Y Ganolfan Dysgu Cymraeg Genedlaethol — National Centre for Learning Welsh

THE FINANCIAL CONTINGENCY FUND POLICY

CYMRAEG 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:

Provider
Learn Welsh Ceredigion-Powys-Carmarthenshire
Learn Welsh North West
Learn Welsh Cardiff
Learn Welsh North East
Learn Welsh Gwent
Learn Welsh Pembrokeshire
Learn Welsh Swansea Bay Region
Learn Welsh Glamorgan
Learn Welsh The Vale
Learn Welsh Nant Gwrtheyrn

Purpose

The purpose of the The Financial Contingency Fund (Further Education) (Wales) Scheme 2024/25 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.

Financial Contingency Fund Further Education Guidance 2026/27

The Fund will be used in accordance with the Regulations on Medr's website:
Medr/2026/36 Annex C Financial Contingency Fund 2026/27 July 2026

The Fund for Learning Welsh

The value of the fund, which has been confirmed for the 2026/27 academic year, is £11,000. The National Centre for Learning Welsh will receive the money from Medr and the Centre will be responsible for administering the money to the learners.

Once the allocation has been used, 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 YGDCG Directors, who will be responsible for the accountability of the Fund to Medr.

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.

The Role of the Centre

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

The National Centre for Learning Welsh will report the Fund's expenditure to Medr.

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

The Centre will hold 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 Swyddog Trefnidaeth will be responsible for receiving applications form learners and for coordinating the awarding process.

The Corporate Services Manager will be the main contact for Providers that have any enquiries about the Grant.

The work will be supervised by the YGDCG Directors, who will be responsible for the accountability of the Fund to Medr.

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.

Claim for the Period	Closing Date for Applications
Term 1 (September 2026 – December 2026)	04.01.2026
Term 2 (January 2027 – March 2027)	05.04.2027
Term 3 (April 2027 – July 2027)	02.07.2027

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 Swyddog Trefniadaeth and Corporate Services Manager 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 YGDCG Directors, 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 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**
Confirm that it would be difficult to access your studies without support from the Fund due to financial considerations being a barrier	Commitment on the application form
Is 16 years old, or older, on 31 August 2026	Commitment on the application form (date of birth)
Be a settled, legal, UK resident for at least 3 years; or meet the conditions of residence in Medr's Post-16 Funding Framework	Commitment on the application form
Registered, and attends, a Learning Welsh 50+ hours 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
Face particular financial difficulties because their families will cease to receive the children element of Universal Credit as of the 1st of 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 CIW registered carer (including their registration number). Details of lessons / sessions dates.	£17.50 per child per lesson / session (3.5 hours x £5 an hour)
Resources - Learning equipment / materials	Essential resources for the participation in class activites, such as books, digital devices, access to internet for virtual classes	Receipt(s) noting the item and costs	£200 in an academic year
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)

Note that reimbursement cannot be claimed against an invoice issued by a company owned by the individual making the claim.

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	Swyddog Trefniadaeth / Corporate Services Manager
3	Approving the Application	Within 15 working days of the closing date	YGDCG Director
4	Payment to the learner	Date noted in the Application Timetable	Corporate Services Manager
5	Feedback to unsuccessful learner	Within 20 working days of the closing date	Swyddog Trefniadaeth
6	Report on the awards	End of term	Swyddog Trefniadaeth

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	Swyddog Trefniadaeth
3	Re-scoring the Application	Within 10 working days of the closing date	Corporate Services Manager
4	Approving the Application	Within 15 working days of the closing date	YGDCG Director
5	Payment to the learner	Within 20 working days of the closing date	Corporate Services Manager
6	Feedback to unsuccessful learner	Within 20 working days of the closing date	Swyddog Trefniadaeth
7	Report on the awards	Following payment	Swyddog Trefniadaeth

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