

Parent Carer Participation Grant **Terms and responsibilities of grant award**

Read the following information before submitting your parent carer participation grant application, as it details the terms on which the grant has been awarded.

Your forum's responsibilities in accepting the grant:

- To use the grant in line with the signed Conditions of Grant and the terms contained in the guidance.
- To 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 applies these fairly and equitably.
- 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.
- If your forum requires associate support or where associate support is an additional condition of receiving the grant, this will need to be prioritised in your grant application. You may be required to use some of your forum's grant money to fund this. It may be possible to apply for a discretionary grant – Contact will advise you on this.
- 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.
- Providing accurate and up to date information about the forum, its address and membership, and notifying us of any changes that may affect the grant such as changes to Officers, bank accounts or signatories during the grant period.
- Keeping the grant money in the bank account stated on your grant application, unless formally transferred with the agreement of Contact.
- Using the grant for the purposes specified in your approved application, or ensuring that any proposed change in activity meets the Conditions of Grant as there is a risk that the grant applicant/grant holder may have to pay back any money used for unapproved activity. If in any doubt, check with your Parent Carer Participation Advisor before going ahead.
- Providing full grant monitoring information including invoices and proofs of expenditure, in line with grant guidance by the date requested to Contact and talk to your Parent Carer Participation Advisor if there are exceptional circumstances which are likely to delay or prevent this.
- Providing Contact with a copy of your forum's (or grant host's) current Financial Control Policy with the application.
- Notifying Contact of all other funding that your forum receives.
- Notifying Contact of any concerns or challenges regarding the development of participation and effective running of your forum.
- To not knowingly misuse any information or funding.
- A duty to report any incidents of fraud or deception within your forum, or any concerns about possible fraud, to Action Fraud at <http://www.actionfraud.police.uk/> or call 0300 123 2040. You also need to notify Contact.
- To co-operate fully with requests from the Parent Participation team for information, to discuss concerns, or requests for meetings to discuss progress or challenges.



- Forums must comply with GDPR and seek the written consent to provide personal data to Contact as part of the grant application and monitoring return.
- You must read and understand the information and Privacy Statement on the grant application and monitoring forms with regard to the new General Data Protection Regulations (GDPR) and confirm that your forum understands that there is a legal basis for obtaining and storing your data.
- If during the year your forum is going to close, you must co-operate with the Contact Parent Carer Participation Advisor and 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. 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 before the forum is closed.

Contact's responsibilities to forums:

- As the Department for Education's contracted partner, Contact is responsible for overseeing and administering the parent carer participation grant, which is public money.
- Contact will assist forums, where requested, to submit their grant application, and ensure that they are processed in a timely manner. We will keep forums informed during the process and will contact them if further information is required.
- Contact will make appropriate checks at the application, active grant period, and monitoring stages to assess risk to prevent or minimise the misuse of funds.
- Contact will notify forums of any changes to the terms on which the grant is awarded, or the Conditions of Grant.
- When Contact assess applications, we will consider your forum's history with the grant, including meeting deadlines, the quality of monitoring submitted, any past missing proofs of expenditure, or proofs which don't meet the requirements set out in the monitoring guidance and 'Managing your grant' document which is sent out with the approved application notification. This helps us to assess any risk associated with the awarding of the grant.
- Contact will offer guidance to support parent carer forums to meet their obligations under the grant and to manage funds effectively.
- Contact will direct forums to our own, or other resources, or learning and development opportunities which become available to support forums' governance, sustainability and future development.
- If Contact recommends that your forum makes improvements to its processes, we expect you to act on these. Your Parent Carer Participation Advisor can advise you on how to implement recommendations, or signpost you to more specialist advice which will enable you to do this.
- Contact's approach is to support, offer guidance and additional assistance in the first instance to try to prevent serious situations from arising, so please refer to the information contained in the Conditions of Grant, grant guidance and the 'Managing your grant' documents. Contact your Parent Carer Participation Advisor if you have any questions or concerns.
- Where Contact identifies significant concerns or risks we may hold the grant on the forum's behalf until there are sufficient governing arrangements in place to satisfy us that the grant will be managed competently. If for any reason your grant monitoring from the previous year cannot be signed off, your forum will not be awarded a further grant. You may be asked to sign a 'monitoring declaration' to confirm that the money has been spent in line with the Conditions of Grant and that you and other forum officers have not committed any fraud or deception.
- If Contact identifies serious financial malpractice at any stage, including fraud or money laundering, Contact will notify Action Fraud and the DfE in line with our fraud policy. The DfE may take steps to



recover the grant or notify the Police. We may also need to share data with other funders if we suspect or find that fraud has been committed.

- Contact will notify you of any changes to the Participation team personnel or the team's contact details.
- Contact will use your data in accordance with the Privacy Statement ([link](#)) as detailed on the application and monitoring forms.