

contact *For families with disabled children*

Parent carer participation grant application 2021/22

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 what kind of information you will need to include, you can download a PDF version of the form, [here](#). PLEASE NOTE: applications still need to be completed online; PDF submissions will not be accepted.

Read the grant application guidance notes (?) contained within the form which explain how to complete the application. For most fields you click in the box to enter the appropriate text and there will also 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, a red error message will appear declaring 'Please review the form and correct the highlighted items'.

Once you have submitted your application 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 receive a copy automatically and may contact you to suggest changes to your application that will strengthen it. As the form can be edited at any time, we recommend that you submit the form rather than waiting for your Advisor's comments.

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

https://fs29.formsite.com/o32c2G/fkvzt1jkvo/form_login.html using your unique log in credentials.

To submit the form, you will need the following:

The consent of anybody named as a contact or bank account signatory, to submit their details as part of the application. (It is a requirement of the grant award that the DfE know to whom the grant money is going).

Contact details of your senior local authority contact.

If the grant applicant is a local authority or a host organisation, they will need to attach confirmation of support from at least one parent carer and have their consent to be named on the application.

A copy of the forum's (or grant holder's) financial control policy needs to be uploaded as part of the application. Applications cannot be approved until this is submitted.

As you complete each page, your progress will be saved. If you need to return to your application, please ensure that you've clicked 'save progress' before logging out. You can log

back in via the link above. Be aware that you will need to set up a different username/password when you complete the monitoring form.

The deadline for the submission of completed grant applications is 7th June 2021.

Be aware that the form needs a reliable internet connection to work effectively. Contents of Form:

Section 1 - Area making application

Section 2 - Applicant/grant holder details and contact information/Bank details/bank signatories

Section 3 - Information re. forum (Forum status/forum financial control policy/numbers on Steering Group/database etc.

Section 4 - Grant budget information/amount applied for, intended outputs/activities and outcomes (difference made)

Section 5 - Outputs/Outcomes/staffing info/strategic engagement/work with health and other groups

Section 6 - Local Authority/parent carer support Conditions of Grant

Financial Control Policy upload

You can click on the ? symbol on some questions for some guidance on what to put, or why we need this information.

Click 'Next' to begin the application form.

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

Click SUBMIT at the end of your grant application. It will not be logged until you do.

Area

Section 2 - Applicant details and contact information

2.1 Provide details of the grant applicant

Organisation

Grant applicant First Name

Grant applicant Last Name

Forum Address

Address Line 2

City

Post Code

Phone Number

Email Address

Date

Is another organisation going to hold your forum's grant?

Is another organisation going to hold your forum's grant? Contact recommends that a Service Level Agreement (SLA) is put in place between the forum and their grant holder to ensure that the expectations of both parties are clear from the outset.

2.2 Provide details of the organisation you want to hold the grant, if different from the grant applicant in 2.1 If completed, this organisation must also complete 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

Post Code

Phone Number

Email Address

Date

Did your organisation receive the Parent Carer Participation grant last year (including a mid-year transfer to you)?

For data protection reasons, your bank account details will not be included in the PDF application that is emailed to you, so please double check these details before submitting your application form.

2.3 Details of the bank account into which the grant will be paid.

Please attach a scanned copy of a bank statement/bank letter showing your bank account and sort code.

Account name

Sort code

Account number

Name of bank

How many bank signatories do you have on your bank account?

2.4 Provide details of up to three named signatories on the grant holder's bank account:

These should be email addresses that only the signatories have access to (not shared access).

(You must have written consent from these signatories to share their details with us as per your GDPR declaration)

Name of signatory #1

E-mail of signatory #1

Name of signatory #2

E-mail of signatory #2

Name of signatory #3

E-mail of signatory #3

Name of signatory #4

E-mail of signatory #4

Name of signatory #5

E-mail of signatory #5

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2.5 Provide the details of at least two contacts, preferably officers of the forum. We expect at least one contact to be a parent Please also provide a contact from the grant holding organisation (if this is not the forum).

