

Parent carer participation grant Monitoring and Reporting form 2014/15

Please read the guidance notes which accompany this form before completing. For most fields you must click in the box to enter the text (where it says 'Click here to enter text'). For some fields, you must choose an item from a drop down menu (where it says 'Choose an item').

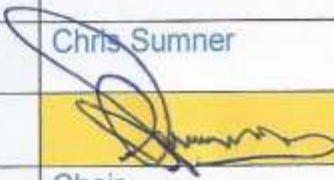
Section 1 – Area

Indicate which local authority area you represent:

Area	Torbay
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Section 2 – Organisational and contact information

2.1 Provide details of the organisation that applied for the grant in 2014/15.

Organisation	Torbay Parents Participation Forum
Contact name	Chris Sumner
Signature	
Position	Chair
Telephone	<input type="text"/>
Address	<input type="text"/>
Date	Click here to enter text.

2.2 Provide details of the organisation which took receipt of the grant in 2014/15 if this is different from the organisation in 2.1. Leave blank if not applicable.

Organisation	Click here to enter text.
Contact name	Click here to enter text.
Signature	<input type="text"/>
Position	Click here to enter text.
Telephone	Click here to enter text.

Address	Click here to enter text.
Date	Click here to enter text.

2.3 Provide **at least two email addresses** which we can use to contact you about the grants monitoring process.

	Email address
Email for lead organisation	info@torbayppf
Email for grant holding organisation, if different	Click here to enter text.
Other relevant contact	Sumner441@hotmail.co.uk
Any other email	Click here to enter text.
Any other email	Click here to enter text.

Section 3 – Parent carer involvement

Enter the approximate number of parent carers:

	Approx. number at March 2015
You have contact details for, or the number on your database, or the number asking to be kept informed about participation	450
Are on management or steering group ie actively involved in running the parent participation work, or forum	5
Represent the forum on local service working, planning, steering or task groups	4
Have contributed their experiences of services to the forum during this year eg via drop in sessions, surveys, consultations	Click here to enter text.

<p>Do you have any comments to make about how your forum consults with parent carers?</p> <p>Click here to enter text.</p>
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Section 4 – Wider communication

	Indicate yes or no via drop-down menu	Approx. number of users at March 2015 if known
Does the forum have a website?	Yes	2388 whole visits recorded on site visit counter.
Is the forum on Facebook?	Yes	Click here to enter text.
Des the forum use other modes of communication eg Twitter	Yes	Twitter

Section 5 – Planned and actual expenditure for 2014/15 grant and 2014/15 discretionary grant

5.1 Have you **significantly** altered your planned activity and spend throughout the year?

Yes

5.2 If yes, did you agree a variation of grant spend with your PCP Advisor?

Yes

In the table below, enter in the first two columns the items or activities you planned from the 2014/15 grant of £15,000, and from the 2014/15 discretionary grant if applicable. If you did receive a discretionary grant, please list these items or activities AFTER you have listed spend from the initial grant.

Complete how the grant was actually spent in the third column. Enter £0 for those items or activities which did not happen. Reference each item or activity with a proof of expenditure in the last column.

Add more rows as applicable.

Section 5 – Planned and actual expenditure for 2014/15 grant and 2014/15 discretionary grant

Item/Activity	Planned spend (from 2014/15 application form and discretionary grant form)	Actual spend (enter £0 if item/activity did not happen)	Proof of Expenditure
Initial grant			
<i>Carry Forward from year 2013-14 - Underspend Grant from 2013 – 14 (included in approved variation following approved monitoring from 2013-14)</i>	£ 629.60	N/A	N/A
<i>Events</i> <i>Summer Event - Fair play day - £ 200</i> <i>Autumn Event - Legal implications of SEND changes - £ 2,500</i> <i>Spring Event - Co-Production - £ 2,700</i>	£ 5,400	£ 4,878.00	In4, In5, In6, In7, In8, In9, In11, In12, In13, In17, In20, In21, In22, C48, Pc1 & Pc2.
<i>Parent/carer expenses</i> <i>Travel - £ 1,000</i>		Travel £ 1,531.31	Travel – C1x2(CR), C4, C7, C9(CR), C11(CR), C14, C15 x5(CR), C18, C20x4(CR), C23(CR), C25(CE), C26, C30(CR), C33, C34, C35, C36(CR), C37, C38(CR), C40, C41, C44x2(CR), C45, C47(CR), C49(CR), C53x2(CR), C54(CR), C57, C58, C59, C60,

