



Supporting our learners Financial Contingency Fund (FCF)

Childcare application guidance notes 2021/22

Before completing your FCF childcare application, it is important that you read these guidance notes. If you do not understand anything, or have difficulty in completing your application our Learner Services team are available to help.

Am I eligible?

To qualify for help with your childcare costs from the FCF you must have a household income of £23,000 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: Friday 1st October 2021

- Before making you application to the FCF you must have enquired about the services and support available from your Local Authority or Job Centre
- Coleg Gwent will support:
 - 90% of your childcare costs, up to a maximum of £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**

NB: We will continue to accept applications after the deadline date if the college still has funds available

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 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 2020/21, all pages MUST be provided
Child Tax Credit (inc childcare element)	Tax Credit Notification TC602 2020/21, all pages MUST be provided
Employment and Support Allowance	DWP letter stating how much you receive weekly/fortnightly
Universal Credit	Universal Credit FULL statement
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)	Proof of any other income received into household

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 no longer use or change your childcare provider or if you are receiving help from Flying Start (rising 2's or 3's). Please complete an [FCF Childcare amendment form](#)

How will I find out if my application is successful?

All communication with you will be by email to your college email account, you can access this on [CG Connect](#). Funding isn't guaranteed until you receive confirmation from Coleg Gwent. FCF support is discretionary and not an entitlement, funds are limited and no awards are guaranteed. Allocations are also subject to any budgetary changes that Welsh Government may enforce.

Commitment to your course should not be based solely on receiving this support. If you leave college before the end of your course you may be asked to repay all, or part of your FCF award.

What if my application is unsuccessful?

We will send you notification to your college email account, you can access this on [CG Connect](#).

If you would like to appeal the decision you have 14 days to do so from the date of the email. Appeals should include your reasons for appeal, any additional evidence that you can provide and be sent to: financesupport@coleggwent.ac.uk. We will let you know the outcome of your appeal within 14 days of receipt.