

Parent carer participation grant application 2015/16

Please read the guidance notes which explain how to complete this form. 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 the local authority area.

Area	Torbay
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Section 2 – Applicant details and contact information

2.1 Provide details of the grant applicant.

Organisation	Torbay Parents Participation Forum
Contact name	Chris Sumner
Position	Chair
Telephone	01803 853959
Address	9 Wayside, Brixham, Devon, TQ5 8PY
Applicant signature	
Date	Click here to enter text.

2.2 Provide details of the organisation holding the grant if different from the grant applicant in 2.1. *If completed, this organisation must also complete the Conditions of Grant. Leave blank if not applicable.*

Organisation	Click here to enter text.
Contact name	Click here to enter text.
Position	Click here to enter text.
Telephone	Click here to enter text.
Address	Click here to enter text.
Applicant signature	
Date	Click here to enter text.

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

Account name	Torbay Parents Participation Forum
Sort code	XXXXXX
Account number	XXXXXXXXXX
Name of bank	Barclays
For LA's only - BACs ref	Click here to enter text.

2.4 Provide at least two contact email addresses. At least one must be used by a parent carer involved in your local parent carer forum.

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

Section 3 – Information about the forum

3.1 What kind of organisation is your parent carer forum?

Parent carer led organisation supported by parent partnership service

If 'Other' please specify - [Click here to enter text.](#)

3.2 What is your forum's status?

Constituted group

If 'Other' please specify - [Click here to enter text.](#)

3.3 Does your forum have a financial control policy?

Yes

You must include a copy of the policy when you submit your grant application. If you do not have a policy, speak to your Regional Parent Carer Advisor in the first instance.

3.4 Parent carer involvement

Indicate the approximate number of parent carers who currently:

Have contact details for, or the number on your database, or the number asking to be kept informed about participation	450
Are on management/ steering group involved in running the parent participation work/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	293

3.5 Other financial support

Funding	
How much additional funding to support parent carer participation did you receive from other sources last year? <i>Do not include additional funding for service delivery e.g. short breaks, face to face, parent support groups</i>	Nil
If you did receive additional funding, please indicate from whom, the amount, and detail any requirements they made about how you could spend it.	n/a
Participation Worker	
Does your local authority/health provider fund a paid participation worker who supports the work of the forum?	No
If yes, are they solely working with parent carers of disabled children?	Choose an item.
Do you know how much the local authority/health provider fund towards this role? <i>State amount or 'don't know'</i>	Click here to enter text.
How many hours or days a week have they have allocated for supporting your work? <i>State hours/days a week or 'don't know'</i>	Click here to enter text.
Additional resources (support in kind)	
Does your local authority/ health provider provide a payment to parent carers who sit on strategic decision making boards/ committees?	No
Does your local authority, health provider or any other organisation provide any other resource eg rooms for meetings, photocopying?	Choose an item.
If yes please describe:	Click here to enter text.

Section 4 – Summary budget

Complete the summary budget table. You can claim a grant of up to £15,000. This can be used for a number of different types of activities, goods or services. Most will fall under one of these

headings. Choose the relevant heading and enter the amount claimed. If you choose 'other' for any items, you must include a description in the budget breakdown box in Section 5 below.

Please refer to the guidance notes to 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 on October 8 2015 at the Camden Centre in London. You should consider including resources in your application to enable one or two members of your forum to attend this.

No.	Description	Total budget
1	Events	£5250
2	Parent carer expenses	£3500
3	Meetings	£250
4	Staffing costs	£5000
5	Develop info & resources	£500
6	Infrastructure	£500
	TOTAL	£ 15000

Section 5 - Outputs, outcomes and detailed budget for 2015/16

5.1 For each item of spend identified in Section 4, provide a description, the budget breakdown, outputs and outcomes associated with it.

