

THE FINANCIAL CONTINGENCY FUND POLICY



Version: January 2020

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**Background**

The National Centre for Learning Welsh was established on 1 August 2016 with the aim of providing strategic guidance to the field of Learning Welsh. The Centre provides grants to providers to deliver Welsh lessons across the whole of Wales. The providers are:

|  |  |
| --- | --- |
| **Provider** | **Area** |
| Learn Welsh Ceredigion-Powys-Carmarthenshire | Ceredigion, Powys and Carmarthenshire |
| Learn Welsh North West | Gwynedd, Anglesey, Conwy |
| Learn Welsh Cardiff | City of Cardiff |
| Learn Welsh Carmarthenshire | Carmarthenshire |
| Learn Welsh North East | Denbigh, Flintshire, Wrexham |
| Learn Welsh Gwent | Gwent |
| Learn Welsh Pembrokeshire | Pembrokeshire |
| Learn Welsh Swansea Bay Region | Swansea, Neath Port Talbot |
| Learn Welsh Glamorgan | Rhondda Cynon Taf, Merthyr Tydfil and Bridgend |
| Learn Welsh The Vale | Vale of Glamorgan |
| Learn Welsh Nant Gwrtheyrn |  |

**Purpose**

The purpose of the The Financial Contingency Fund (Further Education) (Wales) Scheme 2019/20 is to provide financial support to those qualified students that might be prevented from accessing education by financial considerations, or who, for whatever reason, including a physical or other disability, face financial difficulties.

**The Financial Contingency Fund (Further Education) (Wales) Scheme 2019/20**

The Fund will be used in accordance with the Regulations included in Appendix 1.

**The Fund for Learning Welsh**

The value of the fund, which has been confirmed for the 2019/20 academic year, is £31,250. The National Centre for Learning Welsh will receive the money from the Welsh Government and the Centre will be responsible for administering the money to the learners. Money is allocated to the Centre every term in the following way:

|  |  |  |
| --- | --- | --- |
| Academic Year | Term | Total |
| 2019/20 | Term 1  (September 2019 – December 2019) | £ 17,857 |
| 2019/20 | Term 2  (January 2020 – March 2020) | £ 13,393 |

Once the fund has come to an end, we will inform the Providers so that they are able to share the information with learners who are making enquiries.

**The Role of the Providers**

The main role of the Providers will be to promote the Fund and to encourage learners to submit applications. Every Provider is expected to promote the Fund in order to ensure fairness so that Learners from across Wales are given the same opportunity to utilise it.

Providers will inform every Learner of the Fund when they register / enrol in order to ensure inclusion and fairness for anyone considering submitting an application.

This will be done in the following ways:

* Including information about the Fund in the prospectus.
* Including information about the Fund when marketing courses, especially when targeting specific groups that could take advantage of the Fund, e.g. disadvantaged areas.
* Ensure that every tutor receives information and understands the purpose of the Fund.
* Refer to the Fund during the induction period for every Learner and provide information about how to submit an application.
* If an application is not complete and does not include all of the necessary evidence and correct details, payment cannot be guaranteed in line with the timetable below.
* Ensure that learners are able to discuss their needs or receive advice about the Fund from a relevant member of staff.

The work will be supervised by the Systems Director / Deputy Chief Executive, who will be responsible for the accountability of the Fund on behalf of the Welsh Government.

If an application is not complete and does not include all of the necessary evidence and correct details, payment cannot be guaranteed in line with the timetable below.

Providers will ensure that a member of staff is available to advise and provide information to any learner that wishes to discuss the Fund or that needs assistance to submit an application.

An information leaflet and application form is provided in Appendix 2 and Appendix 3. Providers should use these only, and the Centre is only able to accept applications from learners who have submitted this form.

**The Role of the Centre**

The National Centre for Learning Welsh will administer the Financial Contingency Fund on behalf of the Learning Welsh sector.

The National Centre for Learning Welsh will report regularly on the Fund’s expenditure to the Welsh Government.

An audit of the expenditure will be included as part of the Centre’s annual audit and will be included in the annual accounts.

Termly reports on the use of the Fund will be provided to the Providers in order to identify whether or not full use is being made of the Fund, or if there is any need for further promotion.

The Centre will hold regular discussions with the Providers about the use, or lack thereof, made by their learners of the Fund when assessing the number of applications received from every area.