<p><i>Childcare - £ 2,000</i></p>	<p>£ 3,000</p>	<p>Childcare £ 1,899.50</p> <p>Total = £ 3,425.21</p>	<p>C62(CR), C65(CR), C68(CR), C69(CR) & C71(CR).</p> <p>Childcare – C2x6(CR), C5x3(CR), C8, C12, C17x7(CR), C19x5(CR), C21, C31x3(CR), C39x5(CR), C42x6(CR), C50, C52x3(CR), C56x5(CR), C61x3(CR), C63 & C67x5(CR)</p>
<p>Meeting costs</p> <p><i>Room Hire - £ 250</i></p> <p><i>Refreshments - £ 20</i></p>	<p>£ 270</p>	<p>£ 257.11</p>	<p>C22, C10x2(CR) & In19.</p>
<p>Publicity, postage and stationary</p> <p><i>Publicity - £200</i></p> <p><i>Postage –£500</i></p> <p><i>Stationary –£250</i></p>	<p>£ 950</p>	<p>Publicity £ 259.00</p> <p>Postage £ 416.01</p> <p>Stationary £ 277.43</p> <p>Total = £ 952.86</p>	<p>Publicity – C18</p> <p>Postage – C6, C28, C70 & In2</p> <p>Stationary (inc, printing ink) – C3, C13, C16, C27x2(CR), C46, C51, C64, C72, C75 & C76.</p>
<p>Website</p>	<p>£ 300</p>	<p>£ 120.00</p>	<p>In10</p>
<p>Training</p>	<p>£ 180</p>	<p>NIL</p>	<p>N/A</p>

Admin Staff	£ 5,000	£ 5,000.00	In3
Miscellaneous operating costs	£ 200	£ 214.13	C24, C29, C32, C43, C55, C73, In1 & In23.
Discretionary grant			
Display equipment	£ 1,000	£ 1,319.89	C74, In14 & In15.
Office equipment	£ 1,000	£ 711.94	C66 & In16
Additional event funding	£ 500	NIL	N/A
Total	£ 17,500	£ 16,884.32	NB. This has resulted in a £ 615.68 underspend

Key for proof of expenditure:

C represents Claim number

(CR) represents composite receipts where one receipt covered more than one item on the expenses claim sheet

In represents Invoice number

Pc represents petty cash number

Section 6 – Outputs and outcomes for 2014/15 grant

In this section we ask you to look back at the anticipated outputs and outcomes you described in your grant application and tell us what actually changed or happened as a result of how you spent your grant.

6.1 Outputs from 2014/15 grant spend

Outputs are usually things you can count, they are the activities you have organised or services or facilities you have purchased.

Outputs achieved in 2014/15

Enter where it states 'Click here to enter text'

Organisational outputs

We have:

- Created and adopted revised/new constitution (verified as fit for purpose by CaF), and relevant associated action plan including work creating additional required policies (eg. Financial controls policy) and revisiting and updating all other policies as required, all of which are published on our website
- Continued to work in line with our collaborative working agreement between PPF and PPS (now known as SENDASS Torbay in line with necessary changes to the service in line with the Children and Families Act), and have actively been involved in monitoring the IS programme for Torbay
- Continued with the workable strategic participation model we have with all stakeholders and to which all stakeholders have signed including the local Torbay authority, Torbay Healthwatch, CCGs, and relevant third sector organisations who deliver services for SEND, which has resulted be improvements in getting services to consistently apply the model (e.g. More active participation with Health Services especially CAMHS and Continence and continued strong involvement with LA SEND Reforms)

