

Type of Funding Request	Would Bright fund this?	Amount (£) Bright would fund
Staff Training/conference attendance	Higher level qualifications e.g. degrees or master's will <u>not</u> be funded by Bright Northumbria Healthcare Charity.	There is no limit on this and will be assessed on a case-by-case basis depending on the individual grant application.
	Any training in relation to a staff members statutory and mandatory training regarding their employment with the Trust will <u>not</u> be funded by Bright Northumbria Healthcare Charity. Anything related to a staff members standard Trust training should be funded by the trust.	There may be occasions where Bright may offer to fund part of the cost of training/conference attendance but not the whole amount, again this will be assessed on a case-by-case basis depending on circumstances as assessed by Bright at the time of the grant application.
	Bright Northumbria Healthcare Charity <u>will</u> consider requests to fund staff training or attendance at conferences which are over and above their standard trust training but not a higher-level qualification. Any training or conference attendance must demonstrate that the learning for the staff member would bring an enhancement to their work and ultimately have a benefit to patient care.	Please ensure that any staff training/conference grant application must be in adherence to the following Trust policies;
	Agreement must be obtained from a relevant line manager/senior NMAHP to attend with study time agreed prior to any application.	• PP27 Learning & Development Policy • PP61 Travel & Expenses Policy All grant applications must go through Bright application process which includes approval from a relevant line manager/senior NMAHP.

Staff Travel	Bright Northumbria Healthcare Charity <u>will</u> consider requests to fund travel if Bright has also funded training and/or conference attendance connected with the need to travel.	There is a <u>maximum of £250 per staff member</u> that Bright would award as a contribution to any successful grant application for staff travel. Bright will only contribute to the cost of standard travel arrangements. If there is a shortfall in the cost of the travel required than this would be the responsibility of the business unit and the individual to agree who will cover the shortfall. Please ensure that any staff training/conference grant application must be in adherence to the following Trust policies; • PP27 Learning & Development Policy • PP61 Travel & Expenses Policy All grant applications must go through Bright application process which includes approval from a relevant line manager/senior NMAHP.
	Bright Northumbria Healthcare Charity will <u>not</u> fund any travel where Bright has not also funded the training and/or conference connected to this need to travel.	
Staff Accommodation	Bright Northumbria Healthcare Charity <u>will</u> consider requests to fund accommodation if Bright has also funded training and/or conference attendance connected with the need for accommodation.	There is a <u>maximum of £250 per staff member</u> that Bright would award as a contribution to any successful grant application for staff accommodation. Bright will only contribute to the cost of standard accommodation requirements. If there is a shortfall in the cost of the accommodation required than this would be the
	Bright Northumbria Healthcare Charity will <u>not</u> fund any accommodation where Bright has not also funded the training and/or conference connected to the need for accommodation.	

		responsibility of the business unit and the individual to agree who will cover the shortfall. Please ensure that any staff training/conference grant application must be in adherence to the following Trust policies; • PP27 Learning & Development Policy • PP61 Travel & Expenses Policy All grant applications must go through Bright application process which includes approval from a relevant line manager/senior NMAHP.
Staff Refreshments	No , Bright Northumbria Healthcare Charity Strategic Committee have agreed that refreshments for staff e.g. for training, away days or meetings will not be funded by Bright.	£0 – this type of grant application would not be funded by Bright.
Promotional merchandise	Bright would not fund promotional merchandise i.e. pens, lanyards, stress balls unless there was a very clear evidenced educational or clinical benefit.	There is no limit, but each application will be assessed alongside other applications received in that window. All applications must have been checked by both Senior and Finance Manager.

Please note that the above is a guide, there may be occasions on a case-by-case basis where Bright assess the need to work outside of this guidance in exceptional circumstances or if there is an overwhelming case for patient and/or staff benefit.

This guidance is applicable to all Northumbria Healthcare NHS Foundation Trust, Northumbria Primary Care and Northumbria Healthcare Facilities Management staff. Bright will not consider funding any of the above requests for non-staff members unless there is an exceptional circumstance or if there is an overwhelming case for patient and/or staff benefit.