Responsibilities

The Centre’s Executive Finance Officer will be responsible for receiving applications form learners and for coordinating the awarding process.

The Executive Finance Officer will be the main contact for Providers that have any enquiries about the Grant.

The work will be supervised by the Systems Director / Deputy Chief Executive, who will be responsible for the accountability of the Fund on behalf of the Welsh Government.

**Application Timetable**

Applications will need to be submitted by the closing date, at the latest, and payments will be processed in accordance with guidance.

If an application is not complete and does not include all of the necessary evidence and correct details, payment cannot be guaranteed.

|  |  |  |
| --- | --- | --- |
| Academic Year | Claim for the Period | Closing Date for Applications |
| 2019/20 | Term 1  (September 2019 – December 2019) | 31.01.2020 |
| 2019/20 | Term 2  (January 2020 – March 2020) | 16.03.2020 |

Please note that only applications for Summer Schools should be sent at the end of August. If an application is recevied for term-time lessons, the fund will not be able to repay the costs.

**Awarding the Payments – Scoring Matrix**

The Centre will adhere to a structure of assessing every application impartially and consistently across Wales. To this end, every application will be assessed against the scoring matrix.

The matrix will score against the type of support applied for, as well as the specific circumstances of the individuals.

Every application must meet the minimum basic requirements.

The Executive Finance Officer will be responsible for the initial assessment against the matrix scores, and will present the score and the recommendation to award money to the individual to the Systems Director / Deputy Chief Executive, who will approve the awards.

There is no guarantee that learners will receive the entire amount that they have noted in their applications. The decision about the total amount of the payment will be made by the Systems Director / Deputy Chief Executive in accordance with the following guidelines:

|  |  |
| --- | --- |
| Application for an amount up to (and including) £50 (in a term) | Full Payment |
| Application for an amount that exceeds £50 (in a term) | Part or full payment (dependent on the application) |

**Processing the Payments**

Payments are processed each term for learners, in accordance with the timetable noted in the Applications Timetable. The Centre will check with the Provider to ensure that the learner is continuing to attend lessons by providing a list of learners that receive funding each term. It is the provider’s responsibility to inform the Centre if a learner decides to cease to attend the lessons.

**Qualified Learners**

In order to qualify, individuals must confirm that they meet the following core requirements:

|  |  |
| --- | --- |
| **Situation** | **Evidence** |
| That there is a possibility that access to education could be prevented for financial reasons, or that they face financial problems, for whatever reason, including physical or mental disability | Commitment on the application form |
| Is 16 years old, or older, on 1 September 2019 | Commitment on the application form (date of birth) |
| Has been a resident in the UK or EU for at least 3 years | Commitment on the application form |
| Registered for a Learning Welsh course with one of the National Centre for Learning Welsh providers | Registration Number and Confirmation from the Provider / Tutor |

Priority will be given to individuals in the following situations:

|  |  |
| --- | --- |
| **Situation** | **Evidence** |
| Parent with childcare needs | Commitment on the application form |
| Single parent with childcare needs | Commitment on the application form |
| A carer; have been in care, on probation or are otherwise considered at risk | Commitment on the application form |
| On low income, including learners who do not qualify for income support, or students from low income families \* | Commitment on the application form |
| Resident in an area with an overall ranking of 190 or less according to the 2014 Welsh Index of Multiple Deprivation | Post code check against the Government’s WIMD 2014 – Executive Finance Officer to check |
| Face particular financial difficulties because their families will cease to receive the children element of Universal Credit as of the 1st September following their 19th birthday | Commitment on the application form |

\*It is possible that the Centre will ask for evidence that you are on low income as a part of our audit process, however, there is no need to send the evidence as part of the claim. Learners must therefore ensure that they have evidence available if needed.

