



## **CAPEL HARDSHIP FUND**

### Background

In 2016, Engie UK pledged £3,000 of funding for the first 12 months following commissioning of the Capel Grange solar park specifically to identify, research and fund fuel poverty initiatives in the Parish of Capel.

### Project

Capel Parish Council ("CPC") appointed Paddock Wood Community Advice Centre ("PWCAC") to investigate and advise on how the £3,000 could be used to help residents of the Parish who have been, or are, struggling with fuel costs.

After consultation with both CPC and Engie UK it was agreed that the money would be placed in a ring-fenced restricted fund ("Energy Fund").

During the first three years, one successful application was made to the Energy Fund, and a grant worth £287.41 was awarded on 02.05.2017. One further exceptional application to the Energy Fund was successful with a grant of £101.97 being awarded at the discretion of CPC on 09.01.19.

The Energy Fund has now been re-branded as the **Capel Hardship Fund** ("Hardship Fund") and the criteria has been relaxed. Any resident of Capel Parish, who is experiencing hardship for whatever reason is invited to apply for a one-off grant, up to a maximum of £250, from the Hardship Fund. CPC and PWCAC would particularly welcome applications from residents affected by flooding during Storm Ciara in February 2020, or those facing financial uncertainty due to Covid-19.

### How to apply:

Please complete the attached PWCAC Client Consent Form and the Capel Hardship Fund application form. Please attach any other relevant information and send your completed application form to:

[info@pwadvice.org](mailto:info@pwadvice.org)

Paddock Wood Community Advice Centre, 64 Commercial Road, Paddock Wood, TN12 6DP

### Other information:

If you would like to discuss your application, please call PWCAC on 01892 838619

The panel aims to consider all applications and communicate the outcome of application to individuals within 6 weeks.

For information and advice about other matters, please visit [www.pwadvice.org](http://www.pwadvice.org) or visit the Capel Parish Council website at <https://capel-pc.org.uk/>

# Paddock Wood Community Advice Centre

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## Client Consent Form

Mr/Mrs/Ms/Miss (delete) \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Surname: \_\_\_\_\_

NI No.: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Postcode: \_\_\_\_\_

I consent to PWCAC writing to me at this address 

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Home Telephone No.: \_\_\_\_\_ Mobile Telephone No.: \_\_\_\_\_

I consent to PWCAC contacting me using the above telephone no. 

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

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### The General Data Protection Regulation (GDPR) (EU) 2016/679

In order to help you, we need to store and process personal information about you. The law states that we must obtain your consent to do this. Everything you tell us and all information we ascertain will be treated confidentially.

Because we may need to speak to other people in order to help you, we also need to ask your consent to share your personal information with relevant third parties and to correspond with them on your behalf.

**I consent to PWCAC storing and processing my personal and medical data, in electronic and written form.**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**I consent to PWCAC sharing my personal data with relevant third parties and to corresponding with them on my behalf.**

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Where did you hear about PWCAC? \_\_\_\_\_

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Third parties such as AQS Assessors will from time to time require access to client records. It is possible that your file may be assessed for auditing purposes. You have the right to opt out from having their file included in this process.

You have the right to see any information we hold on you. You also have the right to have corrected any information held on you which is incorrect, the right to restrict what we do with the personal data held, and the right to erasure.

If you wish to exercise any of the above rights at any time, please contact the Manager on [info@pwadvice.org](mailto:info@pwadvice.org)

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## CAPEL HARDSHIP FUND APPLICATION FORM

Name:

Email address:

Address (must be within Capel Parish):

Telephone number:

Other contact information:

Are you in receipt of any welfare benefits? If so, please name them here:

Amount of grant requested:

Please explain why you are applying for a grant:

What will you use the grant for?

**CAPEL HARDSHIP FUND APPLICATION FORM**

This application will not be accepted unless the following statement (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles.

*"No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity."*

Signed: .....

Date: .....

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In most cases a representative of PWCAC will contact you to discuss your application and your personal circumstances in more detail. If appropriate, further advice or services may be suggested. Please sign below to consent to PWCAC contacting you using the details you have provided for this purpose

Signed: .....

Date: .....

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If your application is successful, PWCAC will make payment by cheque, which will be posted to the address provided above. We regret that we are unable to arrange a bank transfer, provide cash or make payment in any other way.

Please state below what name a cheque should be made payable to:

Payee: .....

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I confirm that I live within the Parish of Capel and am currently experiencing hardship for the reasons I have specified above. I would like to apply for a grant from the Capel Hardship Fund and confirm that I have not received a grant from this fund previously.

Signed: .....

Date: .....