(You must have written consent from these contacts to share their details with us as per your GDPR declaration)

These contacts will be emailed to inform them that they have been included as a Named Officer and they will also receive a copy of the form (Please also ensure all committee members see a copy of the form)

Contact 1:

Name 1

Role

E-mail

Contact 2:

Name 2

Role

E-mail

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Contact 3:

Name 3

Role

E-mail

Contact 4:

Name 4

Role

E-mail

Contact 5:

Name 5

Role

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E-mail

2.6 Please provide us with public contact details for the forum, for which you grant permission to be displayed on Contact and the NNPCF's websites:

E-mail address

Website

Phone number

Address

Who is your advisor?

Section 3 – Information about the forum

3.1 The forum is a/an:

Other - please specify

3.2 The forum's status is:

Please provide your Charity Commission number

Please provide your Companies House registration number

Other - please specify

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3.3 Parent carer involvement

Indicate the approximate number of parent carers who:

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

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

3.4 Did you receive funding to support parent carer participation in 2020/21 (other than the DfE grant)?

If yes, how much did you receive? (Do not include additional funding for service delivery such as short breaks, face to face support, or running parent support groups)

Who provided this additional funding?

If 'Other' please provide more information

Other support provided

Are parent carers remunerated by a third party for sitting on strategic decision-making boards or committees?

If yes, please select who remunerates parent carers

If Other - please specify below

Section 4 – Summary budget

You can claim a grant of up to £17,500. This can be used for a number of different types of activities, goods or services. Most will fall under one of the headings below. Please complete the summary budget table choosing the relevant heading and enter the amount you're claiming with a brief breakdown of these costs, if necessary. If you choose 'other' for any items, you must include a description in the budget breakdown box in Section 5 below.

Please refer to the guidance notes by hovering your cursor over the (?) symbol to read more about the kind of items that should, and should not, be included and that meet the Conditions of Grant.

Note that the National Parent Carer Participation Conference and NNPCF AGM will be held in the autumn (pandemic permitting). You should consider including resources in your application to enable one or two members of your forum to attend this.

Budget description 1

Budget amount 1

Budget breakdown 1. Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 2

Budget amount 2

Budget breakdown 2- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 3

Budget amount 3

Budget breakdown 3- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 4

Budget amount 4

Budget breakdown 4- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 5

Budget amount 5

Budget breakdown 5- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

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Budget description 6

Budget amount 6

Budget breakdown 6- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 7

Budget amount 7

Budget breakdown 7- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 8

Budget amount 8

Budget breakdown 8- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 9

Budget amount 9

For Drafting purposes only, has to be submitted via online form

Budget breakdown 9- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 10

Budget amount 10

Budget breakdown 10- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Budget description 11

Budget amount 11

Budget breakdown 11- Please just provide a cost breakdown of this budget entry - outputs and outcomes are provided on the next page.

Total Grant claim:

If you are applying for your grant before completing the last year's grant monitoring and your underspend is over £8,750 then please let us know by choosing the appropriate option below

Section 5 – Intended outputs and outcomes for 2021/22

5.1 – Activities (outputs) Summarise your forum's main intended activities using the 2021/22

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)

5.2 - Outcomes

Tell us what your forum hopes 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

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 up to 75% of the total DfE grant awarded, including any discretionary grant payments, may be used on salaries.

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

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

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:

Section 6 – local authority support

In order to demonstrate the forum's partnership working with local services we ask that you provide the contact details of a senior officer of the local authority. You must obtain their consent to provide these details as per your GDPR declaration.

We commit to uphold the principles of the SEND Code of Practice and to work in partnership with the DfE funded local parent carer forum to improve local services for children and young people with SEND.

We recognise the independence of the DfE funded parent carer forum.

We value the role of the DfE funded parent carer forum in representing the needs, experiences and views of parent carers of children and young people with SEND including their role in raising issues, providing constructive feedback through open dialogue, and challenging partners when necessary.

We agree to work together with respect and as equal partners.

Once your forum's application is saved/submitted, an automatically generated form will be sent via email for your local authority contact to complete. Contact will receive notification once this agreement has been confirmed and your application can be progressed if it is otherwise complete.

If the grant holder is an arm's length service of the local authority including IAS Service, we still require the agreement above from a senior officer.