**Valid Costs**

The Centre will consider applications for the following costs:

| **Application** | **Description** | **Evidence** | **Maximum Award** |
| --- | --- | --- | --- |
| Childcare | Able to claim up to £5 an hour for up to 3.5 hours for the cost of childcare per lesson/session | Receipt from a registered carer (including their registration number). Details of number of lessons / sessions | £17.50 per child per lesson / session (3.5 hours x £5 an hour) |
| Examination Fee | Entry Level Examination Fee | Receipt from your provider confirming that you have paid (noting the total) | £20 |
| Examination Fee | Foundation Level Examination Fee | Receipt from you provider confirming that you have paid (noting the total) | £22 |
| Examination Fee | Intermediate Level Examination Fee | Receipt from you provider confirming that you have paid (noting the total) | £24 |
| Examination Fee | Higher Level Examination Fee | Receipt from you provider confirming that you have paid (noting the total) | £32 |
| Learning equipment / resources | Resources for the course, such as books, CDs, files | Receipt(s) noting the resources and costs | £50 in a 12-month period |
| Travel Costs - Car | £0.25 per mile to travel to a lesson / session (up to 60 miles per journey) | Fill in the travel costs form and include the dates and details of the journeys | £15 per journey (up to 60 miles x £0.25) |
| Travel Costs -Bus / Train | The cost of the journey to attend a lesson / session | Copies of the tickets | £15 per journey |
| Parking costs | Parking costs when attending a lesson / session | Copies of the parking tickets, including dates and totals | £5 per lesson / session |
| Disabilities | Up to £10 per lesson/ session to assits with additional costs due to disabilities | An official letter providing evidence | £10 per lesson / session |

The Fund cannot be used to repay the following costs:

* Course Fees • Fines
* Costs that have not yet been paid • Deposits
* Costs not supported by the correct evidence (noted in the above table)

**Assessing Applications**

The Centre will aim to assess and approve applications that are submitted regularly in order to ensure that the learners receive their awards and payments (if successful) without delay. The table below confirms the procedure that is followed:

|  | Step | Timetable | Responsibility |
| --- | --- | --- | --- |
| 1 | Learner to submit his / her application to the Centre | By the closing date for the term noted in the Application Timetable | The learner |
| 2 | Scoring the Application | Within 10 working days of the closing date | Executive Finance Officer |
| 3 | Approving the Application | Within 15 working days of the closing date | Systems Director / Deputy Chief Executive |
| 4 | Payment to the learner | Date noted in the Application Timetable | Executive Finance Officer |
| 5 | Feedback to unsuccessful learner | Within 20 working days of the closing date | Executive Finance Officer |
| 6 | Report on the awards | End of term | Executive Finance Officer |

**Appeal Process**

Learners can appeal against the decision in writing. Firstly, feedback is provided to them on the scoring matrix and the reason why they were not successful.

It is possible for learners to appeal the decisions by resubmitting their application, including additional information.

|  | Step | Timetable | Responsibility |
| --- | --- | --- | --- |
| 1 | Learner to submit his / her appeal to the Centre | Closing date is 15 working days after receiving unsuccessful feedback | The learner |
| 2 | Letter / e-mail of thanks for the application | Within 5 working days of the closing date | Principal Procedures Officer |
| 3 | Re-scoring the Application | Within 10 working days of the closing date | Executive Finance Officer |
| 4 | Approving the Application | Within 15 working days of the closing date | Systems Director / Deputy Chief Executive |
| 5 | Payment to the learner | Within 20 working days of the closing date | Executive Finance Officer |
| 6 | Feedback to unsuccessful learner | Within 20 working days of the closing date | Executive Finance Officer |
| 7 | Report on the awards | Following payment | Executive Finance Officer |

