

## Changes to the 2019-20 grant monitoring form and 2020-21 grant application form processes

We've produced a brief explanation of the changes to the grant forms this year so that forums can identify the changes and understand why they have been made.

The main change to affect all forums is that the 2019-20 grant underspend can be carried over into 2020-21 without it impacting on the amount that can be applied for in 2020-21. We urge forums to apply for the grant and both Contact and the DfE understand that forums may need to operate differently over the coming months. Be creative – use the grant to keep in touch and to reduce isolation amongst parent carers – investing in computers, tablets and virtual meeting software may help with this.

### Application form

We've kept the format of the grant application form largely the same as feedback from forums was fairly positive and the platform was much more reliable.

#### What's changed, and why?

**Instruction page.** We've made some small changes to the instruction page which should be helpful.

Forums told us that they like to work on the application form collaboratively before completing the online form. So, we've added a link to the PDF version of the application form so that you can.

**Section 2.2.** We've included an additional statement for hosting organisations to provide some further protection to ensure grant spend is led by parent carers:

*"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".*

**GDPR statement and Privacy Notice.** The GDPR statement and Privacy Notice have been updated to include that we may need to share data or POEs with other funders if financial mismanagement is identified. We have included a link to some new guidance for forums on fraud which is on our website and we recommend that all forum members read this.

#### **We have updated the Privacy Notice to reflect that:**

*We may need to share personal data with other funders if fraud is investigated.*

and, have added a short section as below:

#### **General monitoring data**

*General information and trends from the grant monitoring forms may be shared with the DfE, other Government departments and NHS England to demonstrate the impact of PCFs and to ensure that they continue to influence policy and legislation.*

This means that data on the progress and impact of PCFs work can be used more widely to inform the work of the government and policy makers.

**Section 2.5.** We've included an addition to make it clear that the contacts named on the form will be emailed to inform them that they have been included as a Named Officer and that they will also receive a copy of the form.

**Section 4 – summary budget.** We have added two categories to the drop-down list of budget headings 'Contact Held fee' and 'Associate Support'. They had been included in various boxes in previous years.

**Conditions of Grant.** There are revisions to the Conditions of Grant in clauses e) and h).



e.) .....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.

And clause h):

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;

**\*Though the DfE has agreed that under spend can be carried forward into 2020-21 for this year only due to Covid-19 and the impact on forums' work.**

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## Monitoring form

### What's changed, and why?

As with the grant application form, there is a link to the PDF version of the form and a reminder that forums need to click 'submit' to enable to form to come to us.

**Declaration:** As with the grant application form, we have added an additional point to make forums aware that in some circumstances proofs of expenditure will be shared with relevant members of the forum to confirm their accuracy and legitimacy. We have included a link to our new fraud guidance for forums.

**Section 4 - Parent Carer Involvement.** We now ask for the approximate total number of people following the forum digitally or via social media. We had some queries over this not being clear, and we are aware forums may have many digital platforms.

**Section 5.2 - Staffing Costs Declaration.** We have added an option for the contract value for a self-employed worker to enable forums to complete this section accurately as for self-employed workers, specifying an hourly rate might imply employment.

**Section 5.3 – Total Expenditure.** We have added a note here to say that if the forum is submitting a financial spreadsheet, they don't need to complete the full table here, but they will need to provide the total grant spend for 2019/20 in the appropriate box. This saves the forum duplicating information they are already submitting and could save them time with completing the form.

**Section 6 Output and outcomes.** – We have added:

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

**6.5 – Local area inspections.** We have amended this section to include logic so that forums can answer regardless of when they were inspected. If inspected before the 2019-20 financial year or if it is a new forum that is unable to answer (cannot comment), that is the end of the question. There follow questions that appear for areas who have



been inspected, those who have yet to be inspected, areas who are working on a WSoA, and those who have been revisited.

**6.6 – Relationships.** This is the section where we ask forums to assess how well they are working with each of their statutory partners and follow it up asking them to describe this relationship. We received feedback that these questions felt too similar or repetitive. We have amended by asking forums:

Please can you give an example/further details as to how it is working well and/or what the challenges are?

**6.4 – 6.6 Relationships and Local Area Inspections.** The NNPCF requested a change in the wording regarding why they request this information which is to inform their strategic priorities at regional, and national level.

**6.7 Children and Young People.** CDC requested a slight revision to this question to help them to capture data on CYP participation more effectively.

**Section 8 – Engaging with Parent Carers and other groups.** We have reframed the questions in this section to find out whether forums are actively reaching out and including families from seldom-heard groups and those with rarer conditions and have also added in an option to feedback good practice later to save time when filling the form in.

*We look forward to receiving your grant submissions, and as always, if you require any help with either form, please contact your Parent Carer Participation Advisor or a member of the grants team.*

**Deadlines:**

**Monitoring – Wednesday 30<sup>th</sup> April**

**Applications – Monday 8<sup>th</sup> June**

***Due to the Covid-19 pandemic these deadlines may need to be revised. Please do let us know if your forum will struggle so that we can support you.***