



Parent carer participation grant application 2018/19 – guidance notes

Applications for the **2018/19** parent carer participation grant are now being accepted and must be submitted by **Monday 11th June 2018**.

Contact will accept applications as soon as the application documentation is made available to forums, so you are strongly encouraged to submit your application before the closing date.

Applicants can apply for up to **£15,000**. There is one grant available for each local authority area. If more than one application is submitted from a local area, the grant will be awarded to the parent carer forum or organisation which best demonstrates their ability to develop credible, inclusive, parent led participation and co-production within their area, and who has the support of the local authority.

You must complete the **online version of the form** this year. Speak to Ben Bennett if you have difficulty with this. If you have any other questions relating to your forum’s application, please contact the Parent Carer Participation Advisor for your area, or a member of the grants team.

The purpose of the grant is to:

- strengthen and sustain parent carer participation
- maintain, enhance or increase effective parent carer participation

Read both these **‘guidance notes’** and the **‘Terms and Responsibilities of grant award’** document thoroughly before making your application. We also recommend that you print off and refer to the **‘Managing your grant’** document during the period of your grant award. All documents are also available on the grants pages of our website.

Opening the online grant application form

Follow the link to the online application form. Read the instructions and contents before progressing. The guidance notes will flash up on screen to help you at the relevant section of the application. Take notice of the new information about **General Data Protection Regulations (GDPR)** and confirm that you understand the privacy notice and the lawful basis under which data is collected and processed by Contact as the DfE’s contracted partner administering the grant to parent carer forums.

Remember to ‘Save Progress’ before going on to the next page.

Section 1 – Area

Enter the local authority area in which your forum operates. If you are working in more than one local authority area, separate applications must be completed for each area.

Section 2 – Applicant details and contact information

2.1 Enter the details of the organisation making the grant application, and the person who is leading the work. This is usually the Chair/Co-Chair/Secretary/Treasurer of a parent led forum. In most cases where



the forum is parent led, and holds their own bank account, this is the same person who agrees to the Conditions of Grant form and who takes responsibility for ensuring that the grant is spent in accordance with the approved grant application.

2.2 Only to be completed if the forum is not the grant holder. A senior representative of the grant holding organisation must complete and sign this section, i.e. CEO, senior officer or Local Authority manager. This organisation is also responsible for the Conditions of Grant declaration. When an organisation holds the grant on behalf of the forum, the grant holder, along with the applicant (if different), is/are responsible for ensuring that the grant is spent in accordance with the approved grant application and adheres to the Conditions of Grant.

Keep contact details up to date: It is essential that we have up to date contact details for the grant applicant and grant holder. It is your responsibility to notify Contact of any change of officers or contact details of key personnel as the grant holder will be contacted to discuss any concerns regarding grant spend. This person, their organisation, and the forum are accountable for the grant having agreed the **Conditions of Grant (CoG)**.

Governance, Financial Structures and Risk Assessment: As part of the grant application and monitoring process, we conduct due diligence checks to minimise the risks and to protect against fraud, theft, deception or misuse of the grant. Grant applicants/holders are asked to 'check' to confirm that the grant will be used for its intended and approved purposes and that if any suspected fraud is identified, that it will be reported to Action Fraud <http://www.actionfraud.police.uk/> or by calling 0300 123 2040.

General Data Protection Regulations (GDPR): Following the introduction of the General Data Protection Regulations which come into force on 25th May 2018, a new condition of the Parent Carer Participation grant award is that parent carer forums must consent to sharing the data submitted on the form with Contact and the Department for Education (DfE). The DfE has supplied us with a privacy notice which explains that for the use of your personal data to be lawful, we need to meet one or more conditions in the data protection legislation. For the Parent Carer Participation Grant, the processing is necessary to 'exercise a function of a ministerial department and for the exercise of a function of a public nature that is in the public interest'. The grant applicant/holder must confirm that they have read and understand the privacy notice and are aware of the lawful basis by which Contact and contracted partners will hold the personal information given in the form.

