

# contact *For families with disabled children*

## Parent carer participation grant application 2020/21

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### Instructions

If you wish to work on the form collaboratively or to get an idea what kind of information you will need, then you can download a PDF version of the form, [here](#). PLEASE NOTE: applications will still need to be completed online, PDF submissions will not be accepted.

Please read the grant application guidance notes (?) contained within the form which explain how to complete the form. For most fields you must click in the box to enter the appropriate text and there will be some drop-down menus to complete. Questions which have red asterisks ("\*") next to them are 'required' fields. This means that you cannot progress through the form until they are completed. If not completed, an error message in red will appear declaring 'Please review the form and correct the highlighted items'.

Once you have submitted your application form, you will receive a confirmation email with a PDF copy of your submitted form attached, which will also contain an option to edit your submission. Your Parent Carer Participation Advisor will also receive a copy automatically and may suggest you make changes to your application. As the form can be edited at any time, we recommend that you submit the form rather than waiting for your Advisor's comments.

To make any changes, please login via the form's link:

[https://fs29.formsite.com/o32c2G/axbwjrk4x/form\\_login.html](https://fs29.formsite.com/o32c2G/axbwjrk4x/form_login.html) using your unique log in credentials.

To submit the form, you will need the following:

The consent of anybody named as a contact or bank account signatory, to submit their details as part of the (It is a requirement of the grant award that the DfE know to whom the grant money is going).

Contact details of your senior local authority contact.

If the grant applicant is the local authority or host organisation, you will need to attach confirmation of support from at least one parent carer and have their consent to be named on the application.

A copy of the forum's (or grant holder's) financial control policy, which needs to be uploaded as part of the application Applications cannot be approved until this is submitted.

As you complete each page your progress will be saved. If you need to return to your form, please ensure that you've clicked 'save progress' before closing down. You can log back in via the link above. Be aware that you will need to set up a new username/password when you complete the monitoring form.

The deadline for the submission of completed grant applications is Monday 8th June 2020.

Be aware that the form needs a reliable internet connection to work effectively.

Contents of Form:

Section 1 - Area making application

Section 2 - Applicant/grant holder details and contact information/Bank details/bank signatories

Section 3 - Information re. forum (Forum status/forum financial control policy/numbers on Steering Group/database etc.

Section 4 - Grant budget information/amount applied for, intended outputs/activities and outcomes (difference made)

Section 5 - Outputs/Outcomes/staffing info/strategic engagement/work with health and other groups

Section 6 - Local Authority/parent carer support

Conditions of Grant

Financial Control Policy upload

You can click on the ? symbol on some questions for some guidance on what to put, or why we need this information.

Click 'Next' to begin the application form.

REMEMBER to save your progress, click 'Next' or press 'Save progress' as you go along to ensure that your progress is not lost.

Be sure to click SUBMIT at the end of your grant application will not be logged until you do.

Save & Return

Save your progress and complete this form later. (optional)

Create an account or login

Area

Section 2 – Applicant details and contact information

2.1 Provide details of the grant applicant

Organisation

Grant applicant First Name

Grant applicant Last Name

Forum Address

Address Line 2

City

Post Code

Phone Number

Email Address

Date

Is another organisation going to hold your forum's grant?

2.2 Provide details of the organisation you want to hold the grant if different from the grant applicant in 2.1. If completed, this organisation must also complete the Conditions of Grant. (Leave blank if not applicable).

Organisation

Grant applicant First Name

Grant applicant Last Name

Position

Forum Address

Address Line 2

City

Post Code

Phone Number

Email Address

Date

Agreement:

I hereby confirm that the information contained in this grant application is true to the best of my knowledge.

I confirm that the grant will be used for the intended and approved purposes; and that I will not knowingly misuse information or funding.

I understand that all grant monies should be spent in agreement with the management group of the parent carer forum (where there is one) and in line with the approved grant application.

I understand that it is my responsibility to notify Contact of any changes which may affect the grant award.

I understand that all grant monies should be spent in agreement with the steering group of the parent carer forum.

I agree to supply Contact with full monitoring information by the set deadline.

