

# **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

St Padarn’s Institute, through the Representative Body of the Church in Wales, provides training support grants to go towards housing and living expenses to candidates sponsored by a Bishop<sup>1</sup>.

This guidance is aimed at the categories of candidates:

- **Category A** - Full-time candidates, studying at St Padarn’s Institute, and who have moved to St Padarn’s, Cardiff or in a rented property nearby in order to train.
- **Category B** – Full-time candidates, studying at St Padarn’s Institute, studying at St Padarn’s, Cardiff, Wednesday to Friday in term time but continuing to live and have their placement in their Diocese.<sup>2</sup>
- **Category C** – Part-time candidates, studying at St Padarn’s Institute for licensed ministry.
- **Category D** – Full-time or part-time candidates studying at a college other than St Padarn’s Institute with the full authority of the Training, Formation and Ministerial Development Committee, or those with a bespoke training pathway.

The following pages set out the support available and should be read in conjunction with the application form, and the current rates for this academic year.

## **Grant Calculations**

Once the applications have been approved, you will be sent a copy of the calculations relating to your grant. Grants are then paid directly into your bank account on the last working day of each month.

## **Payment of Grants**

### ***Full Time Candidates:***

For the purposes of the grant, the academic year is deemed to start on 1 September and end on 31 August.

The first instalment of your grant will commence on 30 September and will be paid directly into your bank account in equal monthly instalments in arrears.

Final year candidates will receive their final grant payment on 30 June, thus receiving 10 months grant in their final year.

### ***Part Time Candidates***

The grant of £425 will be payable directly into your bank account in 3 instalments as follows:

30 September £150; 31 December £150; 31 March £125.

Part Time Candidates can claim training related travel expenses **outside of their ministry area**. If their ministry area covers a large area necessitating significant travel the candidate should discuss

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<sup>1</sup> The grant is not designed to cover debts.

<sup>2</sup> This includes candidates already living in, or near to St Padarn’s, Cardiff

# **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

this with their tutor. Travel expenses to activities which a part time candidate would have incurred previously such as church attendance are not covered.

Fees for Theology for Life, the usual academic pathway, will be covered for candidates up to the point of ordination/licensing. Costs of other agreed academic pathways may also be covered during initial training, at the agreement of the Dean for Initial Ministerial Training and the Director of Operations.

## **Queries on completion of the Application Form**

If you have any questions regarding the completion of your application form, please contact Andrew Emery at [andrewemery@churchinwales.org.uk](mailto:andrewemery@churchinwales.org.uk) or 02920 348224.

## **Where to Send Your Completed Forms**

Completed forms should be sent to:

Mrs Sharon Hayes  
RBCIW, 2 Callaghan Square, Cardiff, CF10 5BT  
Email: [sharonhayes@churchinwales.org.uk](mailto:sharonhayes@churchinwales.org.uk)

## **Additional Funding**

Depending on your circumstances you may be entitled to tax credits, see <https://www.gov.uk/browse/benefits/tax-credits> for more information.

The Ordinands’ Fund is a trust fund, available to full time candidates which provides funding for:

- a) Hardship and emergencies for ordinands;
- b) Ordinands attending conferences; and
- c) Ordinands on overseas placements.

If you have a need which falls into one of the above categories please talk to a tutor.

## **Changes in personal circumstances**

***Please note that if there are any changes to your personal circumstances throughout the academic year that you are obliged to inform the Director of Operations within 4 weeks of any change.***

*The Representative Body of the Church in Wales takes Data Protection seriously. Information on how your data is held and how it is processed can be found at: <https://www.churchinwales.org.uk/privacy-notice>. If you have any queries or require additional information please contact the Legal Department [legal@churchinwales.org.uk](mailto:legal@churchinwales.org.uk) or by telephone on 02920 348200.*

# **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

## **CATEGORY A CANDIDATES**

**(Full-time candidates, studying at St Padarn’s Institute, and who have moved to St Padarn’s, Cardiff or in a rented property nearby in order to train.)**

Category A full-time candidates are entitled to the following grants which are means-tested, and are set out in Appendix A.

### **I. TRAINING SUPPORT GRANT**

The Training Support Grant is reviewed each year.

In your final year, the training support grant will be reduced by 2 calendar months, as ordinations take place in June.

### **II. CHILD GRANT**

Grants for dependent children are available. These are subject to a cost sharing arrangement based on spousal/civil partner’s income, full details of this are below.

Only dependent children should be included on the application form (those in full-time education up to undergraduate level). Please provide the names and dates of birth of all dependent children on page 1 of the application form.

If you are claiming the child grant, you must declare your spouse’s total taxable income in the relevant section of the application form. Additional evidence of all income must be provided, including a recent P60 and a copy of your spouse’s bank statements for the previous two months.