Your application is incomplete and cannot be approved until we have received the local authority MOU. It is in the forum's interest to ask your LA contact to complete this MOU if it is not done, though we do ask the contact to inform the forum when it has been submitted. The forum will receive a notification once the completed MOU has been received.

Full name

E-mail

Phone number

Organisation

Please confirm that the Local Authority contact has agreed to work with the forum, is happy for us to contact them to complete a memorandum of understanding, and that you understand the forum's public email address will be shared with this local authority contact.

I Confirm

6.2 We also require the forum to agree to the same principles and to also sign up to work in partnership.

We commit to uphold the principles of the SEND Code of Practice and to work in partnership with the local authority/health organisations to improve local services for children and young people with SEND.

We recognise the local authority and health organisations as our strategic local partners.

We value the role of the local authority and health organisations in carrying out their statutory duties and will raise issues from parent carers providing constructive feedback through open dialogue, and challenging partners when necessary.

We agree to work together with respect and as equal partners.

I confirm we will abide by the principles of co-production above

I confirm

Agreeing to the MOU does not supersede any local partnership agreements or arrangements.

Section 6.3 – parent carer support

If neither of the individuals in Section 2.1 (grant applicant) or 2.2 (grant holder) is a parent carer involved with the forum, you must obtain the support of at least one parent carer involved in the forum, and preferably one of the forum's officers (e.g. Chair, Secretary, Treasurer). Ignore this section if the signatory in Section 2.1 or 2.2 is a parent carer involved with the forum.

Full name

Position/Job title

E-mail

Phone number

Organisation

Address

Please attach a letter or email of support from at least one Parent Carer involved with the forum which includes the MOU text above in 6.2. You will have obtained their consent to share their details with us as per your GDPR declaration.

Declarations/Conditions of Grant

The Conditions of Grant are the legal conditions set by the Department for Education, who fund the grant. This year, it is a requirement that confirmation of acceptance of the declarations and grant conditions including the Code of Conduct for grant recipients is included within the application. Read the declarations and Conditions of Grant in full to ensure that you understand the legal requirements of accepting the grant as there have been some changes this year – all of the declarations, conditions, terms and requirements are now in one place so that they are easier to find and so that expectations are clearer. There are also some new sections for you to note.

Normally, it is the grant applicant who completes the Conditions of Grant. However, where there is a different grant holder identified in Section 2.2, a representative of this organisation must complete the Conditions of Grant. Please complete the contact details of the person agreeing to the conditions, and date. Click 'I agree' and sign in the box.

Safeguarding

Applicants will need to confirm that they have the appropriate policies in place, e.g. Safeguarding Vulnerable Adults Policy (if working with adults) and Safeguarding Children Policy (if working with children), together with systems for ensuring that the policies

are at work on a daily basis, and will ensure that they are reviewed and updated regularly.

The policies must include the following:

That the organisation will ensure that the necessary checks are carried out through the Disclosure and Barring Service (formerly Criminal Records Bureau) at the appropriate level on paid and volunteer staff

Definitions of abuse and signs of abuse

Reporting procedure in case of disclosure

Named Safeguarding Officer

Staff Training on Safeguarding

Response

Code of Conduct

Please familiarise yourself with HM Government Code of Conduct to ensure that your forum is able and willing to work in the way described in the linked document.

Response

I confirm I have read the above Code of Conduct and agree to uphold the way of working described within it

GDPR

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'. Further information on GDPR and the legal requirements for processing data, please visit: [https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/The privacy statement of Formsite](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/The%20privacy%20statement%20of%20Formsite), 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 - under Privacy Shield and The Standard Contractual Clauses (SCC).

Please be aware in some circumstances Proof of expenditure will be shared with relevant members of the forum to confirm their legitimacy. Named Officers named on the form will receive a copy of the form. 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.

Contact's privacy policy can also be read, here - <https://contact.org.uk/privacy/>

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. Amended 25/08/2020

I confirm

In addition to reading and understanding the information and Privacy Statement on the grant application and monitoring forms with regard to the General Data Protection Regulations (GDPR) and confirming that your forum understands that there is a legal basis for obtaining and storing your data, forums must also comply with GDPR and seek the written consent to provide personal data to Contact as part of the grant application and monitoring return.

