



Department
for Education

contact For families
with disabled children



Read this guidance thoroughly before completing the grant monitoring form.

Parent carer participation grant monitoring 2023/24– guidance notes

As a recipient of the 2023/24 parent carer participation grant your forum must submit a monitoring return providing evidence about how the grant was spent to demonstrate that:

- it met the conditions of grant
- it was spent in line with the forum’s approved 2023/24 grant application
- the forum achieved positive outcomes which developed or enhanced parent carer participation in your local area

You will need to provide brief details of:

- how the grant money was spent
- the activities you undertook during the financial year, and
- the outcomes achieved/difference made/impact of the forum’s work

The person/organisation that signed the conditions of grant for the 2023/24 grant remains accountable for the grant until the monitoring is approved by Contact. In the event of any queries, this person or their nominated representative will need to co-operate with Contact until the monitoring is approved.

If the forum has a grant holder, we expect the grant holding organisation to work with the main forum steering group/committee, to ensure that the information required for the monitoring form is collated and submitted on time.

The forum must have spent the grant on goods, activities, or services which occurred by **31st March 2024**. The forum **must complete the monitoring form** and submit a spreadsheet detailing the financial breakdown of the grant spend or complete the budget section of the monitoring form in full.

If requested, the forum (or their grant holding organisation) will also need to submit all proofs of expenditure (POEs) such as supporting receipts, invoices, claim forms etc. **Forums that will be required to send in POE’s for the 2023/24 grant monitoring have already been contacted.** **All** new forums going through the grant monitoring process for the first time will need to submit their full POEs with their form. Refer to our guidance on POEs on the [grants page](#) of our website to ensure you are recording and, if needed, providing the appropriate proofs. The deadline for submission of the grant monitoring is Friday 3rd May 2024.

Forums that have not been asked to provide POEs still need to keep accurate records of expenditure as per the conditions of grant, as additional information, including POEs, may be requested at any time.



If you wish to work on the monitoring form collaboratively or to get an idea what kind of information you will need, you can download a PDF version from the grant monitoring form. PLEASE NOTE: forms need to be completed online; **PDF submissions will not be accepted**. There is now an option to mark your monitoring form as a 'draft', meaning you will be sent a PDF copy of your form which can be shared with colleagues for their approval and the grants team won't process your monitoring form until you have marked it ready for approval.

If you have any questions about the monitoring process, or if you have difficulty with the online form, contact the [Parent Carer Participation Adviser](#) for your area, or a member of the grants team: pcfgrants@contact.org.uk.

Note: Forums will not be able to carry forward any underspend into the 2024/25 financial year. Any underspend will be deducted from the 2024/25 grant award (this includes any undistributed vouchers which are treated as cash).

Log into the online form and read the instructions that tell you what information you will need to complete the form.

Section 1 – Area

Enter the local authority area that the forum represents. If you are working in more than one local authority area, separate monitoring returns must be completed for each area. Choose your Parent Carer Participation Adviser from the drop-down list.

Section 2 – Organisational and contact information

2.1 Grant applicant –The grant applicant is the person or organisation named in the original application for 2023/24 (usually the chair or an officer of the forum). Let us know if a different organisation held the grant in 2023/24.

2.2 Grant holder (if different) - this section is only to be completed if **a different organisation held the grant on behalf of the forum**. Enter the name and details of the organisation that held the grant money: this is the same organisation (and person, if available) that signed the conditions of grant on the 2023/24 grant application. If this person is no longer in post, notify the grants team who will advise.

You will need to provide the details of someone who can be contacted during school holidays to answer any questions about the grant monitoring. Please ensure that you have their written permission as per the General Data Protection Regulations (GDPR) declaration later in section 3.

Section 3 – Declarations

This section outlines the declarations to be agreed to confirm how the grant has been used. The person named in 2.1 should read the terms carefully and check the box to agree. If there is a grant holder, named in 2.2, they will also need to indicate that they agree to the terms.



There is additional information relating to GDPR, our privacy notice, and the lawful basis under which Contact collects and processes data. We explain who the forum's monitoring data is shared with. Be aware that in some circumstances, proofs of expenditure will be shared with relevant members of the forum to confirm their legitimacy and accuracy. We may be required to share data and proofs of expenditure with local authorities or other funding bodies for fraud prevention purposes if fraud is suspected or investigated.

Section 4 – Parent carer involvement

Enter the number of parent carers who are involved in aspects of the forum and its work, and the approximate total number of people that follow the forum on social media across all platforms.

Section 5 – Use of the 2023/24 grant. Support in producing financial information.

