



Parent carer participation grant monitoring 2018-19 – guidance notes

As the recipient of the parent carer participation grant in 2018-19, you must submit evidence about how the grant was spent and demonstrate that:

- it met the conditions of grant that you signed up to
- it was spent in line with your approved 2018-19 grant application
- the forum achieved positive outcomes which developed or enhanced parent carer participation in your local area

You will need to provide brief details of:

- how the grant money was spent
- the activities you undertook during the financial year, and
- what outcomes/differences were achieved.

You must have spent your grant on goods, activities, or services which occurred by **31st March 2019**. You **must complete the monitoring form**, and submit the relevant receipts, invoices, and if possible, a spreadsheet detailing your financial breakdown, by **30th April 2019**. We provide information about acceptable formats for your Proofs of Expenditure in a separate document which will be emailed to you.

If you have any questions about the monitoring process, or if you have difficulty with the online form, contact the Parent Carer Participation Advisor for your area, or Ben Bennett our Grants Programme Officer (details below).

Why is grant monitoring important?

The information that forums provide with the Grant monitoring enables Contact to evidence to the DfE, the value and impact of providing the parent carer participation grant to parent carer forums at local, regional and national level. Hearing about forums influencing decision makers, reversing decisions about cuts, or being an integral part of local boards, highlights the continued importance of funding to the DfE. The grant monitoring process enables us to conduct due diligence checks to assess and minimise risks and to protect against fraud or misuse of the grant. If significant risks or concerns are identified, we may hold the grant on the forum's behalf until we are satisfied that the grant will be managed competently. If serious malpractice is identified at any stage, the DfE may take steps to recover the grant.

You should ensure that you read this grant monitoring guidance thoroughly before completing the grant monitoring form. It will also pop up on screen when completing the form.



What you need to be aware of:

Where the grant applicant is different from the grant holding organisation, they **must** work together and in conjunction with the main forum decision making group, or committee, to ensure that the information required for the monitoring form is collated and submitted on time.

The grant applicant/holder are responsible for:

- meeting the submission date of Tuesday 30th April 2019
- ensuring that the grant money has been spent in line with the approved 2018-19 application
- checking with the regional advisor that any variations to the forum's approved activity meet the conditions of grant **before** going ahead
- ensuring best value
- ensuring that all invoices, expense claims and other proofs of expenditure are collated and presented in the acceptable format (outlined in accompanying document)
- providing information that demonstrates how the grant money has strengthened parent carer participation
- notifying Contact of any issues in meeting the monitoring deadlines e.g. delays, missing proofs of expenditure, or issues with the form
- alerting Action Fraud (<http://www.actionfraud.police.uk/> or call 0300 123 2040) to any suspected fraud or deception, or other issues which may affect our decision to award future grants.
- the person/organisation who signed the Conditions of Grant in the 2018-19 application remains accountable for the grant until the monitoring has been signed off. In the event of any queries, we expect this person or their nominated representative to co-operate with Contact until we are able to sign off the monitoring form.

Opening the online grant monitoring form

In order to complete the grant monitoring form, you will need to create an account via the form's link: https://fs29.formsite.com/o32c2G/form3/form_login.html. When you follow the link to the form, read this guidance, the instructions and contents page carefully before progressing. The guidance notes also pop up on screen if you click on (?). Click 'next' to proceed.

Section 1 – Area

Enter the local authority area in which the forum operates. If you are working in more than one local authority area, separate monitoring returns must be completed for each area. Choose your Parent Carer Participation Advisor from the drop-down list.



Section 2 – Organisational and contact information

2.1 Grant applicant –The grant applicant is the person or organisation named as the applicant in the grant application (usually the chair or officer of the forum). If the same organisation holds the grant, this should be the same person who signed the Conditions of Grant in the 2018-19 grant application.

2.2 Grant holder (if different) - this section is only completed if **a different organisation held the grant on behalf of the forum**. Enter the name and details of the organisation which is holding the grant money: this is the same organisation (and person, if available) that signed the Conditions of Grant as part of the 2018-19 grant application. If this person is no longer in post, you must notify the grants team who will advise you on what you must do.

