

Example grant application (C).

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: Constituted group

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 251

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 5

Have contributed their experiences of services to the forum during this year e.g via drop in sessions, surveys, or consultations 100

3.4 Did you receive funding to support parent carer participation in 2019/20 (other than the DfE grant)? No

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

Event. £1500. Disability Information Day

Budget description 2

Meetings. £500. Refreshments, room hire, childcare for meetings/workshops for parents steering group & volunteers

Budget description 3

Training. £2500 Fees/expenses for trainers

Budget description 4

Infrastructure. £4500. Promotional materials
advertising
Insurance £200
Rental for office/storage space
Survey Monkey subscription £384
Zoom subscription

Budget description 5

Develop info and resources £2000
Printing ink
Paper
Laptop
Stationery
Tablets for steering group/volunteers £500
Phone x 2 £240.00

Budget description 6

Web development £1000. Web host and update of website

Budget description 6

Expenses for NNPCF AGM - accommodation, travel, refreshments - £750
Coffee Morning expenses

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)

1. Disability information Day (food, advertising).
2. Parent Training - Getting Your Message Across, Support in Schools, EHC Plans and Benefits being the top scorers in our questionnaire
3. Regular events including running of virtual Zoom meetings/coffee mornings and physical coffee mornings.
4. Increased presence online including Facebook page/group and Whats App group
5. Open Days, including attendance at Carers Rights Day and similar promotional events.
6. Purchase of technology to support forum activities during the Covid 19 situation and beyond
7. To secure premises that we can use as an office/small meeting space.
8. To look at redesigning and updating our website
9. AGM and Christmas event.

5.2 – Outcomes

1. Raise awareness of the pcf and provide networking opportunities for ourselves and others, including standholders. Increase membership of parents.
2. Educate and inform parents. Increase knowledge and confidence, reduce isolation and an opportunity for parents/carers to meet and make friends.
3. Virtual coffee mornings are a way for parents to be involved who may not have been able to get to physical coffee mornings. Potential to involve more parents/carers in the forum, increased participation. Involvement in LA virtual meetings makes it easier to co-produce. We are expecting to be gathering views from parents & carers around the SEND review, so will need to promote and hold a consultation.
4. More people online and on social media at the moment, lots of resources being shared and information sharing. Increasing awareness of pcf, engaging parents/carers including those who do not already know of us, and seldom heard.
5. Open days are a chance to talk to parents/carers who might not be able to make it to a coffee morning, and to increase participation, and possibly recruit volunteers, which will help with capacity building.
6. Technology will help to strengthen the forum, keep parents and carers involved, reduce isolation and link us to the strategic meetings in the borough and beyond to make sure we are still taking forward the voice of parents/carers in **.
7. As we have no physical base, we are looking to rent office space. We are hoping to be in the same building with SENDIASS, which will be great for communication, and a local family ASD service, again this will be a way that we can increase awareness of the pcf and pick up new members.
8. Due to more online activity, we really need to revamp our website, hopefully by having an inviting "shop window" we will be able to capture new members, which is something that has come to a standstill during the lockdown.
9. Our AGM is held in December, and is a great way to engage parents, we usually combine it with a consultation or questionnaire. It encourages parents to participate, is a chance to feedback to parents and blow our own trumpet!

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. N/A

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

Childrens' Partnership Board

SEND Strategy Board

Mental Health Trail Blazer initiative

LD/Autism Boards

Neurodevelopment Steering Group

Families Health and Wellbeing Board

SEND Improvement Group

Regular meetings with the CAMHS Transformation Manager and our DCO

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

Healthwatch

NAS

** Carers Centre

** Health and Wellbeing Centre

Action for ASD

SENDIASS

Care Network Hub

** Special School

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

We are involved in the Mental Health Trail Blazers project, alongside representatives from CAMHS, CCG and our DCO

We have worked as partners on projects with Healthwatch, including home care/direct payments consultation and childrens/young peoples mental health