

Reference #

Status

Login Username

Login Email

contact *For families with disabled children*

Parent carer participation grant application 2022/23

Save & Return

Save your progress and complete this form later. (optional)

Create an account or login

If you wish to work on the form collaboratively or look at the information you 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 which explains how to complete the application. For most fields you enter the appropriate text in boxes and there are some drop-down menus to complete. Questions with red asterisks ("*") next to them are 'required' fields and you cannot progress until they are completed. A red error message 'Please review the form and correct the highlighted items' will appear if not completed.

Once the application form has been submitted, the applicant and all officers named on the form will receive a confirmation email with a PDF copy of the submitted form; there will also be an option to edit the submitted form. Your Parent Carer Participation Advisor will receive a copy of the application and, if necessary, may contact the forum to suggest changes 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 application 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.

Contact details of your senior local authority contact.

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

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

As you complete each page of the application, progress will be saved. If you need to return to the application, ensure that you've clicked 'save progress' before logging out. You can logback in using your username and password.

You will need to set up a different username/password when completing the monitoring form.

The deadline for submission of completed grant applications is Monday 6th June 2022.

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/outreach

Section 6 - Local Authority/parent carer support Conditions of Grant Financial Control Policy upload

Click 'Next' to begin the application form.

REMEMBER to save your progress, click 'Next' or press 'Save progress' as you go along, or your progress might be lost.

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

Area

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

What is the Legal Status of the host organisation

What is the current status of the forum's steering group?

Applicant details and contact information

2.1 Provide details of the grant applicant -

If the grant applicant is a paid forum worker completing the form on the forum's behalf, an officer of the forum will need to complete the MOU of parent support in Section 6.3 which will confirm that the forum is aware of the content of the application and supports it. (This does not include Directors of Community Interest Companies, but paid workers).

Organisation

Grant applicant First Name

Grant applicant Last Name

Forum Address

Address Line 2

City

Post Code

Phone Number

Email Address

If another organisation is going to hold your forum's grant Contact recommends that a Service Level Agreement (SLA) is put in place between the forum and the grant holder to ensure that the expectations of both parties are clear from the outset, and that the forum is fully involved in all decision-making.

Host details and contact information

2.2 Provide details of the organisation that will be holding the grant if different from the grant applicant in 2.1. If completed, a senior representative of this organisation must also complete the Conditions of Grant. (Leave blank if not applicable).

Organisation

Grant holder First Name

Grant holder Last Name

Position in organisation

Forum Address

Address Line 2

City

Post Code

Phone Number

Email Address

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

Did your organisation receive the Parent Carer Participation grant last year (including through 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 double check these details before submitting the application form.

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

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 the GDPR declaration)

These contacts will be emailed to inform them that they have been named on the form and they will also receive a copy of the completed application. (Ensure all committee/steering group members also receive a copy of the form)

Contact 1:

Name 1

Role

E-mail

Contact 2:

Name 2

Role

E-mail

Contact 3:

Name 3

Role

E-mail

Contact 4:

Name 4

Role

E-mail

Contact 5:

Name 5

Role

E-mail

2.6 Enter the public contact details of 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 Parent Carer Participation 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

3.3 Parent carer involvement

Indicate the approximate number of parent carers who:

Are forum members

Are actively involved in the running of the forum, e.g. on the management or steering group

Are representing the forum on local service working, planning, steering or task groups

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

3.4 Did the forum receive funding to support parent carer participation in 2021/22 (other than the DfE grant)?

If yes, how much did you receive? (Don't 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 activities, goods or services that support the infrastructure and development of the forum and its aims of ensuring that the views and experiences of local families of children and young people with SEND are represented when co-producing with local service providers to make improvements to services. Most will fall under one of the headings below. Complete the summary budget table choosing the relevant heading and enter the amount you're claiming with a brief breakdown of the costs, if necessary – saving the detail of the activity for the outputs section. If you choose 'other' for any items, you will need to include a description in the budget breakdown box in Section 5 below.

Refer to the application guidance on our website 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- only provide a cost breakdown of budget entries rather than the full detail - outputs and outcomes are provided on the next page and do not need to be duplicated here.