Further information on GDPR and the legal requirements for processing data, please visit:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3>

2.3 Provide full details of the bank account into which the grant will be paid, and BACS reference if relevant.



2.4 Provide details of up to three signatories on your bank account – these must not be partners/spouse/related.

2.5 Provide the details of at least two contacts, at least one of whom needs to be a parent carer. We will use these details as the main contacts (along with the contacts in 2.1 and 2.2) to discuss the grant, if we have any concerns about the use of the grant or require further information during the grant application process.

2.6 Complete this section with information that your forum is happy to be made public via the Contact website. You are responsible for notifying us of any changes to these details.

Indicate who your Parent Carer Participation Advisor is so that they will be notified of your submission.

Section 3 – Information about the forum

3.1 Choose from the list what type of organisation the forum is; such as parent led forum, local authority etc.

3.2 Choose the forum's status from the list e.g. registered charity, constituted group etc.

3.3 Confirm that you are uploading a copy of your forum's financial control policy. If you do not have a financial policy, you must contact your Parent Carer Participation Advisor to discuss, as your application cannot proceed without it.

3.4 Indicate the approximate numbers of parent carers involved in different aspects of the forum.

3.5 Indicate any other support you receive to support participation activity (either financial or in kind). This includes other funding that supports parent carer participation only, it doesn't include funding for any other purpose. We ask you to indicate who the funder is and how much the forum receives from them. Completing this section of the form **will not** impact on your entitlement to the grant. State whether parent carers are remunerated by a third party for sitting on strategic groups or boards and indicate who funds them to do this. Lastly, indicate if the forum receives other non-financial benefits, and who from.

Section 4 – Summary budget

Complete the summary budget table. You can claim a grant of up to **£15,000**. This can be used for a number of different types of activities, goods or services. Most will fall under one of these headings and there is an option for 'other'. Choose the relevant heading and enter the amount claimed. This can be further broken down in the right-hand column. The form will automatically calculate the total spend for you.



Budget description 1

Event

Budget amount 1

2000

Budget breakdown 1

1600 venue and catering; 200 speakers; 200 publicity;

Examples are given under each heading below.

- **Events**

- venue costs and refreshments for events such as conferences, consultations, information days, engagement events to extend your reach

- **Meetings**

- venue costs and refreshments for regular forum or steering group meetings

- **Training**

- training for parent carers and professionals in parent participation
- training for parent carers on skills relevant to their involvement or to help them develop the local parent forum

- **Infrastructure**

- cost of office space, telephones, IT equipment, purchase of stationery, printer ink, stamps, broadband or server costs

- **Developing information and resources**

- developing materials including leaflets, newsletters and web-based information about the work of the forum, and how to engage parent carers
- developing different resources on aspects of participation
- banners and display items for events
- publicising the outcomes of participation and parent involvement

- **Web development**

- developing or improving a website for the forum.

- **Staffing costs**

- paid roles (whether an employee, self-employed or remunerated) to carry out basic administration, managing the day to day accounts, communications and marketing, co-ordination of activities, the development of participation or outreach work (which should not be more than 50% of the total grant awarded in the financial year).



- **PLEASE NOTE:** remunerating parent carers for their involvement in participation and co-production is **not** counted towards staffing costs.
- **Parent carer expenses**
 - reimbursing parent carers' expenses for their involvement in parent participation activities, meetings, regional meetings, conferences etc. including travel and childcare costs
- **Parent carer remuneration**
 - paying or otherwise remunerating parent carers who are actively involved in strategic decision making and planning, under an agreed policy/agreement.
 - if you wish to remunerate parent carers who carry out regular work for the forum, **not** in their capacity as a parent carer, but as e.g. an administrator, you will need to include this as a staffing cost in the staffing section and account for it under that budget heading.
- **Hard to reach**
 - work with particular groups of parent carers who are not currently involved, or whose voices are seldom heard.
- **Other**
 - any other expenditure which does not fall into the above categories but does support the aims of grant to develop parent participation such as Associate Support or other activities aimed at increasing parent participation.

Section 5 - Outputs, outcomes and detailed budget for 2018/19

An output is something that you can count which help you achieve your outcomes. Discuss your outputs and outcomes with your Parent Carer Participation Advisor if you are unsure about how to record them, or to check that they fit the conditions of grant.

