



Please return at least one week before planned childcare via email to: cfs@verw.uni-koeln.de

Subject: Care fund

Dual Career &
Family Support

Application - Care Fund for (academic) staff members with children or relatives in need of care

1. details of the applicant

Surname, Name		
Private address		
Affiliation to	Collaborative Research Centres ¹ Graduate school	Exzellenz cluster other
Faculty / institute		
Phone No.		
Mail		
Individually agreed working time (weekdays/time)		
Subsidy for childcare costs already received in the current year	yes Amount:	no

2. eligibility condition

Training or continuing education (→ a)

Business trip/conference/congress (→ b)

Professional event (→ c)

→ *PROOF* e.g. confirmation of registration or attendance.

→ *PROOF* e.g. business trip permit etc.

→ *PROOF* e.g. program, certificate of participation

a) Information on further education or training

Training title		
Training date		
Training provider		
Training location		
The training has already been approved	yes	no
From the participation in the training I hope for the following for my employment		

b) Business trip/conference/congress

Reason for business trip		
Location of the event		
date and time of the trip		
date and time of business		
Childcare will be provided by organizer	yes	no

c) Shorter professional event (<day)

title of the event	
date of the event	
organizer of the event	
location of the event	
From the participation in the training I hope for the following for my employment	

3. information on child(ren) or dependant(s) in need of care and on the care situation

	Child/dependant to be cared for	further child	further child
Name, Surname			
date of birth			
Name of the childcarer			
Regular hours of care in childcare facilities (e.g. KiTa) - please specify week days and time!			
Planned hours of childcare - please specify days and time!			
Kosten pro Stunde für Betreuung in €			
Total funds requested in €			

4. current salary account

owner of the account	
IBAN	
BIC	

I affirm that care for the child/children or the relative(s) in need of care is not possible during the event or additional working hours by relatives. In the case of refinancing of care on weekends, proof or an informal declaration must be submitted that no other parent/ legal guardian can provide care.

I certify that the (joint) family annual income does not exceed € 78,000, otherwise special need must be demonstrated.

I am aware that according to §3 No.34a EkStG employer subsidies for (child) care up to 600,- EU/year are tax free if the care takes place in the own home. All employer subsidies for (child) care exceeding this amount are considered a non-cash benefit and must be reported to the tax authorities by the taxable person.

I have read the Data protection information pursuant to Art. 13, 14 DSGVO when applying to the Care Fund.

I hereby certify that all the information I have provided is complete and true and that I have enclosed the required supporting documents for item 2 of the eligibility criteria.



(Date/Place)

(Signature)

Employees from collaborative research centers, graduate schools or clusters of excellence whose institution does not provide refinancing can still submit an application. In this case, please also submit the form "Information on Refinancing".