Supporting our learners





**Financial Contingency Fund (FCF)**Childcare application form 2020/21

To qualify for help with your childcare costs from the FCF you must have a household income of £20,000 or less, and been awarded EMA (Educational Maintenance Allowance) or WGLG (Welsh Government Learning Grant). However, we encourage you to submit your application for the childcare element of the FCF whilst awaiting your EMA or WGLG award notification.

**CLOSING DATE for applications: 25th September 2020**

* Before making your application to the FCF you must have enquired about the services and support available from your Local Authority or Jobcentre
* Coleg Gwent will support:
  + **90% or your childcare costs**, up to a maximum or £45 per day
  + **one child** only
* Your attendance at college must remain above 90%, otherwise your childcare payments may be terminated
* Payments to childcare providers are made a **month in arrears**

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**Personal details**

Please complete ALL details

Learner ID: You can find this on any letters/emails that you’ve received from us

Full Name:

DOB: / /

Course Title:

Campus: Blaenau Gwent Learning Zone Crosskeys City of Newport Torfaen Learning Zone Usk

Are you? Single ⬜ Married/Co-habiting ⬜ Other ⬜

|  |  |
| --- | --- |
| If other, please state: | e.g. living with parents |

In order to assess your eligibility please provide a written statement on your current personal circumstances. You should include why support is required and how you plan to meet the remaining cost of your childcare. This includes periods where the college will not pay childcare, such as half term, holidays and sickness Please continue on a separate sheet if required.

|  |
| --- |
| **Why is support required:** Continue over page  **How you plan to meet the remaining cost of your childcare:** |

**Child’s details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s full name: |  |  | Date of birth: |  |

**Childcare provider details**

|  |  |  |  |
| --- | --- | --- | --- |
| Provider name: |  | Contact name: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Postcode: |  |  | Registration number: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact number: |  |  | Email: |  |

**Provider fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hourly rate: | £ | OR | Daily rate | £ |

|  |  |
| --- | --- |
| How many hours/days per week do you require support with your childcare costs (including placement days)? |  |

**Details of other childcare and financial support**

Are you or your partner currently receiving the childcare element of Working Tax Credit, or receiving help with childcare costs from any other source of Government Funding? For example, Flying Start, Communities First, Sure Start, Job Centre Plus?

Yes ⬜ No ⬜ If Yes, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your household Income**

In order for us to assess your eligibility for financial support you must provide **ALL** details and evidence of your household income for you and your partner/spouse.  **YOU MUST ALSO SUPPLY THREE CONSECUTIVE MONTHS BANK STATEMENTS DATED WITHIN THE LAST 6 MONTHS.**

The types of income that we consider are listed below, alongside examples of the forms of evidence that you can provide.  **Please note, failure to provide all evidence WILL result in your application being refused.**

|  |  |
| --- | --- |
| **Household income** | **Examples of evidence** |
| Wages / salary | 4 consecutive weekly payslips or 2 monthly payslips |
| Working Tax Credit | Tax Credit Notification TC602 2019/20, all pages MUST be provided |
| Child Tax Credit (inc childcare element) | Tax Credit Notification TC602 2019/20, all pages MUST be provided |
| Employment and Support Allowance | DWP letter stating how much you receive weekly/fortnightly |
| Universal Credit | DWP letter stating how much you receive weekly/fortnightly |
| Carers Allowance | Letter stating how much you receive weekly/fortnightly |
| Housing Benefit | Letter stating how much you receive weekly/fortnightly |
| Council Tax Benefit | Letter stating how much you receive weekly/fortnightly |
| Child Maintenance | Letter or bank statement detailing who the child maintenance is for |
| Other (please provide details) |  |

**IMPORTANT NOTE**

We will not contact your childcare provider until we have confirmed that you meet the eligibility criteria for the Financial Contingency Fund. **You** are responsible for the payment of your childcare costs until the college has formally agreed to contribute towards the costs.

If you have received help with childcare costs previously and either withdrawn from your course, or are studying a course at the same level (not progressed to a higher level), your application may not be approved.

**You must inform us of any changes to your childcare provision within 7 days of any changes occurring**. Changes include an increase in provider costs or days required, if you are receiving help from Flying Start (rising 2’s or 3’s), or if you no longer use your childcare provider.

**Declaration and data protection**

I declare that I have read the guidance notes and to the best of my knowledge the information I have provided is correct. I am able to provide evidence as requested. I know that giving false information can lead to prosecution. I acknowledge that I need to provide my completed application form and all relevant evidence to be eligible for any support from the fund.

I understand that any support from this fund may only be paid if my attendance is above 90% and that I adhere to the Code of Conduct. Failure to comply with this could result in support being withdrawn.

Coleg Gwent collects information about learners for various administrative, academic and health and safety reasons the General Data Protection Regulation (GDPR) and Data Protection Act (2018) requires your consent, before we can do this.

I agree to Coleg Gwent processing data contained on this form for any purpose connected with my proposed studies or my health and safety, whilst on the premises or for any legitimate reason. I understand that this information may be passed to other members of staff if deemed necessary.

Are you related to any member of staff who is currently employed by the college? Yes No

If yes, please provide details:

Name: ……………………………………………………………………………………………………………………………………………………………….

Position: ……………………………………………………………………………………………………………………………………………………………

**All support is dependent on Welsh Government funding. Support is not guaranteed until you receive notification from Coleg Gwent.**

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| --- | --- | --- | --- | --- |
| Signed (Learner): |  |  | Date: |  |

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**Please email your completed application form and any supporting evidence to** [**financesupport@coleggwent.ac.uk**](mailto:financesupport@coleggwent.ac.uk)