



Training Fund Guidelines

The Training Fund is available for applications from frontline staff and organisations to cover the cost of training that will directly support your work on the frontline. Individuals can apply for up to £500 to cover training or attendance at learning events, organisations can apply for up to £1500 for a group training.

To apply for training, applicants need to be either a frontline worker or a manager who works directly with service users. Other managers can apply on behalf of staff teams.

When completing the application form, we will ask that you agree to complete a feedback questionnaire after you or your team have undertaken the training course, to outline learning and how it will support your work. For group applications we will ask the person applying respond on behalf of the staff taking the course and that a short survey is shared with course participants. This is valuable to us so that we can demonstrate the impact of the Training Fund to our stakeholders and continue to develop our free training offer.

We may also ask you if you would like to provide a short blog piece to post on our website about your work and the training you have taken using the Training Fund grant. This can be either written by you, or as a brief conversation with our Comms team that we can write up.

The range of training and events that can be applied for is wide. If you can demonstrate that it supports gaining learning and skills for your frontline work, and that there will be a benefit for people experiencing homelessness, then you can apply for funding. Please check out our website www.frontlinenetwork.org.uk/funding for some course providers.

We are only able to fund training where organisations do not have the resources to fund this for their staff directly. We will ask about your employers training budget.

Please read the information below.

ESSENTIAL INFORMATION

ALL APPLICATIONS

- Applications must be received by Frontline Network **at least 6 weeks before** the course start date. This is to allow enough time for us to process your application.
- Applications can be made by managers but must demonstrate how the training need has been identified **by frontline staff**. e.g., through appraisals, consultations, team meetings or supervisions.
- **Evidence of the full cost of course or event, proposed date and Training Provider company details** must be provided, e.g., a link to full details on trainer website, or an email or quote for your organisation's required training
- Before applying, **please check if the training can be funded by your employer**. If it can you will not be eligible, if you do not know we will ask you to find out.
- If the training or event you are looking at costs more than the value of the Training Fund grant, you will need to demonstrate how you will fund the remaining cost. We encourage

this to be paid for by employers but will consider applications where staff are proposing to partly self-fund.

- It is essential that staff have management agreement that they will be allowed protected time for attendance/study.
- Successful applications - It is your responsibility to keep us informed of any changes to your course e.g. cancellation or date change.

INDIVIDUAL TRAINING

What you need to do

Speak to your manager about the training opportunity you have identified. It may be that your employer can pay for it or provide it.

Request protected time to attend the training, and with your manager's approval you can complete the application form.

You can apply for a wide range of training or learning events, but **the benefits of the training to your work with people experiencing homelessness need to be explained in the application.**

Applications may be unsuccessful if:

- The applicant is not a frontline worker with people experiencing homelessness
- The benefits of the training are not apparent
- We have funded previous applications from the applicant or applicant's organisation
- If we receive a high number of applications in a period, we may have to refuse applications due to budget constraints.

If an application is successful, we will contact you and ask for your organisation to send an invoice to St Martin in the Fields Charity for the grant amount. On receipt of an invoice, we can arrange funds to be transferred to your employer. **We are unable to transfer funds into personal accounts or to directly pay training providers.**

Once payment has been received, we will ask for a copy of the training receipt/invoice to be sent to us for our records.

Additionally, we will ask you to complete feedback after you have completed your training.

Please note that where the total cost of the training is greater than the grant value we strongly recommend your employer funds the difference in cost. Self-funded applications can be considered.

GROUP TRAINING

Group applications follow the same basic criteria as individual applications. The application can be made by a manager but must clearly demonstrate how frontline staff have been involved in identifying the need for the training and the benefits intended for service users. The Frontline Network aims to amplify the voices of Frontline Workers and as such the training need must have been agreed in consultation with staff.

To ensure we are fair to all applicants we ask that organisations only submit one application for funding at a time. After a decision has been made, individuals and organisations can submit another

application to the Training Fund. Previous successful applications are not a guarantee of subsequent success.

When processing applications, we aim to let people know the outcome of their application within 10 working days, with payment for successful applications within another 5 working days.

If you have any questions, require help with completing the application form or would like to enquire about eligibility, please contact frontline@stmartinscharity.org.uk