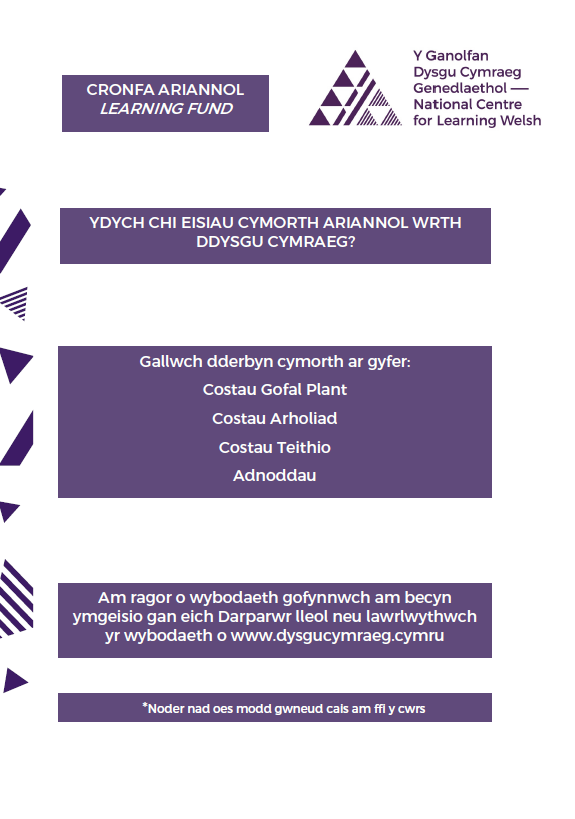
**Further Appeals**

If the learner fails a second time, he/she is able to write formally to the Centre’s Chief Executive noting the basis of his/her appeal. This should be done within 10 days of receiving the second unsuccessful adjudication. The Chief Executive’s decision will be final.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Step | Timetable | Responsibility |
| 1 | The learner to submit a further appeal to the Centre | Closing date is 10 working days after receiving the second unsuccessful feedback | The learner |
| 2 | Assessment | Within 5 working days of the closing date | Chief Executive |
| 3 | Notification on the final appeal’s adjudication | Within 5 working days of the closing date | Chief Executive |

**Appendix 1 - The Financial Contingency Fund (Further Education) (Wales) Scheme 2019/20**

**Appendix 2 – Information Leaflet**



(Continuation)

**\*\*Mae’r gronfa i’w defnyddio ar gyfer dysgwyr lle gall fynediad at addysg gael ei rwystro am resymau ariannol, neu eu bod yn wynebu problemau ariannol am unrhyw reswm, gan gynnwys anabledd corfforol neu feddyliol.\*\***

Yn ogystal â’r uchod, i fod yn gymwys rhaid i chi fod:

|  |
| --- |
| Yn 16 mlwydd oed neu hŷn ar 1 Medi 2019 |
| Yn breswyliwr yn y DU neu’r DE am o leiaf 3 blynedd |
| Wedi cofrestru ar gwrs Dysgu Cymraeg gydag un o Ddarparwyr Y Ganolfan Dysgu Cymraeg Genedlaethol |

Bydd Blaenoriaeth i Ddysgwyr sydd:

|  |
| --- |
| Yn rhiant gydag anghenion gofal plant (plentyn/plant o dan 18 mlwydd oed) |
| Yn rhiant sengl gydag anghenion gofal plant (plentyn/plant o dan 18 mlwydd oed) |
| Yn ofalwyr, a fu’n derbyn gofal, neu ar brawf, neu ddysgwr yr ystyrir eu bod o dan risg am reswm arall |
| Ar incwm isel, gan gynnwys rhai sydd ddim yn gymwys i gael cymhorthdal incwm, neu ddysgwyr o deuluoedd ar incwm isel |
| Yn preswylio mewn ardal â lefel gyffredinol o 190 neu is yn ôl rhestr sgorio WIMD y Llywodraeth |
| Yn wynebu anawsterau ariannol penodol oherwydd bydd eu teuluoedd ddim yn derbyn ‘elfen plant y credyd cynhwysol’ ar 1 Medi sy’n dilyn 19eg penblwydd |

Gellir hawlio am y costau canlynol, gyda thystioaleth:

|  |  |  |
| --- | --- | --- |
| **Cais** | **Tystiolaeth** | **Uchafswm Hawliad** |
| Gofal Plant | Derbynneb gan ofalwr cofrestredig (gan nodi eu rhif cofrestredig)  Manylion nifer y gwersi/ sesiynau | Hyd at 3.5 awr am £5 yr awr (£17.50) y plentyn pob gwers/ sesiwn |
| Ffi Arholi | Derbynneb gan eich darparwr yn cadarnhau eich bod wedi talu (yn nodi’r swm) | Lefel Mynediad: Hyd at £20  Lefel Sylfaen: Hyd at £22  Lefel Canolradd: Hyd at £24  Lefel Uwch: Hyd at £32 |
| Cyfarpar / adnoddau dysgu | Derbyneb(au) yn nodi’r defnyddiau a’r symiau | £50 mewn cyfnod o 12 mis |
| Costau Teithio - Milltiredd | Llenwi’r Ffurflen Gostau Teithio gyda dyddiadau’r siwrneau, manylion y daith a’r milltiredd | Hyd at 60 milltir fesul gwers/ cwrs x £0.25 y filltir (£15 fesul siwrnai) |
| Costau Teithio -Bws / Tren | Copïau o’r tocynnau | £15 fesul siwrnai |
| Costau Parcio | Copïau o’r tocynnau parcio, yn cynnwys y dyddiad a’r symiau | £5 y wers / sesiwn |
| Anableddau | Llythyr swyddogol yn  darparu tystiolaeth | £10 y wers / sesiwn |

