

Application guide for parents 2-year-old targeted funding

Please use the following link to access the Synergy application portal for 2-year-old targeted funding

For any queries, please contact
earlyyears@torbay.gov.uk

You can access the application process using the link on the first page of this guidance, or by accessing the Torbay council website, heading to ‘Targeted two-year-old funding, and clicking the ‘apply for the 2-year-old funding

Targeted two-year-old funding

Currently, families who get some extra forms of government support may be entitled to 15 hours funding for their 2-year-old. This starts the term after they turn 2 years old.

Apply for the 2-year-old funding

Once you have clicked on the 'Apply for the 2 year old funding' you will see this screen.

Early Years Funding (Opens in New Window)
Early Years funding options available within Torbay

2 year old targeted funding (Opens in New Window)
Eligibility criteria for 2 year old targeted funding

Torbay family hub (Opens in New Window)
Early Years Childcare providers within Torbay

Synergy Provider Portal
Early Years Providers, please click here to access your funding portal for Early Years

Parent/Carer Account
Parents/Carers - please click here to access your 2 year old targeted funding account details

Apply for 2 year old targeted funding
Parents/Carers, please apply for 2 year old targeted funding here

Once you have accessed the portal, you will need to sign in or create a parent/carer account by clicking on the parent/carer button

Parent/Carer Account

Parents/Carers - please click here to access your 2 year old targeted funding account details

Sign In

Sign in or create an account with these account providers.

Sign in with Windows

or

Sign in or create an account with us.

Enter your username

You must enter a username to continue

Next

Create Account

If you are a new user, please create an account using the bottom button.

If you are a returning user, please log in using your email address and password

Create Account

Personal Details

Title *

Forename *

Middle Name

Surname *

Contact Details

Email Address *

An email address is required and should be entered in the format "someone@somewhere.xxx".

Confirm Email *

Please confirm your email

The create an account screen will ask for parent details.

Please populate all details to ensure your account is up to date.

When filling in the address section, you will need to click the ‘add address’ button.

Address

No address to display.

Add Address

This will give you the option to input your postcode and pick your address from a drop down list.

Address

Search for an Address

Search for an address using the fields below

Primary

Postcode *

TQ12NT

Search

Search Results

Please select an address from the results below. *

Clevecourt, Ilsham Road, TQ1 2NT

Cosdon, Ilsham Road, TQ1 2NT

When you have filled in all details and created a password, please select the ‘create’ button on the bottom right of the screen.

You will now receive a verification email to your email address. You will need to verify your account before you can progress with your application. If you do not receive a verification email, please contact the early years team – earlyyears@torbay.gov.uk

When you log into your portal, the below screen will be displayed.

Early Years Funding
(Opens in New Window)

Early Years funding options available within Torbay

2 year old targeted funding
(Opens in New Window)

Eligibility criteria for 2 year old targeted funding

Account Management

Account Info

Applications

Documents

Notifications

My Details

[My Children](#)

[Security](#)

My Details

All of your details can be found below.

Personal Details

Update your personal details using the below fields. When you are happy with your changes, click save at the bottom of the page. Your email address can be updated by going to the Security section. Required fields are marked with a *.

Title *

Ms

Forename *

Parent

Middle Name

Apply for 2 year old targeted funding

Parents/Carers, please apply for 2 year old targeted funding here

From here, you can update your account information, view existing applications or documents on your account, add child information and edit your notification preferences.

To start an application, please select the button on the right side of the screen – Apply for 2-year-old targeted funding.

Apply for 2 year old targeted funding

Parents/Carers, please apply for 2 year old targeted funding here

Early Years 2 Year old Targeted funding: Application

1

2

3

4

Your Details

Select Children

If appropriate, please upload any proof of Disability Living

Your Results

Your Details

(1 of 4)

Please fill in your National Insurance (NI) or National Asylum Support Service (NASS) number:

NI or NASS Number *

NI

NASS

Back

Save

There are 3 short steps to the application process.

1. Your details – you will need your NI or NASS number and your Date of Birth.

Please ensure these details are entered correctly to allow the system to perform an eligibility check.

2. Select child applying for

You will have the option to add a new child in here. You will need to input their name, Date of birth and gender.

If you have already added child details, please tick the box next to the child you are applying for

1

2

3

4

Your Details

Select Children

If appropriate, please upload any proof of Disability Living

Your Results

Select Children

(2 of 4)

Please be aware that only children between the age of 1 Year(s) 9 Month(s) and 2 Year(s) 11 Month(s) will be displayed.

