



## Parent carer participation grant application 2019-20 – guidance notes

Applications for the **2019-20** parent carer participation grant are now being accepted and must be submitted by **Monday 10<sup>th</sup> June 2019**.

**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.

The application form is available online and forums need to set up an account before completing the form. 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 page 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 by pressing the (?) 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

Contact is a trading name of Contact a Family. Charity registered in England and Wales 294912 and Scotland SC039152. Company limited by guarantee registered in England and Wales 5422222. Registered office: 100 London Road, London, SE1 3JL. Tel: 0808 800 5000. Email: info@contact.org.uk. Web: www.contact.org.uk



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 on 25th May 2018, parent carer forums must consent to sharing the data submitted on the form with Contact and the Department for Education (DfE). The DfE's privacy notice which explains the lawful use of your personal data and its processing, which 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' can be read via the link on the application form. 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** Indicate the approximate numbers of parent carers involved in different aspects of the forum.

**3.4** Indicate any other financial support you receive to support participation activity. 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.

### 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	Budget amount 1
Event	2000

#### Budget breakdown 1

1600 venue and catering; 200 speakers; 200 publicity.

Do not provide further detail in the budget breakdown or you will repeat this again in section 5.1.

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).

Contact is a trading name of Contact

Fundraising Regulator Ltd

England and Wales 284912 and

Scotland SC039169. Company limited

by guarantee registered in England

and Wales 1633333 VAT Registration

GB 749 3164 82



- **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 2019-20

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 approx. **500 words** for this section 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 occur 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 approx. **500 words**.

**5.3 Staffing:** This is a question for forums who pay someone to carry out administration tasks 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. We would like to know about employed, self-employed, commissioned or contracted staff here.

**5.4** Indicate which work streams that the forum currently has parent reps sitting on or is influencing. This demonstrates how the participation grant will be used to influence local service development or improvements.

**5.5 & 5.6** Please indicate which other local partners and organisations your forum works with to show how the forum links into the bigger local picture, and list which health organisations your forum is working with as we are not asking for health support for the application to be sought this year.

## 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.

This year, following feedback from forums and the NNPCF, we have introduced a summary Memorandum of Understanding which will be emailed to your local authority contact automatically when your application is submitted. This agreement removes the misconception that the LA is approving the content of the grant form; instead they are agreeing to work in partnership with the DfE funded forum in their local area. Contact will receive notification once this agreement has been confirmed. Contact will not be able to process your application until this MOU is completed.

The local authority will agree:

- We commit to uphold the principles of the SEND Code of Practice and to work in partnership with the DfE funded local parent carer forum to improve local services for children and young people with SEND.
- We recognise the independence of the DfE funded parent carer forum.
- We value the role of the DfE funded parent carer forum in representing the needs, experiences and views of parent carers of children and young people with SEND including their role in raising issues, providing constructive feedback through open dialogue, and challenging partners when necessary.
- We agree to work together with respect and as equal partners.



If the grant holder is an arm's length service of the local authority including IAS Service, we still require the agreement above from a senior officer.

**It is in the forum's interest to chase your LA contact to complete this MOU if it is not done swiftly, though the forum will be notified when the MOU has been completed by their LA contact.**

As co-production is reciprocal, we also require the forum to agree to the same principles and to also sign up to work in partnership.

- We commit to uphold the principles of the SEND Code of Practice and to work in partnership with the local authority/health organisations to improve local services for children and young people with SEND.
- We recognise the local authority and health organisations as our strategic local partners.
- We value the role of the local authority and health organisations in carrying out their statutory duties and will raise issues from parent carers providing constructive feedback through open dialogue, and challenging partners when necessary.
- We agree to work together with respect and as equal partners.

I confirm we will abide by the principles of co-production above

**\*If the grant applicant is not a parent carer involved in the forum, please ask the supporting parent carer to add the above declaration to the text in the letter of support from a parent carer in section 6.3.**

### **Section 6.3 – 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.

*\*Include the Memorandum of Understanding text above in the parent carer(s') support letter.*

### **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' and sign in the box.

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

### **Financial Control Policy**

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.

**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 along with a reminder to include:

- Contact details for your senior local authority partner
- Parental support letter with MOU text (if the forum is not the applicant)
- Financial Control Policy

Without these, your application cannot be progressed.

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](mailto: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://www.contact.org.uk/media/1397157/ppt\\_contacts\\_dec\\_18.pdf](https://www.contact.org.uk/media/1397157/ppt_contacts_dec_18.pdf)

Please contact us if you have any queries or concerns.

**Deadline:** All forms must be submitted by Monday 10<sup>th</sup> June 2019.