

Part 1 - Grant Application Form

In order to apply for a Keeping Kids Cosy (KKC) Grant (the Grant) you should complete this grant application form and return it to us at the National Energy Foundation (NEF).

Please make sure you read all the terms and conditions before completing the application.

For more information or a further explanation of any of the points in this agreement contact our **Affordable Warmth Helpline** on **0800 107 0044**.

PROPERTY DETAILS FOR WHICH THE GRANT IS BEING SOUGHT

Name (Applicant)							
Address							
Postcode							
Phone Number(s)							
Email							
Please select qualifying benefit received by someone in household (select all which apply)							
Child Tax Credit		Working Tax Credit		Housing Benefit		Universal Credit	
Income Support		Job Seekers Allowance		Employment & support allowance		Council Tax Support	
Personal Independence Payment / Disability Living Allowance*				Carer's Allowance*			
Please select tenure:							
Owner Occupier		Private Rented		Social Rented/ Council Tenant		Shared Ownership	
If not Owner Occupier: By signing below you agree that any works installed in the property do not violate your tenancy agreement or any informal agreements made with your private or social landlord or shared owners. Your landlord must be informed if any works which affect the structure of the property are made. NEF will not accept any liability for tenancy violations or disputes caused by any works carried out as part of the grant.							
Please select which grant you would like to apply for:							
'House-Warming' Hamper (please complete attached form)		Cashback for ECO measure (Cavity Wall Insulation and/or Loft Insulation), where a customer contribution is required			Cashback for other measures/materials		
If this is a Cashback application, please provide the following details:							
Measure							
Amount requested (maximum £100)							

The National Energy Foundation will accept no liability whatsoever for contracts entered into between the Installer and the customer.

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I confirm that I have read and accept the Terms and Conditions of the Grant as set out below.

Signed

Print name **Date**

Please return to:

Richard Vale
Keeping Kids Cosy
National Energy Foundation
The National Energy Centre
Davy Avenue
Knowlhill
Milton Keynes
MK5 8NG
Or awn@nef.org.uk

*The Disability Living Allowance and Personal Independence Allowance recipient must be either a child under 16 or one of the primary care givers in the household. Carer's allowance must be provided to one of the primary care givers.

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Part 2

Terms and Conditions

The grant funding is from the Scottish Power Energy People Trust. The grants are being administered by the National Energy Foundation (NEF).

Please read all the General terms and conditions, plus the specific conditions for your grant choice.

General

1. All Grant Options are available to homeowners and private tenants where the occupier meets the eligibility criteria set out in Annex A.
2. Social Rented tenants are eligible for ECO Cashback and a reduced House-Warming Hamper.
3. This grant is intended help meet the cost of installation of energy efficiency measures for domestic properties within Oxfordshire and Buckinghamshire. It is **NOT** available for the improvement of non-domestic properties.
4. The means tested benefits which qualify an applicant to receive a KCC grant are set out in Annex A.
5. The grant funding level average is £100 (or equivalent for Hamper) per property.
6. If applicable, NEF will recommend other grant schemes which can be used as an alternative or in combination with the KKC grant.
7. All grants are available on a first come, first served basis. There is a limited grant total and NEF is not liable if funding is exhausted during any stage of application.
8. Only one KKC grant per household is allowed. Any formal declaration of grant made by NEF to the customer sets the final value of the grant that will be provided by the KKC Project.
9. Applications must be received by NEF by 5.00pm on Friday 28th April 2017. Any applications received after this date will not be eligible for a KKC grant.
10. Applicant details will only be used for the purposes of the services provided by the National Energy Foundation. This may involve communication with your local authority and Citizens Advice Bureau. Evaluation of the Programme may continue after the close of the Project. All data will be anonymised where possible.

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11. NEF reserves the right at any time and from time to time to modify or discontinue, temporarily or permanently, this KKC grant scheme without prior notice due to reasons outside its control (including, without limitation, in the case of anticipated, suspected or actual fraud).
12. The decision of NEF in all matters under its control is final and binding and no correspondence will be entered into.
13. NEF reserves the right to use its absolute discretion to refuse this offer of Grant in respect of any given property.
14. Further details can be obtained by contacting. The National Energy Foundation, The National Energy Centre, Davy Avenue, Knowlhill, Milton Keynes, MK5 8NG or calling 0800 107 0044.

