will write to tell you that this payment has been made.
- If we are able to help you with other Further Assistance Payments (FAP), we will write to tell you. Cheques are made payable to the supplier and can only be used for that purpose.
- If you qualify for assistance from any other trust administered by Charis (see www.charisgrants.com), your application will be considered automatically. We might need to ask you for further information. We will write to tell you if a payment has been made.
- If we cannot help you with either kind of payment, we will write to tell you. **Please note that the Trust does not give particular reasons why a grant is not awarded.**
- The Trust receives many applications so it may take several weeks to process yours.

APPLYING TO THE TRUST AGAIN

- If you receive an award, you cannot re-apply to the Trust for a period of **two years**. This applies to anyone else living in the household within the two year period.
- If you do not receive an award, you can reapply at any time if your circumstances change.

Please note that the decision of the Trust is final, and we do not operate an appeals procedure.

FOR OFFICE USE Date received:

Reference BGET:

APPLICATION FOR ASSISTANCE

SECTION 1 PLEASE TELL US ABOUT YOURSELF AND YOUR FAMILY

I am a British Gas customer I am not a British Gas customer

Did you obtain money / debt advice before applying to the Trust? Yes No

If yes, name of money / debt advice agency

Title (Mr / Mrs / Ms / Other) First Name Family Name

Address

Postcode Telephone Email

Date of birth You **must** provide a contact telephone number

National Insurance Number

Tick as appropriate: Home owner Rent from private Landlord Housing Association / Local Authority

Who shares your home with you? Tick all that apply:

Wife, husband, civil partner, partner Full name of wife, husband, civil partner, partner

Children and / or young people 19 years and under in full time education How many? Ages of children

Other adults over 16 years How many?

No one, I live alone

SECTION 2 WHAT WOULD YOU LIKE US TO HELP YOU WITH? (PLEASE REFER TO PAGE 1)

I am applying for help with my: electricity gas

I am applying for other assistance as detailed in section 14 (Further Assistance Payments (FAP))

Detail other help sought:

Do you require information on energy efficiency from your supplier? Yes No

Telephone number for supplier to contact you

SECTION 3 HAVE YOU APPLIED TO THIS TRUST BEFORE?

Please tell us when you applied and from what address if this is different from your current address:

When Address Postcode

SECTION 4 HOW DID YOU HEAR ABOUT THE TRUST?

Utility Company Health Professional Housing Agency CAB Advice Agency

Support Worker Website Media Word of Mouth Other - please state

SECTION 5 WHO SHOULD WE SPEAK TO REGARDING THIS APPLICATION?

You may be receiving help to complete your application. If you would prefer us to speak to someone else regarding your application (if more information is needed or with progress) please give their details below. This may be a friend, relative, or advice agency, e.g. Citizens Advice Bureau. **If this section is not completed we will write directly to the applicant.**

Their Name (Mr / Mrs / Ms / Other) Their job title

Their organisation

Their address

Postcode

Their telephone number Their Email

Tick here if you authorise the Trust to speak to anyone at this organisation regarding your application.

SECTION 6 IF YOU WANT HELP WITH YOUR ELECTRICITY AND GAS DEBTS PLEASE GIVE US DETAILS OF RELEVANT ACCOUNTS

Please note: We cannot assess your application until a current meter reading is given, unless you have a pre-payment meter. If you have a pre-payment meter, please tick the appropriate box(es): gas electric

	Name of supplier	Account Number	Current meter reading	Date of Meter Read
Electricity (current)				
Electricity (previous)				
Gas (current)				
Gas (previous)				

If applying for help with debt from a previous account only, please also provide your current account details in the table above and your address below.

Address Postcode

SECTION 7 PLEASE TELL US ABOUT YOUR HOUSEHOLD'S FINANCIAL SITUATION

The **only** alternative to completing section 7 is to submit the **income and expenditure budget sheet of the MAT/BBA Common Financial Statement Version 3 or 4 only (weekly figures)**.