Budget description 2

Budget amount 2

Budget breakdown 2

Budget description 3

Budget amount 3

Budget breakdown 3

Budget description 4

Budget amount 4

Budget breakdown 4

Budget description 5

Budget amount 5

Budget breakdown 5

Budget description 6

Budget amount 6

Budget breakdown 6

Budget description 7

Budget amount 7

Budget breakdown 7

Budget description 8

Budget amount 8

Budget breakdown 8

Budget description 9

Budget amount 9

Budget breakdown 9-

Budget description 10

Budget amount 10

Budget breakdown 10

Budget description 11

Budget amount 11

Budget breakdown 11

Total Grant claim:

If you are submitting your application before completing the 2021-22 grant monitoring and your underspend is likely to be over £8,750, let us know by choosing the appropriate option below

Section 5 – Intended outputs and outcomes for 2022/23

5.1 –Activities (outputs) - Summarise your forum’s intended activities using the 2022/23 Parent Carer Participation grant funding – i.e. Large event or conference, Open day, Parent Training Programme, staffing or administration costs for the running of the forum, parent carer expenses, remuneration for attending strategic meetings, office and day to day running costs, outreach, diversity and inclusion, purchase of equipment etc.(Maximum 750 words)

5.2 - Outcomes

What does the forum hope 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; succession planning

Furthering participation - increased membership or reach; greater diversity and inclusion; promotion; greater influence; website and social media reach; responses to consultations; being representative

Positive outcomes for service development - boards and meetings you have reps on; changes as a direct result of the forum’s involvement or influence; impact of the forum’s work

Outcomes for parents - increase in knowledge, confidence, skills, employment, resilience, reduction of isolation; reaching underrepresented 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, indicate how many hours they work, and their approximate hourly rate. To ensure that there is no duplication of funding, we need to know if any posts are funded solely through the DfE grant or are part-funded via another source. If applicable, indicate who the other funder is, and the proportion of the split between the DfE grant and the other funding below.

Up to 75% of the total DfE grant awarded, including any priority 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, including those working with underrepresented communities.

5.6 List which health partners e.g. CAMHS, GPs, ICS, CCG's that the forum works with below:

Section 6 – local authority support

Your application cannot be approved until we have received the local authority MOU.

To demonstrate the forum's partnership working with local services: provide the contact details of a senior officer of the local authority. You must obtain their consent to provide these details as per the GDPR declaration.

The local authority will be asked to conform that:

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 application is saved/submitted, a form will be sent by email for your local authority contact to complete. Contact is notified when the completed MOU is returned, and your application can be progressed if it is approvable.

It is in the forum's interest to ask your local authority contact to complete the MOU if it has not been done, though we do ask the contact to inform the forum when it has been submitted. The forum will be notified once the completed MOU has been received.

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.

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

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, or the applicant is a paid forum worker, 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) must be sought. Ignore this section if the signatory in Section 2.1 or 2.2 is a parent carer involved with the forum, unless they are also a paid worker. If a paid worker has completed the application, by sending in your letter you also confirm that the forum is both aware of the content of the application and supports it.

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. This parent will be emailed to inform them that they have been named on the application.

Declarations/Conditions of Grant

We have linked words you may not understand to the 'glossary of terms' page on our website. Just click on a word and you will be taken to our website which will explain the word in question.

The Conditions of Grant are the legal conditions which parent carer forums and grant holding organisations need to meet to receive the parent carer participation grant including using the grant for its intended purpose, which is:

to develop, strengthen, and sustain local parent carer participation

to maintain, enhance, or increase effective parent carer participation

to enable parent carers to co-produce with local partners to make improvements to local services for children and young people with SEND

Parent carer forums must also read and abide by the HM Government Code of Conduct for grant recipients, and there is a link to this in the application. We recommend that all forums read the Conditions of Grant in full so that the forum understands the legal requirements of accepting the grant. If you need clarification on any points, please contact a member of Contact's grants team.

Normally, it is the grant applicant (e.g. chair, treasurer or secretary of the forum) that completes the Conditions of Grant, but if another organisation holds the grant for a forum (Section 2.2), a senior representative of this organisation completes the Conditions of Grant.

When the Conditions of Grant declarations are completed, the person signing up to them must confirm their understanding and acceptance of each declaration.

If you are unsure about anything in this agreement and you don't quite understand what you are agreeing to, please do get in touch with the grants team to discuss.

Safeguarding

Response

Confirm if your Parent carer forum has a Safeguarding Children Policy in place, which is applied, reviewed, and updated regularly.

