



Y Ganolfan  
Dysgu Cymraeg  
Genedlaethol —  
National Centre  
for Learning Welsh

# THE FINANCIAL CONTINGENCY FUND POLICY



Dysgu  
Learn



Llywodraeth Cymru  
Welsh Government

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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:

<b>Provider</b>	<b>Area</b>
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 from 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 received 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:

<b>Situation</b>	<b>Evidence</b>
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:

<b>Situation</b>	<b>Evidence</b>
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:

<b>Application</b>	<b>Description</b>	<b>Evidence</b>	<b>Maximum Award</b>
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
- Costs that have not yet been paid
- Costs not supported by the correct evidence (noted in the above table)
- Fines
- Deposits

## **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:

	<b>Step</b>	<b>Timetable</b>	<b>Responsibility</b>
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

**CRONFA ARIANNOL**  
*LEARNING FUND*



Y Ganolfan  
Dysgu Cymraeg  
Genedlaethol —  
National Centre  
for Learning Welsh

**YDYCH CHI EISIAU CYMORTH ARIANNOL WRTH  
DDYSGU CYMRAEG?**

Gallwch dderbyn cymorth ar gyfer:

Costau Gofal Plant

Costau Arholiad

Costau Teithio

Adnoddau

Am ragor o wybodaeth gofynnwch am becyn  
ymgeisio gan eich Darparwr lleol neu lawrlwythwch  
yr wybodaeth o [www.dysgucymraeg.cymru](http://www.dysgucymraeg.cymru)

\*Noder nad oes modd gwneud cals am ffi y cwrs

(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 breswylwr 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 preswyllo 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 thystioleth:

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 - Milltired	Llenwi'r Ffurflen Gostau Teithio gyda dyddiadau'r siwrneau, manylion y daith a'r milltired	Hyd at 60 milltir fesul gwers/ cwrs x £0.25 y filltir (£15 fesul siwrnai)
Costau Teithio - Bws / Tren	Copiâu o'r tocynnau	£15 fesul siwrnai
Costau Parcio	Copiâu o'r tocynnau parcio, yn cynnwys y dyddiad a'r symiau	£5 y wers / sesiwn
Anabledau	Llythyr swyddogol yn darparu tystiolaeth	£10 y wers / sesiwn

Am fwy o fanylion, ewch i'n gwefan:

<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:

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

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 for 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, journey 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/>

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

Y Ganolfan Dysgu Cymraeg Genedlaethol  
Heol y Coleg  
Caerfyrddin SA31 3EP  
cyllid@dysgucymraeg.cymru



Y Ganolfan  
Dysgu Cymraeg  
Genedlaethol —  
National Centre  
for Learning Welsh

### **Ffurflen Gais 'Cronfa Ariannol Wrth Gefn' Claim Form**

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

Manylion Cwrs <i>Course Details</i>	
Darparwr Cwrs <i>Course Provider</i>	
Eich Rhif Cofrestru <i>Your Registration Number</i>	
Cyfeirnod y Cwrs <i>Course Reference Number</i>	
Tiwtor y Cwrs <i>Course Tutor</i>	
Lleoliad y Cwrs <i>Course Location</i>	

Cyfnod y Cais <i>Claim Period</i>		
Blwyddyn <i>Year</i>	Tymor <i>Term</i>	Dyddiad <i>Dates</i>
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 breswylwr 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 ddysgwyr 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 preswyllo 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	





## Crynodeb a Datganiad

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

### 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.*

Enw <i>Name</i>	
Llofnod <i>Signature</i>	
Dyddiad <i>Date</i>	

Dychweler at: *Return to:*

Swyddog Gweithredol Cyllid, Y Ganolfan Dysgu Cymraeg Genedlaethol, Heol y Coleg, Caerfyrddin, SA31 3EP *neu* [cyllid@dysgucymraeg.cymru](mailto: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/>