

Reference #

Status

Login Username

Login Email

contact *For families with disabled children*

Parent carer participation grant monitoring 2021/22

Save & Return

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

Create an account or login

Instructions

If the forum wants to complete the form as a group, or to find out what information will be needed to complete the form, you can download a PDF version of the form. However, the final form will still need to be completed and submitted online; PDF submissions cannot be submitted.

Read the grant monitoring guidance available on our website, which explain how to complete the form. For most questions, click in the box to enter text; there are also some drop-down questions to complete.

Questions marked with red asterisks ("*") next to require a response and you won't be able to progress through the form if they are not completed, if you get an error message, complete the question and continue.

Once you have submitted the form you will receive email confirmation along with a PDF copy of the submitted form which will also allow you to edit your submission. Your Parent Carer Participation Advisor will also receive a copy of the submitted form and may contact you to suggest changes that would strengthen the form. As the form can be edited, we recommend that you submit the form even if you are not sure that it is the final version, as you can come back to it.

Click 'save progress' (at the bottom of the page) to ensure that your form is saved.

If you need to return to the form, ensure that you've clicked 'save progress' before logging out. You can log

back in using your Username and Password. You will need to set up a different username and password when you complete the 2022/23 grant application form.

To complete the form, you will need:

Your forum's 2021/22 approved grant application form for reference.

Structural and statistical details about your forum including the number of parent carers involved

Contact details of key forum members and their consent to submit their details as part of the grant monitoring

Your forum's total grant spend for the 2021/22 financial year

Details of the forum's key activities and the outcomes achieved/impact of using the grant

Overview of the forum's working relationships with local partners.

The deadline for final submission of the 2021/22 grant monitoring form and proofs of expenditure, if requested, is 29th April 2022.

Contents of the form:

Section 1 - Area

Section 2 - Organisational and contact information Section 3 - Declaration

Section 4 - Parent carer involvement figures (contact details/steering group/representation/contributed experiences/social media followers

Section 5 - Financial information - staffing costs/total spend (with proof of expenditure references) /attach spreadsheet (if you have one)

Section 6 - Outputs and Outcomes/Forum structural changes/Achievements and challenges/relationships with Education, Social Care, Health/interim local area SEND inspections/Children and Young People's Participation/SEND Information, Advice and Support Service

Section 7 - Finance

Section 8 - Engagement with parents and other groups (seldom heard)

Section 9 - Satisfaction levels

Remember to click on the (?) symbol for guidance on what to include, or to find out why we require this information.

Click 'Next' to begin the monitoring form.

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

Click 'Submit' at the end, as your form will not be submitted until you do, and we won't receive a copy of it.

Section 1 – Area

Which local authority area does the forum represent?

Area

Who is your Contact Parent Carer Participation Advisor?

Your Advisor will receive a copy of your submission and will be in touch if they think any amendments are needed. Don't wait for Advisor comments before submitting, as the form can be edited at a later date.

Section 2 – Organisational and contact information

2.1 Provide details of the grant applicant and, if the forum has a grant holding organisation, the grant holder (unless they were also the applicant).

Organisation

Grant applicant First Name

Grant applicant Last Name

Position

Forum Address

Address Line 2

City

Postcode

Phone Number

Email Address

Did a different organisation hold your forum's 2021/22 grant?

2.2 Provide details of the organisation holding the grant if different from the grant applicant in 2.1. If completed, this organisation must have also completed the Conditions of Grant.

Organisation

Grant applicant First Name

Grant applicant Last Name

Position

Forum address

Address Line 2

City

Postcode

Phone Number

Email Address

Please provide at least one other contact for grant queries who is happy to be contacted during school

holidays.

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

Name

Position

Telephone

E-mail

Section 3 – Declarations

Contact is the Department for Education's contracted partner responsible for managing the Parent Carer Participation Grant. The grant is funded with public money and forums and grant holders are accountable to the DfE and general public when in receipt of the grant. Contact has a duty to ensure that grant holders manage their grant effectively, and in line with the conditions of grant.

As the Grant Applicant/Grant Holder you are required to sign the following declaration regarding the use of the grant.

I/we hereby confirm that the information provided on this grant monitoring form is true to the best of my/our knowledge.

Key financial decisions were made by the full committee and are recorded in minutes.

The proofs of expenditure and details of spend relate only to the DfE Parent Carer participation grant.

I/we confirm that the grant has been used for the intended and approved purposes; and that I/we have not knowingly provided false information.

I/we understand that it is my/our responsibility to have notified Contact of any changes which may have affected the grant award.

I/we have not committed fraud, and am/are not aware of any act of fraud committed by another person or persons.

If I/we suspect that fraud has been committed, I/we have a duty to report my/our suspicions to Action

Fraud at <http://www.actionfraud.police.uk/> or call 0300 123 2040 and inform Contact.