Support, Training & development outputs

We have:

- Used our previously created workable strategic participation model we have with all stakeholder and to which they have actively signed up to, to ensure practical and sustainable participation, and there has been an improvement in all services systematically applying this model.
- Ensured all steering group members have access to free microsoft software online training modules in place of the previously projected wish for them to be provided with EDCL training which appears less relevant as some members are using the free openoffice software suit in place of microsoft office.
- Paid administration which now handles the website and use of surveymonkey and is also happy to provide training to steering group members in these areas if needed.
- Continued to provide travel and childcare expenses to any of our members who wish to access any training and event attendance and continue to offer the same support to

those members who are willing to attend LA/Health meetings, steering groups and working parties which will include parent reps although the development of a bank of parent reps is still work in progress.

Increasing Engagement outputs

We have:

- Increased the knowledge families have about what the Torbay Parents Participation Forums is doing and has done previously, through the website and posted information, Bulletins, email updates and current ongoing membership survey involving personal calls to all members.
- Created increased awareness of presence of the PPF on Facebook
- Continued to make parent/carers aware of the SEND reforms (SEND IAS event), changes being made in Torbay from the SEND Reforms, and increased their level of participating in Torbay's changes and actively promoted co-production.
- Developed an even closer working relationship with LA and Health through focus groups, events and surveymonkey surveys
- Co-worked with Torbay Council commissioners to review services that are relevant to SEND families (e.g. the change from the Torbay Parent Partnership Service to SENDIASS Torbay, the IS initiative and SEN changes)
- Increased the forum membership by another 100 members although this has not significantly impacted the number of parents/carers attending events as the anticipated rise in attendees has not happened.
- Continued to participate in the development and review of Torbay's Local Offer.
- Continued to participate within transition through to adult services.

Events outputs

- August 2014 – Fair Play Day - a closed 'Fun Fair' session for SEND children which provided an excellent opportunity for recruiting new members to the forum and promoted participation, as the invite circulation reached across all parents/carers of disabled children/young people known to several organisations (including the Local Authority, local Special Schools and local Special Collages), by having given them the opportunity to exchange information about current issues of concern with service providers in a market of stalls included within the Fairground for this event.
- Nov 2014 – SEND IAS Event – this provided an in-depth explanation of the national SEND reforms (presentation by CDC) and how these reforms were being put into practice within Torbay (presentation by SENDIASS Torbay including inserted LA presentations where relevant) – all presentations were videoed and are available on our website via youtube which was done to increase accessibility to this information of members who were unable to attend.
- March 2015 – Influencing Health Services – Co-production Event – this focused on CAMHS and service restructuring, updated information about the continence regional contract and any other health issues raised, and included input by CCG, Healthwatch, CAMHS Service Manager and CAMHS Family Forum.

6.2 Outcomes from 2014/15 grant spend

Outcomes are the changes or difference your activities or purchases (outputs) have made, either to services or provision, or to the development of parent participation in your area. If the actual outcomes are different from your original application, it is ok, but do say why you think they are different or what you have learnt.

Outcomes achieved in 2014/15

Enter where it states 'Click here to enter text'

Organisational outcomes

We have:

- Written and adopted a new PPF constitution and written/rewritten policies for Financial controls, Safeguarding, Staff employment, recruitment and selection, Remuneration and expenses all in draft awaiting official ratification and adoption at our next AGM.
- Made the forum more democratic, transparent and sustainable, and have published information on our website including all relevant articles of reference (our constitution, policy documents and grant information) and all steering group and other relevant meeting minutes.
- Built upon our collaborative working agreement between PPF and PPS (now known as SENDASS Torbay in line with necessary changes to the service in line with the Children and Families Act), in order to ensure we work effectively together towards shared aims and that we ensure that we are involved in monitoring and reviewing the IS programme and systematically signpost parents to other relevant services/organisations from either point of contact.
- Continued to use 'survey monkey' as an effective way of consulting with our wider membership on a range of issues and services.

