

## Budget

Budget Categories	Year 1	Year 2	Year 3	Year 4	Total
Education/Course Costs					
Other Costs Eg. Consumables					
<b>Total</b>					

## CHI Authorisation

Proposer	
Name	
Signature	
Date	
Department Head	
Name	
Signature	
Date	

**Please list additional documentation in support of this application:**

APPENDICES		
<i>Please check you have included the essential documentation required in support of this application</i>		
Appendix	Document Type	Received by CHF
Appendix 1	E.g. Course Outline & Fees	
Appendix 2	E.g. Supporting Project Proposal	
Appendix 3		

## CHF Education and Training Funding Priorities and Parameters

Priority will be given to training that directly impacts the services and care provided to patients and their families. Following a review of the applications received at our last Education and Training Funding Call the following priorities and parameters will apply for 2024

Priority will be given to:

Patient-focused team members – CHI staff members who have direct regular contact with patients as part of their role

Training that will have a direct impact on child and patient health

Applicants not in receipt of additional Education / Training funding

Applicants who are not currently enrolled on an Education or Training course

Permanent Staff members with a minimum of 1 years' service

Factors to be taken into consideration when applying for funding:

One application for training per person.

Training must be beneficial to the applicant's work and departmental needs

CHF will fund 50% of the total course fee of successful applicants up to a maximum of €5,000. Successful applications with requests of €1,000 or less will be fully funded. Documentation for all costs must be submitted with the application form.

### Terms & Conditions

1. Course details and Accreditation are subject to review by Children's Health Foundation and HR at CHI.
2. A Grant Reference will be issued where funding has been awarded and must be used on all correspondence relating to funding.
3. Grant disbursement is coordinated by HR at CHI and the department will be supplied with confirmation of grant awarded by Children's Health Foundation
4. Grants disbursed are subject to HR at CHI policy in the case of an employee leaving or where an employee is unable to complete a course for which funding support has been provided.
5. Travel expenses must be in line with the CHI Travel & Expense Policy, and per the CHI Education & Study Support Policy.

CHF Use Only – Children's Health Foundation	
CHF Decision:	
Conditions Applied:	
Signature:	
Date Approved:	