

Competitor Support Fund

Application Guide for Competitors

Please read this guide before completing and submitting an application.

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How to complete your Competitor Support Fund application

This guide will help you complete your Competitor Support Fund application. It explains what information to include and what to check before submitting your application.

How to use this guide: Follow each section in order. Any images shown in the application are examples only. Make sure you enter your own information when completing the form.

1. Before you start

Before opening the application form, gather the information and evidence you will need. This will make the process quicker and easier.

Make sure you:

- Know the **name of your competition**
- Have decided **what support** you are applying for
- Know **how much funding** you are requesting
- Have any **receipts, invoices, or supporting documents** ready to upload.

2. Enter your personal details

Enter your personal details carefully. We use these details to identify your application and contact you if needed.

- Write your **full name**
- Write your **full home address**
- Use the **email address you use regularly**
- Add a **phone number** we can contact you on.

Tip: check your **email address** and **phone number**, incorrect details may delay your application

Competitor Support Fund Application

Please complete the questions below. Questions marked with a * must be completed in order to submit the form.

*** Name**

*** Home Address**

*** Post Code**

*** Email Address**

*** Mobile Number**

3. Complete your competition details

Select the **competition you are participating in** from the drop-down list. If you are unsure, check with your Competition Organising Partner before submitting your application.

*** Name of competition participating in**

Select an option ▲

- 3D Digital Game Art ▲
- Accounting Technician
- Additive Manufacturing
- Aircraft Maintenance
- Automation
- Automotive Body Repair
- Automotive Refinishing
- Automotive Technology ▼

4. Tell us what support you are applying for

Choose the most appropriate option from the drop-down list. If the support you require is not listed, **please review the fund guidance** before proceeding to **ensure the cost is eligible**.

The options below show the main costs the fund may be able to consider:

- **Public Transport Costs** - Travel costs directly related to attending your competition, such as train, bus, or coach travel
- **Loss of Income (back-fill costs)** - Support for small and medium-sized organisations with fewer than 250 employees when your participation in the competition results in lost income or additional staffing costs
- **Specialist Equipment Costs** - Equipment needed for the competition that is not provided by your employer, training provider, or Competition Organising Partner
- **Care Costs** - Costs for registered childcare or care services that enable you to take part in the competition
- **Other** - Choose this option only if your request does not fit into any of the categories above

Important: If you select **Other**, explain clearly what support you are requesting in the box provided. WorldSkills UK may contact you for more information before reviewing your application.

* From the dropdown, select the main reason you are applying to the Competitor Support Fund. If your reason for applying does not appear below, it may not be covered under the Competitor Support Fund, please check the guideline.

To cover public transport costs

To cover loss of income

To cover specialist clothing/equipment costs which are not provided by your organisation or competition organising partner

To cover care costs (ex. childcare costs, carer costs)

Other

5. Write your supporting statement

Your supporting statement helps us understand what support you need and why you are applying.

Please include:

- **What** you are applying for
- Your **competition date**
- **How** the Competitor Support Fund will **help you participate**
- The **amount of funding** you are requesting

Tip: be as **specific** as possible. For example, explain whether the costs relate to **travel, care, specialist equipment, loss of income, or another eligible expense**.

*** Supporting statement - Please provide details about why you are applying for the fund, including why your organisation is unable to support you financially. Include information about any barriers that may prevent you from taking part in the skills competition programme. please include details of the amount of funding you're applying for and a breakdown of the items for which funding is sought.**

I am applying for the competitor support fund to cover the cost of my train ticket to my qualifier on June 9th at Birmingham NEC. My college does not cover travel costs and receiving help with my train ticket will assist me in attending my competition qualifier. My train ticket costs £50 and travels from London Euston to Birmingham Airport

6. Add your signature

In the signature section, add your **name** and **email address**. Make sure you use the same email address you provided at the beginning of the application.

Signature of Applicant

Your name

John Smith

Your email

johnsmith@emailaddress.com

7. Complete the Equity, Diversity and Inclusion (EDI) section

These questions help us understand who is accessing the Competitor Support Fund.

For each question:

- Choose the option that best describes you.
- Select **'other'** if your answer is not listed and provide more information if requested.
- Select **'prefer not to say'** if you do not wish to answer.

