

Policy on Funding School Staff Time & Additionality

SHINE seeks to support work that is additional to the core activities of schools. We believe that the time of the educators running our projects is the most valuable input in changing outcomes for the children we serve, and we want to ensure that schools and organisations are adequately resourced to deliver innovative projects. However, this must be balanced against the need for fair use of charitable funds, and ensuring equitable access to SHINE funding across a wide range of schools, settings and organisations with variable staffing and governance structures.

The following guidance is provided to applicants on staffing costs that can be covered as part of any SHINE proposal budget. We do not apply a single rigid policy, due to the wide variation in school, Trust and organisational contexts, however we can provide direct guidance on an ongoing basis and indicative caps as part of our application support.

Summary

SHINE will:

- Fund staff time on projects that offer clear additionality and innovation beyond the 'business as usual' e.g. *work which supports schools and teachers beyond their own Trust, projects that offer clear innovation in the education space.*
- Continue to assess project lead time on a bespoke basis, with clear guidance on consistent pay rates across grants.
- Place a 5% cap (of total project costs) on governance and oversight costs in many cases.
- Request that budgets clearly distinguish between:
 - Project Lead(s)
 - Delivery staff
 - Oversight/Governance roles
 - External consultants or contractors

1. Project Lead Costs

SHINE recognises the central role that Project Leads play in the successful delivery of funded work. As such, the following policy applies:

Funding Approach

- Project Lead costs will continue to be managed on a bespoke basis, without a fixed cap or percentage of time. Costings may be based on either:
 - the actual day rate cost of the staff member(s) running the project, or
 - the supply cover cost incurred by the school or Trust to backfill the project lead time spent on the project.
- Proposals must include a clear justification of Project Lead time and cost, with detail on the additionality and how this time will be used to ensure project success.

- SHINE will provide benchmark guidance on Project Lead rates, to ensure fairness and consistency across all grant streams.

2. Delivery Staff Costs

Funding Approach

- Similarly, the cost of any project delivery staff will be reviewed on a bespoke basis, with considerations including whether the project is using existing staff or recruiting new staff, or whether staff will be taken away from other school duties or seconded to deliver components of the project, incurring supply / cover costs.
- Clear justifications of delivery staff costs and supply / cover costs will be required.

3. Time to Attend SHINE Support

SHINE provides a bespoke support offer to teachers and project leads; this includes training sessions, workshops, webinars and networking opportunities.

Funding Approach

- SHINE will provide a direct contribution to teacher time for every engagement opportunity attended, separate to the main project grant. This contribution will only apply for practicing teachers, where cover costs may be incurred to allow them to attend workshops etc.
- Project leads will need to apply for this additional contribution by filling in a brief request form on each occasion.

4. Governance and Oversight Costs

To ensure clarity and proportionality in funding leadership staff above the Project Lead level, the following expectations apply:

Funding Approach

- A maximum of 5% of the total grant budget may be allocated to governance and oversight costs, such as Senior Leadership review or management, for projects working exclusively within the applicant school's own Trust.
- Where additional governance or oversight is required, schools or multi-academy trusts will be expected to provide an in-kind contribution to the project based on their existing staff or senior leadership structure.
- Where an applicant school proposes work that will be conducted in schools outside their Trust, some flexibility on this 5% for governance and oversight can be discussed in recognition of the complexities and benefits of more widespread collaboration.
- In either case, oversight and governance costs must be clearly separated from delivery and project lead costs in the budget.

- Applicants must provide a clear description of roles and responsibilities, identifying how involvement of senior leadership governance and oversight is essential to the project's success.