

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

St Padarn’s Institute, through the Representative Body of the Church in Wales, provides grants to candidates sponsored by a Bishop. Full-time grants are designed to cover basic living costs such as food, rent and utilities (they are not designed to cover debt or finance deals). Part-time grants are designed to cover incidental expenses and travel within the candidate’s ministry area. 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, staying at St Padarn’s, Cardiff, Wednesday to Friday in term time but continuing to live and have their placement in their Diocese.¹
- **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 Executive Board, 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.

Supporting evidence as detailed on the application form must be submitted alongside your completed application form. See Appendix B for a checklist of supporting evidence.

Queries on completing the Application Form

If you have any questions regarding the completion of your application form, please contact:

Andrew Emery andrewemery@churchinwales.org.uk

Rowena Hodge rowenahodge@churchinwales.org.uk

or by phone 02920 348224.

Full-Time Candidate 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 new starters your academic year for the purposes of the grant starts on the first Monday of Summer School (this year 19 August 2024) and goes through until 31 August the following year. For returners not in their final year, the grant year starts on 1 September and goes through until 31 August the following year. For returners in their final year, the grant year starts on 1 September and goes through until 30 June of the following year (10 months).

¹ This includes candidates already living in, or near to St Padarn’s, Cardiff, whose Bishop has sponsored them to be diocese based.

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For new starters the first instalment of your grant will commence on 31 August and will be paid directly into your bank account in equal monthly instalments in arrears. For existing candidates, the first payment of your grant for the academic year will be on 30 September.

Part Time Candidates

The grant of £435 will be payable directly into your bank account in 3 instalments as follows:

30 September £150; 31 December £150; 31 March £135.

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.

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.

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

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 your 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->

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notice. If you have any queries or require additional information please contact the Data Protection Team DataProtection@churchinwales.org.uk or by telephone on 02920 348200.

CATEGORY A CANDIDATES

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

Category A full-time candidates are entitled to the following grants, **full details** are set out in Appendix A.

Cost Sharing

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the Child and Accommodation Grant payable by the Church in Wales. The cost sharing threshold is based upon the net National Living Wage. 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 Accommodation Grants.

In order to claim the Child and Accommodation Grants, if you have a spouse you must declare their total taxable income in the relevant section of the application form, including income from rent, investments and other sources of income. 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.

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 (including stepchildren) 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.

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.

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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 candidate does not use their own private transport, the appropriate cost of a public transport journey will be reimbursed. Candidates are encouraged to use public transport where possible. 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 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 and travel to residentials are reimbursed separately and can be claimed through St Padarn’s Institute on a monthly or quarterly basis. Costs for taxis will not be reimbursed where public transport is available.

IV. ACCOMMODATION GRANT

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

Please note that if your spouse is provided housing by the diocese as part of their remuneration package this is likely to affect your housing grant. Please contact the Director of Operations as soon as possible to discuss.

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

i. Accommodation within St Padarn’s, Cardiff

St Padarn’s, Cardiff has accommodation suitable for single people and couples on-site. St Padarn’s will cover the accommodation costs of those candidates living at St Padarn’s, Cardiff. Where accommodation is available it is expected that people in these situations will live on site. In the case of no suitable accommodation being available on site, the candidate will need to find suitable accommodation off-site. The accommodation will be agreed by the Director of Operations in consultation with the Dean for Initial Ministerial Development. In these circumstances the Accommodation Grant provision will be the same as for Category B candidates.

ii. Accommodation for candidates with families

Where a candidate with a family moves to Cardiff to train, the candidate will need to find appropriate accommodation in Cardiff, as near as possible to the St Padarn’s site. St Padarn’s will provide an Accommodation Grant. Such accommodation must be arranged in consultation the Director of Operations.

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

The Accommodation Grant is made up of two parts – a Housing Allowance, and a Utilities Allowance which covers electricity, gas, water and broadband. There are two levels of Housing Allowance, 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. If a candidate experiences issues getting the Council Tax discount they should contact the Learning Services Manager for assistance.

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.

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 the following grants, **full details** are set out in Appendix A.

Cost Sharing

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the Child and Accommodation Grant payable by the Church in Wales. The cost sharing threshold is based upon the net National Living Wage. 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 Accommodation (housing allowance and utility) Grants.

In order to claim the Child and Accommodation Grants if you have a spouse you must declare their total taxable income in the relevant section of the application form, including income from rent, investments and other sources of income. 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.

I. TRAINING SUPPORT GRANT

The Training Support Grant is reviewed each year.

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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 (including stepchildren) 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.

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.

III. TRAVEL GRANT

Category B candidates who commute from home to St Padarn’s, Cardiff each week are entitled to claim a travel grant for one return journey to St Padarn’s, Cardiff, per week. Where possible candidates are encouraged to use public transport, and the appropriate cost of this will be reimbursed. If it is not feasible to use public transport, mileage will be reimbursed 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). Total annual travel expenses to and from St Padarn’s, Cardiff, are calculated and included in the monthly grant payments.