**Am fwy o fanylion, ewch i’n gwefan:** [**https://dysgucymraeg.cymru/cymorth/cronfa-ariannol/**](https://dysgucymraeg.cymru/cymorth/cronfa-ariannol/)

(Continuation)

**\*\*The fund is to be used by learners where access to education might be inhibited by financial considerations, or who, for whatever reason, including physical or other disability, face financial difficulties.\*\***

In addition, in order to be eligible, you must be: yn nodi’r defnyddiau a’r symiau

|  |
| --- |
| 16 years old, or older, on 1 September 2019 |
| An UK o’r EU Resident for at least 3 years |
| Registered for a learning Welsh course with one of the National Centre for Learning Welsh providers |

Priority will be given to learners who are:

|  |
| --- |
| A parent with childcare needs (child/children under 18 years old) |
| A single parent with childcare needs (child/children under 18 years old) |
| A carer; have been in care, on probation or are otherwise considered at risk |
| On low income, including learners who do not qualify for income support, or students from low income families |
| Resident in an area with an overall ranking of 190 or less according to the latest Welsh Index of Multiple Deprivation |
| Facing particular financial difficulties because their families will cease to receive the children element of universal credit as of the 1st September following their 19th birthday |

The following costs can be claimed, with evidence:

|  |  |  |
| --- | --- | --- |
| **Claim** | **Evidence** | **Maximum Claim** |
| Childcare | Receipt by a registered childminder (including their registration number)  Details of the number of lessons / sessions attended | Up to 3.5 hours at £5 per hour (£17.50) per child fod each lesson / session |
| Exam Fee | Receipt from your provider confirming that you have paid (including the amount) | Entry Level: Up to £20  Foundation Level: Up to £22  Intermediate Level: Up to £24  Higher Level: Up to £32 |
| Resources | Receipts showing the items and amount paid | Up to £50 in a 12 month period |
| Travel Costs - Mileage | Completed Travel Form with dates of journeys, jouney details and mileage | Up to 60 miles per lesson x £0.25 per mile (£15 per journey) |
| Travel Costs -Bus / Train | Copy (or original) tickets | £15 per journey |
| Parking Costs | Copy (or original) parking tickets, with dates and amounts | £5 per lesson / session |
| Disability | Official letter providing evidence | £10 per lesson / session |

**For more information, go to our website:**

[**https://learnwelsh.cymru/support/financial-support/**](https://learnwelsh.cymru/support/financial-support/)

****Appendix 3 - Ffurflen Gais / Claim Form**

**Y Ganolfan Dysgu Cymraeg Genedlaethol**

**Heol y Coleg   
Caerfyrddin SA31 3EP**

**cyllid@dysgucymraeg.cymru**

**Ffurflen Gais ‘Cronfa Ariannol Wrth Gefn’ Claim Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Gwybodaeth Dysgwr *Learner Details* | | | | | | | | |
| Enw Llawn *Full Name* |  | | | | | | | |
| Cyfeiriad *Address* |  | | | | | | | |
|  |  | | | | | | | |
| Tref/Dinas *Town/City* |  | | | | | | | |
| Sir *County* |  | | | | | | | |
| Cod Post *Post Code* |  | | | | | | | |
| Rhif Ffôn *Phone Number* |  | | | | | | | |
| E-bost *E-mail* |  | | | | | | | |
| Dyddiad Geni *Date of Birth* |  | | | | | | | |
| Manylion Banc *Bank Details* | | | | | | | | |
| Enw’r Cyfrif *Account Name* |  | | | | | | | |
| Cod Didoli *Sort Code* |  |  | - |  |  | - |  |  |
| Rhif Cyfrif *Account Number* |  |  |  |  |  |  |  |  |
| Enw’r Banc *Bank Name* |  | | | | | | | |
| Cyfeiriad Banc  *Bank Address* |  | | | | | | | |
| Cod Post Banc  *Bank Post Code* |  | | | | | | | |

|  |  |
| --- | --- |
| Manylion Cwrs *Course Details* | |
| Darparwr Cwrs *Course Provider* |  |
| Eich Rhif Cofrestru*Your Registration Number* |  |
| Cyfeirnod y Cwrs *Course Reference Number* |  |
| Tiwtor y Cwrs *Course Tutor* |  |
| Lleoliad y Cwrs *Course Location* |  |

|  |  |  |
| --- | --- | --- |
| Cyfnod y Cais *Claim Period* | | |
| Blwyddyn *Year* | Tymor *Term* | Dyddiad *Dates* |
| *e.e. 2017* | *Tymor 3 / Tymor yr Haf* | *01.04.2017 – 31.07.2017* |
|  |  |  |