ECO Grant

1. The ECO grant is designed to help homeowners who have had to make a customer contribution towards eligible measures.
2. The grant will be for an average of £100 or will match the customer contribution, whichever is the smaller.
3. The ECO grant can **ONLY** be paid once NEF receive the documents referred to in Annex B.
4. Cashback can only be paid for measures which are eligible for ECO funding and appear in Annex C.
5. A grant application must be made and received by NEF within 60 days of the measures being installed.
6. The grant **cannot** be paid in cash or by cheque. If you do not have a bank account we can provide relevant vouchers.
7. To be eligible for the ECO Measure Grant all applicants are required to have had the work carried out through an Installer who is a member of a relevant Competent Persons Scheme (CPS) where applicable.

Small Measures Grant

1. This grant is not available to Social Rented Tenants.
2. The Small Measures Grant must be agreed prior to the works being carried out.

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3. The grant is for an average of £100.
4. The Small Measures Grant can **ONLY** be paid after NEF receive the documents referred to in Annex B.
5. Grant funding is not secured until you have received the offer of a grant from us. The offer of grant remains valid for 2 months from the date of issue or 31st May 2017 (whichever is first). Installations which do not take place within this time limit will forfeit the grant which will be allocated to the next eligible applicant.
6. We would strongly recommend that you select an Installer who is on the Oxfordshire or Buckinghamshire County Council's Buy with Confidence Scheme. Businesses that are a part of this scheme have been vetted and approved by Trading Standards to ensure that they operate in a legal, honest and fair way. The Buy with Confidence Scheme can be contacted by calling 01296 383919 (Buckinghamshire) or 01865 815000 (Oxfordshire) or by doing a search of the national Buy with Confidence website at: <https://www.buywithconfidence.gov.uk>
7. At all times, the installation contract is between you, the householder, and your selected installer. Neither NEF nor your Local Authority can accept responsibility for any issues with the installation, be that defects in workmanship, queries about the contract or other. The cost of any future maintenance required (if any) is your responsibility.
8. Materials bought which are reimbursed with the small measures grant must be used in the applicant's property and cannot be returned or sold on. NEF will conduct a number of follow up checks on properties to ensure installation has taken place.

House-Warming Hamper

1. Materials provided in the Hamper must be used in the applicant's property and cannot be returned or sold on. NEF will conduct a number of follow up checks on properties to ensure installation has taken place.
2. Social Rented applicants are eligible for a reduced Hamper which will include energy efficiency items. However, it will not include items that are the responsibility of the Social Landlord or Provider as deemed by NEF.
3. Please now read and fully complete the attached Hamper item request form.

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Annex A

Eligibility Criteria

In order to be eligible for a grant the recipient must:

- Have at least one child in the home under the age of 5.
- Have at least one member in the household in receipt of one or more of the following benefits:
 - Income Support
 - Child Tax Credit
 - Working Tax Credit
 - Income based Employment and Support Allowance
 - Income based Job Seekers Allowance
 - Universal Credit
 - Housing Benefit
 - Council Tax Support
 - Disability Living Allowance*
 - Personal Independence Payment*
 - Carer's Allowance*

All Grant Options are available to homeowners and private tenants where the occupier meets the eligibility criteria set out in Annex A. Social Rented tenants are eligible for ECO Cashback and a reduced House-Warming Hamper.

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Annex B

Payment

Once NEF has been notified by the customer that the installation has taken place the following evidence is required for all measures installed before payment will be made:

- a. A customer invoice matching the measure agreed to in application
- b. Evidence that the works have been paid for
- c. Written bank account details that the customer wishes to be paid into, including Bank name, Account Name, Account number and sort code.

If you do not have a bank account we can provide relevant vouchers.

Annex C

ECO Measures eligible for funding

- External Wall Insulation
- Internal Wall Insulation
- Park Home External Wall Insulation
- Cavity Wall Insulation
- Loft insulation
- Room-in-roof Insulation
- Flat Roof Insulation
- Replacement Boiler
- Storage Heaters

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