Provide contact details for at least one person who can be contacted about the grant monitoring over the summer holidays. You must have their consent to provide this information.

Section 3 – Declarations

This is a declaration regarding the use of the grant and the information submitted as part of the monitoring return. The grant applicant named in 2.1 needs to read this carefully and check the box to say that they agree to these terms. If there is a grant holder, named in 2.2, they will also need to indicate that they agree to the terms. Take notice of the information about **General Data Protection Regulations (GDPR)** and confirm that you understand the linked **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. We also explain who your forum's monitoring data is shared with.

Section 4 – Parent carer involvement

Enter the number of parent carers who are involved in different aspects of the forum and its work, and the number of hits on the forum's website and social media reach, if you have social media channels.

Section 5 – 2018-19 summary grant expenditure

5.1 Indicate whether you used a professional service to help you produce the financial information for the forum, e.g. an accountant or auditor.

5.2 Details what information we require for the grant return including information about paid work, and remuneration and expenses to parent carers. The form explains that we need a total figure of spend for your main grant and any discretionary grants received. You will have received a reminder letter from the grants team if you received discretionary grants that need to be included in the return. If you are unsure of the total amount you need to account for, please contact pcfgrants@contact.org.uk.

Staffing costs declaration: If your forum did not pay an employee, contracted, self-employed or commissioned worker to run the forum, or do admin or development work, indicate "no" in the drop-down menu. If you did pay a worker whether they are an employee, contracted, commissioned or self-employed, e.g. for regular admin or development work, please indicate approximately how many hours per



week that they worked, and their hourly rate. You will also need to confirm that the information is correct and that any decision to pay the worker was recorded in the forum’s minutes. Note – this is not payment to parent carers for sitting on strategic work streams or boards which is classed as remuneration.

5.3 For this section you will need to refer to your approved 2018-19 grant application (and any discretionary or regional discretionary grant applications) to provide a summary of your grant expenditure in 2018-19. Fill in what you spent for each “area of spend” from your application – put in the **actual amount** that you spent and not the projected amount. If an activity did not happen for any reason and there was a nil spend, please put a ‘0’ amount in the box. It is helpful to indicate on the form which proofs of expenditure relate to each area of spend. Remember to include a row for your discretionary grant if you had one.

	Category of spend	Amount spent	Reference info
1	Event	2145	E1, E2, E3, E4, E5, E6 ×
2			
3			

You’ll then need to enter your total grant spend figure in the box. If you have a spreadsheet detailing your full expenditure, please upload it at this point.

We have a document on **proofs of expenditure** which can be found on the grants page of our website and in the managing your grant document. This explains our requirements around acceptable proofs and expense/remuneration claims that need to be included with your grant monitoring return.

Copies of all proofs of expenditure documents (invoices, receipts, signed expenses claim forms etc.) must be included and clearly referenced. Proofs can be sent by email, [Dropbox](#) or by post (for details of how to do this see the final page of the form) and ideally cross-referenced with your financial spreadsheet.

Section 6 – Outputs and outcomes (for main and discretionary grants)

We want to know what you achieved as a result of receiving the DfE grant. Refer to the outputs and outcomes you described in your main 2018-19 grant application, and tell us what actually happened, or changed as a result of how you spent your grant.

Please **do not** include activities in the monitoring form which are solely funded by other grant giving bodies. **Do** include activity which is funded by the parent carer participation grant, even if part funded through other sources.



6.1 Outputs

In your 2018-19 grant application, you detailed your forum's intended budget spend on activities (outputs). Please provide a brief summary of the work that the forum **actually** carried out using the main or any discretionary grants in the box provided – please note that there is a 750-word limit (increased from 500 words).

'Outputs' are usually things you can count – they are activities you have organised, events or meetings you have run, services, equipment or facilities you have purchased using the PCP grant.