Forums should comply with GDPR regulations in their day to day activity and in relation to their members' personal data. For advice on GDPR and governance issues, forums have access to Community Matters and CiC's legal and HR helplines as part of their core offer of support from Contact.

Item # 306

We confirm that we will comply with GDPR regulations

Equality Act

Your forum will comply with the Equality Act 2010. In particular, that due regard is given to the need to:

eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010;

advance equality of opportunity between people who share a Protected Characteristic and those who do not share it; and

foster good relations between people who share a Protected Characteristic and people who do not share it

Duplication Notice

Definitions and Interpretation

"Duplicate Funding" means funding provided by a third party to your organisation, which is for the same purpose that this grant was made, but has not been notified to us.

Payment of Duplicate Funding

You agree that you will not apply for, or obtain, Duplicate Funding in respect of any part of the Activities which have been paid for in full using the DfE parent carer participation funding.

You shall promptly notify and repay immediately to Contact any money incorrectly paid to you either as a result of an administrative error, or otherwise. This includes (without limitation) situations where you are paid in error before you have complied with your obligations under the Conditions of Funding. Any sum which falls due under this section, shall fall due immediately. If you fail to repay the due sum immediately or within any other timeframe specified by Contact, the sum will be recoverable summarily as a civil debt.

Response

I confirm I have read, understood, and agree to the above Duplication Notice.

Clawback Clause

This clause is a legally binding provision that enables public bodies to demand repayment of a grant paid in error or if the use has been breached in the following ways:

Your forum fails to comply with any term or condition of this Conditions of Grant;

Any information given, or representations made by your forum to Contact is found to be incorrect or incomplete to an extent which We reasonably consider to be material. This includes but is not limited to;

A concern over your forum's ability to operate as a going concern (financial stability)

If your forum does not have adequate experience, systems in place to deliver the intended activity on time (ability to deliver)

If there are issues with or lack of internal control or governance procedures (governance and controls)

If there are concerns over processes or approach to safeguarding (safeguarding)

If your forum fails to cooperate with Contact's' grant monitoring process and to respond to all reasonable requests for information in a timely manner.

If your forum fails to implement actions to redress issues or measures identified during the grant monitoring process.

If your forum fails to take adequate measures to investigate and resolve any reported Financial Irregularity, in accordance with this Agreement or otherwise agreed in writing by the parties;

If your forum ceases to operate and/ or change the nature of the forum's operations to an extent which Contact reasonably considers to be material, including if You (or any substantial part of Your operations) merge with or are taken over by another organisation without informing Contact of these changes.

If before the end of the Funding Period your forum (is):

subject to a proposal for a voluntary arrangement or have a petition for an administration order or a winding up order brought against the forum;

passes a resolution to wind up the forum's business;

makes any composition, arrangement, conveyance or assignment for the benefit of the forum's creditors, or purport to do the same; or

subject to the appointment of a receiver, administrator or liquidator; or

unable to pay the forum's debts as they fall due;

receives funding from any other source for the Eligible Expenditure which is funded by the Grant;

involved in illegal activity in their administration of the grant;

or, are otherwise in material breach of this Grant Agreement.

If an Event of Default occurs, Contact may, at our discretion:

suspend and withhold the payment of Grant for such period as We may determine;

require your forum to repay all or any part of the Grant that has been paid to the forum (or such lesser amount as We may determine) by issuing a demand for repayment. Prior to issuing such a demand, We may (at Our sole discretion) give your forum an opportunity to rectify such breach or occurrence, delay or defer any further payments of Grant instalments to the forum until such time as the breach has been remedied; and/or

terminate this Grant Agreement by serving written notice where the Event of Default is incapable of being remedied or is not remedied within such reasonable period as Contact may determine.

Fraud Declaration

You understand that providing false or misleading information on your forum's grant application or subsequent communications related to the Funding could lead to the Funding being withheld, or subsequently recovered. Civil or criminal proceedings shall be considered in the event of non-compliance. Post award assurance work shall be completed by the Department for Education or its agents to discover and recover fraudulent funds.