I understand that I am liable to prosecution and the recovery of funds should fraud be proven. If I/we suspect that fraud has been committed, I/we have a duty to report my/our suspicions to Action Fraud at <http://www.actionfraud.police.uk/> or call 0300 123 2040' and inform Contact

I agree to these terms as the grant applicant named in section 2.1 above

I agree to these terms as the grant holding organisation contact named in section 2.2

GDPR declaration Following the introduction of the General Data Protection Regulations which came into force 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 has supplied us with a privacy notice (Please click here to read the DfE's privacy notice) which explains that for the use of your personal data to be lawful, we need to meet one or more conditions in the data protection legislation. For the purpose of the Parent Carer Participation Grant, the processing 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'. 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>The privacy statement of Formsite, which is the service we use for our grant application and monitoring is available here - <https://www.formsite.com/privacy.html> this includes details of their GDPR compliance.If you do elect to send your Proof of expenditure by Dropbox please see their GDPR compliance here: [https://www.dropbox.com/en\\_GB/security/GDPR](https://www.dropbox.com/en_GB/security/GDPR)Please be aware in some circumstances Proof of expenditure will be shared with relevant members of the forum to confirm their legitimacy.

We may be required to share data and proofs of expenditure with local authorities or other funding bodies for fraud prevention purposes, if fraud is suspected or investigated.

Once we have downloaded your proof of expenditure we will remove it from Dropbox. Contact's privacy policy can also be read, here -

<https://contact.org.uk/privacy/>Please confirm that you have read and understood the linked privacy notice above and are aware of the lawful basis by which Contact and contracted partners will hold the personal information given in this form.

I confirm

For data protection reasons, your bank account details will not be included in the PDF application that is emailed to you, so please be sure to double check these details before submitting your form.

2.3 Details of the bank account into which the grant will be paid.

Account name

Sort code

Account number

Name of bank

For LA's only BACS ref

2.4 Provide details of up to three named signatories on the grant holder's bank account:

(You must have written consent from the three signatories to share their details with us as per your GDPR declaration)

Name of signatory #1

E-mail of signatory #1

Name of signatory #2

E-mail of signatory #2

Name of signatory #3

E-mail of signatory #3

2.5 Provide details for at least two contacts, preferably officers of the forum. We expect at least one contact to be a parent carer. Please also provide a contact from the grant holder (if it is different to the forum).

(You must have written consent from these contacts to share their details with us as per your GDPR declaration)

These contacts will be emailed to inform that they have been included as a Named Officer and they will also receive a copy of the form (Please also ensure all committee members see a copy of the form)

Contact 1:

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Name 1

Role

E-mail

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Contact 2:

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Name 2

Role

E-mail

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Contact 3:

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Name 3

Role

E-mail

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Contact 4:

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Name 4

Role

E-mail

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Contact 5:

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Name 5

Role

E-mail

2.6 Please provide us with public contact details for the forum, for which you grant permission to be displayed on Contact and the NNPCF's websites:

E-mail address

Website



Phone number

Address

Who is your adviser?

### Section 3 – Information about the forum

3.1 The forum is a/an:

Other - please specify

3.2 The forum's status is:

Other - please specify

3.3 Parent carer involvement

Indicate the approximate number of parent carers who:

You have contact details for, or the number on your database, or the number asking to be kept informed about participation

Are on management/ steering group involved in running the parent participation work/forum

Represent the forum on local  
service working, planning,  
steering or task groups

Have contributed their

experiences of services to the forum during this year e.g via drop in sessions, surveys, or consultations

3.4 Did you receive funding to support parent carer participation in 2019/20 (other than the DfE grant)?

Who provided this additional funding?

If 'Other' please provide more information

If yes, how much did you receive? (Do not include additional funding for service delivery such as short breaks, face to face support, running parent support groups)

Other support provided

Are parent carers remunerated by a third party for sitting on strategic decision making boards or committees?

If yes, please select who remunerates parent carers

If Other - please specify below

## Section 4 – Summary budget

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 the headings below. Please complete the summary budget table choosing the relevant heading and enter the amount you're claiming with a brief breakdown of these costs, if necessary. . If you choose 'other' for any items, you must include a description in the budget breakdown box in Section 5 below.

Please refer to the guidance notes by hovering your cursor over the (?) symbol to read more about the kind of items that should, and should not, be included and that meet the Conditions of Grant.

Note that the National Parent Carer Participation Conference and NNPCF AGM will be held in the autumn. You should consider including resources in your application to enable one or two members of your forum to attend this.