Remember: You can choose **'prefer not to say'** for any EDI question.

8. Receipts and evidence

If you have already paid for something, please upload evidence of the cost. This helps us review your application and process any approved payments.

Examples of acceptable evidence:

- Receipts
- Invoices
- Booking confirmations
- Confirmation emails
- Screenshots of purchases
- Other official documents showing the cost

Bank statements and payment screenshots

If providing a bank statement or payment screenshot, it must clearly show:

- Your name
- Date of payment
- Amount paid
- Name of the person, company, or organisation paid

Important - You can cover or remove information we do not need, such as:

- Account numbers
- Security codes
- Passwords
- Online banking login details

Evidence for Self-Employed Applicants

If you are self-employed, you must provide evidence of your business status. Please submit **either**:

- Your **Companies House registration number** (if your business is registered with Companies House), **or**
- A copy of your **Unique Taxpayer Reference (UTR)** issued by HM Revenue & Customs (HMRC).

Any personal information not required for assessment purposes may be redacted before submission.

**When everything is complete and evidence is provided, press
“Submit”.**

Upload receipts or quotes

 Browse

No file chosen

+ add another file

☐ I want to save my progress so I can return later to finish

Submit

9. Examples of receipts to include:

Bank statement including purchase

[illegible]

Trainline/train ticket receipt

Leicester

→ Canterbury West

Departing 08 Apr

Advance Single

Standard

1 Passenger

Ticket price

£146.40

Total

£146.40

Account email:

unyimedonobot@yahoo.com

Transaction ID:

007131424874

Transaction Date:

08 Apr 2024, 08:30 GMT-6

Payment Method:

Apple Pay

 **trainline**

The Trainline Group consists of:

Trainline.com Limited (company number 3846791) whose registered office is at 120 Holborn, London, EC1N 2TD; VAT number 791 7261 06

Trainline SAS (RCS Paris 512 277 450) operates under the name Trainline and is domiciled at 20 rue Saint-Georges, 75009 Paris with a registered capital of 118 513.94 Euros. The company is registered under IM078100022 with the commercial trade authority at 79-81, rue de Clichy, 75009 Paris; VAT number FR 58 512 277 450.

Care invoice



Inquire@blueleaf.mall | Miami, FL 33101
Template.net | 222 555 7777



Daycare Receipt

Bill To: Lyda Fadel
Address: Miami, FL 33101

Description	Amount
Childcare Services - Week of 10/15/2060	\$200.00
Additional Hours (5 hours)	\$50.00
Total Amount:	\$250.00

Payment Method: Visa
Card Number: 12 3456 7890 1234
Transaction Date: 10/20/2060

Authorized Signature: [YOUR NAME], _____

[Receipt Templates @ Template.net](#)

Loss of income letter from employer

Verification Letter for Income

[Name Of The Company]
[Address]

Date: __/__/__

[Recipient's Name]
[Address]

To Whom It May Concern,

I am writing this letter to verify that [Employee's Name] is an employee at the [Company's Name]. He/She has been working with us since [Joining Date] as a/an [Job Title] and works [Working Hours] per week. His/Her monthly salary is [Amount].

And if you have any other questions regarding [Employee's Name] please feel free to contact me.

Sincerely,

[Sender's Signature]

[Sender's Name]
[Sender's Address]

10. Final check before you submit

Before submitting your application, make sure:

- ☐ Your **Name, address, email address, and phone number** are correct
- ☐ The **correct competition name** has been selected
- ☐ The correct **support type** has been selected
- ☐ If **'other'** support type has been selected, there is a clear explanation of the nature of support applied for
- ☐ The **date the competition is taking place on** is included
- ☐ There is a **clear explanation** of how the Competitor Support Fund **will help participation in the competition**
- ☐ The **amount requested** is stated
- ☐ Your **Name** and **email address** is included in the signature section
- ☐ The **equity, diversity and inclusion (EDI)** section has been completed
- ☐ **Receipts** or **proof of purchase** have been uploaded for items that have already been purchased.

Need help?

If you are unsure whether a cost is eligible for support, or, you would like to discuss your application before applying, email supportfund@worldskillsuk.org