



CAREER DEVELOPMENT FUND FOR CARERS APPLICATION FORM

↓ Download and save this form before completing.

- This form is online and it is not intended that it is printed - it can be emailed and signed electronically (see guidance at the end of this form).
- Before completing this request, please read the Guidance notes for Career Development Fund.
- Text boxes have a character limit - you write more but it will not be visible if you choose to print it.

PERSONAL DETAILS

Name:		Department/School:	
Job title:			

EVENT DETAILS

Date of conference/event:	
Conference/event title:	
Reason for attending (please provide details on how attending this event benefits your career or personal development):	

FUNDING DETAILS

Are other sources of funding (e.g. grant funding) available?:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Cost breakdown: (please provide a breakdown of the costs that you are claiming for e.g. the hourly/ daily rate of childcare provision/ respite care, the number of hours/days claimed and the total amount claimed below).		
Total amount of funding requested (up to a maximum of £150):		

I confirm these details are correct and I meet the eligibility criteria.

Date:

Signed:

(Applicant - Please see guidance at the end of this form)

HEAD OF DEPARTMENT OR, IN THE CASE OF PROFESSIONAL SERVICE AREAS, LINE MANAGER SUPPORTApproval: I DO I DO NOT support this request.Reason (for not supporting):
No clear benefit to career or personal development identified
Alternative funding available
Fund fully allocated

Date:

Signed:

EXECUTIVE DEAN/HEAD OF SECTION APPROVALThis request is: APPROVED REJECTED

REASON FOR REJECTION:

Date:

Signed:

(*see guidance at the end of this form)

* To sign the form, click "fill and sign" and then "sign". Signatures can be done in three ways: typing your name, writing your signature using your mouse, uploading a JPEG image of your signature. Once signed, the form cannot be amended - this is to protect the form.

Before you print: remember, this form is not intended to be printed. If any text boxes contain more text than the character limit, this will not be visible when printed.

CAREER DEVELOPMENT FUND FOR CARERS - GUIDANCE NOTES

Scope

The scheme is designed to help parents and carers with the additional care costs incurred as a result of attending conferences or other important networking events, which fall outside of their normal working hours.¹ Costs will relate directly to the engagement of a childminder, day care nurse, respite care, carer, nanny, nursery or other care provider. The fund may also cover the costs associated with having a partner/relative assist you with the care (e.g. paying for their travel expenses/hotel/flight costs).

There is a limited pot of funding available for this Scheme. Funds will be available on a first come first served basis.

Eligibility

To be eligible for the fund, you must be a member of staff at the University of Essex, as well as a parent or carer.

Important: If you have available to you other sources of funding, for example in a personal research account, to support these costs please use these in preference to making an application via this scheme, so that these funds can be used to support those most in need.

Making a claim

An individual can make one claim up to a maximum of £150 during each financial year e.g. 01/08/2018 to 31/07/2019.

Completing the application form

Applicants are required to complete all sections of the application form. Only applications that have been completed correctly and in full will be considered. Completed forms should be given to the Head of Department² or, in the case of Professional Services areas, Line Manager. A copy of the form should be kept by the applicant.

Considering the claim

Once the Head of Department or Line Manager has received the application form, they will discuss it with their Executive Dean/Head of Section. Approval will be given by the Executive Dean/Head of Section, or their nominee. Each case will be considered individually depending on the specific circumstances and needs of the individual. Approval will only be given where there is a clear benefit to the individual's career development and no other source of funding (e.g. grant funding) to cover the request is available.

Receiving the funds

After attending the event/conference, claimants will need to complete and sign an expenses claim form with receipts (where possible) and pass this on to their Head of Department/Section for authorisation.

Providing feedback

After attending, successful applicants will be contacted by Human Resources and asked to provide feedback on the usefulness of the scheme and the impact that it has had.

Queries

If you have any queries about this scheme please contact diversity@essex.ac.uk

¹ The notional minimum number of hours for a full-time member of staff is 36 per week, pro rata for part-time staff

² For the purposes of this Document, Department shall mean Department, School or Centre.