

# Church in Wales – St Padarn’s Information on Training Support Grants for Candidates who started training July 2020 and earlier

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

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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.

### **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.*

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**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.

You must declare all personal taxable income in Section A of the application form on page 2. Copies of the previous two months bank statements must be submitted with your application form.

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

**Income Disregard**

If you have any personal taxable income in excess of the income disregard, this will be offset against both the training support grant and the travel grant payable by St Padarn’s. The income disregard figure for candidates is based upon a curate’s stipend less the Personal Allowance.

**II. SPOUSE AND CHILD GRANT**

There is a spouse grant and a child grant (up to a maximum of 4 children) available, which is dependent upon the spouse’s income.

Only dependent children should be included on the application form. Please provide the names and dates of birth of all dependent children on page 1 of the application form.

If you are claiming the spouse and child grant, you must declare your spouse’s total taxable income in Section B on page 2 of the application form. Additional evidence of all income must be provided, including a recent payslip 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 spouse and child grants will be reduced by 2 calendar months as ordinations take place in June.

**Income Disregard**

If your spouse has taxable income in excess of the income disregard, this will be offset against the spouse and child allowances payable by the Church in Wales. The income disregard figure is based upon a curate’s stipend less the Spouse Grant.

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**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 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.

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

**IV. LIVING GRANT**

St Padarn’s makes provision for the following housing options for full time candidates: Please complete the Application for Housing Grant on page 3 of the application form.

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

**i. Accommodation within the College**

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. Rental 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 Church in Wales. Such accommodation must be arranged through St Padarn’s.

Where this is not available, St Padarn’s will cover the cost of appropriate privately rented accommodation.

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

St Padarn’s will cover the total cost of the rent, unless the candidate’s spouse earns in excess of the current curate’s stipend. If a spouse earns in excess of this amount, the Living Allowance will be reduced pound for pound above this amount.

For those candidates living in a rented property, in addition to the above payments, St Padarn’s will contribute towards council tax, water rates, gas and electricity. Full-time students are exempt from

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paying Council Tax (or entitled to a discount if there is another adult living in the property not in full-time education) and St Padarn’s will provide a letter for the Council to assist with a candidate’s application for this purpose.

St Padarn’s will cover the cost of all of the utility payments, unless the candidate’s spouse earns in excess of the current curate’s stipend. If a spouse earns in excess of the current curate’s stipend, the total Living Allowance will be reduced pound for pound above this amount. For the first year in a newly rented property payments for utilities will be based on the national average for the property size. In subsequent years candidates must provide copies of the previous year’s utility bills.

St Padarn’s will cover the cost of all **work-related** childcare, unless the candidate’s spouse earns in excess of the current curate’s stipend. This is childcare is for the times when both parents are working and so unable to care for the child/children. The childcare will need to be provided by a registered provider (school, nursery, registered childminder) and proof of expenditure will need to be demonstrated. If a spouse earns in excess of the current curate’s stipend, the total Living Allowance will be reduced pound for pound above this amount.

St Padarn’s will as a minimum always provide a grant, in addition to the personal allowance, that is 25% of the total living costs incurred (not greater than a curate’s stipend). Above that level the grant is subject to means testing as described above.

### **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.

***Full evidence of amounts claimed MUST be submitted with the application form. If such evidence is not available at the time of completing the application form, this should be estimated and the evidence provided at a later date, when the payment can be re-assessed.***

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**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.

You must declare all personal taxable income in Section A of the application form on page 2. Copies of the previous two months bank statements must be submitted with your application form.

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

**Income Disregard**

If you have any personal taxable income in excess of the income disregard, this will be offset against both the training support grant and the travel grant payable by St Padarn’s. The income disregard figure for candidates is based upon a curate’s stipend less the Personal Allowance.

**II. SPOUSE AND CHILD GRANT**

There is a spouse grant and a child grant (up to a maximum of 4 children) available, which is dependent upon the spouse’s income.

Only dependent children should be included on the application form. Please provide the names and dates of birth of all dependent children on page 1 of the application form.

If you are claiming the spouse and child grant, you must declare your spouse’s total taxable income in Section B on page 2 of the application form. Additional evidence of all income must be provided, including a recent payslip 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 spouse and child grants will be reduced by 2 calendar months as ordinations take place in June.

**Income Disregard**

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If your spouse has taxable income in excess of the income disregard, this will be offset against the spouse and child allowances payable by the Church in Wales. The income disregard figure is based upon a curate’s stipend less the Spouse Grant.

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

### **IV. LIVING GRANT**

St Padarn’s makes provision for full time candidates who remain in their own homes for the duration of their training. Please complete the Application for Housing Grant on page 3 of the application form.

Category B candidates are entitled to:

#### **i. Payment of the interest element of an existing mortgage**

St Padarn’s will pay the mortgage interest, on the original amount of the loan when the house was purchased, however, **St Padarn’s will not contribute towards capital repayments.**

If the mortgage is an “interest only loan”, it will be easy to determine the amount eligible for assistance;

If the mortgage is a repayment mortgage, the capital repayment element will need to be deducted when making a claim. It may be necessary to request from the mortgage lender, a statement of capital and interest.

