

Training Fund Guidelines

The Training Fund is available for applications from frontline staff and organisations to cover the cost of training that will support your work with people experiencing homelessness.

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 you need to either be a frontline worker or a manager who supervises staff that work directly with people experiencing homelessness.

We collect feedback across all our activities. This is a really important way to ensure that our activities are led by what Frontline Workers tell us they need.

When completing the application form, we will also ask that all recipients agree to complete a quick feedback form to outline learning from the training and how it will support your work. This also enables us to demonstrate the need for and impact of the Training Fund.

We will also ask if you would be able to write a short blog piece about the training, or if you prefer, Frontline Network staff can write this for you after a brief conversation with you, about how you will use the training in your work. This supports us sharing learning across the UK and encouraging other Frontline Workers to take up the training offer.

What Can I Apply For?

The range of training that can be applied for is wide. You will need to demonstrate that it supports you in your work, to apply for funding.

Here are some sites where you can see examples training that is available. You can also look to local organisations in your area and sign up for e-news bulletins which will keep you informed of opportunities.

You can sign up to the St Martin's Frontline Network Monthly Enewsletter [here](#).

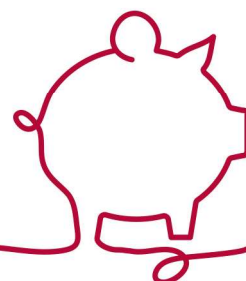
https://england.shelter.org.uk/professional_resources/shelter_training

<https://homelessconnect.org/>

<https://homelessnetwork.scot/learn/> <https://store.scotland.shelter.org.uk/>

<https://training.sheltercymru.org.uk/live-online-training/>

<https://www.paih.org/what-we-do/training>



Individual Training

What you need to do before applying

- 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, but the benefits of the training to your work need to be explained in the application (this is what will be used to decide if the application is successful).

Applications may be unsuccessful if:

- The applicant is not a frontline worker directly supporting 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, we may also refuse applications due to budget constraints.

If an application is successful, we will contact you and ask for your organisational bank details. **Please note 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

Group Training

Group training funding applications need to be made by a manager and demonstrate how the training will be meeting a need identified by frontline staff. Frontline Network aims to amplify the voices of Frontline Workers and as such the training need must have been agreed in consultation with staff.

We may ask you to promote the training to other frontline workers within or outside your organisation, if there are spaces available once all staff requesting the course are enrolled.

Applications may be unsuccessful if:

- It is not apparent that a group of staff have asked for this training, and the benefits of the training are not clear.
- We have funded a previous group application from the organisation.
- If we receive a large number of group applications, we may also refuse applications due to budget constraints.

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. Please note that previous successful applications are not a guarantee that the subsequent applications will be as well.

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. At times, this may take us slightly longer.

If you have any questions about the Training Fund, please contact frontline@stmartinscharity.org.uk