You have answered no, there is further information on our online learning resources pages:

<https://contact.org.uk/help-for-families/parent-carer-participation/forum-resources/> about what Safeguarding policies should include. Your Parent Carer Participation Adviser will be able to share template policies with you.

We will read the guidance and begin to implement safeguarding policies

Code of Conduct

I understand that all forum committee or steering group members should read the HM Government Code of Conduct (HM Government Code of Conduct) and confirm that the forum/representatives of the grant holding organisation is willing and able to work in the way described.

Response

I confirm

GDPR

General Data Protection Regulations: parent carer forums must consent to sharing the data submitted on the form with Contact and the Department for Education (DfE) so that the grant can be processed and paid. The DfE has supplied Contact with a privacy notice (Please click here to read the DfE's privacy notice) which explains that this data 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' i.e. necessary information required for the forum to receive a Government grant. Further information on GDPR and the legal requirements for processing data, please visit the Information Commissioners' Office (Link to Information Commissioners' Office website).

Read Contact's Privacy Policy (Link to Contact's privacy policy) The privacy statement of Formsite, which is the online platform that our grant application and monitoring forms are completed and held on, is available here - <https://www.formsite.com/privacy.html>

Be aware that:

Sometimes, Proofs of Expenditure (POEs) will be shared with relevant members of the forum to confirm their legitimacy.

Everyone named as an Officer on the grant application form will receive a copy of the completed form. Contact may need to share data and Proofs of Expenditure with the forum's other funders if fraud is

suspected or investigated.

Forums need to comply with GDPR and seek written consent from anyone whose personal data is included in any information sent to us as part of the grant application and grant monitoring process. Forums need to comply with GDPR regulations in their day-to-day activities and in relation to their members' personal data.

Forums have access to Community Matters, and CiC's legal and HR helplines who can advise them on GDPR and governance issues as part of their support offer from Contact.

Please confirm that you have read and understood the linked privacy notices above, the lawful basis by which Contact and the Department for Education will hold the personal information provided, and your forum's obligations around protecting the data of your members.

I confirm

Equality Act

Forums need to comply with the Equality Act 2010 and commit to:

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

Advancing the equality of opportunity of people who share a Protected Characteristic

Facilitating good relations between those with a Protected Characteristic and those without

Item # 332

I confirm I will work in accordance with the Equality Act

Duplication Notice

Definitions and Interpretation

"Duplicate Funding" is funding received from another funder which is for the same purpose as the participation grant.

By accepting the Department for Education participation grant funding, your forum accepts that it will not: Apply for, or receive duplicate funding for any of the activities which have been paid for 'in full' using the DfE participation grant funding.

If the forum has a paid post, or activity that is part-funded by another funder, i.e. by the local authority, the forum must let Contact know the percentage split and the full amount of the DfE grant that has been used to fund the post, and the proportion that the other funding covers to ensure that it is not funded twice.

Response

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

Clawback Clause

Clawback

This clause is a legally binding provision which enables grant givers to recover grants paid in error, or when the grant has been misused, e.g. in the following ways:

The forum fails to comply with any term of the Condition of the Grant.

If any information provided to Contact is found to be incorrect or incomplete to an extent which we consider to be significant, including:

Receiving funding from any other source for the approved activity which is funded 'in full' by the DfE Grant

A concern over the forum's ability to manage the grant effectively (inadequate financial procedures); forum or host involvement in illegal activity in their administration of the grant; if the forum fails to investigate and resolve any financial irregularity identified through the grant monitoring process

If the forum does not have adequate governance, policies, or procedures in place, or lacks the ability to deliver the approved grant activity but does not accept support or guidance

If the forum or their host organisation fails to cooperate with the grant monitoring process, respond to reasonable requests for information, or fails to act to make necessary improvements by given deadlines.

If the forum folds or changes the nature of their work to an extent where Contact considers it does not meet the role or remit of a parent carer forum, including when the forum merges with, or is taken over by another organisation.

If any grant money is handed over to any other organisation or bank account without Contact's permission, or without a new Conditions of Grant signatory, or adequate due diligence being carried out by Contact, the full grant will be reclaimed.

The forum will notify Contact if any money is paid incorrectly to them due to an administrative error, or otherwise, and arrange for prompt repayment. This includes (without limitation) situations where the forum is paid in error before complying with the obligations under the Conditions of Funding. Any sum which falls due under this section, shall fall due immediately. If the forum fails to repay the due sum within the timeframe specified by Contact, the sum will be recoverable as a civil debt.