Budget Item 1 - Events
Budget breakdown
<p>Event 1 – Fair Play Day recruitment event with consultation opportunities - £250 to inc. printing invites and postage etc.</p> <p>Event 2 – Autumn event with national speaker - £2,500 to inc. cost of speaker, venue, food, equipment hire, printing invites and postage etc.</p> <p>Event 3 – Spring co-production event - £2,500 to inc. cost of venue, food, equipment hire, printing invites and postage etc.</p>
Output
<ul style="list-style-type: none"> • Plan events throughout the year • Send out invites/posters for events out widely (comprehensive promotion) • Ensure smooth running of events • Provide attendees with information and provide opportunities for participation and co-production
Outcome
<p>We will have organised and run 3 events during the year allowing more parent/carers the opportunity to voice their views and to be consulted with:</p> <ul style="list-style-type: none"> • August 2015 - 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. Stakeholders have the opportunity to run consultation stands • November 2015 – Event with National Speaker input – to be agreed but will be in relation to SEND reforms developments in Torbay however it was also discussed with CCG at the last event to revisit CAMHS 6 months on. • March 2016 – Co-production Event – to be agreed but probably around specific health and/or social care services. Raise awareness of the social care reforms April 15, how this affects our families in Torbay and made as many people as possible aware of how to participate in Torbay’s changes. • Increased the forum membership by at least another 50 members
Budget Item 2 - Parent carer expenses
Budget breakdown
<p>Travel - £1,500 to inc. mileage, taxi’s, train fares etc.</p> <p>Childcare - £2,000 to inc. carers costs incurred to enable them to attend meetings etc.</p>
Output
<ul style="list-style-type: none"> • Ensure childcare issues are not a barrier for parents/carers that want to participate • Pay out of pocket expenses making it financially viable for parents/carers to attend meetings and events

- Follow proper accounting methods to pay expenses (i.e. prior approval of large expenses and ensure that expense forms are completed with attached receipts)

Outcome

We will have:

- Continued to provide travel and childcare expenses to any of our members who wish to access any training and event attendance and continued to offer the same support to those members who were willing to attend LA/Health meetings, steering groups and working parties.
- Been able to facilitate any parents/carers wanting to attend meetings and events the ability to do so, in order to build a rep bank
- Ensured proper accounting
- Been actively involved with developments made to make transition through to adult services more seamless and effective.
- Worked closely with LA and Health through focus groups, events
- Increased our presence within the Health Authority and promoted our memberships views

Budget Item 3- Meetings

Budget breakdown

Room hire - £200 for steering group meetings
Refreshments - £50 for steering group meetings

Output

- Hold steering group meetings at least once a month and more often if required, which could include presentations from professionals
- Ensure sufficient time for planning for events
- Have administrative staff either attend or be fully briefed on actions that the steering group require in order to implement agreed work

Outcome

We will have:

- Written and adopted a range of new or updated policies and organisational documents including a revised constitution
- Continued to raise awareness of the SEND reforms (SEND 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 and health commissioners to review services that are relevant to SEND families
- Been actively involved in further developments and review of Torbay's Local Offer and SENDIASS Torbay which includes IS initiative.

Budget Item 4 - Staffing costs

Budget breakdown

Staffing costs - £5,000 to inc. support with administration for events, steering group meeting, facebook and twitter, policy and other essential documents, e-bulletins, keeping membership database up to date, keeping website up to date, using surveymonkey as a consultation and feedback tool etc.
Output
<ul style="list-style-type: none"> • Letter of agreement with Torbay Community Development Trust (TCDT) regarding expectations of support from staff • Payment of Staffing costs invoice from TCDT • Have administrative staff either attend or be fully briefed on actions that the steering group require in order to implement agreed work • Have administrative staff hold the PPF phone to field and direct queries and book members on events
Outcome
We will have ensured all administration required to carry out agreed actions from steering group meetings in relation to: use of 'survey monkey' as an effective way of consulting with our wider membership on a range of issues and services; Increasing knowledge to families about what the Torbay Parents Participation Forums is currently doing and has done previously, through the website and posted information, Bulletins and email updates; Increasing members awareness of presence of the PPF on Facebook; Ensuring our website is kept up to date; writing up and publishing documents and organising events.

Budget Item 5 - Develop info & resources
Budget breakdown
Publicity literature and merchandise - £500 to inc. Leaflets, membership registration forms, pens, wristbands etc.
Output
<ul style="list-style-type: none"> • Make sure we always have sufficient quantities of Literature for parents/ carers • Make sure all literature (leaflets and member registration forms) are up-to-date/amended if required prior to reordering print runs as required • Make sure we always have sufficient appropriate publicity merchandise to give to parents/carers and other attendees at events • Organise and approve designs of publicity merchandise prior to ordering • Follow proper accounting methods for invoiced and paying for publicity literature and merchandise
Outcome
<p>We will have:</p> <ul style="list-style-type: none"> • Increased general awareness of the existence of Torbay Parents Participation Forum and raised the forums profile • Free wide advertising of the PPF website and phone number, by virtue of merchandise given freely to event attendees then wearing or using publicity merchandise which will have helped to raise 'hard to reach' parents/carers awareness of the PPF • Attracted new members to join the forum

- **Ensured proper accounting is maintained**

Budget Item 6 - Infrastructure

Budget breakdown

Office stationary - £250 to inc. paper, ink, envelopes etc.