HOUSEHOLD WEEKLY INCOME

Proof confirming income must be provided. See Section 13.

Self-employed income £

Your take-home pay £

Partner's take-home pay £

Job Seekers Allowance } Income based £
Contribution based £

Income Support £

Working Tax Credit £

Universal Credit £

Child Tax Credit £

Child Benefit £

Child Maintenance / Support £

Maternity Pay / Allowance £

Employment & Support Allowance } Income based £
Contribution based £

Statutory Sick Pay £

Incapacity Benefit £

Disability Living Allowance (care) £

PIP (daily living) £

Disability Living Allowance (mobility) £

PIP (mobility) £

Other disability benefits (please specify) £

Carer's Allowance £

Student Loan / NHS Bursary £

Contribution from son / daughter £

Income / rent from lodger £

State Pension £

Works Pension £

Pension Credit £

Private Pension £

Housing Benefit / Mortgage Interest Relief £

Other income e.g. investment £

TOTAL £

Present value of savings and bank accounts held £

HOUSEHOLD WEEKLY EXPENDITURE

Remember to include repayments from sections 8 and 9 in this column

Food and Housekeeping £

Rent £

Rent arrears (if applicable) £

Mortgage £

Second mortgage £

Endowment policy £

Buildings / contents / life insurance £

Council Tax (after benefit) £

Water / sewage charges £

Electricity £

Gas £

Other fuel (e.g. coal, oil) £

TV Licence £

TV / Satellite £

Telephone (inc. mobiles) £

Appliance rental £

Hire purchase payments £

Cars (inc. loan / tax / fuel / repairs) £

Expenses for disability (please specify) £

Motability car £

Child care £

School meal £

Work expenses and travel £

Loans / credit and store cards / catalogue repayments £

County Court Judgements (CCJ) / Court Fine £

Other expenses (please specify) £

TOTAL £

We cannot accept monthly figures.
To change monthly figures to weekly:
1) Multiply by 12 (to give annual payment)
2) Divide the total by 52.

Tip: If you receive Disability Living Allowance, remember to show whether you use it as part of your general living costs or to pay for a carer, medication, transport etc, in the expenditure column.

SECTION 8 ARE YOU IN DEBT WITH ANY OF THE FOLLOWING BILLS?

Please tick all that apply and write in the amount you owe and the amount being repaid.

		AMOUNT OWED	WEEKLY AMOUNT REPAID OR DEDUCTED FROM BENEFITS OR WAGES	NAME OF SUPPLIER
Rent	<input type="checkbox"/>	£	£	
Mortgage	<input type="checkbox"/>	£	£	
Second mortgage / secured loan	<input type="checkbox"/>	£	£	
Council Tax	<input type="checkbox"/>	£	£	
Water and sewerage	<input type="checkbox"/>	£	£	
Gas	<input type="checkbox"/>	£	£	
Electricity	<input type="checkbox"/>	£	£	
Telephone	<input type="checkbox"/>	£	£	
Social Fund Loan	<input type="checkbox"/>	£	£	
Benefit overpayment	<input type="checkbox"/>	£	£	
CCJs / Court fines	<input type="checkbox"/>	£	£	
Child maintenance / support	<input type="checkbox"/>	£	£	

Remember to include all repayments in section 7.

SECTION 9 LOANS, CREDIT & STORE CARDS, CATALOGUES ETC.

Name of creditor	Amount owed	Amount paid per week
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

Continue on a blank page if necessary. Remember to include all repayments in section 7.

FILLING IN THE NEXT PAGE

The next page is where you **must** explain how a payment from the Trust will help you. In deciding whether to help you with household **debts** the Trust will:

- need to know how you got into difficulties with the particular debt. You should give as much detail as possible about how **long** you have had problems in paying the bills and **why**.
- need to be sure that, if the Trust does help you, you will be able to manage to pay your bills in the future. This means that if, in section 7 you have more money going out than you have coming in, you should explain how you think you will be able to keep up with your bills in future.
- need to know about any particular hardship within your household e.g. chronic illness, disability, bereavement. Where possible evidence must be provided.
- need to know what might happen to you if the debt is not paid e.g. could you be evicted or your fuel supply be disconnected?

