

Eligible 2 Funding Applications

Guidance for Parents/Carers



Customer focused business and contact services



Customer & Business Services

CBS Early Years Team

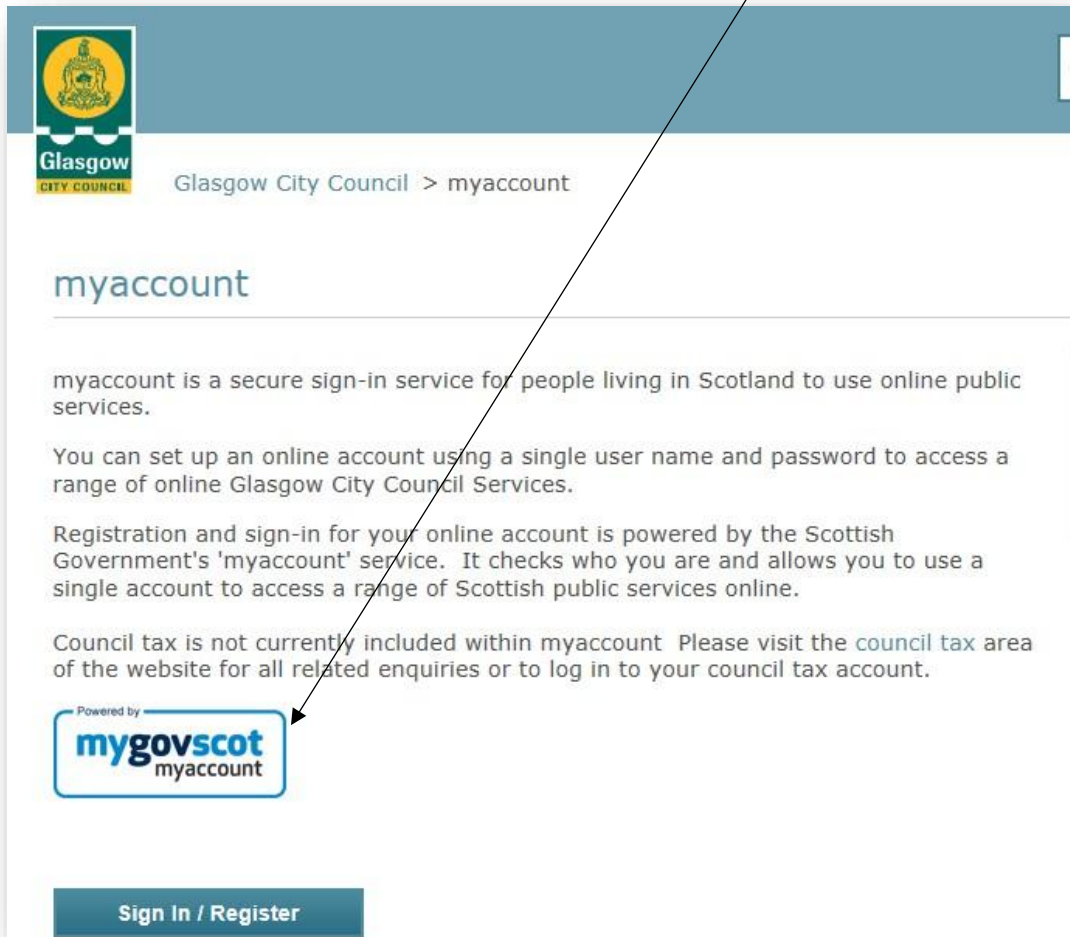
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1 Setup of myaccount

Before an online application can be completed all parents/carers will require to have or to set up a 'myaccount' via the Glasgow City Council website. When you have clicked on the application form link you will be directed to the below page. Select the Sign in/Register option and either sign in or register.



Please ensure you keep a record of the log in details that you have created for myaccount as you may require to log in the future. Once signed in/registered, you will be taken to the online application to complete.

Please note - if you are experiencing issues with myaccount, i.e., resetting passwords, login issues, updating details etc. you can use the links below.

If you require to update your details, you can do so by signing in here:

<https://signin.mygovscot.org/home//webHP?requestType=ApplicationRH&actionVal=homePage&screenId=114>

If you have forgotten your password – you can reset from here:

<https://signin.mygovscot.org/home/?entityId=https://signin.mygovscot.org/shibboleth&sp=resetPassword/CAS>

2 Contact Details


Most fields will already be completed automatically using the information used to setup your 'myaccount' – therefore it is important that the 'myaccount' is in your own name and your details are up to date.

Please ensure you complete all blank fields before clicking 'Next' in each section.