Manylion Personol - Ticiwch y blychau perthnasol i chi

Cadarnhaf fy mod :

|  |  |
| --- | --- |
| Yn 16 mlwydd oed neu hŷn ar 1 Medi 2019 |  |
| Yn breswyliwr yn y DU neu’r DE am o leiaf 3 mlynedd |  |
| Wedi cofrestru ar gwrs Dysgu Cymraeg gyda un o Ddarparwyr Y Ganolfan Dysgu Cymraeg Genedlaethol |  |

Yn ogystal, cadarnhaf fy mod:

|  |  |
| --- | --- |
| Yn rhiant gydag anghenion gofal plant (plant o dan 18 mlwydd oed) |  |
| Yn rhiant sengl gydag anghenion gofal plant (plant o dan 18 mlwydd oed) |  |
| Yn ofalwyr, wedi derbyn gofal, neu ar brawf, neu ddysgwr yr ystyrir eu bod o dan risg am reswm arall |  |
| Ar incwm isel, gan gynnwys rhai ddim yn gymwys i gael cymhorthdal incwm neu ddysgwyr o deuluoedd ar incwm isel |  |
| Yn wynebu anawsterau ariannol penodol oherwydd bydd eu teuluoedd ddim yn derbyn elfen plant y credyd cynhwysol ar 1 Medi sy’n dilyn 19eg penblwydd |  |
| Yn preswylio mewn ardal â lefel gyffredinol o 190 neu is yn ôl rhestr sgorio WIMD y Llywodraeth (Defnydd Swyddfa yn unig) |  |

**\*Mae’n rhaid ateb yr isod:**

Gall fynediad at addysg gael ei rwystro am resymau ariannol, neu fod yr unigolyn yn wynebu problemau ariannol am unrhyw reswm, gan gynnwys anabledd corfforol neu feddyliol.

|  |  |
| --- | --- |
| Ydi’r datganiad uchod yn wir i chi: |  |
| Os ydi, rhowch esboniad cryno |  |

Anabledd

|  |  |
| --- | --- |
| Ydych chi wedi eich cofrestru yn anabl? |  |
| Os do, rhowch esboniad cryno |  |

Personal Details – Tick the appropriate boxes

I confirm that I am :

|  |  |
| --- | --- |
| 16 years old, or older, on 1 September 2019 |  |
| An UK or EU Resident for at least 3 years |  |
| Registered for a learning Welsh course with one of the National Centre for Learning Welsh providers |  |

I also confirm that I am:

|  |  |
| --- | --- |
| A parent with childcare needs (children under 18 years old) |  |
| A single parent with childcare needs (children under 18 years old) |  |
| A carer; have been in care, on probation or are otherwise considered at risk |  |
| On low income, including learners who do not qualify for income support, or students from low income families |  |
| Facing particular financial difficulties because their families will cease to receive the children element of universal credit as of the 1st September following their 19th birthday |  |
| Resident in an area with an overall ranking of 190 or less according to the latest Welsh Index of Multiple Deprivation (Office Use only) |  |

**\*This section below must be completed:**

Access to education might be inhibited by financial considerations, or who, for whatever reason, including physical or other disability, face financial difficulties.

|  |  |
| --- | --- |
| Is the above statement true for you: |  |
| If Yes, please provide brief details |  |

Disability

|  |  |
| --- | --- |
| Are you registered disabled? |  |
| If Yes, please provide brief details |  |