In deciding whether to help you with **further assistance** such as domestic appliances, the Trust will:

- need to know exactly what you want and how having the item is essential to your needs.
- need to know about any particular hardship within your household e.g. chronic illness, disability, bereavement.
- need supporting evidence from an appropriate professional confirming an exceptional need exists for the item requested.

SECTION 10 WHY DO YOU WANT HELP WITH YOUR UTILITY DEBT?

Please tell us the problems you have had which have made it difficult for you to pay your gas and / or electricity bills. Give as much detail as possible. **See guidance notes in section 13, 'your most recent utility bill', for details of supporting documents needed.** Continue on a blank page if necessary.

Please tell us how a payment from us would help you budget better in the future, and how you intend to make payments towards your ongoing usage.

SECTION 11 OTHER HELP (FURTHER ASSISTANCE PAYMENTS)

Complete this section if you are applying for help with other priority debts and essential household items. **Please see guidance notes at section 14.** Please tell us what you are applying for. If you are applying for a cooker you must specify whether you require gas or electric and detail any special requirements you have. Failure to provide this information and a contact telephone number for delivery will result in your application being delayed.

Please tell us how the need has come about and how a grant would help you.

SECTION 12 DECLARATION TO BE SIGNED BY THE APPLICANT

I consent to the personal details I have provided on this form being:

- (1) Shared with my Utility Company in relation to my account and the services provided by them.
- (2) Processed by Charis Grants Ltd (Charis) in accordance with the Data Protection Act and shared with other funds / organisations as described in the 'How we deal with your application' section of the form. If I am eligible for assistance from any other Trust / Fund administered by Charis operating a provisional award scheme I agree to the terms and conditions of the provisional awards offered under these schemes.
- (3) Anonymised and used for research and analysis purposes.

If I have obtained personal information about any other person (e.g. my partner) in support of this application, I confirm that I have obtained consent from that person to the use and sharing of that information as described above.

I authorise Charis Grants Ltd to contact me directly about my application and declare that the information I have given on this form is complete and correct to the best of my knowledge.

I declare that in applying to the Trust I am committed to achieving future financial sustainability allowing me to keep up to date with current bills and avoiding getting into debt in the future. I understand that awards will only be granted to applicants who demonstrate their commitment to improving their own personal financial sustainability.

To this aim I have sought money / debt advice (if appropriate) and am confident that I am receiving my full benefit entitlement.

I wish to be considered for any additional funds, either administered by, or identified by Charis that I am eligible to apply for.

I understand that the decision of the Trust is final and that there is no appeals procedure.

Signature Print name Date

SECTION 13 FILLING IN THE APPLICATION FORM

Please make sure you enclose items on the checklist below with your application. **All evidence must be less than 3 months old with the exception of annual benefit letters for State Pension / Works Pension / Disability Living Allowance (DLA) and Child Benefit.** Please provide **copies** of **all** documents supporting your application as **we do not return originals**. **We cannot process your application without this information.**

Proof of income

Wages: copies of 3 recent consecutive wage slips for you and for any partner. If you or your partner cannot provide wage slips, please get a letter from the employer giving your recent average **net pay**.

Self-employed applicants should send in recent three line accounts or another document confirming net income. We just need to know the month, the money earned during that month, allowable expenses and the net profit.

Benefits and Pensions:

- Copies of current benefit, Tax Credit or pension payment slips or giro details showing amounts currently payable, or
- Copies of bank statements showing current benefit, Tax Credit or pension payments, or
- Copies of recent letters from the Department for Work and Pensions (DWP), HM Revenue and Customs (HMRC) or pension provider showing amounts currently payable.