I/we understand that I/we am/are liable to prosecution and the recovery of funds should fraud be proven. If I/we have a duty to report any incidents of fraud or deception within our forum, or any concerns about possible fraud, to Action Fraud at <http://www.actionfraud.police.uk/> or call 0300 123 2040. I/we understand that we also need to notify Contact. I confirm that the bank details provided are the bank details of the organisation named as the grant applicant. I also understand that Contact may be in touch to verify these details as part of our due diligence checks.

I agree to the Fraud declaration above.

Insurances and Licences

Applicants must ensure that they had adequate and suitable insurance cover for any events, and in respect of any equipment or assets purchased with the grant. The forum will not breach Intellectual Property rights and will have appropriate licences for any software.

Conditions of Grant

Please be sure to read the new Conditions of Grant carefully as it has changed from previous years.

This section should be read and completed by the person representing the grant holding organisation. This is usually the grant applicant (see Section 2.1) but must be the grant holding organisation if different (see Section 2.2).

This grant funding agreement sets out the terms and conditions for the payment by the

Secretary of State for Education of a grant to the Organisation named below. The Department is able to offer the Organisation named below a grant of up to £17,500 for the 2021-22 financial year. The Department's contracted partner is Contact, and Contact will award the grant directly to the organisation.

The offer is made on the following conditions:

a.) that the grant is used only in support of parent carer participation activities agreed with the Department's contracted partner and set out in the 2020-21 grant application form (attached); or ensuring that any proposed change in activity meets the Conditions of Grant or risk having to pay back any money used for unapproved activity. If in any doubt, check with Contact before going ahead.

b.) that the 2020-21 grant application is endorsed by a senior officer of the Organisation named below;

c.) that once the 2021-22 grant application has been approved by the Department's contracted partner, a payment of 50% of the total grant is made to Organisation named below with the balance of the grant paid after the previous year's grant monitoring has been approved, unless the Organisation is a first time applicant;

The grant money must remain in the bank account it was paid into unless a formal handover has been authorised by Contact. Grant monies must not be distributed to other groups or be transferred to another organisation.

d.) if applicable, the Organisation named below shall have regard to HM Treasury guidelines in the procurement of goods and services for which it has received the 2021-22 grant, so as to secure best value for money. Where applicable, tendering procedures shall be in accordance with UK Procurement Regulations, and any additional guidance issued by the Department;

e.) that the Organisation named below will provide Contact with a copy of your forum's (or grant host's) current Financial Control Policy with the application and will keep accurate and comprehensive financial records of expenditure relating to the Grant and be prepared to submit them if required for seven years following the end of the award, and all expenditure will be in accordance with the Financial Policy provided with this application. Your forum will maintain an asset register for all items over the value of £500 purchased with the grant. Any assets sold or disposed of must be securely wiped, if necessary. The proceeds of any sales must be used in accordance with the approved grant.

f.) a grant monitoring report for the financial year ending 31 March 2022 is submitted by the given deadline and that all relevant proofs of expenditure will be provided if requested by Contact, to evidence that funding has been used for its intended purpose. This will be checked for accuracy by the Department's contracted partner, and then submitted to the Department. 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.

g.) that the provision of false or inaccurate information in the 2021-22 grant application, or at

any point during the life of any funding awarded, may result in details being passed to the relevant fraud prevention agencies or other funders; and result in full financial checks being carried out.

h.) that the grant will not be used to fund activity that may be party-political in intention, use or presentation, nor to propagate a particular religion; and should not be used for campaigning or lobbying purposes; that the grant will not be used to purchase gifts over the value of £25 to any one individual.

i.) that any grant which has not been spent by 31 March 2022 ('the underspend') shall remain unspent by the Organisation named below from 1 April 2022 onwards, until advised by the Department's contracted partner that a grant application for 2022-23 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;

The Department makes no commitment to renewing or continuing funding after the term of this Agreement and the Department, nor the contracted partner will not be liable for any additional cost incurred by the applicant either during or after the Funding Period such as to cover the costs of redundancies, pensions etc. at the conclusion of this Agreement. You should, therefore, try to minimise Your dependence by obtaining funding from other sources.

