Childcare Bursary Referral Form

The details provided below will enable the Childcare Bursary team to assess your application to determine whether a bursary can be granted. The team will contact you to confirm whether your application has been approved.

As part of the application process, the Childcare Bursary team will contact you for proof of employment and income, training or other relevant supporting documents.

Before filling in this form, please be aware that the Childcare Bursary is for Islington residents and certain criteria apply. To be eligible you will be on a low income and claiming means-tested benefits, or your total household earning is no greater than £39,999. For full eligibility criteria, visit: [www.islington.gov.uk/childcarebursary](http://www.islington.gov.uk/childcarebursary)

Successful applicants must register on the Islington working portal, [www.islingtonworking.co.uk](http://www.islingtonworking.co.uk) This enables Islington to hold your data securely and to report on how we are using the Childcare Bursary to support parents back into training and or employment.

Your details

|  |  |
| --- | --- |
| Date application submitted  |  |
| Parent Name |  |
| National Insurance Number |  |
| Address *Must be an Islington Resident, or placed out of borough by Islington* |  |
| Contact number |  |
| Email |  |
| Referrer name/organisation |  |
| Bursary child name/s and ages.*Note: Children between 0-16 are eligible or up to 18 if disabled*  |  |

Reason for application

|  |
| --- |
| 1. Paid Employment  |
| Starting work and start date  |  |
| Return to work, e.g., from Maternity Leave |  |
| Changing circumstances, e.g., increasing hours, or moving from weekly to monthly pay |  |
| Or 2. Training/Education |
| Training or Education course and duration  |  |
| Unpaid Work placement, e.g., work experience  |  |
| Or 3. Starting a business  |
|  |  |
| **How will this bursary help you with work or training?** |
|   |

Childcare provider details

|  |  |
| --- | --- |
| Name  |  |
| Address  |  |
| Telephone |  |
| Email |  |
| Ofsted number |  |

Childcare cost details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date From | Date To | Days per week  | Hours per day  | Cost per hour  | Number of children | Calculation of total cost  |
|  |  |  |  |  |  | *[Hours x weeks x £per hour x number of children]* |
|  |  | TOTAL |  |
| Have you registered on the Islington Working Portal? *Please go to* [*www.islingtonworking.co.uk*](http://www.islingtonworking.co.uk) *to register and register as a ‘****Job Seeker’****, not as an Employer. This enables us to hold your data securely and to report on how we are using the Childcare Bursary to support parents back into training and or employment.*[ ]  |

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| --- |
| **Please confirm the following**  |
| You are on a low income and claiming means-tested benefits, or your total household earnings are no greater than to £39,999.  | Please confirm |
| You can’t get childcare funding by any other means e.g., Flexible Support Fund through JobCentre Plus or employment support programmes. | Please confirm  |
| Have you previously received a Childcare Bursary?  | YES/NO*If YES, please provide details* |

|  |
| --- |
| Parent Name: Signature: Date:***[NB*** *If Referrer is submitting on behalf of Parent, please copy in Parent and* *islingtonworking@islington.gov.uk* *using text below and forward your email to iWork*  *“I am submitting this information on behalf of (parent name) who has been copied into the completed application***]** |

For Childcare Bursary office use only

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| Has parent provided the following supporting evidence  |
| Employment contract or confirmation Email/Letter |  |
| Training/Education enrolment Email/Letter with weekly hours and duration |  |
| Registered Childcare letter confirming children’s names, hours and costs  |  |
| Evidence of low income and claiming means-tested benefits  |  |
| Details of SEND provided as appropriate  |  |
| Parental confirmation email received, if Referrer submitted application |  |