

contact *For families with disabled children*

Parent carer participation grant monitoring 2019/20

Save & Return

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

Create an account or login

Instructions

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

Please read the grant monitoring guidance information 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'. Please fix before continuing.

Once you have submitted your monitoring 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 of your submitted form and may suggest making some changes to strengthen the form. As the form can be edited at any time, we recommend that you submit the form even if you are not sure that it is the final version rather than waiting for your Advisor to comment.

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

https://fs29.formsite.com/o32c2G/juu7e2jrfg/form_login.html using your unique log in credentials.

Be sure to click 'save progress' (at the bottom of the page) as you progress to ensure your work is saved.

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 application form.

To complete the form, you will need:

your forum's 2019-20 approved grant application form for reference

structural and statistical details about your forum

contact details of key forum members and their consent to submit their details as part of the grant monitoring.

your forum's total grant spend for the 2019-20 financial year

details of the forum's key activities and the outcomes achieved using the grant

overview of the forum's working relationships with local partners.

The deadline for complete submission of the 2019-20 grant monitoring form and proofs of expenditure is Wednesday 29th April 2020.

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

Contents of Form:

Section 1 - Area

Section 2 - Organisational and contact information

Section 3 - Declaration

Section 4 - Parent carer involvement figures (contact details/steering group/representation/contributed experiences/social media followers

Section 5 - Financial information - staffing costs/total spend (with proof of expenditure references)/attach spreadsheet (if you have one)

Section 6 - Outputs and Outcomes/Forum structural changes/Achievements and challenges/relationships with Education, Social Care, Health/Local area inspections/Children and Young People's Participation

Section 7 - Finance

Section 8 - Engagement with parents and other groups (seldom heard)

Section 9 - Satisfaction levels

You can click on the (?) symbol on some questions for guidance on what to include, or to find out why we require this information.

Click 'Next' to begin the monitoring form.

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

Please make sure you click 'Submit' at the end, as we will not be alerted to your application until you do.

Section 1 – Area

Indicate which local authority area you represent:

Area

Who is your Contact Parent Carer Participation Adviser?

Your Adviser will receive a copy of your submission and will be in touch if they think any

amendments are needed. However, don't wait for Adviser comments before submitting as the form can be edited at a later date.

Section 2 – Organisational and contact information

2.1 Provide details of the grant applicant and, if different to the grant applicant, the grant holder.

Organisation

Grant applicant First Name

Grant applicant Last Name

Position

Forum Address

Address Line 2

City

Postcode

Phone Number

Email Address

Date

Did a different organisation hold your 2019/20 grant?

2.2 Provide details of the organisation holding the grant if different from the grant applicant in 2.1. If completed, this organisation must have also completed 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

Postcode

Phone Number

Email Address

Date

Please provide at least one other contact for grant queries who may be contacted during the school holidays. You must have written consent from these contacts to share their details as per your GDPR declaration.

Name

Position

Telephone

E-mail

Section 3 – Declarations

3.1 Contact is the Department for Education's contracted partner responsible for managing the Parent Carer Participation Grant. The grant is funded with public money and forums and grant holders are accountable to both the DfE and the general public when accounting for how this money is spent. Contact has a duty to ensure that grant holders manage their grant effectively, and in line with the conditions of grant.

3.2 As the Grant Applicant/Grant Holder you are required to sign the following declaration regarding the use of the grant.

- I/we hereby confirm that the information contained in this grant monitoring form is true to the best of my/our knowledge.
- Key financial decisions have been made by the full committee and have been recorded in minutes.
- The proofs of expenditure and details of spend relate only to the DfE Parent Carer participation grant.
- I/we confirm that the grant has been used for the intended and approved purposes; and that I/we have not knowingly provided false information.
- I/we understand that it is my/our responsibility to have notified Contact of any changes which may have affected the grant award.
- I/we have not committed fraud, and am/are not aware of any act of fraud committed by another person or persons.
- 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/we understand that I am/we are liable to prosecution and the recovery of funds should fraud be proven.

If there is a grant holder and a grant applicant, both parties have to agree to these terms and conditions.

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'. 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. Contact's privacy statement can be found here: <https://contact.org.uk/privacy/> If you upload your proof of expenditure via Dropbox please be aware that this will be deleted from Dropbox servers when we have downloaded them. Dropbox's privacy statement can be found here: <https://www.dropbox.com/terms#privacy>

Within the monitoring form we also ask your permission to share anonymous information about Q6.4 - Q6.6 with other forums via Contact and the NNPCF and with NHSE. Information provided on Children and Young People's participation (Q6.7) will be shared with our contracted partners KIDS and the Council for Disabled Children. 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.

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>

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

Contact is unable to return any proof of expenditure provided to us, therefore we recommend that you send us copies.

Section 4 – Parent carer involvement

Enter the approximate number of parent carers:

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

Are on management or steering group i.e. actively involved in running the parent participation work, or 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 or social media

Who follow the forum on social media (Please provide a total figure across all social media platforms.)

Section 5 – 2019/20 Use of Grant

Support in producing financial information

5.1 Did you use a professional service when producing this financial information e.g. an accountant?

5.2 – Financial breakdown

Please provide a financial breakdown for the 2019-20 grant spend.