The use of a taxi 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. ACCOMMODATION 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 an Accommodation Grant. Please complete the Application for Accommodation Grant on the application form.

Please note that if your spouse is provided housing by the diocese as part of their remuneration package this is likely to affect your housing grant. Please contact the Director of Operations as soon as possible to discuss.

The Accommodation Grant is made up of two parts – a Housing Allowance and a Utilities allowance which covers electricity, gas, water and broadband. There are two levels of Housing Allowance,

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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. If a candidate experiences issues getting the Council Tax discount they should contact the Learning Services Manager for assistance.

Where a single candidate shares a house with others the Accommodation 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 Accommodation Grant. Diocese based single candidates sharing accommodation in Cardiff may be able to claim for their proportion of the actual rent as long as this does not exceed the total grant for the relevant size of house. Candidates in this situation should contact the Director of Operations.

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.

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 Parish/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 candidate does not use their own private transport, the appropriate cost of a public transport journey will be reimbursed. Candidates are encouraged to use public transport wherever possible. The use of a taxi 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.

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Part Time Candidates can claim training related travel expenses **outside of their ministry/mission 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 appropriate approval, or those on bespoke pathways.)

Category D full-time candidates are entitled to the following grants, **full details** are set out in Appendix A.

Cost Sharing

If your spouse has taxable income in excess of the cost sharing threshold, this will be offset against the Child and Accommodation Grant payable by the Church in Wales. The cost sharing threshold is based upon the net National Living Wage. 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 Accommodation (housing allowance and utility) Grants.

In order to claim the Child and Accommodation Grants if you have a spouse you must declare their total taxable income in the relevant section of the application form, including income from rent, investments and other sources of income. 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.

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

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Grants for dependent children (including stepchildren) 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.

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.

III. TRAVEL GRANT

Category D candidates on a bespoke pathway 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. Candidates are encouraged to use public transport where possible and the appropriate costs for the journey will be reimbursed. Where it is not feasible to use public transport mileage will be paid 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).

Category D candidates who are training somewhere other than St Padarn’s can claim their travel from their home to their place of study, at the rates detailed in the paragraph above. The use of a taxi 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. ACCOMMODATION 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 an Accommodation Grant. Please complete the Application for Accommodation Grant on the application form.

Please note that if your spouse is provided housing by the diocese as part of their remuneration package this is likely to affect your housing grant. Please contact the Director of Operations as soon as possible to discuss.

The Accommodation Grant is made up of two parts – a Housing Allowance, and a Utilities allowance which covers electricity, gas, water and broadband. There are two levels of Housing Allowance, 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.

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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. If a candidate experiences issues getting the Council Tax discount they should contact the Learning Services Manager for assistance.

If a candidate moves to Cardiff to train, but is training at a college other than St Padarn’s, approved by the St Padarn’s Executive Board, they come under Category A for their housing.

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 Accommodation Grant.

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.

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Appendix A

2023-24 RATES OF GRANTS

FULL TIME CANDIDATES

Training Support Grant	£6190			
Child Grant	£4832first child £4229second child £3624for subsequent children			
Accommodation Grant		Housing allowance (standard)	Housing allowance (premium) ²	Utilities & internet allowance
	2 bed	£8698	£10,872	£2607
	3 bed	£11,416	£13,047	£3583
	4+ bed	£13,047	£17,395	£4668
Cost Sharing Threshold	£18,120			
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

	2024-25 RATES
Training Support Grant	£435 plus approved academic study costs will be covered during training
Travel Grant	Up to 10,000 miles = 45p per mile Over 10,000 miles = 25p per mile

Useful Contacts

General grant queries:

Siân Trotman, Learning Services Manager sian.trotman@stpadarns.ac.uk

Kathryn Delderfield, Director of Operations Kathryn.delderfield@stpadarns.ac.uk

² Properties in the highest value areas in Wales.

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Queries on grant applications:

Andrew Emery, Deputy Head of Finance

andrewemery@churchinwales.org.uk

Rowena Hodge, Finance Manager

rowenahodge@churchinwales.org.uk

Sharon Hayes, Finance Officer

sharonhayes@churchinwales.org.uk

Appendix B **Evidence Check List**

Income	Tick that included
Net Salary**	<input type="checkbox"/>
Net Pension *	<input type="checkbox"/>
Rental Income*	<input type="checkbox"/>
Grant Income *	<input type="checkbox"/>
Investment Income*	<input type="checkbox"/>
Bank Interest	<input type="checkbox"/>
Income Support (e.g. Benefits Agency) *	<input type="checkbox"/>
Housing Benefit *	<input type="checkbox"/>
Other Income (please specify)*	<input type="checkbox"/>

* please supply evidence eg P60's

** Net of Tax & NI

Other Evidence

Tenancy Agreement
Bank Statements (2 months)
Train ticket costs (estimates)
