

Changes to the 2018-19 grant monitoring form and 2019-20 grant application form processes

We've produced a brief explanation of the changes to the grant forms this year so that forums can identify the changes and understand why they have been made.

Application form

We've kept the format of the grant application form largely the same as feedback from forums was fairly positive and the platform was much more reliable.

What's changed, and why?

We've made some changes to the instruction page which should be helpful.

We ask all forums to review the Privacy Notice and to take note of why it is required (due to the GDPR regulations). We are required to inform forums about what data we collect, why we need it, how it is shared, stored and how long for. Consenting to this is a statutory requirement of the grant award and we must ensure that Contact and forums comply with the regulations. If you require any further information, please visit the Information Commissioner's website or contact Advising Communities.

There are minor changes to wording throughout the form aimed at improving the form and removing ambiguity e.g. around the staffing question.

Section 5 – We have amended the questions about strategic boards and workstreams and also which groups and health organisations the forum works with to make these more straightforward and to remove the health support for the application which some forums struggled to obtain.

Section 6 - Following feedback, we have introduced a Memorandum of Understanding that will be sent to your local authority contact upon submission of the grant application form. This requires the local authority to commit to principles of partnership working, and as this is a reciprocal arrangement, we ask that the grant applicant (forum) also signs up to these principles. Your forum's application cannot be approved without the LA support and the onus is on the forum to chase their contact if this agreement is not forthcoming. The grant applicant will receive a notification once the completed MOU has been received from the local authority and if complete, the application can then be progressed.

Previous Section 7 (now 6.3) – parent carer support. If the grant applicant is not the forum, we ask that a parent carer supports the application with a letter or email. We ask that the partnership MOU text is also included in this letter.

Section 8 - health support. We have removed this section for ease as it is not currently mandatory to have health support.

Financial Control Policy – Forums fed back that it would be easier if this did not have to be done until the form was complete, so we have moved it right to the end of the form.

We've added some reminders at the end before you submit the form.

Deadline:

Applications – Monday 10th June



Monitoring form

What's changed, and why?

We have amended the instruction page to align this with the application instructions and have made the instructions clearer.

As with the application form, there are some minor changes to wording that will hopefully make certain sections of the form clearer.

Section 5 – we have reworded the staffing question to aid clarity – by staffing we mean anyone paid to complete regular forum admin, development or other work which is not attending strategic meetings.

Section 6 – we have increased the word limit for the outputs and outcomes to 750 word as a result of feedback from forums that 500 words was not enough.

Section 6.3 – we have removed the forum health and effectiveness questions and will include this on the second tranche application form as a mid-year assessment of how forums are doing.

Section 6 – local resources we have removed this question as it has been asked in other arenas such as the NNPCF's survey.

Section 6.8.1 – we have amended the question on local area inspections slightly to make it more straightforward with a drop-down menu and we have added a question to gauge the financial impact of the inspections on parent carer forums.

Section 6.9 (now Q6.7) – the question on children and young people's participation has been amended so that forums can pass on any useful information on CYP participation groups in their area to KIDS and CDC.

Section 7 - we now include any member of the forum, not just parent carers in the conflict of interest questions.

Section 8 – the working with seldom heard and other groups question has been reworded to make it clearer. There is a box to add 'other' seldom heard groups that the forum may work with.

Section 9 – we have removed this question as this information is available elsewhere.

Deadline:

Monitoring – Tuesday 30th April

We look forward to receiving your submissions, and as always, if you require any help with either form, please contact your regional advisor or a member of the grants team.