Support, Training & development outcomes

We have:

- Continued to build upon the workable strategic participation model we have with all stakeholder to ensure practical and sustainable participation, and will have improved success in all services systematically applying this model.
- Ensured all steering group members have access to free microsoft software online training modules to increase their skills and confidence although as some members are using the free openoffice software suit in place of microsoft office further relevant training may need to be sought.
- Paid administration which now handles the website and use of surveymonkey and is also happy to provide training to steering group members in these areas if needed.

- Continued to provide travel and childcare expenses to any of our members who wish to access any training and event attendance and continue to offer the same support to those members who are willing to attend LA/Health meetings, steering groups and working parties.

Increasing Engagement outcomes

We have:

- Increased knowledge to families about what the Torbay Parents Participation Forums is currently doing and has done previously, through the website and posted information, Bulletins, email updates and current ongoing membership survey involving personal calls to all members.
- Increased members awareness of presence of the PPF on Facebook
- Continued to raise awareness of the SEND reforms (SEND IAS event), changes being made in Torbay from the SEND Reforms and made as many people as possible aware of how to participate in Torbay's changes.
- Worked closely with LA and Health through focus groups, events and surveymonkey
- Co-worked with Torbay Council commissioners to review services that are relevant to SEND families (e.g. the change from the Torbay Parent Partnership Service to SENDIASS Torbay, the IS initiative and SEN changes)
- Increased the forum membership by approximately 100.
- Been actively involved in further developments and review of Torbay's Local Offer, IASS and IS programme and have regular scheduled meetings with the LA and other relevant bodies in place.
- Continued to be actively involved with developments relating to transition through to adult services.

Events outcomes

We have organised and run 3 events during the year allowing more parent/carers the opportunity to voice their views and to be consulted with:

- August 2014 - Fair Play Day - a closed 'Fun Fair' session for SEND children which allowed us to recruit new members to the forum and promote and encourage participation
- Nov 2014 – SEND IAS Event – this provided an in-depth explanation of the national SEND reforms (presentation by CDC) and how these reforms were being put into practice within Torbay (presentation by SENDIASS Torbay including inserted LA presentations where relevant) – all presentations were videoed and are available on our website via youtube which was done to increase accessibility to this information of members who were unable to attend.
- March 2015 – Influencing Health Services – Co-production Event – this focused on CAMHS and service restructuring, updated information about the continence regional contract and any other health issues raised, and included input by CCG, Healthwatch, CAMHS Service Manager and CAMHS Family Forum.

Only complete this section if you received additional grant money through the discretionary grants process. If you did **not** receive a discretionary grant in 2014/15, **go to section 8.**

Section 7 – Outcomes and outputs from 2014/15 discretionary grant spend

Please indicate the outputs and outcomes you achieved from the 2014/15 discretionary grant.