Staffing, workers and wages – including how many hours worked/hourly rate, or, if self-employed, the fee.

Parent carer remuneration – fully signed and approved claims must be submitted which adhere to your forum's financial control policy and the terms of the grant award.

Parent carer expenses – fully signed and approved claims must be submitted which adhere to your forum's financial control policy.

We require a total figure of spend for the year for your main grant and any Discretionary or

Regional Discretionary grants awarded for which your forum is the grant holder.

If your grant was for an amount other than £15,000, you should have already received an email from Contact confirming the total amounts for the main grant and any Discretionary or Regional Discretionary grants. If you did not receive an email about this, and you are unsure of the amounts, please email pcfgrants@contact.org.uk.

Staffing Costs Declaration

Does the forum pay anyone to run or develop the forum, this could include administration, development work, or regular hours spend on forums work. Please note we are not asking here about remuneration payments to parent carers for attending strategic meetings or other ad-hoc activities. (This does not need to be someone that the forum employs directly, they can be employed, self-employed, contracted or commissioned):

Is this person employed by the forum or self employed?

What is the fee for this self-employed work

Approximate hours worked (per week)

Hourly rate (£)

For more guidance regarding staffing you can refer to the grant monitoring guidance document

As the applicant in section 2.1 I hereby state that the Staffing Costs information above is correct and that the decision to pay them was made by committee and is accurately minuted (click 'I confirm').

I confirm

5.3 – Total expenditure for all 2019/20 grants

Please refer to your 2019/20 application to see what your stated activity was.

Remember to include your Discretionary and/or Regional Discretionary grant if your forum was awarded either of these.

Copies of all proofs of expenditure documents (invoices and receipts, signed expenses and remuneration claim forms etc.) must be included and referenced with your return. These can be sent by email, DropBox (for details of how to do this see the final page of the form) and ideally will be cross-referenced with your financial spreadsheet.

Due to the current Covid-19 situation we will not be accepting proofs by post until further notice.

If you are providing a financial spreadsheet then there is no need to complete the table below, but we will still need you to provide your total grant spend for 2019/20 in the appropriate box.

5.3 – Total expenditure for all 2017/18 grants

1

Category of spend

Amount spent

Reference info

2

Category of spend

Amount spent

Reference info

3

Category of spend

Amount spent

Reference info

4

Category of spend

Amount spent

Reference info

5

Category of spend

Amount spent

Reference info

6

Category of spend

Amount spent

Reference info

7

Category of spend

Amount spent

Reference info

8

Category of spend

Amount spent

Reference info

9

Category of spend

Amount spent

Reference info

10

Category of spend

Amount spent

Reference info

11

Category of spend

Amount spent

Reference info

Your total grant spend for
2019-20

If you have a spreadsheet showing your expenditure, please upload here

Section 6 – Outputs and outcomes for 2019/20 main and discretionary grant

In this section, we ask you to look back at the anticipated outputs and outcomes you described in your 2019/20 grant application and detail what activities actually took place, and what changed as a result of receiving the grant. We ask you to do this for the main grant and

any Discretionary or Regional Discretionary grants that you received.

6.1 – Activities (outputs) Summarise the activities you carried out using the 2019/20 Parent Carer Participation grant funding – i.e. Large event or conference, Open day, Parent Training Programme, Staffing costs for running the forum, parent carer expenses, remuneration for attending strategic meetings, day to day running costs, purchase of equipment etc. (Maximum 750 words, but the form will allow you to write more)

Please give some examples and approximate numbers of people who attended/participated if possible.”

6.2 – Outcomes

Tell us what your forum achieved by using the grant money in this way (Maximum 750 words, but the form will allow you to write more). What difference did it make in your local area? Consider the following:

Strengthening the forum - strengthening the committee or steering group; capacity building; training; cohesion

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 parent carers - increase in knowledge, confidence, skills, resilience, reduction of isolation; inclusion of seldom heard groups or families

6.3 Have there been any major changes to your forum's structure or personnel this year that have impacted upon your expected progress, or the grant?

If so, please tell us about them in the box below.

6.4 Please tell us a little about your greatest achievements and challenges during the 2019/20

grant period. What were your forum's greatest achievements in 2019/20?

What were your greatest challenges in 2019/20?

6.5 Local Area Inspections

Has your area been inspected or re-visited by Ofsted and CQC this financial year?

If you are a new forum and weren't involved in the inspection process this year please click 'Cannot Comment'

How involved was the forum in the inspection/re-visit process

If not yet inspected, to what extent is your forum involved in preparations for the inspection?

Did the forum attend the post-inspection Friday feedback meeting?

How did your forum manage the extra work involved in the inspection or re-visit?

How has your forum managed the extra work involved in the preparation for the inspection?

If being involved in the inspection process had a financial impact on the forum this year, what was the cost of this e.g. for involvement in additional meetings/workstreams/parental expenses/remuneration etc.?

Please tell us about the impact of the inspection/revisit on your forum's relationships with local partners, e.g. the Local Authority/Health services/CCG/other parent group

Did your area receive a Written Statement of Action

If your local area received a Written Statement of Action following the SEND inspection, what were the demands on your forum to contribute to this?