St Padarn’s will pay the total cost of the mortgage interest, unless the candidate’s spouse earns in excess of the current curate’s stipend. If a spouse earns in excess of the current curate’s stipend, the Housing Grant will be reduced pound for pound above this amount.

For those candidates living in their own home, in addition to the above payments, St Padarn’s will contribute towards council tax, water rates, gas and electricity. Full-time students are exempt from paying council tax (or entitled to a discount if there is another adult living in the property not in full-



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time education) and St Padarn’s will provide a letter for the Council to assist with a candidate’s application for this purpose.

St Padarn’s will cover the cost of all of the utility payments, unless the candidate’s spouse earns in excess of the current curate’s stipend. If a spouse earns in excess of the current curate’s stipend, the total Housing Grant will be reduced pound for pound above this amount. Copies of utility bills (and council tax bills if appropriate) for the previous year must be provided with the grant application.

St Padarn’s will as a minimum always provide a grant, in addition to the personal allowance, that is 25% of the total housing costs incurred. Above that level the grant is subject to means testing as described above.

**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.

***Full evidence of amounts claimed MUST be submitted with the application form. If such evidence is not available at the time of completing the application form, this should be estimated and the evidence provided at a later date, when the payment can be re-assessed.***

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**CATEGORY C CANDIDATES**

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

Category C part time candidates are entitled to:

**I. TRAINING SUPPORT GRANT**

The Training Support Grant is payable annually at the rate set out in Appendix A.

**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. 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 form.***

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**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.)*

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.

You must declare all personal taxable income in Section A of the application form on page 2. Copies of the previous two months bank statements must be submitted with your application form.

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

**Income Disregard**

If you have any personal taxable income in excess of the income disregard, this will be offset against both the training support grant and the travel grant payable by St Padarn’s. The income disregard figure for candidates is based upon a curate’s stipend less the Personal Allowance.

**II. SPOUSE AND CHILD GRANT**

There is a spouse grant and a child grant (up to a maximum of 4 children) available, which is dependent upon the spouse’s income.

Only dependent children should be included on the application form. Please provide the names and dates of birth of all dependent children on page 1 of the application form.

If you are claiming the spouse and child grant, you must declare your spouse’s total taxable income in Section B on page 2 of the application form. Additional evidence of all income must be provided, including a recent payslip 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 spouse and child grants will be reduced by 2 calendar months as ordinations take place in June.

**Income Disregard**

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If your spouse has taxable income in excess of the income disregard, this will be offset against the spouse and child allowances payable by the Church in Wales. The income disregard figure is based upon a curate’s stipend less the Spouse Grant.

### **III. TRAVEL GRANT**

Category D candidates who have moved away from their home to train, are entitled to claim a travel grant to cover 3 return journeys from home to training centre 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. 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.

Please note the mileage from your holiday address to College (as provided by Google Maps) in Section C (page 2) of the application form.

### **IV. LIVING GRANT**

St Padarn’s makes provision for the following housing options for full time candidates: Please complete the Application for Housing Grant on page 3 of the application form.

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

#### **i. Accommodation within the College**

St Padarn’s will cover the cost of those candidates living within the College.

Please provide information about your accommodation.

#### **ii. Rental accommodation for candidates with families**

For those candidates living with their families, the cost of appropriate accommodation to suit the needs of the candidate’s family will be covered by St Padarn’s. Such accommodation must be arranged by the student but must first be authorised by St Padarn’s.

St Padarn’s will cover the total cost of the rent, unless the candidate’s spouse earns in excess of the current curate’s stipend. If a spouse earns in excess of this amount, the Housing Allowance will be reduced pound for pound above this amount.

For those candidates living in a rented property, in addition to the above payments, St Padarn’s will contribute towards council tax, water rates, gas and electricity.

St Padarn’s will cover the cost of all of the utility payments, unless the candidate’s spouse earns in excess of the current curate’s stipend. If a spouse earns in excess of the current curate’s stipend,

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the total Housing Allowance will be reduced pound for pound above this amount. Candidates must provide copies of utility bills for the previous year along with their grant application.

St Padarn’s will as a minimum always provide a grant, in addition to the personal allowance, that is 25% of the total living costs incurred. Above that level the grant is subject to means testing as described above.

**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.

***Full evidence of amounts claimed MUST be submitted with the application form. If such evidence is not available at the time of completing the application form, this should be estimated and the evidence provided at a later date, when the payment can be re-assessed.***

**Appendix A**

**2020-21 RATES OF GRANTS**

**FULL TIME CANDIDATES**

	<b>2020-21 RATES</b>	
Training Support Grant	£5,124	Income Disregard £16,434
Spouse Grant	£2,266	Income Disregard £19,292
Child Grant	£2,213 first child £1,461 for each of next three children	
Travel Grant	Up to 10,000 miles = 45p per mile Over 10,000 miles = 25p per mile	
Housing Grant	Rent or interest element of mortgage, gas, electricity, water	If the spouse earns in excess of £21,558 (curate’s stipend), the housing allowance is reduced pound for pound above this amount.
Cost of Study	Agreed costs of study paid directly to the provider by St Padarn’s.	

**PART TIME CANDIDATES**

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	<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