6.1 – Activities (outputs)

Please summarise your main aims and the activities you carried out using the 2017/18 Parent Carer Participation grant funding – i.e. Large event or conference, Open day, Parent Training, Staffing, parent carer expenses, day to day running costs, purchase of equipment etc. (Maximum 500 words)

Office rental, office equipment and day to day infrastructure costs including stationery, printing and postage.
2 events: transition consultation in conjunction with the LA; School transport focus group and survey to feed into LA report.
Annual conference: aid parents/LA/health networking and relationships, workshops on hot topics, updates on co-production charter, future planning - room hire, catering, speaker costs, parents' expenses, publicity.
Forum steering group meetings - room hire for 8 meetings plus basic refreshments.
Parent carer expenses for attending strategic meetings and work streams.

*Now increased to 750 words in 2018-19.

6.2 Outcomes

'Outcomes' are the changes or differences that your activities or purchases (outputs) have made, either to services, provision, or to the development of parent participation in your area. Tell us what you achieved as a result of spending the grant money. Note that there is a word limit (increased to 750 words) for this section. We **do not** need to know the outcome of renting your office or of purchasing ink cartridges, as they are self-explanatory, but you could tell us about the outcome of sending out your termly newsletter which drew in 100 new parents to the forum, for example.



6.2 - Outcomes

Please tell us about your forum's progress towards these aims.

We want to know what you have achieved by using the grant money (Maximum 500 words)

What difference did having the grant funding make? Consider outcomes for the forum (strengthening; capacity building; training; cohesion) and furthering participation (increased membership; promotion; greater influence; website and social media reach; responses to consultations); positive outcomes for service development (boards and meetings you have reps on; changes made as a direct result of the forum's involvement or influence; reports submitted as evidence); outcomes for parents (increase in knowledge, confidence, skills, resilience, reduction of isolation; seldom heard groups or families).

Events - our events enabled us to consult parents on a large scale and to inform the LA's consultation on School Transport. We had so many parents respond that we were able to produce a report with stats and case studies which we presented to the Director of Children's Services. The outcome of this was that the planned changes were amended to include families' wishes. By listening to us, the LA was able to make the cost savings that they needed to make but in a way that did not adversely impact families in our area.

*Now increased to 750 words

6.3 Answer the questions to let us know if changes in structure have affected the forum's work or progress during the year. Your regional advisor will be able to see what issues you are having and to offer support.

6.4 Comment on what you think your forum's greatest achievements, and greatest challenges, have been in 2018-19.

Indicate whether you are happy for these to be shared with other forums through Contact and the NNPCF, including via their social media, news stories or annual report.

6.5 - Relationships

We ask the questions in this section to help you to assess how your forum is working with services (Education, Social Care and Health) in your area – think about specific examples where having a parent rep on a work stream lead to a positive outcome. These answers can help to identify progress or deterioration in relationships since the last grant monitoring and assist forums with prioritising areas of work for the year.

Assess your working relationship in relation to education. In the text box, describe who in **education** you are working with, and provide **at least one example** of how the forum has impacted on a decision, policy or procedure. Please try to keep to 250 words.

As above for **social care**.

As above for **health**.



Indicate if you are happy to share the answers to 6.4 & 6.5 with the NNPCF and NHSE.

6.6 Local area inspections. We want to know how your forum has been involved in the Ofsted/CQC local area inspection, feedback meeting, re-inspection or preparation for inspection in your area. Please choose options from the drop-down menu, and if the forum's involvement in the inspection preparation or inspection process, WSOA or subsequent meetings has meant that the forum incurred additional costs, e.g. because forum members have had to attend further meetings, please tell us about this in the box provided.

6.7 Children and Young People. Is there a Children and Young People's forum or participation group in your local area that is directly engaged with the Local Authority, health or other service providers? If you have details of the organisation supporting them, or have any other comments about children and young people's participation in your local area that you would like to be fed back to KIDS and CDC - type them here.

Section 7 – value for money

This section asks about aspects of spend where value for money can be a particular consideration.