j.) that if the organisation does not apply, or does not secure further funding from the Department's Parent Carer Participation grant; that it complies fully with the Department's Contracted partner so that functional assets which were acquired through the DfE grant funding and are held by outgoing forum members, are returned to the Department's contracted partner or another third party, to be agreed with the Department's contracted partner, and to reconcile all accounts relating to grants received from the Department; the forum will also need to secure wipe any computers or tablets bought with DfE funds and return them to Contact, new forum or host organisation.

k.) that the books and records of the Organisation named below relating to the claiming and use of the DfE grant are open to inspection by the Department's contracted partner, the National Audit Office, Government Internal Audit Agency, representatives of the Secretary of State for Education and any other agency identified by the Secretary of State as and when they may require;

l.) that spouses, civil partners, live in partners or relatives cannot both be signatories for the forum's bank account, or authorise their own or each other's expenses, remuneration or salaries. Conflicts of interest with business interests must be declared and minuted, and those with such conflicts must not be a part of decision making;

m.) there is a legal obligation for the person named who signed the Conditions of Grant to complete and submit the grant monitoring for approval. If this person leaves the parent carer forum or grant holding organisation mid-year, there will need to be a handover to a new Conditions of Grant signatory, or the legal obligation remains with the original signatory. If the CoG signatory gives notice to leave the forum at the end of the financial year, there is still an obligation for them and the forum to complete the grant monitoring by the stated deadline. If

the grant monitoring is not submitted by the deadline or approved, there is a risk that future grant funding will not be awarded;

You must provide accurate and up to date information about the forum, its address and membership, and notify Contact of any changes that may affect the grant such as changes to Officers, bank accounts or signatories during the grant period.

If your forum is going to close during the year, you must co-operate with Contact's grants team to ensure that your forum fulfils their responsibilities to the DfE grant – submitting a grant monitoring form, POEs and returning the agreed underspend.

n.) for the duration of this agreement you shall not breach any laws or do or fail to do any act which might reasonably damage the Department or Contact's reputation (which would include supporting extreme political opinions).

o.) ensure that the forum works within its governing documents or the grant host's governance arrangements – constitution or terms of reference, sufficiently robust policies and procedures, and that these are applied fairly and equitably.

p.) to ensure that the grant application is completed in accordance with the wishes of the main forum decision-making group or Committee, and that key decisions are recorded in forum minutes. To follow best practice and ensure that there are a minimum of three parents involved in the main decision-making group, whether as a Committee, Steering Group, Board of Directors or Board of Trustees.

q.) to co-operate fully with requests from Contact for information, to discuss concerns, or requests for meetings to discuss progress or challenges relating to the grant and to notify Contact of any concerns or challenges regarding the development of participation and effective running of your forum. If associate support is an additional condition/safeguard of receiving the grant, your forum must comply with this, and may need to fund this via the grant.

r.) you have agreed to specific terms in this application relating to Safeguarding/privacy notice/duplication clause/fraud clause/clawback clause/The Equality Act/Insurance/GDPR and will work to uphold the demands of these clauses and will provide details of them if asked to do so.

Full Name

E-mail Address (This e-mail address needs to be an email address only you have access to)

Organisation

Role/Title

Date

Please be aware this is not to be completed on anyone's behalf as this is a legally binding agreement.

The person who signs the Conditions of Grant will also receive a copy of the application.

By signing below I confirm that I am the person named above and I agree to the 'Conditions of Grant', and understand that these terms are legally binding.

Does your forum have a Financial Policy?

Please upload your Financial Policy

If your forum does not have a Financial Policy, you will need to discuss with your Parent Carer Participation Advisor as a matter of urgency as applications cannot be approved without one.

And finally.....

A quick question regarding the online grant application process:

Item # 221

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

- 1
- 2
- 3
- 4
- 5

If you have any comments/suggestions regarding the online process, please let us know.

Please ensure that you have provided:

- Contact details for your senior local authority partner
- Parental support letter (if the forum is not the applicant)
- Financial Control Policy

For Drafting purposes only, has to be submitted via online form

Without these, your application cannot be progressed.

For Drafting purposes only, has to be submitted via online form