

## Example grant application (A).

Below is an extract from a forum's approved grant application for 2020-21 to give forums an idea of the types of things that can be included in their grant applications and the level of detail that is required. Area and personal information has been removed. Where the area has been mentioned we have included \*\*.

This is simply an example as each application is different and will depend on many factors such as the priorities for parent carers in the area and the stage of development and model of the forum. If you have any queries, please contact your advisor. They will be happy to talk through your grant application with you and to make suggestions on how it could be strengthened.

**Is another organisation going to hold your forum's grant?** - No

### Section 3 - Information about the forum

**3.1 The forum is a/an:** Independent parent carer led organisation

**3.2 The forum's status is:** registered charity

### 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** 1094

**Are on management/ steering group involved in running the parent participation work/forum** 12

**Represent the forum on local, service working, planning, steering or task groups** 7

**Have contributed their experiences of services to the forum during this year e.g. via drop-in sessions, surveys, or consultations** 495

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

**Who provided this additional funding?** Both local authority and charity.

**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)** £15,000

**Are parent carers remunerated by a third party for sitting on strategic decision-making boards or committees?** No

### Section 4 - Summary budget

#### Budget description 1

Staffing costs £7,500.00

#### Budget description 2

Parent carer remuneration. £1,500. Reduced contribution to main rep for meeting attendance (2.5K last year)

### **Budget description 3**

Parent carer expenses £3,000. Team running costs (same budget as last year)

### **Budget description 4**

Event £1500 Workshops x2

\*\* and Mental Capacity/Deputyship

£500 per speaker. £200 per venue

£100 for venue for other workshops if speakers free.

### **Budget description 5**

Infrastructure £1,000 Laptop @£500

Insurance @£400

Web costs @£50

Minor equipment/software

### **Budget description 6**

Meetings £500. OC Meetings at Hub @£25 x 9 = £225

Trustee Meetings @£45 x 3 = £135

AGM @£140

**Total grant claim** £15,000

### **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)

#### **STAFF COSTS**

•This represents approx. 35% of our expected staffing costs for this year. The main outputs this will achieve are:

- Email support
- Dealing with helpline
- Maintaining the website – keeping it up to date and relevant and liaising with the Local Offer contact
- Drafting and distributing the Ebulletins half termly and ad hoc information as required
- Admin support and coordination of the School Visit programme
- Ensuring we comply with GDPR
- Production of publicity documentation
- Support with Consultations

#### **PARENT CARER REMUNERATION**

•As in previous years, we utilise this part of the grant to pay our main forum rep, this continues to work well for us and ensure effective reporting to the committee and consistency across meetings.

We anticipate the number of meetings attended by the paid rep. to reduce and have reduced the % of the grant for this budget to reflect this. (In 2019/20 x65 strategic meetings/working groups were attended by the main rep).

## INFRASTRUCTURE

- We will be splitting the Coordinator Role this year and will therefore need an additional laptop and appropriate software. This budget will provide:

New laptop/software, insurance for the group, web costs

## PARENT CARER EXPENSES

- Remains the same as last year and will ensure the expenses of the committee and rep/volunteers are reimbursed (travel, stationery, refreshments etc)

## EVENTS

- This year we plan to offer x2 large speaker events (covering SEND legislation and Prep for Adulthood topics). This budget is for the speaker and venue costs.

## MEETINGS

- We have previously enjoyed the use of free room use at our Hub, however we cannot be confident that this will continue and or that we will continue to meet there. This budget will cover the cost of Operating Committee Meetings, Trustee Meetings and our AGM.

## 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

## STAFFING COSTS

- The activities of the Administrator and the Information/Communication Administrator ensure that
  - Parent/Carers (and professionals working with our families) are well informed about local and national participation opportunities and supported to contribute.
  - Parents are offered the opportunity to attend workshops to build skills and understanding, engagement groups to meet with particular service providers where they can share concerns and feed into decision making.
  - The Website and Ebulletin are key tools to reach those families that are not able to join us at school visits or our tea and talk sessions. Highlighting new regulations/issues/services/consultations etc and ensuring our families are kept up to date/well informed.

# contact *For families with disabled children*

- The phone helpline and email support provide 1-1 support and signposting for those who prefer to engage in this way.
- The school Visit programme has a new team lead, and engages with parent/carers where they are (as well as building links with school staff). Schools will be aware of what we offer and able to book visits with our team.

## PARENT CARER REMUNERATION

- Parent Carers will be represented at a wide range of strategic meetings, working groups, sub groups with health, social care, education and voluntary sector.
- This team is well supported/led to ensure clear communication and timely sharing of information.

## INFRASTRUCTURE

- The provision of a laptop with appropriate software, will enable the Information/Communication Administrator to fulfil their role effectively in terms of keeping our members up to date and engaged (school visits, website, ebulletins etc)
- Insurance will provide peace of mind to the team and reassure new Trustees to the Board.

## PARENT/CARER EXPENSES

- Will ensure any parent/carer expenses related to representing the forum or running the group will be reimbursed, removing at least some barriers to participation.

## EVENTS

- Parent/Carers will be up to date on legal matters around all aspects of Education, Social Care and Health with regards SEND
- Parent/Carers will understand issues around preparing for adulthood (Mental Capacity Act, Deputyship etc)

## MEETINGS

- The forum will be steered effectively through the coming months by monthly Operating Committee meetings
- There will be appropriate Oversight/Strategic Planning at periodic Trustee Meetings
- An effective and engaging AGM will highlight the difference we make to our members and professionals, raising awareness and encouraging new members.

### 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.**

The £7.5K in our budget for staffing will fund x2 of our part time administrators.

One post is 3 hours a week term time at £9.50 ph.

One post is 12 hours a week term time at £10.50 ph.

Other roles within the team are not funded by this grant.

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

SEND IMPLEMENTATION BOARD

AUTISM PARTNERSHIP BOARD + SUB GROUPS (Employment and BEXSAT)

PREPARING FOR ADULTHOOD BOARD + SUB GROUPS

CARERS PARTNERSHIP BOARD

DIRECTOR OF CHILDREN'S SERVICES + TEAM

LEARNING SKILLS AND EMPLOYMENT BOARD

SUPPORTED INTERNSHIP FORUM

EARLY YEARS PARTNERSHIP BOARD

HEALTHWATCH BOARD

CHISWG

TRANSFORMING CARE SE REGIONAL MEETINGS

EARLY YEARS SENCO MEETINGS

PUPIL VOICE MEETING

CYP NETWORK MEETING

ADULT SOCIAL CARE MEETING

TRAVEL ASSISTANCE ENGAGEMENT MEETINGS

SHORT BREAKS ENGAGEMENT MEETINGS

SHORT BREAKS PANEL - OBSERVERS

HEALTH THERAPIES ENGAGEMENT MEETINGS

EHCP QA PANEL

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

\*\* VOLUNTARY SERVICE COUNCIL

\*\* NAS

\*\* SNAP

\*\* MENCAP

CARERS SUPPORT

\*\* MOORINGS

\*\* MIND

**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**

HEALTHWATCH

CAMHS

DCO

ACORNS CENTRE – CHILD DEVELOPMENT CENTRE/DIAGNOSIS TEAMS