Budget description 1

Budget amount 1

Budget breakdown 1

Budget description 2

Budget amount 2

Budget breakdown 2

Budget description 3

Budget amount 3

Budget breakdown 3

Budget description 4

Budget amount 4

Budget breakdown 4

Budget description 5

Budget amount 5

Budget breakdown 5

Budget description 6

Budget amount 6

Budget breakdown 6

Budget description 7

Budget amount 7

Budget breakdown 7

Budget description 8

Budget amount 8

Budget breakdown 8

Budget description 9

Budget amount 9

Budget breakdown 9

Budget description 10

Budget amount 10

Budget breakdown 10

Budget description 11

Budget amount 11

Budget breakdown 11

Total Grant claim:

Section 5 - Outputs, outcomes and detailed budget for 2020/21

5.1 – Activities (outputs)

Please summarise your main intended activities using the 2020-21 Parent Carer Participation grant funding – i.e. Large event or conference, Open day, Parent Training Programme, Staffing costs for the running of the forum, parent carer expenses, remuneration for attending strategic meetings, day to day running costs, purchase of equipment etc. (Maximum 750 words)

5.2 - Outcomes

Please tell us what you hope to achieve as a result of using the Parent Carer Participation Grant money in this way (as set out above in 5.1, maximum 750 words)

What difference will the grant funding make? Consider outcomes for the forum:

Strengthening the forum - capacity building; training; cohesion

Furthering participation - increased membership or reach; promotion; greater influence; website and social media reach; responses to consultations

Positive outcomes for service development - boards and meetings you have reps on; changes as a direct result of the forum's involvement or influence

Outcomes for parents - increase in knowledge, confidence, skills, resilience, reduction of isolation; seldom heard groups or families

### 5.3 - Staffing

If the forum pays anyone as an administrator or participation/development worker to help run the forum either as an employee, self-employed, or contracted worker, we need to know how many hours they work, and their approximate hourly rate. We need to know if their time is funded solely through the DfE grant or if other funding pays for part of their post – if the post is secured using joint funding, we need to know who the other funder is, and the proportion of the split between the DfE grant and other funding. (Please provide a brief explanation below).

Note that only 50% of the total DfE grant awarded, including any discretionary grant payments, may be used on salaries.

5.4 List the local workstreams that your forum currently has representatives on:

5.5 List the local groups and organisations the forum has links to or works in partnership with.

5.6 Is the forum working with representatives from local health organisations such as CAMHS, GPs, CCG's etc.?

Please list which health partners the forum works with below

### Section 6 – local authority support

In order to demonstrate the forum's partnership working with local services we ask that you provide the contact details of a senior officer of the local authority. You must obtain their consent to provide these details as per your GDPR declaration. Following feedback from forums and the NNPCF, this year we are asking the local authority to sign up to a brief Memorandum of Understanding (MOU) to work in co-production, as follows:

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.

Once your forum's application is saved/submitted, an automatically generated form will be sent via email for your local authority contact to complete. Contact will receive notification once this agreement has been confirmed and your application can be progressed if it is otherwise complete.

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.

Your application is incomplete and cannot be approved until we have received the local authority MOU. It is in the forum's interest to ask your LA contact to complete this MOU if it is not done, though we do ask the contact to inform the forum when it has been submitted. The forum will receive a notification once the completed MOU has been received.

Full name

E-mail

Phone number

Organisation

Please confirm that the Local Authority contact has agreed to work with the forum, is happy for us to contact them to complete a memorandum of understanding, and that you understand the forum's public email address will be shared with this local authority contact.

I Confirm

6.2 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

I confirm

Agreeing to the MOU does not supersede any local partnership agreements or arrangements.

### Section 6.3 – parent carer support

If neither of the individuals in Section 2.1 (grant applicant) or 2.2 (grant holder) is a parent carer involved with the forum, you must obtain the support of at least one parent carer involved in the forum, and preferably one of the forum's officers (e.g. Chair, Secretary, Treasurer). Ignore this section if the signatory in Section 2.1 or 2.2 is a parent carer involved with the forum.

Full name

Position/Job title

E-mail

Phone number

Organisation

Address

Please attach a letter or email of support from at least one Parent Carer signatory which includes the MOU text above in 6.2. You will have obtained their consent to share their details with us as per your GDPR declaration.

## Conditions of Grant

This section should be read and completed by the person representing the grant holding organisation. This is usually the grant applicant (see Section 2.1) but must be the grant holding organisation if different (see Section 2.2).

This grant funding agreement sets out the terms and conditions for the payment by the Secretary of State for Education of a grant to the Organisation named below. The Department is able to offer the Organisation named below a grant of up to £15,000 in the 2020-21 financial year. The Department's contracted partner is Contact.