If a default occurs, Contact may, at our discretion:

Suspend or withhold Grant payments temporarily dependent on conditions being met, or permanently.

Require the forum to repay some, or all, of the Grant by issuing a demand for repayment.

Offer the forum the opportunity to improve their practices to prevent a further breach from happening.

Delay or defer payment of any further Grant instalments until action has been taken to rectify the breach, or

Where the default cannot be resolved, or improvement is not evidenced within a specified time period, Contact may terminate this Grant Agreement with immediate effect, by serving written notice to the forum or their host organisation.

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I confirm I have read, understood, and agree to the above Clawback Clause.

Fraud Declaration

Providing false or misleading information on the forum's grant application or any communications relating to the Grant could lead to the Grant being withheld or recovered. Civil or criminal proceedings will be considered in the event of non-compliance. Contact, the Department for Education, or its agents will take action to recover fraudulently utilised funds.

All claimants of the grant need to understand and agree the following declaration:

I/we understand that I/we am/are liable to prosecution and the recovery of funds if fraud is proven. If I/we have a duty to report any incidents of suspected, or actual fraud, or deception within the forum to Action Fraud at <http://www.actionfraud.police.uk/> or by calling 0300 123 2040. I/we understand that we also need to notify Contact.

I/we confirm that the bank details provided are the legitimate bank details of the organisation named as the grant applicant (or host organisation). I/we also understand that Contact may take steps to verify these details as part of their due diligence checks.

I agree to the Fraud declaration above.

Insurances and Licences

All DfE Grant applicants must have in place suitable insurance cover for any events, and for any equipment or assets purchased with the Grant. The forum will not breach Intellectual Property rights and will have appropriate licences for any computer software.

Conditions of Grant

Please read the Conditions of Grant carefully as they are legally binding.

This section should be completed by the grant holder (officer of the forum, or a senior representative of the forum's elected grant holding organisation).

This grant funding agreement sets out the terms and conditions for the payment by Contact as an agent of the Secretary of State for Education, of a grant to the Organisation named below.

Contact can offer the Organisation a grant of up to £17,500 for the 2022-23 financial year.

The offer is made on the following conditions:

a.) that the grant is used only for the parent carer participation activities on the 2022-23 grant application form approved by Contact (attached); any proposed change in activity meets the Conditions of Grant or there is a risk of having to pay back any money. If in any doubt, check with Contact before going ahead.

b.) that the 2022-23 grant application is fully agreed by the forum committee/steering group and is endorsed by a senior officer of the Organisation named below;

c.) once the 2022-23 grant application has been approved, a payment of 50% of the total grant is made, the balance of the grant will be paid once the 2021-22 grant monitoring is approved, unless the Organisation is a first time applicant;

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 other organisations;

d.) if applicable, the Organisation named below will ensure value for money by seeking three quotes for work or services. Where applicable, tendering procedures shall be in accordance with UK Procurement Regulations;

e.) the Organisation named below (or their grant holding organisation) will submit a copy of their current Financial Control Policy with the grant application, and all expenditure will be in accordance with the Financial Policy provided. Accurate and comprehensive financial records of Grant expenditure will be kept and retained for seven years after the award and may be required to be submitted to Contact. The forum or their grant holding organisation 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 form for the financial year ending 31 March 2023 will be submitted by the deadline, and if requested, all relevant proofs of expenditure will be submitted to evidence that funding has been used for its intended purpose. If the grant holder changes mid-year, the outgoing grant holder will be required to complete a mid-year grant monitoring form and provide proofs of expenditure to Contact by the given deadline. The outgoing grant holder will be required to transfer the remaining Grant money to the new grant holder or back to Contact by the given deadline.

g.) any false or inaccurate information that is provided in the 2022-23 grant application, or at any point during the grant period, may result in details being passed to relevant fraud prevention agencies or other funders; and will result in full financial checks being carried out.

h.) the grant will not be used to fund any party-political activity, or to promote a particular religion; and should not be used for campaigning or lobbying purposes; the grant will not be used to purchase gifts over the value of £25 to any individual;

i.) any grant money unspent by 31st March 2023 (underspend) will remain unspent from 1 April 2023 onwards, until advised by Contact that the grant application for 2023-24 has been approved. The following actions may be taken:

