

Application: Child Allowance and Benefits for Fellowship Recipients with Children Walter Benjamin Fellowship

Please submit the completed and signed application form, together with the required supporting documents, via the **elan portal**. Thank you!

DFG reference number:	Cost item no. according to the award letter:
Last name, first name(s):	

1. Details of the child/children

	Surname, first name	Date of birth	Period of stay in the host country	
			from	to
1.				
2.				
3.				
4.				

Supporting documents for the child/children
☐ Copy/copies of the birth certificate(s). If the birth certificate(s) are not in German or English, a translation must be provided. A translation prepared by you is sufficient.

☐ My child/children have been living permanently with me at my host location abroad.

Since: _____

Is there an entitlement to child benefit during the funding period? Please indicate any entitlement to child benefit, regardless of whether you or the other parent actually receives the payments or not.

☐ **No.** ☐ **Yes**, in the period from: _____ to: _____

Please provide the relevant **supporting documentation**.

2. Household and benefits situation

☐ No DFG child allowance is being applied for or received for this child/these children by another funding recipient at the same time.

If this is the case: Name of person / funding programme:

☐ No increased foreign allowance is being applied for or received for this child/these children by another funding recipient.

If this is the case: Name of person / funding programme / employer:

☐ No other benefits (e.g. child allowance, childcare costs, etc.) are being applied for or received for this child/these children by another funding recipient.

If this is the case: Name of person / funding programme:

Details of benefits/amounts:

Do you receive parental allowance yourself?

- ☐ No.
- ☐ Yes. I receive parental allowance from: _____ to: _____
amount per month EUR _____. (Please provide **supporting documentation**.)

3. Stay abroad

- ☐ I am pursuing/will continue to pursue my fellowship at the approved host location abroad.
Current place of residence of the child:

- _____
- ☐ The child is living/will live with me at my host location abroad.
- ☐ The child is not living/will not live with me at my host location abroad.

4. Selection of benefits for fellowship recipients with children (please select one option only.)

- ☐ **Extension** of the fellowship by _____ month(s)
Please attach **confirmation issued by your host institution** covering the extended period.
- ☐ **Combination: extension of the fellowship and reimbursement of childcare costs**
Number of months of extension: _____
(The amount of the childcare allowance will be communicated to you by the Fellowship Office.)
Please attach **confirmation issued by your host institution** covering the extended period.
- ☐ **Reimbursement of childcare costs > Section 4.1 must be completed in full.**

4.1 Details of childcare costs

Details of non-reimbursable costs

The childcare costs include **charges for meals**.

- ☐ No ☐ Yes If so, please specify the amount and currency: *)
- ☐ Lunch Amount/currency: _____
- ☐ Evening meal Amount/currency: _____

These costs are incurred on a monthly, quarterly, annual etc. basis: _____

*) If it is not possible to specify the amounts, the DFG reserves the right to deduct a flat-rate amount (10% each for lunch and the evening meal).

The childcare costs include the cost of materials and/or teaching resources.

- ☐ No ☐ Yes Amount/currency: _____

The costs are incurred on a monthly, quarterly, annual etc. basis: _____

The childcare costs are partially covered or subsidised by a third party (e.g. the host institution).

☐ No ☐ Yes Amount/currency: _____

Period: from/to: _____

The childcare costs have also been or will be submitted elsewhere for full or partial reimbursement.

☐ No ☐ Yes (please provide supporting documentation and further details if necessary).

Please provide any additional information relevant to the reimbursement of your childcare costs:

You will be notified of the outcome of the review of your application by e-mail.

If your application is approved by the DFG, please upload the following documents via the **elan portal**, preferably on a monthly basis: Documentation of the actual childcare costs incurred (invoice(s), childcare agreement where applicable, and proof of payment: the relevant transaction on your bank statement, including the exchange rate where applicable; please redact all other transactions).

Childcare costs can only be reimbursed once the DFG has received all required supporting documents and evidence.

Declaration, confirmation of information provided and notification requirement

☐ I understand that providing false information may result in recovery of any overpaid benefits and withdrawal of the fellowship.

☐ I hereby confirm that all information provided is true and accurate.

☐ I undertake to notify the DFG immediately of any changes to the information provided in this application, in particular if my child or children do not accompany me or leave before the end of my fellowship.

Data protection

Please note the funding guidelines (DFG form 2.00) and the DFG's Data Protection Notice on research funding, which can be viewed and downloaded at www.dfg.de/privacy_policy. Please also forward this information to those individuals whose data will be processed by the DFG because it is requested in this form and is required in order to be able to process your application.

Date: _____

Signed: _____

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