Please check that all entered details so far are correct, if any details are incorrectly input the eligibility checking service will come back as not eligible

Select the child(ren) you wish to include in the early years application. You will only be able to see your child(ren) that are within the eligible age range for 2 year old Targeted funding.

New Child

Name

DOB

☐

Children Test

07/05/2023

Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename *

Middle Name

Surname *

DOB *

Gender *

Please select an option

☒ This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

Cancel

Save

Please ensure these details are entered correctly to allow the system to perform an eligibility check.

3. Adding a supporting document
Here you can add any supporting documents, such as proof of Disability Living allowance or cared for child status.

If you have no supporting documents, please tick the ‘confirm that you wish to proceed box’ to continue to your results

Early Years 2 Year old Targeted funding: Application

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Your Details

Select Children

If appropriate, please upload any proof of Disability Living

Your Results

If appropriate, please upload any proof of Disability Living Allowance or Cared for child status to support your application

Attach documents to application

No documents have been attached to this application.

Please confirm that you wish to proceed without attaching any documents

Back

Submit Application

On the final page, you will get your eligibility results, they will either show as ‘Found’ if you are eligible or ‘Not found’ if we can’t recognise your details or you are not eligible.

Early Years 2 Year old Targeted funding: Application

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4

Your Details

Select Children

If appropriate, please upload any proof of Disability Living Allowance or Cared for child status to support

Your Results

Your Results

Result: Found

We are pleased to confirm you have been found as eligible for 2 year old Targeted funding. You can see details of your eligibility code on your account and you will be sent a confirmation email to the details provided on your application. The funding can start the term after your child's second birthday, please share the eligibility code with your chosen provider. You are welcome to contact us if you have further questions or need more advice or information - earlyyears@torbay.gov.uk

My 2 year old Targeted funding Application

Name	Status	Details
Children Test	✓	Your voucher code is: ZM93OV

Restart

Finish

If you are eligible, your screen will show the child you applied for, along with their eligibility code.

Please provide your chosen childcare setting with this code.

You will be able to view this code again from your applications page.

If your result is ‘not found’ it means you are either not eligible or your details may not be correct.

If you think you should be eligible, please go through the application process to double check you entered the correct information. If all information is correct, please contact – earlyyears@torbay.gov.uk and we can perform a manual check

Early Years 2 Year old Targeted funding: Application

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Your Details

Select Children

If appropriate, please upload any proof of Disability Living Allowance or Cared for child status to support

Your Results

Your Results

Result: Not Found

Unfortunately the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for 2 year old Targeted funding. Please check all information on your application is correct, i.e. DOB, NI Number, etc. and resubmit. Once you have done this we will do a further check and may contact you for additional information.

My 2 year old Targeted funding Application

Name	Status	Details
Children Test	✗	Thank you for your application for 2 year old targeted funding. We have checked your application outcome and you have been found as not eligible for this funding. Eligibility is based on household income (this includes all adults residing at the property) and being in receipt of an eligible benefit, or the child being in receipt of Disability Living Allowance or being looked after or adopted. If you think that you are eligible for the funding, please recheck your application to ensure all details are correct and attach any proof of the child's DLA or authorisation from the child's social worker if they are being looked after or adopted. If you don't meet any of the criteria, you will not be eligible for this 2 year old targeted funding. You are welcome to contact us if you have further questions or need more advice or information - earlyyears@torbay.gov.uk

Restart

Finish

At the end of the application, there will be a finish or restart button. To get back to the homepage, please click ‘finish’. If you wish to restart your application to double check details, please click ‘restart’

To view your existing applications, please navigate to the Account management screen. Here you can view your applications and eligibility codes for your children.

Account Management

Account Info

Applications

Documents

Notifications

Applications Home

2 year old targeted funding

2 year old targeted funding

All of your 2 year old targeted funding applications are listed below, if you would like to make a new application, please click the button on the right

My 2 year old Targeted funding Application

Below is the current information for your 2 year old targeted Funding

Status ✓ Found

We are pleased to confirm you have been found as eligible for 2 year old Targeted funding. You can see details of your eligibility code on your account and you will be sent a confirmation email to the details provided on your application. The funding can start the term after your child's second birthday, please share the eligibility code with your chosen provider. You are welcome to contact us if you have further questions or need more advice or information - earlyyears@torbay.gov.uk

Children Voucher Codes:

Name	Status	Details	Date Checked	Actions
Children Test	✓	Your voucher code is: ZM93OV	27/08/2025	