

## **Parent Carer Participation 2019-20 - second grant payment FAQs**

The Department for Education requires a two-stage process for the payment of the parent carer participation grant. This enables Contact to approve grant applications before the previous year's grant monitoring has been assessed and approved. Once your 2019-20 grant application is approved, a first payment of 50% of the total amount is made (in most cases this is £7,500). **The second payment of 50% of the total amount awarded is only made after your forum's 2018-19 grant monitoring has been approved.** This is to allow for any adjustments which might be necessary due to a grant underspend in 2018-19.

### **You have approved our 2019-20 grant application and our 2018-19 grant monitoring has been signed off, can we claim the second payment?**

Yes, unless we have written to you to specify other conditions.

### **What is the timescale for making the second tranche claim?**

Claims can be made between **Monday 1<sup>st</sup> July 2019** and **Monday 11<sup>th</sup> November 2018**. This is an absolute deadline and any second payment claim forms received after this date will not be considered.

### **Who can complete the claim form?**

The applicant must be the same person who signed the Conditions of Grant for the 2019-20 grant application. If this person is no longer involved with the forum, or no longer works for your organisation, or grant holding organisation, you must also re-submit the Conditions of Grant with the claim form with the new signatory's details and signature. Both must be **signed by the same officer** of the forum or grant holding organisation.

### **You have approved our 2018-19 grant monitoring form and we had a significant under spend, how much can we claim?**

Typically, when there is a large underspend from 2018-19, you carry that amount over to 2019-20 instead of repaying it to the Department for Education. This therefore affects the balance of grant you can claim in the second payment. When we wrote to you to advise you that your 2018-19 grant monitoring was approved, we advised you of what this amount was in the approval letter.

*Example:* a forum has a large under spend of £1,100 from 2018-19. This money remains unspent in the forum's account. The forum is awarded the full grant of £15,000 in 2019-20.

We make an adjustment to the second payment to reflect the underspend which has been carried over in the forum's account. The total grant is:

Under spend carried over from 2018-19	£1,100
First grant payment 2019-20	£7,500
<u>Second grant payment 2019-20</u>	<u>£6,400</u>
Total grant 2018/19	£15,000

The maximum amount which this forum can claim for the second payment is £6,400.

**We have not yet submitted our 2019-20 grant application form for the grant, can we claim £7,500 using this process instead?**

No. **The closing date for grant applications was 10<sup>th</sup> June 2019.** You must first have applied for the full grant of up to £15,000 using the 2019-20 grant application form. Applications are only accepted after this date if you are receiving associate support or have discussed on-going issues with your Regional Advisor or a member of the grants team.

**Since you approved our grant application we want to change how we spend the grant. Can we do this?**

Yes, if the changes meet the Conditions of Grant.

If you need to change either the budget or the activity **significantly (changes of over £1,000)** from your original grant application, you will need to speak with your Regional Advisor to ensure that your new plans meet the Conditions of Grant, and to receive verbal or email agreement for your planned variation. If you are in any doubt about whether any changes to your budget or planned activity meet the Conditions of Grant, please contact your Regional Advisor. If you go ahead without checking and your activity does not meet the Conditions of Grant, there is a risk that your 2019-20 grant monitoring will not be approved.

### **Further questions**

If you wish to discuss this further, you can contact:

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