

Changes to the 2023-24 grant application form and 2022-23 grant monitoring form processes

We have listed below the changes to the grant forms this year so that forums can easily identify the changes and understand why they have been made.

General pointers that remain unchanged –

- All 2022-23 grant spend must take place by 31st March, and any/all underspends (including unused vouchers) must be deducted from the 2023-24 grant. Forums should not commit to any further spend or use of their underspend until they have an approved grant application for 2023-24. We encourage all forums to put in early applications to avoid a funding gap.
- The value of the main grant remains at **£17,500** for 2023-24.
- Forums can spend up to 75% of their total grant on salaries or a paid worker.
- Contact is the grant giver, and all grant payments will come direct from Contact.
- We would urge everyone involved in the grant application to read the HM Government Code of Conduct for grant recipients because as grant recipients, you are bound by this, and it is in place to protect forums and their members.

Note: Contact will need to perform due diligence checks and set up new forums as payees on our finance system, which will result in a slight delay – this will be kept to a minimum if all required information is supplied. We will also offer all new forums a grant 1:1 with our grants team.

Application form

We have kept the format of the grant application form largely the same as feedback from forums was positive and the Formsite platform continued to be reliable.

Submitting drafts - We received feedback that people wanted to be able to save a PDF copy of the forms before submitting them. The application and monitoring forms now have the option of saving them as draft enabling you to get a PDF copy of that submission. We won't look at your submission until you confirm on the form that it is ready for approval. This gives forums the opportunity to share drafts with other forum members before final submission.

Bank signatories - We recommended that forums have at least 3 bank signatories. If you answer that you have two signatories only, we have added a tick box to ask you to confirm you'll work towards trying to get 3. We recommend having at least three signatories so that nobody has to sign off their own expenses or payments. We will check in with you on progress.

Employment status - We have added a reminder in the grant application and guidance that we recommend that all forums complete the HMRC employment status tool for all workers and remunerated representatives to ensure that they have the correct employment status. For further guidance please see our online learning session on remuneration and employing people for parent carer forums. This change was to ensure we were reflecting current HMRC guidelines.

Parent carer support - We had some feedback that it wasn't clear whether a forum needs to provide parent carer support (section 6.3) with their application. We have updated guidance to describe the circumstances when this will be needed, and why. We have added a tick box to the grant application section asking forums to tick if the main applicant will receive a salary from the DfE grant in this financial year. If the answer is 'yes', the form automatically reminds you you'll need to complete section 6.3.

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Conditions of Grant/HM Government Code of Conduct for Grant Recipients

We have revised the Conditions of Grant (CoG) to link clearly to the HM government Code of Conduct (The Code) for Grant Recipients, explain what The Code contains, along with highlighting the importance of adhering to both the CoG and The Code and the implications of breaching either, or both. We have made small changes to the CoG clauses to reflect these links and to add references to policies at the request of the DfE, along with an acknowledgement of the understanding of the implications of any serious breaches on the grant funding.

Grant monitoring

We received a small number of comments about the monitoring feeling quite onerous. We do ask for more information in the form than what is required to just approve your grant spend. We use this information to continue to influence for more support, awareness and resources for parent carer forums. Your answers around the impact of inspections, for example, were used to evidence the need for the increase in funding of the grant from £15,000 to £17,500. The answers you provide in the grant monitoring help us and our partners like the NNPCF to champion the work of parent carer forums, demonstrate the impact of your work, and evidence the case for more support or progress with the challenges. Some of the questions we ask are simply a requirement around managing a publicly funded grant, or a requirement of the DfE. As a team, we read everything you share with us in order for us to approve the grant spend and we also use what you tell us to inform our annual reporting to DfE. We want you to know that we appreciate everything you share with us in the monitoring forms and that each year we try to review the form to make it simpler, wherever possible.

Section 6.5 SEND inspections - We have changed the questions about inspections to remove the reference to interim visits and focus on whether you have been inspected in the financial year 2022/23 and your experiences of this.

Section 8 engaging parent carers and other groups

We have made some minor changes to the descriptions of ethnicity to bring the language in line with what is included in our diversity toolkit.

We had some feedback that not all forums are collecting diversity data. We have updated the monitoring form so that if you answer 'no' your forum doesn't collect diversity data the form automatically skips the sections asking about this data.

If you tick 'yes' you are collecting diversity data we have added a note to say we understand your forum might not collect all the data we are asking for, and to please just answer as best as you can. We have added a note to explain that we appreciate that this is not a list of all underrepresented groups, and this is why we include a free text box 'other' so you can add any underrepresented groups you are reaching that aren't included in the list.



Where we ask about different underrepresented groups we have reduced the tick boxes to one column rather than two. We now only ask if you are reaching this group, not whether you have done any specific activities to reach this group. This change has been made to try to make the form easier to complete.

We have reviewed the underrepresented groups we ask about. These are only a sample of the underrepresented groups any forum could be reaching. We have taken out some where we had feedback from forums that they would be unlikely to collect data on that group and adjusted some language to try to make it as up to date as possible.

There was a free text box in the section about SENDIAS which was a required field, we've changed this so you can skip this question easily if you don't have anything to add here.

We look forward to receiving your grant submissions, and as always, if you require any help with either form, please contact your Parent Carer Participation Adviser or a member of the grants team.

Deadlines -

Applications: Monday 12th June

Grant monitoring: Tuesday 2nd May

The online learning session about the grant forms will be live on Friday 31st March 12:00 – 13:00 and will be recorded and uploaded to the parent participation YouTube channel.