

# The Nightingale Fund Council



Established 1860  
Registered Charity Number 205911

## GRANT APPLICATION NOTES

### WHEN TO APPLY

You need to apply for a grant before your course starts. The Nightingale Fund cannot award grants retrospectively. If your course has commenced and is modular, you can apply for a grant for a specific module which has a start date after the date of your application submission.

The Nightingale Fund Council considers applications at meetings three times a year in March, July and November. Please note the deadlines for application are:

16<sup>th</sup> January (for the March meeting)

15<sup>th</sup> May (for the July meeting)

19<sup>th</sup> September (for the November meeting).

**Please note that applications will only be processed if the application form, a current CV and two professional references are received by these deadlines.**

### COURSES SUPPORTED

The Fund supports post registration education and professional development through diploma and post-graduate degrees, including PhD's, specific modules and short courses, defined as five days or greater. Please note:

- Applicants must be living and working across the UK.
- Support is given to those currently working in either the public or not for profit charity sectors.
- The Nightingale Fund does not support applicants working in the private sector.
- Nurses whose main employment is with a not for profit nursing bank may apply providing they are able to supply proof of having worked a minimum of 450 hours in the previous three years (as per NMC requirements).
- Those who work for a charity need to be employed as a nurse and not in any other capacity.
- Nurse educators with higher education institute contracts must provide evidence of a clinical component within their role.
- The study applied for must be relevant to the applicant's current role.
- The Fund currently does not support the following courses: return to practice, access to nursing or conversion.

### GRANT PAYMENT

The Nightingale Fund has limited resources and is unlikely to be able to award the full cost of a course and applicants are strongly advised to apply to other sources.

Grants are paid directly to the institution providing the course. No personal cheques are issued.

### NMC PIN

All applications need to include a valid NMC PIN. Due to the difficulties with differentiating numbers and letters the PIN must be provided in the format below where numbers are spelled out:

Example: O6H2013E should be written as O six H two zero one three E.

Please check that the PIN works online in combination with your forename and surname before you submit your form.

### REFERENCES

Your application must include a reference from each of your named referees. These references should either

- a) Be sent attached to your email with your application form and CV or
- b) Sent directly by the referees to the Honorary Secretary: [honorary.secretary@thenightingalefund.uk](mailto:honorary.secretary@thenightingalefund.uk)

**Please note that applications will NOT be processed until these references have been provided.**

If references are being sent directly to the Nightingale Fund, please ask your referee to confirm with you when they have sent it and then contact the Secretary to confirm that it has been received. Please note that it remains the

applicants' responsibility to ensure that references reach the Honorary Secretary by the deadlines listed in the "When to Apply" section above.

The first professional reference should be from your current line manager or equivalent. The second professional reference can be from a previous line manager or equivalent or course tutor.

The two professional references should be written on headed note paper and contain the following information:

- a) How long the referee has known the applicant and in what capacity.
- b) Confirmation of whether or not the applicant has the ability to undertake and complete the course and if the necessary study time/support has been authorised.
- c) Whether the course applied for is relevant to the applicant's continuing development, the advancement of nursing, and of benefit to patient care.
- d) A contact telephone number of the referee

### **WHAT HAPPENS AFTER THE APPLICATION IS RECEIVED**

The Honorary Secretary will write to you to confirm acceptance for the next meeting. If you do not receive this confirmation please contact the Honorary Secretary by email who will explain the status of your application. Should any changes occur which make your application form inaccurate please inform the Secretary promptly.

Your application and supporting documents are sent to a Council member who will contact you by email or phone to arrange a mutually convenient date and time for the telephone interview. Following interview the Council member will present your application to The Council at the next meeting.

Following the Council meeting the Honorary Secretary will contact you via email to inform you of the outcome of your application.

If your application is successful you will be asked to provide your National Insurance number (HMRC requirement) and to forward the award letter to the finance department of your university/course provider

The Nightingale Fund requests that you inform us when you have completed the course and provide a 500 word summary/reflection on how you feel the course has benefitted patients and your own personal and professional development.