

## Parent Carer Participation grant monitoring and applications Webinar

### Webinar Question & Answer

#### Applications

*Q Don't we have to have our monitoring form in before we can apply for the grant?*

A NO, you can receive the first part of the grant before the monitoring is signed off, the grant monitoring must be signed off to receive the second part of the grant, and this can be applied for as soon as your monitoring is approved.

*Q When can we apply for a discretionary grant?*

A Once your 2018-19 monitoring form has been approved and once you have applied for the second tranche of the grant, you are able to apply for a discretionary grant from 1<sup>st</sup> July.

*Q When is the deadline for applications? And if we are unsure if what we want to do meets the conditions of grant, how can we check?*

From

A The deadline is 10<sup>th</sup> June. If at all unsure that your intended activity meets the conditions of the grant, give your Parent Carer Participation Advisor a call to discuss – they will be able to confirm if your plans meet the conditions, or help you to revise your plans so that they meet the conditions.

*Q Why are you introducing a cap to the discretionary grant applications?*

A There have been some forums who put in large early discretionary grant applications each year, which has meant that those forums who may need the money towards the end of the grant year are not able to access the discretionary grant, or those who put in later smaller late applications do not get their full award. These are often the forums who need extra money the most, and so we have taken on board feedback from forums to make the process fairer and to allow all forums who wish to, to access the discretionary grant. Those forums who have put in large Discretionary grant applications above £10,000 in the last two years will have their Discretionary grant capped at £10,000 until after the deadline has passed on 11th November – at which point, we will award the remainder of their grant if after other discretionary applications have been approved, there is money remaining. For this reason, it is more important than ever to prioritise the activity on your Discretionary grant applications in order of the most vital first. We have also increased the amount ringfenced for regional discretionary grants to £3,000 until the deadline, though regions can apply for more. Regional discretionary applications are subject to the same cap as individual forums' discretionary applications.

## Monitoring

*Q When they ask about staff details, do they just need the info for staff that the grant is contributing to the cost of or all staff the forum employ?*

We only need to know about the staffing (admin or development) that the DfE parent carer participation grant pays for. But, if the DfE grant pays for a proportion of their salary, let us know how much of the salary the grant pays for and how much another funder pays for – or the proportion of the split. If there is more than one member of staff paid for by the grant, please provide details for all staff whose wages are either partly or wholly covered by the grant.

*Q The question about if we have been inspected, is that just in the last 12 months?*

A – Please answer this question irrespective of when your forum was inspected as this information is useful and the question was asked in a slightly different way to last year – it will help us to provide accurate statistics to the DfE on forums' involvement in the Ofsted/CQC local area inspections.

*Q Do you have any tips on how we can keep track of our spend and activity during the year?*

A A good way of keeping track of your forum's activity is to keep a log or diary of activity and meetings attended so that you have it all to hand when it comes to completing the monitoring form. We also have several resources including the 'managing your grant' document which you can access towards the bottom of the grants page – this has handy tips on record keeping and provides pointers on what information to record, answers queries relating to day to day grant management issues and on completing expense and remuneration forms etc. We also have a document to help you with proofs of expenditure and a finance spreadsheet to help you to keep track of all your grant expenditure. All of these documents can be accessed via the grants page of our website. When recording your forum's activity, think about the difference that your activity has made to answer the 'so what' question – tell us how your parent rep training helped parent carers in the forum, and what difference it made when they were attending meetings with service providers to their confidence, knowledge and ability to contribute.

*Q If we were the grant holder for a Regional Discretionary grant last year and will be again this year, does our forum's 2018-19 monitoring have to be signed off before the region can apply for another Discretionary grant?*

A No, but the previous year's Discretionary grant monitoring does need to have been approved before a further regional discretionary grant can be awarded. We would recommend that you get both monitoring accounts in as soon as possible and then you will be in a position to apply for a Regional Discretionary grant or a discretionary grant for your own forum sooner and maximise the time available.