- Organisation named below returns the underspend to the Department for Education or Contact if requested; or
- Contact makes an adjustment to the second 2023-24 grant payment to take account of the underspend; The Department for Education makes no guarantee of continuing funding and neither the Department for Education or Contact will be liable for any additional costs incurred by the applicant or a host organisation during or after the Funding Period to cover the cost of redundancies, pensions etc. at the conclusion of the grant agreement.

j.) if the organisation does not secure further funding from the Participation grant; the organisation will comply with Contact's requests to return securely wiped IT equipment and functional assets that were purchased using the DfE grant to Contact, or a third party at contact's direction;

k.) books and records of the Organisation named below relating to the DfE grant are open to inspection by Contact, 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.) spouses, civil partners, live in partners, or relatives cannot both be signatories of the forum's bank account, or authorise their own, or each other's expenses, remuneration or salaries. Any conflicts of interest with business interests must be declared and recorded in official minutes, and individuals with identified conflicts must not be a part of decision making;

m.) there is a legal obligation for the Conditions of Grant signatory to complete and submit the grant monitoring for approval. If this person leaves the parent carer forum or grant holding organisation mid-year, an official handover to a new Conditions of Grant signatory must take place, or the legal obligation remains with the original signatory.

If the CoG signatory serves notice to leave the forum at the end of the financial year, they (and the forum/grant holding organisation) have an obligation to submit the grant monitoring by the stated deadline. Failure to supply full grant monitoring by the deadline may risk future grant funding;

Forums must provide accurate and up to date information about the forum's address, contact details, and core membership and notify Contact of any changes that could affect the grant award, including changes to Officers, bank accounts, or signatories during the grant period.

If the forum closes during the year, the forum must fulfil their responsibilities to the DfE grant – cooperating with Contact, submitting a grant monitoring form, POEs and returning the agreed underspend by the given deadline.

n.) for the duration of this agreement the forum's officers, core members or grant holding organisation will not breach any laws or commit any act which might reasonably damage the Department for Education's, or Contact's reputation;

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

p.) grant holding organisations ensure that the grant application is completed with the full involvement and that the content has the full agreement of the forum's steering group or committee, Board of Directors, or Board of Trustees, and that key decisions are recorded in forum minutes. To follow best practice and ensure that there are a minimum of three parent carers involved in the main decision-making group;

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

r.) agreement of the specific terms above relating to safeguarding/privacy notice/duplication clause/fraud clause/clawback clause/The Equality Act/Insurance/GDPR, and a commitment to uphold the demands of these clauses and provide evidence of policies or documents if asked to do so.

Additional Grant Conditions for Host Organisations

In addition to the Conditions of Grant, as a grant host without a parent carer forum in existence, you will need to agree the following:

To use the DfE grant to establish a forum steering group, or committee of parent carers of children and young people with a range of SEND aged 0-25 living in, or receiving services from the local area You will use principles and practices of community development and co-production to establish and empower the steering group to develop their own structure, governance, policies and plans towards becoming an independent group – <https://www.fcdl.org.uk/> This link takes you to the Federation of Community Development Learning.

All existing, and future, membership data or intellectual property rights relating to the forum will be assigned to the forum steering group including membership database, website, social media, email etc.

As the host organisation we agree to adhere to these grant conditions

In addition to the Conditions of Grant, as a grant host hosting a newly established/established parent carer forum, you will need to agree the following:

The forum steering group completes the grant application as the grant applicant. The host will complete the host section and agree to the conditions of grant.

The DfE grant is used as per the forum's directions to support the development of the steering group and work of the forum.

You have agreed support needs, and are clear and transparent about roles and responsibilities, costs of support services provided such as possible worker, recruitment, office base, and any fees for organisational overheads such as IT and HR support, management and managing disagreements. You will provide regular financial updates on grant spend to the forum.

You have agreed your role in relation to record keeping with the forum steering group.

There is an MOU in place between you and the forum that sets out all of the above.

As the host organisation we agree to adhere to these grant conditions

Conditions of Grant Signatory

Full Name

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

Organisation

Role/Title

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 clicking 'I confirm' I confirm that:

I am the person named above

I understand the purpose of the grant

I agree to the 'Conditions of Grant' and accompanying declarations.

I understand that these terms are legally binding

I confirm

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:

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

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

Without these, your application cannot be progressed.

Last Update

Start Time

Finish Time