Please note that the Government’s Child Benefit need not be disclosed on your application form. In your final year, the child grant will be reduced by 2 calendar months as ordinations take place in June.

#### **Cost Sharing**

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the child grant payable by the Church in Wales. The cost sharing threshold is based upon the net median national income. 75% of every pound of net income (after tax and national insurance deductions) over the cost sharing threshold is deducted from the combined Child and Housing Grants.

### **III. TRAVEL GRANT**

Category A candidates are entitled to claim a travel grant to cover 3 return journeys from St Padarn’s, Cardiff to their Diocese per academic year, at the current HMRC rate as set out in Appendix A. This is 45p per mile for the first 10,000 miles and 25p per mile thereafter within the same tax year (the tax

## **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

year is 6 April 20xx to 5 April 20xx). Where a student does not use their own private transport, the appropriate cost of a public transport journey will be reimbursed. Expenses for these journeys will be included in the monthly grant payments.

Please note the mileage from the address you will be staying at in your Diocese to St Padarn’s, Cardiff (as provided by Google Maps) in Section C (page 2) of the application form.

If face to face teaching is restricted the expenses paid as part of the grant may be subject to adjustment.

Travel expenses for placements are reimbursed separately and can be claimed through St Padarn’s Institute on a monthly or quarterly basis.

### **IV. HOUSING GRANT**

St Padarn’s makes provision for the following housing options for full time candidates: Please complete the Application for Housing Grant section of the application form.

Category A candidates, depending on their circumstances can apply for:

#### **i. Accommodation within St Padarn’s, Cardiff**

St Padarn’s will cover the accommodation costs of those candidates living at St Padarn’s, Cardiff.

You need not provide any further financial information if you will be living full-time at St Padarn’s, Cardiff.

#### **ii. Accommodation for candidates with families**

For those candidates with families, appropriate accommodation to suit the needs of the candidate’s family will, where available, be provided close to St Padarn’s, Cardiff, in houses rented by the Representative Body of the Church in Wales (RB). Such accommodation must be arranged through St Padarn’s. Candidates in RB property will be eligible for the Utilities and Internet part of the Housing Grant, subject to cost sharing.

Where this is not available, St Padarn’s will provide a housing grant. Such accommodation must be arranged in consultation with St Padarn’s.

Any queries about accommodation should be addressed to the Director of Operations.

The housing grant is based on the size of property and the area. This grant is to cover the cost of housing and utilities – electricity, gas, water and broadband. There are two levels of housing grant, standard and premium, in recognition that there are certain areas of Wales where housing is significantly more expensive than others. Full details can be found in Appendix A.

## **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

Local Councils will usually give a discount on Council Tax for those in full-time education. St Padarn’s will provide a letter confirming that a candidate is in full-time education which can be used in evidence when applying for the discount.

### **III. Accommodation for those in shared houses**

For single candidates moving to Cardiff the norm is to live on the St Padarn’s site. In exceptional circumstances an agreement may be made that a candidate may live in shared accommodation off site. This needs to be agreed by the Director of Operations. In this circumstance the Housing Grant will be proportional to the number of people sharing the house. For example where a candidate is sharing a house with 2 other people then they would receive a third of the normal Housing Grant.

### **Cost Sharing**

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the child grant payable by the Church in Wales. The cost sharing threshold is based upon the net median national income. 75% of every pound of net income (after tax and national insurance deductions) over the cost sharing threshold is deducted from the combined Child and Housing Grants.

### **V. Costs for Training**

All costs of agreed formational training will be met by St Padarn’s. St Padarn’s will also be responsible for sponsoring the candidate’s place on their agreed academic study for the duration of their initial training. St Padarn’s will pay the provider of study directly.

***Supporting evidence as detailed on the application form must be submitted alongside your completed application form.***

# **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

## **CATEGORY B CANDIDATES**

**(Full-time candidates, studying at St Padarn’s Institute, studying at St Padarn’s, Cardiff, Wednesday to Friday in term time but continuing to live and have their placement in their Diocese.)**

Category B full-time candidates are entitled to a number of allowances, which are means-tested, and are set out in Appendix A.

### **I. TRAINING SUPPORT GRANT**

The Training Support Grant is reviewed each year.

In your final year, the training support grant will be reduced by 2 calendar months, as ordinations take place in June.

### **II. CHILD GRANT**

Grants for dependent children are available. These are subject to a cost sharing arrangement based on spousal/civil partner’s income, full details of this are below.

Only dependent children should be included on the application form (those in full-time education up to undergraduate level). Please provide the names and dates of birth of all dependent children on page 1 of the application form.