- 5.1 If the forum used a professional service to help to produce financial information for the forum, e.g., an accountant or auditor, tell us about it here.
- 5.2 **Financial Breakdown:** Follow the instructions to provide a financial breakdown of the forum's grant spend.

Staffing costs declaration: This section covers work done to run or develop the forum such as administration, outreach work, running events and activities. For the purpose of the DfE grant we have called this kind of work staffing whether the forum employs or pays someone on a self-employed, contracted, or commissioned basis.

- If the forum paid someone who is self-employed, enter the contract value/fee.
- If the forum employed a worker, enter the hourly rate and the approximate hours they worked per week.
- If the post/work is part funded from another funding source, tell us about this, and the split/proportion in the comments box.
- Tell us what tasks the DfE funded worker carried out

The forum will also need to confirm that the information is correct and that the decision to pay someone was recorded in the forum's official minutes. Note – this does not include payments to parent carers for their work on strategic boards, which are classed as remuneration.

Please include remuneration for strategic work separately under the remuneration budget category, even if the remuneration goes through payroll.

We recommend that you complete the [HMRC employment status tool](#) for all workers and remunerated representatives. Parent representatives receiving payments for representative work could still be considered employees. Further information can be found in the online session [remunerating and employing people for](#)



[forums](#) and [setting up and running payroll with Community Matters](#).

Further guidance on staffing and the grant can be found in the Managing your Grant document on the [grants page](#).

5.3 – Total expenditure for all 2023/2024 grants

If you upload a financial spreadsheet, you do not need to also complete the budget table, but you will need to provide the total grant spend figure for 2023/24.

If not submitting a spreadsheet, you may need to refer to the forum's approved 2023/24 grant application (and any priority or regional grant applications) along with the record of grant spend you have kept during the year to provide a summary of the forum's grant expenditure in 2023/24.

Add what the forum **actually** spent for each "category of spend." If there is a zero spend against a budget heading, put a '0' amount in the box. Remember to include a row for your forum's priority grant if you had one.

If your forum has a spreadsheet detailing their full expenditure, it can be uploaded at this point.

If requested, copies of all proofs of expenditure documents (invoices, receipts, signed expenses claim forms etc.) must be included and clearly referenced. Proofs can be sent by email or [via One Drive \(The grants team will send you a link when you are ready to submit them\)](#).

Section 6 – Outputs and outcomes for 2023/24

Here you can tell us about the activities your forum carried out with the DfE grant funding, as well as the outcomes or impact of your work using the grant. Refer to the outputs and outcomes described in the forum's main 2023/2024 grant application, and tell us what happened, or changed as a result of how your forum spent the grant.

Do not include activities in the monitoring form which were solely funded by other grant giving bodies.

Do include activities which were part funded by the parent carer participation grant and other sources or grants.

6.1 Activities (outputs)

'Outputs' are usually things you can count – they are the activities or work you carried out, events or meetings you held, services, equipment, or facilities you purchased. Please see below examples of the kind of information we would like you to include in this section of the grant form. You don't need to include the activities for staffing, as you will have explained this under the staffing costs declaration. Please still tell us what difference that the staffing made (outcomes).



6.1 – Activities (outputs)

Activities (outputs)

Summarise the activities carried out using the 2023/24 Parent Carer Participation grant funding – i.e. Event or Conference, Open day, Parent Training Programme, 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

‘Outcomes’ are the changes, or differences that the forum’s activities or purchases (outputs) have made, either to services, provision, to the development of the forum, or parent carer participation in your area. Tell us what you achieved as a result of spending the DfE grant money in the way that you did.

We have split the outcomes box into areas to help you to think about wider outcomes, and to identify any gaps, or prioritise future work. Select yes/no under each outcome statement. If answering yes, provide a brief description of the how the outcome was achieved. If you have achieved outcomes not already mentioned, use the open text box to tell us about these. We really want to hear about any outcomes or practice that you might want to write up to inspire other forums. Please include outcomes for any high-cost items, for example website/staffing. High-cost items are costs over £500.00.

6.3 Tell us about any changes to the forum’s structure or personnel that have affected the forum’s work or progress during the year.

6.4 Let us know about your forum’s greatest achievements and challenges during 2023/24. If you have a case study or example that you are willing to share with Contact and the NNPCF – tell us about it here.

6.5 Ofsted and Care Quality Commission (CQC) local area SEND inspections

If your forum was involved in a SEND Inspection or a revisit during 2023/24 tell us about the forum’s involvement and the impact of this work on the forum’s capacity, relationships, and finances.

