

Example grant application (B).

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: Community Interest Company (CIC)

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 1250

Are on management/ steering group involved in running the parent participation work/forum 7

Represent the forum on local, service working, planning, steering or task groups 9

Have contributed their experiences of services to the forum during this year e.g. via drop-in sessions, surveys, or consultations 650

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? Local Authority only

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) £23,000

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

Infrastructure £9,437.

1) Office costs i.e., rent, telephone stationery £6,522

2) IT / website/email running costs /corona virus IT /subscriptions £2,295 (Increased due to the virus)

3) DBS fees; Accountant fee £620

Budget description 2

Staffing costs. £4,813 Participation Admin 12 hours a week at £8.72 an hour term time only and holiday pay

Budget description 3

Training £150. A share towards renewing our First Aid training

Budget description 4

Develop info and resources. £300 Design and printing of leaflets and annual report £200 Thank you vouchers for completing a survey £100.

Budget description 5

Meetings. £100. Meeting room hire with refreshments (this has been cut back to take into account the virus)

Budget description 6

Parent carer expenses. £200. Out of pocket expenses mileage (this has been cut back compared to previous years due to virus)

Total grant claim £15,000

5.1 - Activities (outputs)

Our Activities for 2020/2021 are broken down into the following 4 areas.

1) To continue to reach out to new members and keep in touch with our current members:

Outputs:

- 6 blogs or updates on our websites detailing the PCF involvement in strategic work
- to increase our Parent Carer members by 10 % on previous year
- to increase our social media following by 10 % on previous year
- to market and advertise the SEND Local offer and our involvement with this
- to produce and send electronic leaflets on participation for secondary stakeholders and increase our associate membership by 5% on previous year
- 200 stakeholder leaflets to be produced
- to update all our marketing materials with a new safeguarding message and update and tweak current leaflets to
- to work with other groups to collect views of our families subject to coronavirus)
- to continue to work with home educators to collect their views
- to maintain our closed social media group to keep in touch
- to communicate our findings from our surveys on website and through our communications

2) Collecting and contributing parents' views:

Outputs

- to design 2 more surveys covering health and social care and parent support
- to update and tweak our current surveys from previous year
- to resend our 6 themed annual surveys
- to compare previous years data with new survey data
- to maintain our closed social media group to obtain views in a casual way
- to provide written reports based on our survey findings to share with service leads and to give to our reps for when they need that information and data at meetings.
- to pay for a staff member to coordinate the data from surveys, the meetings and the reps

- to collect the views of families by running webinars that will be able to run at various times during the day to enable families to participate in a time that suits them

3)To strengthen Parent Rep Team

Outputs

- to hold 3 Parent Reps' team meetings to improve communication
- to use basecamp to keep reps and whole team updated with communication
- to pay for a staff member to coordinate all the reps and the meetings they attend
- to record all the meetings and networking we attend

4) Parent Carer Forum Sustainability running costs

Outputs.

- to contribute towards infrastructure running costs i.e. rent, service charge, general office printing stationery professional fees, accountants, DBS checks, IT costs to enable us to run online meetings and webinars
- to cover the resources needed for the team to enable them to complete their role through training first aid training
- to ensure our team receive out of pocket expenses

5.2 – Outcomes

1) Reaching out and keeping in touch

Outcome

More families will learn about ** Parents and Carers and our role of working in partnership. They will know how they can contribute their views and the forum will report back about our involvement to our community so that they feel more informed. We will be keeping in touch with our existing members so they know what we are up to and how they can get involved.

2) Collecting and contributing parents' views:

Outcome

Parents and Carers will continue to feed in their views and experiences to the forum to enable our Parent Reps to represent the wider community at strategic meetings or at co-production working groups. Reps will report they feel they have been able to contribute Parents' views to service design and to service review, they will be able to see the positives from doing this.

3)Build and strengthen a Parent Rep Team

Outcome

Recruiting and communicating with our reps will enable us to extend our reach to attend more meetings and to help cover the demand for our time. It will also create a sense of a Team working together to make positive changes

4) PCF Sustainability

Outcome

To maintain the systems and processes of running the Parent Carer Forum by ensuring that our volunteers and team continue to work well together and have the appropriate training and resources to help them in their role. To maintain a good solid infrastructure with a suitably equipped

office base to work from. Our team will report they enjoy working with ** Parents and Carers and will continue to volunteer with us.

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.

This grant will enable us to pay for 12 hours a week of our Participation admin at 8.72 an hour term time only.

Other staff we recruit we receive funding from the council.

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

This grant along with the council funding helps us to contribute to the following:

SEND Complex Needs Partnership Board

SEND Strategic work

SEN Support New Cluster

EHC themed meetings

Autism Planning Group

SEND communication and Information working group

Preparing for Adulthood working group

Joint Commissioning

Social Care work which will be working on short breaks, Direct payments, and the social care element to EHCP

Health themed meetings once a quarter meetings with our community health provider and CCG

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

Local Authority various departments covering education, learning and skills, Social Care 0-18 and 18-25, Early Help Team, Health CCG and Information and communication CYP

Children Community Health partnership

Link with the teams that looks at Continuing care

SENDIAS Service

local CVS organisation

Barnardo's (part of community health partnership)

We do link with other voluntary groups to network with however we are finding that we do not have the capacity to be able to attend everything we are invited to. We do want to increase this in the future if we can get more capacity

5.6 Is the forum working with representatives from local health organisations such as CAMHS, GPs, CCGs etc.? Please list which health partners the forum works with below

CCGS

Children community health partnership this covers all community services

With the new clusters in our area we are hoping health will be involved in each cluster

We have links with

Public health

Health visitors

School nurses

Disability team at children's hospital