5.1 Outputs (activities): For each item of spend identified in **Section 4**, provide a **brief** highlight description of the activities that you intend to carry out. There is a word limit of **500 words** for this section. We do not require as much detail as in previous applications so please try to be concise, i.e. 3 x events on: next phase of local offer; transition to adulthood and school transport.

5.2 Outcomes: Describe the changes/differences that will come about as a direct result of your work. Tell us how the activities, services and resources will impact upon the forum's development, strengthening of participation, the parent carers involved in participation, or the improvement of local services and facilities – there are some suggestions on the form. We do not need to know the outcomes of infrastructure costs such as office rental, room hire or for stationery costs as these are self-explanatory. Word limit of **500 words**.

5.3 Staffing: This is a question for forums who pay someone to carry out administration or participation coordination work. We ask how many hours the worker usually works and their hourly rate and if other funding contributes towards their salary. Please remember that salaries **cannot exceed 50%** of the total grant awarded.



5.4 Indicate how the participation grant will be used to influence local service development or improvements, e.g. enabling parent reps to sit on x or y strategic boards or work streams with Education, Social Care or Health.

Section 6 – local authority support

If neither the grant applicant nor the grant holder in Section 2.1 or 2.2 is from the local authority, you **must obtain the local authority's support for the application**. For example, a senior officer or manager with responsibility for Disabled Children's Services, Assistant Director, or Director of Children and Young People's Services/All Age Service. This also applies if the grant holder is an arm's length service of the local authority including IASS. The LA lead must consent to you using their personal information on the grant form. Please provide their full contact details.

If you have a copy of an email or letter from your supporter please upload it with your application (it must include their contact information and state 'I support this forum to make this application and will work with them as the voice of parents and strategic partner for parent carer participation in this area', or similar). We won't be able to approve your application without this. Emails and letters of support can also be emailed to the grants team pcfgrants@contact.org.uk separately.

Section 7 – parent carer support

If **neither the grant applicant, nor grant holder in Section 2.1 or 2.2 are themselves key parent carers involved with the forum**, you **must** obtain the support of at least one parent carer, preferably one of the forum's officers (e.g. Chair, Secretary, Treasurer) for the application. *Ignore this section if the signatory in **Section 2.1** is a parent carer officer involved with the forum*. We accept evidence of support in the same formats as stated in **Section 6** above – you **must have** their **consent** to name them and to provide their details on the application.

Section 8 – Health and other support

To demonstrate the forum's partnership working with local services we also ask that you obtain support from health, **if you are able to**. By health we mean from the CCG, Health Commissioner, Designated Medical Officer, Designated Clinical Officer or similar. We do not mean Doctors, Dentists or other health practitioners. If you have struggled to obtain health support, please let us know why in the box provided.

Please indicate which other local partners and organisations your forum works with to show how the forum links into the bigger local picture.

Conditions of Grant

The Conditions of Grant are the legal conditions set by the Department for Education, who issue the grant. It is a requirement that confirmation of acceptance of the conditions is included with the application. Normally, it is the grant applicant who completes the Conditions of Grant. However, where there is a **different grant holder** identified in **Section 2.2**, **a representative of this organisation must complete the**



Conditions of Grant. Please complete the contact details of the person agreeing to the conditions, and date. Click 'I agree'.

Please make sure you read it in full to ensure that you understand the legal requirements.

Remember to save progress as you go, and before you leave the document.

Finally

There is a short survey regarding the completion of the form and a chance for you to make any suggestions regarding the process.

Click '**submit**'. You will then see a message that thanks you and confirms that your submission has been received. You should then receive an email confirmation. If you do not receive the email, please check your junk or spam folders. If the email is not received, please contact Ben Bennett – ben.bennett@contact.org.uk. You will be able to follow the link in the email to make amendments to the form. There will be a pdf attachment for easy viewing of your application.

Contact parent carer participation team:

https://contact.org.uk/media/1180162/ppt_contacts_mar_18.pdf

Please contact us if you have any queries or concerns.

Deadline: All forms must be submitted by Monday 11th June 2018.