I/we understand that I am/we are liable to prosecution and the recovery of funds if fraud is proven.

If there is a grant holder and a grant applicant, both parties have to agree to these terms and conditions.

Contact has created some fraud guidance which we strongly recommend that forums read and understand to protect themselves from potential fraud.

I agree to these terms as the grant applicant named in section 2.1

I agree

I agree to these terms as the grant holding organisation contact named in section 2.2

I agree

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 we need to meet one or more conditions in the data protection legislation for the use of your personal data to be lawful. For the Parent Carer Participation Grant, 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'. For further information on GDPR and the legal requirements for processing data, 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, the service Contact uses for the grant application and monitoring forms is available here - <https://www.formsite.com/privacy.html> this includes details of GDPR compliance - under Privacy Shield and The Standard Contractual Clauses (SCC).

Be aware that in some circumstances proofs of expenditure will be shared with relevant members of the forum to confirm their accuracy or legitimacy.

Contact may be required to share data and proofs of expenditure with local authorities or other funding bodies if fraud is suspected or investigated.

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

Please confirm that you have read and understood the linked privacy notice and understand the lawful basis by which Contact and contracted partners will hold the personal information given in this form.

I confirm

Section 4 – Parent carer involvement

Enter the approximate number of parent carers:

That are forum members

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

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

That have contributed their experiences of services to the forum during this year e.g. via Drop-in sessions, surveys, consultations, or social media

Who follow the forum's social media (Please provide a total figure across all social media platforms).

Section 5: 2021/22 use of the Grant

5.1 Support in producing financial information

Does the forum use a professional service to produce the forum's accounts e.g. a qualified accountant or auditor?

5.2 – Financial breakdown

Provide a financial breakdown for the 2021/22 grant spend.

We require a total figure of spend for the year for your main grant and any Priority or Regional grants awarded for which the forum was the grant holder.

If your grant was for an amount other than £17,500, you should have already received an email from Contact confirming the total amount for the main grant and any Priority or Regional grants. If you did not receive an email about this, or you are unsure of the amount, please email pcfgrants@contact.org.uk.

Staffing Costs Declaration

Staffing, workers, and wages – including how many hours worked/hourly rate, or, if self-employed, the fee. Does the forum pay anyone to run or develop the forum? This could include administration, development work, or regular hours spent on forum work. We are not asking here about remuneration payments to

parent carers for attending strategic meetings or other ad-hoc activities. (This does not need to be someone that the forum employs directly, they might be employed, self-employed, contracted or commissioned):

Are staff employed or self-employed?

What is the total fee for this self-employed work (claimed via the DfE grant)

Approximate hours worked (per week)

Hourly rate (£)

Comments

For guidance regarding staffing refer to the grant monitoring guidance document

As the applicant in section 2.1 I hereby state that the Staffing Costs information above is correct and that the decision to pay them was made by committee and is minuted (click 'I confirm').

I confirm

5.3 – Total expenditure for all 2021/22 grants

Refer to the approved 2021/22 grant application to see what the forum's approved activity was.

Include any Priority and/or Regional grants in the grant monitoring if the forum was awarded either of these.

You must keep copies all proofs of expenditure documents (invoices and receipts, signed and authorised expenses and remuneration claim forms etc.) We will contact you if you need to submit them with the monitoring form.

We are unable to accept hard-copy proofs by post. Let a member of the grants team know if this is problematic.

Do you have a spreadsheet outlining the forum's annual grant expenditure?

If your forum has a spreadsheet showing your expenditure, please upload here

As you do not have a spreadsheet detailing the forum's grant expenditure, please provide an outline of this below.

In future we will be asking that all forums provide a spreadsheet listing all expenditure including category of spends etc.

5.3 – Total expenditure for all 2020/21 grants

1

Category of spend

Amount spent

Reference info

2

Category of spend

Amount spent

Reference info

3

Category of spend

Amount spent

Reference info

4

Category of spend

Amount spent

Reference info

5

Category of spend

Amount spent

Reference info

6

Category of spend

Amount spent

Reference info

7

Category of spend

Amount spent

Reference info

8

Category of spend

Amount spent

Reference info

9

Category of spend

Amount spent

Reference info

10

Category of spend

Amount spent

Reference info

11

Category of spend

Amount spent

Reference info

Total grant spend for 2021/22

Any underspend from 2021/22, no matter how small will be deducted from the 2nd tranche in 2022/23. If the forum is not applying for the grant in 2022/23, these funds will need to be returned to Contact, or to the new forum/grant holder in the area by formal handover. The grants team will be in touch if a return needs to be made.

Section 6 – Outputs and outcomes for 2021/22

Look back at the outputs and outcomes you described in your 2021/22 grant application and tell us about the activities that took place, what changed as a result of using the grant in this way, and what the impact of the forum's work was. Do this for the main grant and any Priority or Regional grants that the forum received.