Ffurflen Manylion y Costau *Cost Details Form*

|  |  |  |  |
| --- | --- | --- | --- |
| Cost | Manylion | Swm | Atodir Derbynneb (✓) |
| *Cost* | *Details* | *Amount* | *Receipt Attached (✓)* |
| *Gofal Plant* | *Meithrinfa i un plentyn 28.02.17 : 3 awr @£5 yr awr* | *£15.00* | *✓* |
| *Ffi Arholi* | *Ffi Arholi Lefel Mynediad* | *£20.00* | *✓* |
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* *Mae uchafsymiau y gellir eu hawlio, a ni ddylid ceisio hawlio yn fwy na’r symiau yn y polisi*
* *Cofiwch, mae’n rhaid cynnwys y dystiolaeth angenrheidiol yn unol â’r polisi. Ni fydd taliad yn cael ei weithredu heb y dystiolaeth gywir.*
* *There are limits to what can be claimed, and the amounts claimed should not exceed the allowance in the policy*
* *Remember to include the necessary evidence as outlined in the policy. No payment will be made without the correct evidence.*

Ffurflen Costau Teithio *Travel Claim Form*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dyddiad | Taith  (man cychwyn, i ble a’r man gorffen) | Pwrpas y Daith | Milltiredd (os mewn car) | Costau Tren, Bws, Parcio | Atodir Derbynneb/Tocyn(✓) |
| *Date* | *Journey*  *(start, destination and end location)* | *Journey Purpose* | *Mileage*  *(if travelling by car)* | *Train, Bus, Parking Costs* | *Receipt/ Ticket Attached (✓)* |
| *28/2/17* | *Adref – Caerfyrddin – Adref* | *Gwers Cymraeg* | *20* | *-* | *-* |
| *30/2/17* | *Adref – Caerfyrddin – Adref + Parcio* | *Gwers Cymraeg* | *20* | *£3.40* | *✓* |
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| CYFANSWM MILLTIREDD *TOTAL MILEAGE* | | |  |  |  |
| COST MILLTIREDD (Cyfanswm Milltiredd x £0.25)  *MILEAGE CLAIM (Total Mileage x £0.25)* | | | **£** |
| CYFANSWM COST TREN / BWS / PARCIO  *TOTAL BUS / TRAIN / PARKING COSTS* | | | | **£** |
| CYFANSWM TEITHIO  (Cyfanswm Cost Bws/Tren/Parcio + Cost Milltiredd)  *TOTAL TRAVEL*  *(Total Bus / Train / Parking Costs + Mileage Claim)* | | | **£** | |

*Cofiwch:*

* *Rhaid darparu derbynebau ar gyfer costau trên/bws/parcio*
* *Nid oes angen darparu derbynneb ar gyfer costau tanwydd*
* *Mae uchafsymiau y gellir eu hawlio, a ni ddylid ceisio hawlio yn fwy na’r symiau yn y polisi*

*Remeber:*

* *Receipts must be provided for bus/train/parking costs*
* *No receipts are required for fuel costs*
* *The amounts should not exceed the allowance in the policy*

Crynodeb a Datganiad

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| Crynodeb Cais *Summary* | |
| Gofal Plant *Childcare – Manylion ar y Ffurflen Gostau* | £ |
| Ffi Arholi *Exam Fee – Manylion ar y Ffurflen Gostau* | £ |
| Adnoddau *Resources - Manylion ar y Ffurflen Gostau* | £ |
| Anabledd *Disability - Manylion ar y Ffurflen Gostau* | £ |
| Costau Teithio *Travelling Costs*  Manylion ar y Ffurflen Gostau Teithio *– Details on Travel Claim Form* | £ |
| **Cyfanswm Costau / *Total Costs*** | **£** |
| **Dyfarniad Grant (defnydd swyddfa yn unig)**  **Grant Awarded (office use only)** | **£** |

**Dysgwr / Learner**

Cadarnhaf fod yr wybodaeth ar y ffurflen hon yn gywir a chyflawn a chytunaf y gall Y Ganolfan Dysgu Cymraeg Genedlaethol ofyn am wybodaeth bellach angenrheidiol i gadarnhau'r cais.

*I confirm that the information on this form is correct and complete, and that I understand that The National Centre for Learning Welsh can ask for additional information in relation to the claim.*

|  |  |
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| Enw *Name* |  |
| Llofnod *Signature* |  |
| Dyddiad *Date* |  |

Dychweler at: *Return to*:

Swyddog Gweithredol Cyllid, Y Ganolfan Dysgu Cymraeg Genedlaethol, Heol y Coleg, Caerfyrddin, SA31 3EP *neu* cyllid@dysgucymraeg.cymru

Am fwy o fanylion, ewch i’n gwefan:

<https://dysgucymraeg.cymru/cymorth/cronfa-ariannol/>

For more information, go to our website:

<https://learnwelsh.cymru/support/financial-support/>