2.1 SECTION ONE – PARENT/CARER DETAILS

This section is your contact details. If the fields have been completed automatically, you must ensure that the information is accurate i.e., contact number, email address etc. The only field that you will be required to complete is your Title and Contact number.

For Example: -

		Title*	Mrs
A		First name*	Ashley
Jones		Surname*	Mitchell
221 George Street		Address 1*	43 TARGET CRESCENT
		Address 2	
		Address 3	
		Town/City*	GLASGOW
		Postcode*	G53 7RB
		Contact number*	
		Email*	ashley.mitchell@glasgow.gov.uk

Ajones1@glasgow.gov.uk

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2.2 SECTION TWO – CHILD DETAILS

All fields within this section are mandatory, please ensure all information is accurate.

Please ensure you are not applying for funding before your child turns two years old. If your child does not yet have a nursery placement, please select your 1st choice nursery establishment that you selected on the nursery enrolment form.

Eligible2s

Child's details

Forename(s)*

Surname*

Known as

Date of Birth*

dd/mm/yyyy



Child's age*

Nursery the child attends*

Please Select



Contract child attends, please select if you child will be attending on a 52 week or term time basis.

Contract Child Attends

52 Week

Term Time

If you are applying for more than one child, select 'Yes'. Repeat for **all** children you require to apply for Eligible 2 funding.

Are you applying for more than one child?

Yes

No

3 Section Three – Eligibility & Evidence

3.1 ELIGIBILITY

In this section, you should select **all** statements that apply to you.

Which statement(s) best matches your circumstances? (Please choose all applicable)

- I receive Income Support/Job Seekers Allowance (JSA) or any income related element of Employment Support Allowance (ESA)
- I receive Universal Credit with a monthly earned income of less than £796
- I receive Child Tax Credit but not Working Tax Credit, and my annual income is less than £19,995
- I receive Child Tax Credit and Working Tax Credit, and my annual income is less than £9,552
- State Pension Credit
- I am an Asylum Seeker, receiving support under part VI of the immigration and Asylum Act 1999
- Your child is aged 2 and has been looked after by a local council, subject of a kinship care order or subject of a guardianship order
- You were yourself care experienced at any point during your own childhood

3.2 SAMPLES OF EVIDENCE

For each statement that relates to your circumstances you will be required to upload evidence of this at the end of the application. The below lists what documentation will be accepted.

Please note, that failure to supply the requested documentation will result in a delay to the Eligible Two application being processed.

Universal Credit -

Universal Credit Statements – If your household is in receipt of Universal Credit, please upload your full, and most recent Universal Credit Statement (all pages), showing your **monthly earned income** and the breakdown of how this monthly payment has been calculated.

This must show:

- **Name and address**
- **Date**
- **Breakdown of payment (housing and child elements, monthly earned income)**
- **Full Deductions section**
-

Example of Universal Credit Statement

<p>Payments Print this statement</p> <p>Your Name Here</p> <p>Your address here Street Name GLASGOW Postcode</p> <p>Assessment period: 17 March to 16 April 2023 Need help understanding your assessment period?</p> <div style="background-color: #0056b3; color: white; padding: 10px; text-align: center;"> <p>Your payment this month is</p> <h1 style="margin: 0;">£624</h1> <p>This will be paid by 8pm on 23 April 2023</p> </div> <p>What you're entitled to</p> <p>Standard allowance £334.91 You get a standard amount each month. You said you're single</p>	<div style="background-color: #0056b3; height: 15px; margin-bottom: 10px;"></div> <p>What you're entitled to</p> <p>Standard allowance £334.91 You get a standard amount each month. You said you're single</p> <hr/> <p>Children £290.00 You get support for 1 child</p> <div style="border: 1px solid #ccc; background-color: #f2f2f2; padding: 5px; margin-top: 10px;"> <p>Total entitlement before deductions £624.91</p> </div> <p>What we take off (deductions)</p> <div style="border: 1px solid #ccc; background-color: #f2f2f2; padding: 5px; margin-top: 10px;"> <p>Total deductions £0.00</p> </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 10px; text-align: center;"> <p>Your total payment for this month is £624.91</p> </div> <p>If your circumstances change You must immediately report changes in your circumstances that could affect your Universal Credit payments.</p> <p>Help and support</p>
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Asylum Seeker –

Asylum Seeker – You must supply a copy of your Application Registration Card (ARC) bail201 Letter or Serco tenancy agreement

Example of an Application Registration Card (ARC)