6.1 – Activities (outputs) Activities (outputs) Summarise the activities carried out using the 2021/22 Parent Carer Participation grant funding – i.e. Event or conference, Open day, Parent Training Programme, Staffing costs for running the forum, parent carer expenses, remuneration for attending strategic meetings, day to day running or infrastructure costs, purchase of equipment (Maximum 750 words, but the form will allow you to write more)

Provide examples and approximate numbers of people who attended/participated if possible.

6.2 – Outcomes

Tell us what your forum achieved by using the grant money in this way (Maximum 750 words, but the form will allow you to write more). What difference did it make in your local area?

Strengthening the forum - strengthening the committee or steering group; capacity building; training; cohesion; increased diversity; financial stability?

Strengthening the forum: Please provide a short description on how this outcome was achieved

Furthering participation - increased membership; promotion; greater influence; website and social media reach; outreach/diverse and underrepresented groups?

Furthering Participation: Please provide a short description on how this outcome was achieved

Relationship building with local services? Responses to consultations; and boards and meetings you have reps on (below) might go into this category.

Relationship Building: Please provide a short description on how this outcome was achieved

Positive outcomes for service development - changes made as a direct result of the forum's involvement or influence; reports submitted as evidence

Positive Outcomes for service development: Please provide a short description on how this outcome was achieved

Outcomes for parent carers - increase in knowledge, confidence, skills, resilience, reduction of isolation

Outcomes for parent carers: Please provide a short description on how this outcome was achieved

"Other" any other objectives the forum had set that are not included above.

6.3 Have any major changes to the forum's structure or personnel this year impacted upon expected progress, or on the grant spend?

If so, please tell us about them in the box below.

6.4 Please tell us a little about your greatest achievements and challenges during the 2021/22 grant period. What were the forum's greatest achievements in 2021/22?

What were the forum's greatest challenges in 2021/22?

Case studies are really helpful. If you would like to share a case study to help Contact to shape their support and the NNPCF to focus their work and would be happy to be contacted about this, tick the box below:

I would be happy to be contacted about providing a case study.

6.5 Local Area SEND Inspections

Has your area been subject to a SEND inspection, interim visit, or revisit by Ofsted and CQC this financial year? If you are a new forum and weren't involved in the inspection process this year, please click 'Cannot Comment'

How involved was the forum in the interim/full inspection/revisit process?

Has your area already been inspected?

If not yet inspected, to what extent was your forum involved in preparations for the full inspection?

How has your forum managed the extra work involved in the preparation for the interim visit/full inspection/revisit?

Please tell us about the impact of the inspection on your forum's relationships with local partners, e.g. the Local Authority/Health services/CCG/other parent group

6.6 Relationships

Questions in this section will help to assess how the forum is working with local services. It can help you to identify progress or deterioration in relationships since the 2020/21 grant monitoring. It may also help the forum to prioritise areas of work for the coming year.

Think about specific examples where having a parent rep on a strategic workstream led to a positive outcome.

Education

Choose an item that best describes your relationship with education

Social Care

Choose an item that best describes your relationship with social care

Health

Choose an item that best describes your relationship with health

Can you provide any examples/further details of how your forum is working well with Education, Social Care and Health, or what the challenges are that prevent this?

Contact works in close partnership with the National Network of Parent Carer Forums (NNPCF). If your forum is happy for Contact to share the responses to your achievements and challenges (6.4)/Local Area Inspections (6.5) and Relationships (6.6) with the NNPCF, please click 'Yes' in the box below. The information will be used to support the NNPCF's policy work and strategic engagement at a regional and

national level and for Contact and the NNPCF to understand current forum challenges, and evidence of their impact.

6.7 Children and Young People

Are you aware of any efforts by the Local Authority, health, or other service providers to support children and young people's participation/co-production at a strategic level in your local area?

If you have any details or information you can signpost to, or have any other comments about children and young people's participation in your local area that you would like to be fed back to KIDS and CDC, please type them here:

6.8 SEND Information, Advice and Support Service

Support for local SENDIAS services will be form part of the same contract as strategic participation for the next 3 years. We would like to benchmark how PCFs are working with their local SENDIAS service now, and how they change over the course of the contract.

Do you have a positive working relationship with your SENDIAS service?

Is this supported by a formal agreement?

Choose the items that best describes your relationship with your local SENDIAS service:

Please add any further detail here

Section 7 - Conflicts of Interest

7.1 Were any parent carers or co-opted members paid in a professional capacity (i.e. for admin or co-ordination).

7.2 If any parent carers were paid in a professional capacity, was the decision to employ/commission them minuted, and in line with the forum's governing documents?

7.3 Did the forum use a service provided by, or business owned, by a member of the forum, or their relative?

If yes, please provide details below

7.4 Did the forum receive funding to support parent carer participation in 2021/22 (other than from the DfE grant)? Do not include additional funding for service delivery such as short breaks, face to face support, or running parent support groups.