If you are claiming the child grant, you must declare your spouse’s total taxable income in the relevant section of the application form. Additional evidence of all income must be provided, including the most recent P60 and a copy of your spouse’s bank statements for the previous two months.

Please note that the Government’s Child Benefit need not be disclosed on your application form. In your final year, the child grant will be reduced by 2 calendar months as ordinations take place in June.

### **Cost Sharing**

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the child grant payable by the Church in Wales. The cost sharing threshold is based upon the net median national income. 75% of every pound of net income (after tax and national insurance deductions) over the cost sharing threshold is deducted from the combined Child and Housing Grants.

### **III. TRAVEL GRANT**

Category B candidates who commute from home to St Padarn’s, Cardiff each week are entitled to claim a travel grant from the return journey to St Padarn’s, Cardiff, each week at the current HMRC

## **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

rate as set out in Appendix A. This is 45p per mile for the first 10,000 miles and 25p per mile thereafter within the same tax year (the tax year is 6 April 20xx to 5 April 20xx). Where a student does not use their own private transport, the appropriate cost of a public transport journey will be reimbursed.

The use of a private hire company will not be reimbursed where there is a public transport alternative available.

If face to face teaching is restricted the expenses paid as part of the grant may be subject to adjustment.

Travel expenses for placements are reimbursed separately and can be claimed through St Padarn’s Institute on a monthly or quarterly basis.

### **IV. HOUSING GRANT**

St Padarn’s makes provision for full time candidates who remain in their own homes for the duration of their training in the form of a housing grant. Please complete the Application for Housing Grant on the application form.

The housing grant is based on the size of property and the area. This grant is to cover the cost of housing and utilities – electricity, gas, water and broadband. There are two levels of housing grant, standard and premium, in recognition that there are certain areas of Wales where housing is significantly more expensive than others. Full details can be found in Appendix A.

Local Councils will usually give a discount on Council Tax for those in full-time education. St Padarn’s will provide a letter confirming that a candidate is in full-time education which can be used in evidence when applying for the discount.

Where a single candidate shares a house with others the Housing Grant will be proportional to the number of people sharing the house. For example where a candidate is sharing a house with 2 other people then they would receive a third of the normal Housing Grant.

### **Cost Sharing**

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the child grant payable by the Church in Wales. The cost sharing threshold is based upon the net median national income. 75% of every pound of net income (after tax and national insurance deductions) over the cost sharing threshold is deducted from the combined Child and Housing Grants.

### **V. Costs for Training**

All costs of agreed formational training will be met by St Padarn’s. St Padarn’s will also be responsible for sponsoring the candidate’s place on their agreed academic study for the duration of their initial training. St Padarn’s will pay the provider of study directly.

# Church in Wales – St Padarn’s Information on Training Support Grants for Candidates who started training from July 2021

***Supporting evidence as detailed on the application form must be submitted alongside your completed application form.***

## CATEGORY C CANDIDATES

***(Part-time candidates, studying at St Padarn’s Institute for a licence.)***

Category C part time candidates are entitled to:

### **I. PART-TIME TRAINING SUPPORT GRANT**

The Training Support Grant is payable annually at the rate set out in Appendix A. This is to cover incidental expenses incurred during training such as travel costs within a ministry area and books.

### **II. TRAVEL GRANT**

Category C candidates are entitled to claim expenses incurred for travel in connection with training, **other than travel within the Ministry Area in which you live**, at the current HMRC rate as set out in Appendix A. This is 45p per mile for the first 10,000 miles and 25p per mile thereafter within the same tax year (the tax year is 6 April 20xx to 5 April 20xx). Where a student does not use their own private transport, the appropriate cost of a public transport journey will be reimbursed. The use of a private hire company will not be reimbursed where there is a public transport alternative available. Travel to a candidate’s normal activities, such as attendance of their own church, will not be covered.

Travel can be claimed through St Padarn’s Institute on a monthly or quarterly basis.

Part Time Candidates can claim training related travel expenses **outside of their ministry area**. If their ministry area covers a large area necessitating significant travel the candidate should discuss this with their tutor. Travel expenses to activities which a part time candidate would have incurred previously such as church attendance are not covered.

Cost for Theology for Life, the usual academic pathway, will be covered for candidates up to the point of ordination/licensing. Costs of other agreed academic pathways may also be covered during initial training, at the agreement of the Dean for Initial Ministerial Training and the Director of Operations. St Padarn’s will pay the provider of study directly.

***Please note that Category C candidates only need to complete page 1 of the application***

## CATEGORY D CANDIDATES

***(Full-time or part-time candidates studying at a college other than St Padarn’s Institute with the full authority of the Training, Formation and Ministerial Development Committee, or those on bespoke pathways.)***



# **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

Category D full-time candidates are entitled to a number of allowances, which are means-tested, and are set out in Appendix A.