If none of these are available, please obtain a letter from the DWP, HMRC or pension provider confirming the amount of your benefit, Tax Credit or pension entitlement.

Child Maintenance / Support: a copy of a recent letter from the Child Support Agency or a recent bank statement showing the amount payable to you or your partner or another letter or document confirming the current amount being paid.

Your most recent utility bill (and a meter reading entered in section 6)

If you are asking for help with gas or electricity debts, please provide us with copies of your **most recent** bill(s). If you are asking for help with gas or electricity debts, meter readings must also be inserted in section 6 (taken on the day you submit your application).

Evidence of disability or other illness

If you are relying on a disability or illness as proof of hardship or need, please attach independent evidence which confirms your medical condition: for example, a copy of a current sick certificate, a recent prescription or a letter from your GP / consultant to a third party confirming your condition. Please note that the Trust is unable to meet the cost of obtaining medical evidence.

Please note that we cannot assess your application until all necessary supporting evidence is provided.

SECTION 14 HELP WITH OTHER BILLS AND COSTS (to be read with Section 11)

The Trust is only able to help with requests for the following items. Requests for anything other than the items listed below will be unsuccessful.

ENERGY EFFICIENT WHITE GOODS

Energy efficient free standing white goods such as cookers, washing machines or refrigerators may be provided where a special need for the item can be shown. We will need a letter from an appropriate professional, e.g. health visitor, social worker or advice worker, confirming your need. If you need the item because of illness or disability in your family, you will also need to send us some proof of that illness or disability. **Only one item will be awarded per household and we are unable to provide integrated appliances.**

BOILER REPAIRS / REPLACEMENT

Please check whether you are eligible for a new boiler under British Gas' ECO Scheme by calling 0800 316 4320 before applying to the Trust. If you are eligible for help under the ECO Scheme, the Trust will **not** be able to help with a boiler repair / replacement. If you are not eligible to apply for help through ECO and apply to the Trust, payment will be considered particularly where supporting letters from appropriate professionals confirming the need are provided. Two quotes for the work will need to be provided prior to an award of grant and the work commencing.

BANKRUPTCY DEPOSITS / DEBT RELIEF ORDERS (DRO) / SEQUESTRATION / MINIMAL ASSET PROCESS

Applications for insolvency options will only be accepted from applicants who have received advice from a professional money advice worker or approved intermediary before applying. A full list of debts must be provided within the application form and the relevant insolvency declaration must be signed by the professional money advice worker/approved intermediary confirming the applicant understands the implications of the insolvency option. The Trust's insolvency declarations can be downloaded from the Trust's website www.britishgasenergytrust.org.uk

FUNERAL EXPENSES

Payment may be considered where outstanding funeral expenses are causing hardship. Applications should indicate whether a payment has been received from the Social Fund towards those funeral expenses. Please tell us your relationship with the person who has died and why the estate of the deceased is unable to pay the funeral expenses.

MONITORING INFORMATION (THIS PART WILL BE DETACHED BEFORE ASSESSMENT)

Please tick as appropriate

Are you? Female Male Are you registered disabled? Yes No

What do you consider your ethnic origin to be?

WHITE	MIXED	ASIAN OR ASIAN BRITISH	BLACK OR BLACK BRITISH
<input type="checkbox"/> British	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African
<input type="checkbox"/> Any other White background	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black background
	<input type="checkbox"/> Any other Mixed background	<input type="checkbox"/> Any other Asian background	
CHINESE OR OTHER ETHNIC GROUP			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other Ethnic Group		

The British Gas Energy Trust (including the Scottish Gas Energy Trust) is a registered charity receiving donations from British Gas. It operates independently of British Gas and is governed by a Board of independent Trustees. For further information on the Trust, visit the website at www.britishgasenergytrust.org.uk
The day to day management of the British Gas Energy Trust is undertaken by Charis Grants Ltd, a company with extensive experience in grants management on behalf of Trustees.

Visit www.charisgrants.com for more information.