Postage costs - £250 to inc. PO Box, stamps, recorded delivery for grant forms etc.

Output

- **Continue to organise and pay for a PO Box address as a postal point of contact as we do not have a physical office**
- **Print and post letters to our members for whom we have no electronic contact details, which strengthens our ability to keep in contact with 'hard to reach' members**
- **Ensure that administrative staff and steering group members have the required materials to undertake day to day tasks needed**

Outcome

We will have:

- **Ensured we continue to have an effective postal address for parents/ carers to be able to join by posting a membership form to us and that other organisations and service providers are able to write to us**
- **Engaged with more 'hard to reach' parents/carers (especially those who do not have internet connections or electronic addresses)**

5.2 How does this **build** on what has happened previously?

Increasing our profile and professional approach helps to give us even more credibility with parents/carers, service commissioners and managers. This in turn helps the service commissioners and managers to appreciate the value in working co-operatively with us to effect positive changes to service provision, which can be exemplified by the fact that our steering group now have quarterly scheduled meetings with the LA and also regular meetings with the CCG.

Through our publicity drives including promotional materials we have extended our reach to engage more widely with parents/carers and our membership personal telephoning survey is also helping to identify more parents/carers may be willing to take a more active part in the running of the forum.

Section 6 – local authority support

If neither of the organisations in Section 2.1 or 2.2 is the local authority, you must obtain their support. *Ignore this section if grant applicant or grant holding organisation is the local authority.*

Name	Dorothy Hadleigh	
Position/job title	Head of Service (SEND)	
Organisation	Torbay Local Authority	
Address	c/o Town Hall, Castle Circus, Torquay, TQ1 3DR	
Telephone and email	Dorothy.hadeigh@torbay.gov.uk	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
Signed		Date

Section 7 – parent carer support

If neither of the individuals in Section 2.1 or 2.2 is themselves a parent carer involved with the forum, you must obtain the support of at least one parent carer, preferably one of the forum's officers (eg Chair, Secretary, Treasurer). *Ignore this section if the signatory in Section 2.1 or 2.2 is a parent carer involved with the forum.*

Name		
Parent carer forum		
Role in forum		
Address		
Telephone or email		
<i>I support this organisation to make this application on behalf of the parent carer forum</i>		
Signed		Date

Section 8 – support from other local organisations

Name	Jo Hooper	
Position/job title	Commissioning Manager, Joint Commissioning	
Organisation	South Devon and Torbay CCG	
Address	Pomona House Oak View Close Torquay TQ2 7FF	
Tel and email	07825 027 619 joanne.hooper@nhs.net	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
Signed		Date

Name	Marianne Lewis	
Position/job title	Pupil / Parent Liaison Officer & Service Manager	
Organisation	SENDIASS Torbay	
Address		
Tel and email	01803 208239 / 07788684965 Marianne.lewis@torbay.gov.uk	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
Signed		Date

Name	Carole Brierley	
Position/job title	Chair	
Organisation	Asrus- Autism Spectrum Condition Support Group	
Address	294 Teinmouth Road, Torquay, TQ1 4RW	
Tel and email	07780704277 carolebrierleynas@hotmail.com	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
Signed		Date

Name	Pat Harris	
Position/job title	Chief Executive	
Organisation	Healthwatch Torbay	
Address	Paignton Library and Information Centre, Room 17, Great Western Road Paignton, Devon, TQ4 5AG	
Tel and email	01803 402751 & pat.harris@healthwatchtorbay.org.uk	
<i>I support this forum to make this application, and will work with them as the voice of parent carers in this area</i>		
Signed		Date

Parent carer participation grant application 2015/16

Conditions of Grant

This form should be completed and signed by the person representing the grant holding organisation. This is usually the grant applicant, as identified in Section 2.1, but **must be the grant holding organisation if this is different**, as identified in Section 2.2.

This grant funding agreement sets out the terms and conditions for the payment by the Secretary of State for Education of a grant to Torbay Parents Participation Forum of monies voted by Parliament under Section 14 of the Education Act 2002. For the 2015/16 financial year payments are included in Estimate Line 37 Early Years (Department).