If your area received a Written Statement of Action, has the forum been involved in planning for the re-visit?

How has your forum managed the extra workload to prepare for the re-visit?

6.6 Relationships

We ask the questions in this section to help you to assess how your forum is working with services in your area. It can help to identify progress or deterioration in relationships since the 2018/19 grant monitoring. It can help forums to prioritise areas of work for the coming year. Please think about specific examples where having a parent rep on a strategic work stream led to a positive outcome.

Education

Choose an item that best describes your relationship with education

Please can you give an example/further details as to where it is working well with Education or what the challenges are?"

Social Care

Choose an item that best describes your relationship with social care

Please can you give an example/further details as to where it is working well with Social Care or what the challenges are?”

Health

Choose an item that best describes your relationship with health

Please can you give an example/further details as to where it is working well with Health or what the challenges are?”

Contact works in close partnership with the National Network of Parent Carer Forums (NNPCF). If your forum is willing for Contact to share your responses to your achievements and challenges (6.4)/Local Area Inspections (6.5) and Relationships (6.6) with the NNPCF please click 'Yes' in the box below. The information will be used to support the NNPCF's policy work and strategic engagement at a regional and national level.

6.7 Children and Young People

Are you aware of any efforts by the Local Authority, health or other service providers to support children and young people's participation/co-production at a strategic level in your local area?

If you have any details or information you can signpost to, 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, please type them here:

Section 7 – Finance

7.1 Were any parent carers or co-opted members paid in a professional capacity (i.e. for admin or coordination), and if so, was the decision to do so minuted, and in line with the forum's governance documentation?

7.2 Did the forum utilise a service provided by, or business owned by, a member of the forum or their relative?

If yes, please provide details

7.3 Did the forum receive funding to support parent carer participation in 2019/20 (other than the DfE grant)? Do not include additional funding for service delivery such as short breaks, face to face support, running parent support groups

If yes, please select who the funder was

If yes, how much did you Receive

7.4 Do you use a system of Petty Cash?

Section 8 – Engaging with parent carers and other groups

8.1 - If you would like to share your successes reaching and engaging seldom heard groups in our joint newsletter or on our website, please discuss with your Parent Carer Participation Advisor.

I would like to share our successes

Which of the groups below has your forum successfully managed to engage with during 2019/20?

Muslim, Traveller and Jewish Orthodox faith communities.

Pick an option if relevant

Polish, Romanian, Somali, Syrian, African, Indian and Pakistani communities.

Pick an option if relevant

Families experiencing domestic abuse/substance misuse.

Pick an option if relevant

Families with unsettled ways of life (e.g. former asylum/ recent refugee status).

Pick an option if relevant

Very low-income families or families whose income drops suddenly due to a change in circumstances, self-employed.

Pick an option if relevant

Home educated children

Pick an option if relevant

Families with a disabled adult parent carer and particularly all those with learning disabilities or mental health issues.

Pick an option if relevant

Very young or new parent/carers.

Pick an option if relevant

New to caring role e.g. grandparent/kinship carers/foster carers.

Pick an option if relevant

Rare conditions – children with rare condition, family lacking support network/ information.

Pick an option if relevant

Rural or geographically isolated families.

Pick an option if relevant

Lack of digital skills/engagement/literacy skills and social media awareness.

Pick an option if relevant

Families with health conditions where disclosing status can have a wide-reaching impact.

Pick an option if relevant

Families who do not recognise their child as having a disability.

Pick an option if relevant

Other

Pick an option if relevant

If you have selected Other, please provide comments in the box below.

8.2 Does your forum request details from members that enable you to assess if you are reaching and representing seldom heard groups in your area?

8.3 - Does your forum actively include and encourage parent carers from seldom heard groups to join:

Steering Group Committee

Parent Representative Pool

8.4 Do you record information about their child/young person's disability or condition?

8.5 Does your forum actively try to reach families affected by all conditions?

Do you have any comments about this?

Section 9 – Satisfaction levels

Contact is keen to know how you feel about the support that has been available to you. Please chose from the drop down list how satisfied you were with the service given on the following:

Q1 The contact I have had with my Parent Carer Participation Adviser

Q2 How my enquiries about the grant process have been dealt with by the grants team

Q3 How satisfied you have been with the communications (including the joint newsletters produced with the NNPCF) sent, or available, from the parent carer participation team?

Do you have any other comments to make about the service you received from Contact?

Do you have any suggestions
for improvements?

Item # 372

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

- 1
- 2
- 3
- 4
- 5

Upon submitting your monitoring form please ensure that you are able to provide:

Proofs of expenditure for all grant spend

Payslips, salary information or proof of payment for workers

Accounting spreadsheet if required

Without a full account of your grant spend, your grant monitoring cannot be approved.

Contact your regional adviser or a member of the grants team as soon as possible if you have difficulty in providing any of the information above.

You are now ready to submit your grant monitoring for 2019/20. Please click the 'submit' button below to complete the grant monitoring submission.

Last Update

Start Time

Finish Time