Example of tenancy agreement

<p>OCCUPANCY AGREEMENT GIVEN BY THE LESSEE TO EACH INDIVIDUAL</p> <p>THIS OCCUPANCY AGREEMENT IS GRANTED EXPRESSLY ON A TEMPORARY BASIS FOR THE PURPOSE OF PROVIDING ACCOMMODATION TO ASYLUM-SEEKERS IN ACCORDANCE WITH SECTION 4 OR PART VI OF THE IMMIGRATION AND ASYLUM ACT 1999. THIS AGREEMENT DOES NOT CONFER ANY RIGHTS OF A TENANT.</p> <p style="text-align: center;">Occupancy Agreement</p> <p style="text-align: center;">Between Mears And Name: (NASS:) (The Occupant)</p> <p>This Occupancy Agreement sets out the terms on which the Occupant occupies the property ('the property') leased by Mears as part of its contract with the AASC - Scotland and UKVI and the duties and obligations of AASC - Scotland and the Occupant. This property is for temporary accommodation only.</p> <p>1. Mears agrees</p> <p>1.1 To make the property available to the Occupant, on a temporary basis, on behalf of UKVI, whilst his/her asylum application is being assessed.</p> <p>1.2 That this Occupancy Agreement shall commence on _____ (regardless of the date of signing this Agreement).</p> <p>1.3 To ensure that at the commencement, and throughout the period, of occupancy the property is structurally sound, is in a wind and watertight condition, and is in a reasonable state of repair and maintenance.</p> <p>1.4 To provide a day-to-day housing management service to deal with and resolve any issues arising from the accommodation. Any issues relating to the property may be discussed with or reported to the A.I.R.E Provider.</p> <p>1.5 To provide furniture and utensils for use within the property which are detailed on the attached schedule. The furniture and utensils remain the property of Mears at all times and must not be removed from the property. Any loss or damage to the furniture or utensils, arising from any misuse or neglect by the Occupant or any person living in the accommodation or any visitor, will be reported to UKVI.</p> <p>2. The Occupant agrees</p> <p>2.1 To occupy the property allocated by the Mears as his/her only home and to limit occupation solely to those of his/her dependants for whom the property was allocated. Visitors are permitted at all reasonable times, but cannot remain overnight. The occupant is responsible for the conduct of any visitors to the property who must behave in accordance with Clause 2.5 of this agreement whilst on the premises.</p> <p>2.2 Not to carry out any structural, internal or external alterations, or any other repair to the property.</p> <p>2.3 To report any outstanding repairs to the AIRE Provider, Migrant Help.</p>	<p>4.3 Any breach of paragraphs 2.5 or 2.6 or 2.7 or where there is a persistent or other substantial breach of this Occupancy Agreement which the Occupant has failed to remedy may lead to Mears informing the Home Office which, in turn may lead to termination in accordance with due process of law.</p> <p>Signed for and on behalf of AASC - Scotland and Mears _____(Signed) _____(Date)</p> <p>The terms of this Agreement are understood by me and</p> <p>(a) I agree to keep to them as governing my Occupancy at: Address: _____</p> <p>(b) I understand the Emergency Procedures which have been explained to me. I have received a copy of the Welcome and Information Pack printed in my own language, which I shall retain for my own records.</p> <p>(c) I am aware of my right to be accompanied by a person of my choice in all my dealings with Mears.</p> <p>_____(Signed) _____(Date) #</p>
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Jobseeker Allowance/Income Support/Employment Support Allowance

Jobseeker Allowance/Income Support /Employment Support Allowance – You must supply most recent letter from Jobcentre confirming this information.

Kinship care/Care experienced/Guardianship order.

Kinship care/Care experienced/ Guardianship Order -You must supply a letter from Health and Social care partnership confirming this information.

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4 Section Four – Submitting evidence.

This section allows for documentation to be uploaded to support your application and provide evidence of your circumstances as stated in section three. You can screenshot documents from your mobile device or attach from your computer.

Please refer to Section 3.2 for samples of documentation required.

Attachments of Eligibility

It is essential you upload any requested documents on this page.

Upload file

Choose File No file chosen

Upload file

Choose File No file chosen

Upload file

Choose File No file chosen

Upload file

Choose File No file chosen

Upload file

Choose File No file chosen

Upload file

Choose File No file chosen

Once all documentation has been attached, submit your application by selecting Send form.

Send Form

An email confirmation showing a summary of your application form will be issued. Please check your spam/junk folder if the email is not received in your inbox.

You will be advised of the outcome via email within 2 weeks if you have fully completed the application form.

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Document Control & Sign-Off

Author(s)	
Name(s)	Location(s)
AM	Customer & Business Services
GC	Customer and Business Services

Document Log				
Version	Status	Date Issued	Description of Change	Pages affected
0.1	Final	24/09/2024	New document	
0.3	Final	27/03/2026	Updated document	

Date	Supplier Name and Designation	Signature

Date	Customer Name and Designation	Signature

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