Subject to Parliamentary approval, the Department is able to offer *Torbay Parents Participation Forum* a grant of up to £15,000 in the 2015/16 financial year. The offer is made on the following conditions:

- a. that the grant is used only in support of parent carer participation activities agreed with the Department's contracted partner Contact a Family and set out in the application form (attached);
- b. that the grant will **not** be used to fund activity that may be party-political in intention, use or presentation, nor to propagate a particular religion;
- c. that the grant will not be paid in advance of need; that is, grant will normally be payable against proof of expenditure incurred or to be incurred as set out in the work plan submitted with the grant application;
- d. that grant claims are certified by a senior officer of *Torbay Parents Participation Forum*
- e. that any grant which remains unspent at the end of the financial year shall be returned to the Department and not carried forward for use in the following financial year;
- f. that grant recipients continue to work with the Department's contracted partner (Contact a Family) to report on activity completed against the workplan and to evidence that funding has been used for its intended purpose;
- g. that *Torbay Parents Participation Forum* will supply a copy of the signed expenditure record in respect of the financial year ending 31 March 2016 with all relevant receipts. This will be checked for accuracy by the Department's contracted partner (Contact A Family) and then submitted to the Department;
- h. that all proceeds from the disposal of assets acquired with grant funding are returned to the Department unless otherwise agreed;
- i. that the books and records of *Torbay Parents Participation Forum* relating to the claiming and use of grant are open to inspection by the National Audit Office and representatives of the

Secretary of State as and when they may require;

j. *Torbay Parents Participation Forum* shall have regard to HM Treasury guidelines in the procurement of goods and services for which it receives grant so as to secure best value for money. In particular, contracts of work, equipment, stores and services etc awarded by *Torbay Parents Participation Forum* shall be placed on a competitive basis, unless there are good reasons to the contrary. Tendering procedures shall be in accordance with the EU Procurement Directive and UK Procurement Regulations where applicable and any additional guidance issued by the Department. *Torbay Parents Participation Forum* shall not make any advance payment, any interim payments or enter into any deferred payment arrangements without the prior written consent of the Secretary of State.

To comply with condition d, you will need to supply a list of those senior officers of the association, with specimen signatures, who are authorised to sign grant claims, being the Chair of *Torbay Parents Participation Forum*.

The Secretary of State's representative and the Chair of *Torbay Parents Participation Forum* signify below, and on a duplicate copy, their acceptance of the terms and conditions of this Funding Agreement which become effective from the date of signing.

This agreement shall be held by *Torbay Parents Participation Forum* and the duplicate copy by the Department.

Signed by a person authorised on behalf of the grant holding organisation	
Date	
Signature	
Name (please print)	Chris Sumner
Position in organisation	Chair

For official use only DO NOT COMPLETE

Signed by person authorised on behalf of the Secretary of State	
Date	
Signature	
Name (please print)	
Position in DfE	

Check list - is your grant application 2015/16 complete?

<p>Section 2.1 - have you as the grant applicant signed in the box? <i>Actual, scanned or digital signatures only</i></p>	
<p>Section 2.2 – <i>(if applicable)</i> organisation holding the grant if different from the grant applicant in 2.1. Has the grant holder signed in box 2.2? <i>Actual, scanned or digital signatures only</i></p>	
<p>Have you or the grant holding organisation signed the Conditions of Grant? <i>Actual, scanned or digital signatures only</i></p>	
<p>Section 2.4 - Have you provided at least two contact email Addresses?</p>	
<p>Section 3.3 - Have you attached a copy of your financial control policy?</p>	
<p>Section 4 - Have you checked that the total amount of grant you have applied for adds up to the total stated?</p>	
<p>Section 4 – Have you checked that the total amount you have allocated to paid workers does not add up to more than 40% of the full grant amount applied for?</p>	
<p>Section 6 – <i>(if applicable)</i> if neither of the organisations in Section 2.1 or 2.2 is the local authority, you must obtain their support. Has the local authority indicated their support? <i>Actual, scanned or digital signatures, emails and letters of support accepted</i></p>	
<p>Section 7 – <i>(if applicable)</i> if neither of the individuals in Section 2.1 or 2.2 is themselves a parent carer involved with the forum, you must obtain the support of at least one parent carer, preferably one of the forum's officer. Has the parent carer forum indicated their support? <i>Actual, scanned or digital signatures, emails and letters of support accepted</i></p>	

Application forms must be submitted by **8 June 2015**.

Formats accepted

At least one copy MUST be submitted in Word or similar format (soft copy). This does not need to be signed if you are also posting a hard copy with signatures, or emailing a scanned copy of the form which has signatures. However if this is the **only** copy submitted, it must include digital or scanned signatures. 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.

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.

Address

pcfgrants@cafamily.org.uk

Parent Carer Participation Grants team

Contact a Family

209 – 211 City Road

LONDON EC1V 1JN