The offer is made on the following conditions:

- a.) that the grant is used only in support of parent carer participation activities agreed with the Department's contracted partner and set out in the 2020-21 grant application form (attached);
- b.) that the 2020-21 grant application is endorsed by a senior officer of the Organisation named below;
- c.) that once the 2020-21 grant application has been approved by the Department's contracted partner, a payment of 50% of the total grant is made to Organisation named below with the balance of the grant paid after the grant monitoring has been approved;
- d.) if applicable, the Organisation named below shall have regard to HM Treasury guidelines in the procurement of goods and services for which it has received the 2020-21 grant, so as to secure best value for money. Where applicable, tendering procedures shall be in accordance with EU Procurement Directives and UK Procurement Regulations, and any additional guidance issued by the Department;
- e.) that the Organisation named below will supply a 2020-21 grant monitoring report for the financial year ending 31 March 2021 by the given deadline, with all relevant proofs of expenditure, to evidence that funding has been used for its intended purpose. This will be checked for accuracy by the Department's contracted partner, and then submitted to the Department. If the grant holder changes mid-year, the outgoing grant holder will be required to complete a grant monitoring form and provide proofs of expenditure to the Department's contracted partner. The deadline for which will be set by the Department's contracted partner once they are informed of the change of circumstances. The outgoing grant holder will also be required to transfer the agreed amount of remaining grant money to the new grant holder within a timeframe set by the DfE's contracted partner.
- f.) that the provision of false or inaccurate information in the 2020-21 grant application, or at any point in the life of any funding awarded, may result in details being passed to the relevant fraud prevention agencies;
- g.) that the grant will not be used to fund activity that may be party-political in intention, use or presentation, nor to propagate a particular religion; and should not be used for campaigning or lobbying purposes;
- h.) that any grant which has not been spent by 31 March 2021 ('the underspend') shall remain unspent by the Organisation named below from 1 April 2021 onwards, until advised by the Department's contracted partner that a grant application for 2021-22 has been approved and the following action can be taken:

Organisation named below to return the underspend to the Department or the Department's

contracted partner; or

the Department's contracted partner to make an adjustment to the second 2020-21 grant payment to take account of the underspend;

i.) that if the organisation does not apply, or does not secure further funding from the Department's Parent Carer Participation grant; that it complies fully with the Department's Contracted partner - so- that functional assets which were acquired through the DfE grant funding and are held by outgoing forum members, are returned to the Department's contracted partner or another third party, to be agreed with the Department's contracted partner, and to reconcile all accounts relating to grants received from the Department;

j.) that the books and records of the Organisation named below relating to the claiming and use of the DfE grant are open to inspection by the Department's contracted partner, the National Audit Office, Government Internal Audit Agency, representatives of the Secretary of State for Education and any other agency identified by the Secretary of State as and when they may require;

k.)The Secretary of State's representative and representative of the Organisation named below shall signify below, and on a duplicate copy, their acceptance of the terms and conditions of this Conditions of Grant. This becomes effective from the date of signing. The signed Conditions of Grant shall be held by the Organisation named below, the Department's contracted partner, and the Department;

l.) There is a legal obligation for the person named who signed the Conditions of Grant to complete and submit the grant monitoring for approval. If this person leaves the parent carer forum or grant holding organisation mid-year, there will need to be a handover to a new Conditions of Grant signatory, or the legal obligation remains with the original signatory. If the CoG signatory gives notice to leave the forum at the end of the financial year, there is still an obligation for them and the forum to complete the grant monitoring by the deadline. If the grant monitoring is not submitted by the deadline or approved, there is a risk that future grant funding will not be awarded.

Full Name

E-mail Address (This e-mail address needs to be an email address only you have access to)

Organisation

Role/Title

Date

By signing below I confirm that I am the person named above and I agree to the 'Conditions of Grant', and understand that these terms are legally binding.

Please be aware this is not to be completed on anyone's behalf as this is a legally binding agreement.

The person who signs the Conditions of Grant will also receive a copy of the application.

Does your forum have a Financial Policy?

Please upload your Financial Policy

If your forum does not have a Financial Policy, you will need to discuss with your Parent Carer Participation Advisor as a matter of urgency as applications cannot be approved without one.

And finally.....

A quick question regarding the online grant application process:

Item # 221

On a scale of 1 – 5, 5 being excellent and 1 being poor, how did you find completing the online application form?

- 1
- 2
- 3
- 4
- 5

Please ensure that you have provided:

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

Without these, your application cannot be progressed.

Last Update

Start Time

Finish Time