6.6 Relationships:

Follow the instructions and rate your relationship with local education, social care, and health partners via the drop-down boxes. Provide further details/examples of how your forum is working well with service providers, or what the challenges are that prevent this.



These answers can help to identify progress or deterioration in relationships since over the last year and assist forums with prioritising areas of work for the coming year.

Indicate if you are happy to share the answers to 6.4, 6.5, & 6.6 with the National Network of Parent Carer Forums (NNPCF). The information will be used to support the NNPCF's policy work and strategic engagement at a regional and national level in addition to informing the DfE, NHS England and other government departments and ensuring that PCFs continue to inform policy and legislation.

6.7 Children and Young People

If you are 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 area indicate that here.

Provide any details or information you can signpost to, or any other comments about children and young people's participation in your local area that you would like to be feedback to KIDS and Council for Disabled Children (CDC).

6.8 Special Educational Needs and Disability Information, Advice and Support Services (SENDIASS)

Strategic participation and support for local SENDIASS are part of the same DfE Participation and Family support contract, and we would like to benchmark how forums are currently working with their local SENDIASS and see how this changes over time, in the same way that we do with other local relationships. Answer the questions using the drop-down boxes and enter any additional information in the text box provided.

Section 7 – Conflicts of Interest

This section asks about aspects of spend where conflicts of interest, value for money, other sources of funding can be a particular consideration to ensure that the forum has taken steps to manage any risks by following governance policies and procedures - they are explained on the monitoring form itself.

- 7.1** Please indicate if any parent carer members were paid by the forum in a professional capacity (i.e., for admin or co-ordination).
- 7.2** Confirm if decisions to pay members of the forum to carry out paid roles for the forum were minuted, and in line with the forum's governance documentation. This helps to ensure that the forum is achieving value for money and avoids conflicts of interest.
- 7.3** If the forum commissioned the service(s) of a business owned by a forum member, or their relative, such decisions should be minuted, and follow the forum's governance documentation, to ensure the forum is achieving value for money and avoids conflicts of interest. If clicking yes, use the text box to provide basic details about the arrangement.
- 7.4** Let us know about other funding the forum received to support **parent carer participation** in 2023/24. This is **not** asking about additional funding for service delivery such as short breaks, face to face support, or running parent support groups. This information helps us to place the grant expenditure in an overall context, which helps to demonstrate value for money.



7.5 The grants team will note if the forum uses a petty cash system for making small payments when completing their financial checks.

Section 8 – Engaging with parent carers and other groups

Parent carer forums need to be inclusive and welcoming of all in their communities. This section is to find out which underrepresented groups the forum is currently reaching and engaging with, and whether you collect data about the diversity of your forum’s membership.

8.1 Indicate if your forum collects data about the diversity of your forum’s membership.

If you answered ‘yes’, your forum does collect diversity data, tick the boxes to indicate which ethnic groups and communities your forum reaches. This is not an exhaustive list so use the ‘other’ boxes to give an additional group. We understand your forum might not collect all the data we are asking for, please just answer as best as you can.

Highlight which other underrepresented groups the forum is successfully engaging.

8.2 Let us know if your forum has an Equality, Diversity, and Inclusion policy and plan in place, selecting the appropriate option from the drop-down box.

8.3 Tell us if you would like additional support with to build on your forum’s outreach work.

8.4 If your forum steering group has attended Equality Diversity and Inclusion training, tell us about it here.

Section 9 – Satisfaction levels

How satisfied are you with the support offered by Contact? We are keen to know what your thoughts are, and if you have any suggestions you would like to make for the coming year. Be open and honest as it will help us to improve our practice and will not impact on your grant.

Your answers will not be shared with your Parent Carer Participation Adviser.

There is also a question about how you found the monitoring form which will help us to make future improvements.

Submission

Finally, read the information checklist about proofs of expenditure. The form is now ready to be submitted – select the option ‘approve my monitoring form’ and click ‘submit’ and you will see a page marked ‘Success.’ On submission, you will receive a link to your grant monitoring form should you wish to edit it in the future, and a PDF copy of your submitted form.

Whether your forum has been selected to send in your forum’s proofs or not, all forums must keep accurate financial records and keep up to date proofs of expenditure for all spend with the DfE grant for 7 years. See



our document on proofs of expenditure available on the [grants page](#) to help you to fulfil the requirements of the grant.

Contact – Parent carer participation team

Don't hesitate to [get in touch](#) if you have any queries.

If you have any difficulty with the form, in meeting the deadline, or with obtaining proofs of expenditure, let your Parent Carer Participation Adviser or a member of the Grants team know as soon as possible.