Item (refer to the discretionary grant received)	Output	Outcome
<p><i>Enter where it states 'Click here to enter text'</i></p> <p>Display equipment</p>	<p><i>Enter where it states 'Click here to enter text'</i></p> <p>Purchase of equipment (1 x replacement display boards, 6 x Feather Flag outdoor display banners, etc.) to ensure the PPF are able to retain and expand upon our professional reputation at raise our profile at events.</p>	<p><i>Enter where it states 'Click here to enter text'</i></p> <p>Our advertising at events that started in March 2015 were more visible and professional in appearance. We are now able to take part in more events (especially outside events like school fetes and outdoor community events). The increased ability to effectively advertise the forum has already led to more members (especially from mainstream schools) and has added to our credibility amongst parents/carers, the local authority and other service agencies and organisations.</p>
<p>Office equipment</p>	<p>After initial inspection of previously owned PPF office equipment we had to write off 2 laptops and 2 printers that were beyond repair. We bought 2 replacement laptops (HP360s) and carry bags. We did not feel the need to replace the 2 printers as there was no current need for these as steering group members were happy to use their own home printers providing the PPF covered paper and printer ink. All written off and newly purchased replacement equipment has be recorded within our equipment inventory.</p>	<p>Keeping confidential paper and electronic records is essential to the running of the forum and we now have equipment that is appropriate for this task. Relevant steering group members now have loaned PPF equipment which has avoided the previous potential issue caused by the fact that some steering group members did not have the opportunity to be able to keep and access secure data on their personal home computers because they were also used by other members of their family. The equipment purchased is now fit for purpose has improved the functioning of the PPF steering group.</p>
<p>Additional event funding</p>	<p>This was not eventually required or used as our March event came in below budget and we did not have sufficient capacity to run any proposed</p>	<p>N/A</p>

	additional events.	
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Section 8 – Joint working

How would you describe your forum's relationship with the following services?

8.1 Education

Choose an item that best describe your relationship with education - **Co-production**

Describe who in education you are working with, and provide at least one example of how the forum has influenced a decision, policy or procedure:

Enter your comments where it states 'Click here to enter text'

Excellent involvement with SEND implementation manager and Head of Service (SEND).
Involvement in SEND IAS Event (presenting items relating to local EHC plans and the EHC process an personal budgets), continued involvement in developments of the Local Offer and just set up regular quarterly meetings

8.2 Social Care

Choose an item that best describe your relationship with social care - **Other**

Describe who in social care you are working with, and provide at least one example of how the forum has influenced a decision, policy or procedure:

Enter your comments where it states 'Click here to enter text'

Difficulties faced as Social Care LA reorganisation has still been ongoing. However we still have Strong links with DeCiDe (Torbay's children's disability register), who assist in distributing invites to events and always have a stand at events.

8.3 Health

Choose an item that best describe your relationship with health - **Other**

Describe who in health you are working with, and provide at least one example of how the forum has influenced a decision, policy or procedure:

Enter your comments where it states 'Click here to enter text'

Involvement with the CCG (children's joint commissioning manager & CCG paediatrics), NHS (Equality & Diversity Support Officer, Carers Lead & CAMHS Practice Manager all for South Devon Healthcare NHS Foundation Trust) and Healthwatch. Our Spring Co-production event this year was 'Influencing Heal.th Services' with presentations by CCG, NHS CAMHS Service Manager & CAMHS Family Forum. We have been involved with the NHS Carers Lead in relation to the Carers Strategy (this year's focus was on creating a 1 page profile for patients with a disability which includes a section for identifying carers. And one of our steering group members regularly attends CCG paediatrics meetings to ensure PPF involvement.

8.4 Short Breaks Services Statement

How much involvement your forum has had in reviewing your local area's Short Breaks Services Statement?

Choose the item that best describes your situation - We were consulted about the statement but have had no further involvement

Is there anything else you would like to tell us about short breaks in your area?

Enter your comments where it states 'Click here to enter text'

No involvement, but, that is because short breaks statement and funding remained unchanged

8.5 SEND Reforms

What involvement have your forum had in relation to the Special Educational Needs and Disability (SEND) reforms and legislative changes? Indicate if your forum has been part of any process or service reviews relating to the proposed changes.

Enter your comments where it states 'Click here to enter text'

We have been actively involved with LA and CCG in relation to the SEND reforms. We were involved with LA information and feedback gathering sessions to parents re EHC's throughout summer 2014. We had full involvement with the transition from the Parent Partnership Service to SENDIASS Torbay and the PPF steering group has also been acting as the SENDIASS steering group pending a wider SENDIASS steering group being formed. Our November SEND IAS event was used as a platform to present the national requirements of the SEND reforms (keynote national speaker from CDC) and them inform and consult on the local implementation of the reforms with presenters from both SENDIASS and the LA. Feedback from all present at the event (parents/carers and interested professionals) commented that the event was really helpful to aid their understanding of the reforms both at a national level and in practice locally.

