

Competitor Support Fund

Application Guide for Organisations

Please read this guide before completing and submitting an application on behalf of your competitor.

Contents

How to complete your Competitor Support Fund application	3
1. Before you start	3
2. Enter your organisation contact details.....	4
3. Competitor Details	5
4. Reason for the application.....	6
5. Write your supporting statement	7
6. Applicant declaration and signature.....	8
7. Receipts and evidence.....	10
8. Examples of receipts to include.....	13
9. Final check before submission.....	14

How to complete your Competitor Support Fund application

This guide explains how to complete the Competitor Support Fund Application **on behalf of a competitor** participating in a WorldSkills UK competition.

Please note: The Fund is intended to support **eligible competitor costs only**. Applications for **staff expenses will not be considered**.

Important - One application per competitor: A **separate application** must be submitted for **each competitor**. This applies even when competitors attend the same organisation, participate in the same competition or travel together. **Please do not include multiple competitors within a single application.**

1. Before you start

Before opening the application form, please ensure you have the following information available:

- The **name of the college, training provider or workplace** attended by the competitor
- The competitor's **full name**
- The **competition** they are participating in
- Details of the **support being requested**
- Any **receipts, invoices or evidence of expenditure**

Having this information ready will help you complete the application more efficiently.

2. Enter your organisation contact details

Enter the details of the person submitting the application on behalf of the competitor.

Do not enter the competitor's contact information in this section.

You will be asked to provide:

- Your **full name**
- Organisation **name**
- Organisation **address**
- **Postcode**
- A **work** email address
- **Telephone number**

Tip: ensure the contact details provided are accurate, these will be used for any correspondence regarding the application.



The screenshot shows a form with six input fields, each preceded by a red asterisk and a label. The labels are: 'Your Name (Point of Contact Name)', 'Organisation Name & Address (Point of Contact Organisation Name & Address)', 'Organisation Postcode (Point of Contact Organisation Postcode)', 'Your Email Address (Point of Contact Email Address)', and 'Your Phone Number (Point of Contact Phone Number)'. The input fields contain the following text: 'Jane Doe', 'WorldSkills UK', '52-54 St. John Street.', 'London,', 'England', 'EC1M 4HF', 'janedoe@emailaddress.com', and '07777 777777'.

* Your Name (Point of Contact Name)

Jane Doe

* Organisation Name & Address (Point of Contact Organisation Name & Address)

WorldSkills UK
52-54 St. John Street.
London,
England

* Organisation Postcode (Point of Contact Organisation Postcode)

EC1M 4HF

* Your Email Address (Point of Contact Email Address)

janedoe@emailaddress.com

* Your Phone Number (Point of Contact Phone Number)

07777 777777

3. Competitor Details

Provide the details of the competitor for whom you are submitting the application.

Please enter:

- The **competitor's full name**
- The name of their **college, training provider or employer**
- The **name of the competition** they are participating in (selected from the drop-down list)

Please ensure all information matches the competitor's registration details where possible.

*** What is your learner's name? (Competitor's Name)**

*** Name of the College/Training Provider/University your learner is attending**

*** What competition is your learner taking part in?**

Renewable Energy ▼

4. Reason for the application.

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** - Travel associated with attending the competition. If in exceptional circumstances private cars or hire vehicles may be considered, particularly when transporting multiple competitors from the same organisation. However, private vehicles or hire cars **may not** be used solely because of personal convenience or preference
- **Loss of income (back-fill costs)** - Support for small and medium-sized organisations with fewer than 250 employees when competitor participation in the competition results in lost income or additional staffing costs
- **Specialist equipment cost** - Equipment needed for the competition that is not provided by your organisation or Competition Organising Partner
- **Care costs** - Costs for registered childcare or care services that would enable a competitor to take part in the competition
- **Other** - Only use this option if the request does not fit any of the options 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 on behalf of your learner. If the reason for applying does not appear below, it may not be covered under the Competitor Support Fund, please check the guideline.

Select an option

- 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

Use this section to explain why support is required and how it will help the competitor participate in the competition.

Your statement should include:

- What **support** is being requested
- The **date** of the competition
- **How** the funding will assist the competitor's participation
- The **amount being requested**

Tip: provide specific details about the costs involved, such as travel, vehicle hire, specialist equipment, care costs, loss of income, other eligible expenditure. Providing clear and detailed information will help us better assess your application.

*** Supporting statement - Please provide details about why you are applying for the fund on their behalf, including why your organisation is unable to support them financially. Include information about any barriers that may prevent them 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 to the WorldSkills UK Competitor Fund on behalf of my competitor as our university is unable to cover the cost of travel due to budget constraints. The competitor is attending the Renewable Energy National Qualifier on 18th June 2026 and requires this financial support to continue participating in the competition programme. I am requesting £50 to cover the cost of their train ticket from London Euston to Birmingham NEC, to and from the competition. Without this funding, travel costs may present a barrier to the competitor's participation.

6. Applicant declaration and signature

In the declaration section, please provide your name and email address.

Use the same email address provided in the organisation contact details section.

By submitting the application, you **confirm** that the information provided is **accurate to the best of your knowledge**.

Signature of Applicant

Your name

Jane Doe

Your email

Janedoe@emailaddress.com

7. 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
- Other documents confirming the cost

Bank statements and payment screenshots

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

- Account holder name
- Payment date
- Amount paid
- Payee details

Important: Sensitive information such as full account numbers, PINs, passwords and online banking login details should be removed or obscured before submission.

When everything is complete, press **“Submit”**.

Upload receipts or quotes

 Browse	Trainline receipt example
 Browse	Bank statement example

+ add another file

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

Submit

8. Examples of receipts to include

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]

Bank statement with purchase details



Contact tel 03457 60 60 60
text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

[Redacted Address]

8 September to 5 October 2023

Account Name
Oliver Thompson & Emma Thompson

Account Summary

[Redacted Summary]

Sortcode 40-26-16 Account Number 26192802 Sheet Number 63

Your BUSINESS CURRENT ACCOUNT details

Date	Payment type and details	Paid out	Paid in	Balance
02 Oct 23	BP ABC Supplies Ltd Invoice 85472	£236.00		£3,525.86

This is a synthetic example created for demonstration purposes only.

Invoice with purchase details



Salford & Co.
123 Anywhere St., Any City, ST 12345
Tel: +123 456 7890

INVOICE

Invoice No: 00000001 **Date:** 12 October, 2025

Bill to: Liceria & Co.
123 Anywhere St.,
Any City, ST 12345

Item	Description	Price	Amount
1.	Logo Design	\$200	\$200
2.	Advertising Design	\$500	\$500
3.	Poster Design	\$500	\$500
4.	Brochure Design	\$200	\$200
5.	Content Writer	\$500	\$500
Total			\$1900

Bank Name: Olivia Wilson
Bank Account: 0123 4567 8901

If you have any question please contact : hello@reallygreatsite.com

Public transport 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



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](#)

9. Final check before submission

Before submitting your application, please confirm that:

- ☐ Contact details are correct - including organisation name, address, postcode, email address and telephone number
- ☐ The competitor's name has been entered correctly
- ☐ The application is for a single competitor and not multiple competitors
- ☐ The correct college, training provider or employer name has been entered
- ☐ The correct competition has been selected
- ☐ The appropriate support category has been selected
- ☐ If "Other" has been selected, further details have been provided
- ☐ The competition date has been included
- ☐ The supporting statement clearly explains how the funding will support the competitor
- ☐ The estimated cost and amount requested have been included
- ☐ The applicants name and email address have been entered in the declaration section
- ☐ Supporting evidence has been attached where applicable.

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