If yes, please select who the funder was

If yes, how much did your forum receive?

7.5 Does your forum use a system of Petty Cash?

Section 8 – Engaging with parent carers and other groups

8.1 Parent carer forums need to be inclusive and representative of their communities. Collecting data about their members enables forums to understand who they are reaching, and to identify any gaps. Do you collect data about the diversity of your forum's membership?

Tick the boxes below to indicate which underrepresented communities your forum successfully engages

with.Asian or Asian British:

Indian

Pick an option if relevant

Pakistani

Pick an option if relevant

Bangladeshi

Pick an option if relevant

Chinese

Pick an option if relevant

Any other Asian background

Pick an option if relevant

Black, Black British, Caribbean, or African:

Caribbean

Pick an option if relevant

African

Pick an option if relevant

Any other Black

Pick an option if relevant

Black British

Pick an option if relevant

Caribbean background

Pick an option if relevant

Mixed or multiple ethnic groups:

White and Black Caribbean

Pick an option if relevant

White and Black African

Pick an option if relevant

White and Asian

Pick an option if relevant

Any other Mixed or multiple ethnic background

Pick an option if relevant

White:

English, Welsh, Scottish, Northern Irish or British

Pick an option if relevant

Irish

Pick an option if relevant

Gypsy or Irish Traveller

Pick an option if relevant

Any other White background, e.g. European, Eastern European

Pick an option if relevant

Other, please provide comments in the box below.

Please give an example of how you're successfully reaching and including one or more of these groups

Other underrepresented groups

Please tick to show which other groups you are reaching

Parent carers who are Gay, Lesbian, Bisexual, Transgender, Questioning and other (LGBTQ+)

Community, or who have children and young people who are LGBTQ+

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Families experiencing domestic abuse

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Families experiencing alcohol or substance abuse

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Families with unsettled ways of life (e.g. former asylum/ recent refugee status)

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Very low-income families or families whose income drops suddenly due to a change in circumstances, self-employed

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Rural and geographically isolated families

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Male Carers

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Families of home educated children or young people

Yes, we are reaching and engaging this group

We have carried out specific activities to reach out and engage with this group

Families of children or young people in alternative provision or out of area settings

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Families with a disabled adult parent carer and particularly all those with learning disabilities or mental health issues.

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Families with a disabled parent carer with learning disabilities or mental health issues

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Parent carers of children and young people with rare conditions, or low incidence disabilities

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Parent carers of children and young people who are deaf or hearing impaired

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Parent carers of children and young people who are blind or visually impaired

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Grandparents, kinship carers, foster carers

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Adoptive parent carers

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Refugees or asylum seekers

- Yes, we are reaching and engaging this group
- We have carried out specific activities to reach out and engage with this group

Other, please provide comments in the box below.

8.2 Does your forum have an Equality, Diversity, and Inclusion policy and plan in place?

8.3 Would you like additional support to build on your forum's outreach work?

8.4 Has your forum steering group attended Equality, Diversity, and Inclusion training?

If yes, when was the training, how many people attended, and who provided the training e.g. local authority, health, or independent trainer.

Section 9 – Satisfaction levels

Contact is keen to know how you feel about the support that has been available to you. Please chose from the drop down list how satisfied you were with the service given on the following:

Q1 The contact I have had with my Parent Carer Participation Advisor (This information will not go directly your advisor)

Q2 How my enquiries about the grant process have been dealt with by the grants team

Q3 How satisfied you have been with the communications (including the joint newsletters produced with the NNPCF) sent, or available, from the parent carer participation team?

Do you have any other comments to make about the service your forum has received from Contact?

Do you have any suggestions for improvements?

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

IMPORTANT!

This year you will only have to provide proof of expenditure if requested to by Contact, with the exception of forums submitting their grant monitoring for the first time – we will write to you if the forum is required to

provide POEs. All forums should continue to keep accurate financial records and keep up to date proofs of expenditure for all spend with the DfE grant.

The documents that will be requested if you are selected are:

Proofs of expenditure for all grant spend

Pay slips, salary information, or proof of payment for workers

Accounting spreadsheet, if required

Parent carer remuneration – fully signed and approved claims must be submitted which adhere to the forum's financial control policy and the terms of the grant award.

Parent carer expenses – fully signed and approved claims must be submitted which adhere to the forum's financial control policy.

If a forum does not provide this information upon request, the forum's grant monitoring cannot be approved. Contact your Parent Carer Participation Advisor or a member of the grants team as soon as possible if you will have difficulty providing any of the information above.

You are now ready to submit the forum's grant monitoring for 2021/2022. Click the 'submit' button below to complete the monitoring submission.

Last Update

Start Time

Finish Time