8.6 Local Offer

Indicate if your forum was involved in developing your area's Local Offer.

Choose the item that best describes your situation - We are actively participating in considering what should be in the Local Offer

Section 9 – Engaging with parent carers and other groups

9.1 Can you provide us with an example of your forum's strategy or activity related to groups which are seldom heard? *Leave blank if not applicable*

Enter where it states 'Click here to enter text'

Our Annual promotion/leaflet Distribution (which was carried out jointly with PPS was addressed to:

- Local voluntary organisations
- All pre-schools in Torbay
- SENCo's of all schools in Torbay
- All GP practices in Torbay
- Community resources (Libraries, Family centres, connexions offices, FIS, housing offices etc.)
- Health departments (Speech & Language therapy; Occupational therapy; Physiotherapy; Bladder and Bowel Clinic; Paediatrics; CAMHS and Sensory teams)
- And relevant LA departments including Social care (General and Disability teams); School Governors support; SEN and associated departments inc. EPS)

Invites to events throughout the year were sent widely not only to all our members but also: via LA Community groups liaison (to cover all local Community groups); via the LA fostering and adoption team (to cover all foster carers for whom LA has electronic contact details); via the LA disability register (DeCiDe) (to cover all parents/carers of children on their register) and via all school SENCos given out to go into the 'book bags' of all pupils and their SEN registers.

We have also widened our membership to include a category of 'Interested professional' for which we have had great interest.

9.2 What have the outcomes of this been?

Enter where it states 'Click here to enter text'

Known membership includes and/or events have been attended by: Minority ethnic groups, polish, aisian, same sex, disabled carers (and our chair is registered blind), foster carers, respite carers; and men (we currently have one man on the steering group).

9.3 Does your forum keep a record of details such as age, ethnicity, parents' disability, whether parents work, and other diversity issues?

Choose Yes or No - No

9.4 In order to demonstrate that the forum represents families whose children have a range of disabilities and experiences, do you keep an annual record of your membership and steering group to evidence this?

Choose Yes or No - No

Enter any comments about this where it states 'Click here to enter text'

We are currently undertaking a personal phone survey of all of our members to update details, gather more information, gather feedback on what we are providing and suggestions from them for future events or issues they would like us to work on, and to encourage members to become more involved by volunteering or joining the steering group.

9.5 Is there a disability represented by a significantly greater number of members of your forum?
eg autistic spectrum condition

Choose Yes or No - No

If yes, please tell us which group this is, how you know this, and any comment you have.

Enter any comments about this where it states 'Click here to enter text'

We have a high number of families with children with BESD (inc ASD), closely followed by children with MLD, SpID & Med/Physical with lower levels of VI and Deaf, however, we have no reason to suspect that our membership is not reflective of the local area stats.

9.6 Do you send information, and link with other groups of parent carers and organisations that support disabled children in your area?

Choose Yes or No - Yes

Section 10 – Regional network meetings

Do members of your forum regularly attend the regional network meetings?

Choose Yes or No - Yes

If no, please tell us why:

Enter your comments where it states 'Click here to enter text'

Section 11 – Greatest achievements and challenges from 2014/15

What were your forum's greatest achievements in 2014/15?

Are you happy for this to be shared with other forums and through the National Network of Parent Carer Forums social media?

Choose Yes or No - Choose an item.

Enter your comments where it states 'Click here to enter text'

All 3 events run this year were well attended and had excellent feedback from members about the running of events:

- Fair play Day - used as a method of additional member recruitment and consultation/participation with a market of stalls by local services to enable this to happen.
- SEND IAS Event - keynote speaker from CDC followed by presentations from SENDIASS Torbay, LA representatives and Healthwatch. All presentations were videoed and are available on our website via youtube which was done to increase accessibility to this information of members who were unable to attend.
- 'Influencing Health Services' Co-production Event - full support from Health focusing on CAMHS, Continence and more.

