

Parent Carer Participation Grant 2020-21 – discretionary grant Frequently Asked Questions

The Discretionary grant process for forums is now open. Only Forums who did not have a confirmed underspend in their 2019/20 monitoring can apply. Applications are capped at £5000.

We are opening up the process to those forums who did not record an underspend in their 2019/20 monitoring. This is because, due to the Covid-19 outbreak, the DfE allowed forums who were underspent in 2019/20 to carry-forward this money into 2020/21. This means forums who recorded an underspend effectively received additional funding in 2020/21. Therefore we want to give those forums who were not underspent in 2019/20 a chance to apply for additional funds to continue their great work in 2020/21.

You will only be allowed to apply for a maximum of **£5000**

The application deadline is **14th December 09:00 am**

[Application Form](#)

Your forum might wish to apply for a discretionary grant to complete an additional piece of work, a consultation, host an event or training, buy new equipment - or something else which, has arisen and is a new priority for your forum since the original grant form was submitted. You can now apply for a discretionary grant so long as you meet the conditions set out below.

What is the discretionary grant?

The discretionary grant process has been agreed with the Department for Education to ensure that parent carer forums in England are able to make full use of the available grant monies. Each year a number of forums do not claim part, or all, of their second grant payment, which means that some of that allocated central funding is not used. The discretionary grant process enables other forums who require additional funding to access this residual amount of money.

If forums do not claim their second payment of up to £7,500 by the agreed deadline date of **23rd November 2020**, the accumulative funding will be made available for other forums to access via the discretionary grant. Therefore, there can be **no extension** to this deadline for the second payment, regardless of circumstance.

How much funding will be available?

The underspend pot is severely reduced this year due to 2019/20 underspends being retained by forums. Therefore we have capped applications at £5000 to give those eligible the best chance of getting the funds they apply for.

contact *For families with disabled children*

We will approve discretionary grant applications once they have been signed off by the Parent Carer Participation Advisor and hope to get these approved by the end of the year.

When can we apply?

Discretionary grants will be available for applications from 20th November 2020, as long as the host forum's 2019-20 grant monitoring is approved. .

Who can apply?

Only forums which have been awarded the 2020-21 parent carer participation grant of up to £15,000 can apply for the discretionary grant. You must also meet these requirements:

1. Your forum's 2019-20 grant monitoring must have been fully approved; and
2. You must have already submitted your forum's claim for the second grant payment of up to £7,500.
3. not recorded an underspend in your 2019/20 monitoring.
4. applied for no more than £5,000

The person who signs the discretionary grant form in Section 2 (or Section 3 if the grant holding organisation is different) **must be the same person who signed the Conditions of Grant on the 2020-21 grant application form**. If this person has left the organisation, or grant holding organisation, you must also resubmit the Conditions of Grant form with the discretionary grant application form. Please speak to the grants team if you need further clarification of this.

Regional Discretionary Grant Applications

Regions may apply for a Regional Discretionary Grant as soon as the host forum's 2019-20 grant monitoring has been approved and signed off. Applications must have the support of the Parent Carer Participation Advisor and the NNPCF steering group member for the region. To enable all regions to apply, we will ringfence nominal funds (£3,000) for each region until the application deadline date (**23rd November**). After which time, if the money remains unclaimed, it will be released to forums who have applied for the discretionary grant.

How much can we apply for?

Applications are capped at £5000 for forums.

What can we apply for?

Your application must be for items or activities which will strengthen the parent carer forum, and which enable the active participation of parents in service planning and decision-making processes within your local area. Activities must meet the same Conditions of Grant which apply to your main 2020-21 grant application. You must be able to report back on your 2020-21 grant monitoring form about the impact and outcomes of the discretionary grant in the same way as you do for the rest of the grant.

Note that when you originally applied for the grant, the guidance stated that up to 50% can be used to fund worker or salary costs. **The limit for the 2020-21 grant period has since been increased to 75% as a one-off adjustment to help forums to continue to operate during the pandemic and during recovery. This limit applies to the overall grant which you receive.** This means that if you have already budgeted for some of the initial grant to be spent on admin costs and wish to include additional admin costs as part of your discretionary grant, you will need to recalculate how much you can allow for as a percentage of your total grant claim.

The table below gives some examples which are approvable:

Initial grant	Budgeted for admin (as % of initial)	Discretionary grant (DG)	Budgeted for admin (as % of DG)	Total grant awarded	Total overall budgeted for admin (as % of overall)
£15,000	£3,000 (20%)	£2,500	£2,000 (80%)	£17,500	£5,000 (29%)
£15,000	£7,500 (50%)	£4,500	£1,000 (22%)	£19,500	£8,500 (50%)
£15,000	£0 (0%)	£7,000	£6,000 (86%)	£22,000	£6,000 (27%)
£15,000 plus £4,000 carry forward	£10,000 (52.6%)	£4,000	£4,000	£23,000	£14,000 (60.8%)

However, in the examples below, the discretionary grant would not be approvable, as the overall percentage budgeted for admin is greater than 75% of the total grant award:

Initial grant	Budgeted for admin (as % of initial)	Discretionary grant (DG)	Budgeted for admin (as % of DG)	Total grant awarded	Total budgeted for admin (as % of overall)
£15,000	£11,000 (73.3%)	£6,000	£5,000 (83.3%)	£21,000	£16,000 (76.2%)
£15,000 plus £4,000 carry forward	£14,000 (73%)	4,000	£3,500 (87.5%)	£23,000	£17,500 (76.1%)

Please speak to your Parent Carer Participation Advisor, or the grants team, if you need further clarification.

How do we apply?

You must first discuss your ideas for a discretionary grant application with your Parent Carer Participation Advisor. It is a requirement of your submission that your Parent Carer Participation Advisor supports the application and agrees that it meets the Conditions of Grant. There is a short application form to be completed which is submitted online. This requires the agreement of the applicant forum, and requires the grant holder's signature, if this is not a member of the forum.

What is the timescale for submitting the application?

14th December 09:00 am – due to the tight deadlines involved, this deadline is strict and applications will not be approved if they are submitted after this date.

How will you decide who will receive the discretionary grant?

We will have criteria to assist us when determining the allocation, but this will also be dependent upon the amount of unclaimed grant that is available at the time of applying. We will take into consideration issues such as whether your forum was able to spend previous years' monies, and how likely it is that the activity will strengthen participation in your area.

If you are applying for additional money for more than one item or activity, the form also asks you to prioritise these in order of importance, so that if we need to make difficult decisions, we are clear as to what your forum's highest priorities are.

When will we know if we have received the discretionary grant?

We will let you know if you have been successful in your application once we have approved the application. We will aim to forward agreed applications to the Department for Education as soon as possible thereafter so that payments can be processed immediately, with an aim of the additional funding being available to forums as soon as possible. Please be aware that the DfE now take a month to issue payment, so we are hoping that payments will arrive by the end of January 2021. Please take this into account when budgeting for your Discretionary Grant.

We did not apply for £15,000 for the parent carer participation grant, can we use this process instead?

No. The discretionary grant is only open to forums which are in receipt of the 2020-21 parent carer participation grant, who have had their 2019-20 monitoring approved, and who have claimed the first and second grant payments of up to £7,500 each.

Further questions

If you wish to discuss this process further, you can contact:

Grants Programme Officer

Ben Bennett

020 7608 8744

ben.bennett@contact.org.uk

Contact details for your [Parent Carer Participation Advisor](#) can be found on our website.