7.1 This question asks if any parent carers or co-opted members of the forum were paid by the forum to undertake work in a professional capacity (i.e. not as a parent carer representative) e.g. as an administrator, web developer, accountant, etc. If so, such decisions should be minuted, and be in line with the forum's governance documentation, to ensure the forum is achieving value for money and avoids any conflicts of interest. Please provide details if this occurred.

7.2 This asks if the forum commissioned the service(s) of a business that is owned by a forum member, or a relative of a forum member. Such decisions should have been minuted, and follow the forum's governance documentation, to ensure the forum is achieving value for money and avoids any conflicts of interest. If this did occur, provide details in the box provided.

7.3 This question asks about other funding the forum may have received to support **parent carer participation** in 2018-19. If you indicate 'yes', we ask who the funder was and how much you received. Note, this **is not** asking about additional funding for service delivery such as short breaks, face to face support, running parent support groups. This information helps us place the grant expenditure in an overall context, which helps to demonstrate value for money.

Section 8 – Engaging with parent carers and other groups

This section asks about how well the forum is reaching all parent carers across your local area. There is a list of seldom-heard groups to help you with this question.



8.1 Please provide examples of how your forum has actively endeavoured to reach out to and include seldom heard groups during 2018-19. What have the outcomes/benefits of this been for the forum and its representativeness, and for individuals? Please tell us how you plan to further develop work in this area in the coming year. Indicate on the form which groups your forum has successfully been engaging with. * If you've had some successes that other forums would like to know about, discuss with your Parent Carer Participation Advisor as we may be able to include them in our joint newsletter with the NNPCF, or on our website.

8.2 Indicate if your forum's membership form enables you to collect information on diversity issues.

8.3 Indicate whether your forum keeps a running record of your membership and steering group so that you are able to evidence diversity issues.

8.4 Indicate whether you record information about children/young people's conditions – and please tell us more about this in the box if you have comments to add.

8.5 Tell us if there is a disability represented by a greater number of members of the forum, and add any comments in the box if necessary.

Section 9 – Satisfaction levels

This section asks you about how satisfied you are with the support offered by Contact. We are keen to know what your thoughts are, and if you have any suggestions you would like to make for the coming year. Please be open and honest with us as it will help us to improve our practice and will not impact on your grant. There's also a question about how you found the monitoring form, please answer as it helps us to make improvements.

Submission

You are now ready to submit. Click 'submit' and you will see a page marked 'Success'. There are some final instructions regarding submitting your proofs of expenditure which can be sent by email to pcfgrants@contact.org.uk, via **Dropbox**, or by post to Ben Bennett (address at the end of the form). Please see our document on proofs of expenditure to help you to fulfil the requirements of the grant. There is also a link to the form if you should wish to edit it in the future. You will also receive this link by email along with a pdf copy of your submitted form.

CONTACT – PARENT CARER PARTICIPATION TEAM

Please find contact details for the parent carer participation team here:

https://www.contact.org.uk/media/1405951/ppt_contacts_dec_18.pdf



If you have any difficulty with the form, in meeting the deadline, or with obtaining proofs of expenditure please let your Parent Carer Participation Advisor or a member of the grants team know as soon as possible.



Monitoring and reporting form and Proofs of Expenditure must be submitted by **Tuesday 30th April 2019**.

Format accepted for Proofs of expenditure

Proofs can be emailed to pcfgrants@contact.org.uk, submitted via Dropbox (link on the form), or by post (see below).

Do not submit the original Proofs of Expenditure. We accept photocopies or scanned copies of Proofs of Expenditure, whichever is easier. If you submit photocopies, it is on the understanding that you retain the originals, and that you can make these available if the Department for Education request an audit in your area.

Posting items

We recommend that posted items are sent by **recorded or special delivery** and we strongly advise that you **retain copies of anything sent** to us as several submissions have been lost in the post in previous years.

Addresses

pcfgrants@contact.org.uk

Parent Carer Participation Grants team

Contact

209 – 211 City Road

LONDON

EC1V 1JN