## **I. TRAINING SUPPORT GRANT**

The Training Support Grant is reviewed each year.

In your final year, the training support grant will be reduced by 2 calendar months, as ordinations take place in June.

## **II. CHILD GRANT**

Grants for dependent children are available. These are subject to a cost sharing arrangement based on spousal/civil partner’s income, full details of this are below.

Only dependent children should be included on the application form (those in full-time education up to undergraduate level). Please provide the names and dates of birth of all dependent children on page 1 of the application form.

If you are claiming the child grant, you must declare your spouse’s total taxable income in the relevant section of the application form. Additional evidence of all income must be provided, including the most recent P60 and a copy of your spouse’s bank statements for the previous two months.

Please note that the Government’s Child Benefit need not be disclosed on your application form. In your final year, the child grant will be reduced by 2 calendar months as ordinations take place in June.

### **Cost Sharing**

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the child grant payable by the Church in Wales. The cost sharing threshold is based upon the net median national income. 75% of every pound of net income (after tax and national insurance deductions) over the cost sharing threshold is deducted from the combined Child and Housing Grants.

## **III. TRAVEL GRANT**

Category B candidates who commute from home to St Padarn’s, Cardiff each week are entitled to claim a travel grant from the return journey to St Padarn’s, Cardiff, each week at the current HMRC rate as set out in Appendix A. This is 45p per mile for the first 10,000 miles and 25p per mile thereafter within the same tax year (the tax year is 6 April 20xx to 5 April 20xx). Where a student does not use their own private transport, the appropriate cost of a public transport journey will be reimbursed.

## **Church in Wales – St Padarn’s** **Information on Training Support Grants for Candidates who** **started training from July 2021**

The use of a private hire company will not be reimbursed where there is a public transport alternative available.

If face to face teaching is restricted the expenses paid as part of the grant may be subject to adjustment.

Travel expenses for placements are reimbursed separately and can be claimed through St Padarn’s Institute on a monthly or quarterly basis.

### **IV. HOUSING GRANT**

St Padarn’s makes provision for full time candidates who remain in their own homes for the duration of their training in the form of a housing grant. Please complete the Application for Housing Grant on the application form.

The housing grant is based on the size of property and the area. This grant is to cover the cost of housing and utilities – electricity, gas, water and broadband. There are two levels of housing grant, standard and premium, in recognition that there are certain areas of Wales where housing is significantly more expensive than others. Full details can be found in Appendix A.

Local Councils will usually give a discount on Council Tax for those in full-time education. St Padarn’s will provide a letter confirming that a candidate is in full-time education which can be used in evidence when applying for the discount.

Where a single candidate shares a house with others the Housing Grant will be proportional to the number of people sharing the house. For example where a candidate is sharing a house with 2 other people then they would receive a third of the normal Housing Grant.

### **Cost Sharing**

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the child grant payable by the Church in Wales. The cost sharing threshold is based upon the net median national income. 75% of every pound of net income (after tax and national insurance deductions) over the cost sharing threshold is deducted from the combined Child and Housing Grants.

### **V. Costs for Training**

All costs of agreed formational training will be met by St Padarn’s. St Padarn’s will also be responsible for sponsoring the candidate’s place on their agreed academic study for the duration of their initial training. St Padarn’s will pay the provider of study directly.

***Supporting evidence as detailed on the application form must be submitted alongside your completed application form.***

**Church in Wales – St Padarn’s**  
**Information on Training Support Grants for Candidates who**  
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**Appendix A**

**2021-22 RATES OF GRANTS**

**FULL TIME CANDIDATES**

Training Support Grant	£5,124			
Child Grant	£4,000 first child £3,500 second child £3,000 for subsequent children			
Housing Grant		House allowance (standard)	House allowance (premium) <sup>3</sup>	Utilities & internet allowance
	2 bed	£7,200	£9,000	£1,603
	3 bed	£9,450	£10,800	£2,176
	4+ bed	£10,800	£14,400	£2,673
Cost Sharing Threshold	£14,357			
Cost Sharing	75% of every £ of net spouse/civil partner income over the cost sharing threshold is deducted from the <i>combined</i> Child and Housing Grants.			

Please note that for a single person sharing a house with other adults the housing grant will be adjusted accordingly. For example, if the candidate is sharing with 2 other adults they would receive a third of the housing grant.

**PART TIME CANDIDATES**

	<b>2020-21 RATES</b>
Training Support Grant	<b>£425 plus approved academic study costs will be covered during training</b>
Travel Grant	Up to 10,000 miles = 45p per mile Over 10,000 miles = 25p per mile

<sup>3</sup> Properties in the highest value areas as identified on <https://www.zoopla.co.uk/property/richlist/uk/wales/> on 1 January each year.