Increased membership and promotion - particularly to parents/carers of children with SEND but not on a Statement or EHC Plan, by managing to get school SENCo's to agree to distribute event invites to all parents/carers of children on their SEN registers

Increased active role of wider membership via surveymonkey

Excellent co-operative working with SENDIASS ensures that all parents that they come into contact with are actively encouraged to join the PPF, and we are able to support any members who come to us with individual difficulties by signposting them to SENDIASS.

Paid admin staff has freed up volunteer time to attend more meetings on behalf of the PPF

What were the greatest challenges you faced in 2014/15?

Enter your comments where it states 'Click here to enter text'

Creating a sustainable structure, with the forum having its own identity not dependent on any particular people involved. Recruiting more members onto our steering group. Creating workable links with social care.

Section 12 – Satisfaction levels

Contact a Family are 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:

	Satisfaction level
Q1. The contact I have had with my Parent Carer Participation Advisor	Satisfied
Q2. How my enquiries about the grant process have been dealt with	Satisfied
Q3 How I was kept informed of the progress of our grant application	Satisfied
Q4. How my enquiries with other members of the parent carer participation team (not the grant or Advisor) have been dealt with <i>leave blank if n/a</i>	Very satisfied
Q5. How satisfied have you been with regular communications (including the joint bulletins produced with the NNPCF) sent or available from the parent carer participation team	Satisfied

Do you have any comments to make about the service you received from Contact a Family?

Enter your comments where it states 'Click here to enter text'

Click here to enter text.

Do you have any suggestions for improvements you would like to make?

Enter your comments where it states 'Click here to enter text'

Seeing as the grant runs from 1st April, It would be helpful if grant applications were either moved forward to February rather than June or a staged payment was issued in April to cover the period from April to June as there is currently a financial black hole between April and June.

To assist us with reviewing our own organisational outcomes at Contact a Family, we would be grateful if you would also complete the following. This is not a mandatory part of the monitoring form so there is no requirement for you to complete this section, but it would help us at Contact a Family if you choose to do so.

	Response (<i>choose from the drop-down menus</i>)
We feel informed about how our forum can get the support we need	Choose an item.
We feel more confident about how to manage situations in relation to parent carer participation and the forum	Choose an item.
We feel that we are able to ensure that our voices are heard about the issues that matter to us, and improving services for our children	Choose an item.
We know where to go to get more help and assistance in relation to parent carer participation and grants	Choose an item.

Monitoring and reporting form and Proofs of Expenditure must be submitted by **30 April 2015**.

Format accepted for 2014/15 grant monitoring form

At least one copy MUST be submitted in Word or similar format (soft copy). **Speak to your Advisor if you are unable to submit a soft copy.** The soft copy does not need to be signed if you are also posting a signed hard copy, or emailing a scanned copy of the form. However if this is the **only** copy submitted, it must include a digital or scanned signature. Typed signatures in handwriting font are not acceptable.

Hard or scanned copy, or pdf, is accepted in addition to the soft copy. If you do not have digital or scanned signatures on the soft copy, then you must also submit a hard copy or pdf with signatures.

Format accepted for Proofs of expenditure

You do not need to submit the original Proofs of Expenditure. We accept photocopies or scanned copies of Proofs of Expenditure, whichever is easier. If you submit photocopies, it is on the understanding that you retain the originals, and that you can make these available if the Department for Education (DfE) request an audit in your area.

If you do submit original Proofs of Expenditure, **we strongly advise that you take a copy as documentation can go missing in the post.**

Posting items

We recommend that posted items are sent by recorded or special delivery. A number of submissions have been lost in the post in previous years.

Addresses

pcfgrants@cafamily.org.uk

Parent Carer Participation Grants team

Contact a Family

209 – 211 City Road

LONDON EC1V 1JN