

Training Fund Guidelines

The Training Fund is open for staff and organisations to cover the cost of training. Individuals can apply for up to £500 to cover training, organisations can apply for up to £1000 for a group training.

In order to apply for training, applicants need to be registered with the Frontline Network. To register with the Frontline Network, you need to either be a frontline worker or a manager who works directly with service users.

When completing the application form, we will also ask that you agree to provide feedback and possibly complete a blog for our website to outline learning. Frontline Network staff can help with the blog if this is something you have not done before.

The range of training that can be applied for is wide. However, the benefits of the training need to be explained in the application as this is what will be used to decide if the application is successful or not. With group training applications, it also needs to be clear about the reasons for the training and if staff/colleagues have asked for this training.

Applications may be unsuccessful if:

- The applicant is not a frontline worker
- The benefits of the training are not apparent
- We have funded previous applications from the applicant or applicant's organisation
- If we receive a large number of applications, we may also refuse applications due to budget.

Individuals and organisations can apply multiple times to the Training Fund. However, previous successful applications are not a guarantee the subsequent applications will be.

If an application is successful, we will contact you and ask for your organisational bank details. We are unable to transfer funds into personal accounts.

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

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