

Parent carer participation grant application 2016/17

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 and, if applicable, the grant holder (if completed, this organisation must also complete the Conditions of Grant. Leave blank if not applicable.)

	Grant applicant	Grant holder (if applicable)
Organisation	Torbay Parents Participation Forum	Click here to enter text.
Contact name	Tamzen Pugh	Click here to enter text.
Position	Treasurer	Click here to enter text.
Email	tazpugh@gmail.com	Click here to enter text.
Telephone	07712233768	Click here to enter text.
Address	1 Gibson Road Paignton Devon TQ4 7AG	Click here to enter text.
Date	Click here to enter text.	Click here to enter text.

2.2 I hereby confirm that the information contained in this grant application is true to the best of my knowledge. I confirm that the grant will be used for the intended and approved purposes; and that I will not knowingly misuse information or funding. I understand that it is my responsibility to notify Contact a Family of any changes which may affect the grant award. I agree to supply Contact a Family with full monitoring information by the set deadline. I understand that I am liable to prosecution and the recovery of funds should fraud be proven.

Grant applicant signature	Click here to enter text.
Grant holder signature (if applicable)	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	XX XX XX
Account number	XXXXXXXX
Name of bank	Barclays
For LA's only - BACs ref	Click here to enter text.

2.4 Provide up to three named signatories on your bank account:

Name of signatory	Email address
TamzenPugh	tazpugh@gmail.com
Carole Brierly	carolebrierleynas@hotmail.co.uk
Chris sumner	Sumner441@hotmail.co.uk

2.5 Provide details of at least two contact email addresses, preferably officers of the forum. We expect at least one contact to be a parent carer:

Name	Role	Email address
Tamzen Pugh	Treasurer	tazpugh@gmail.com
Carole Brierley	Acting Chair	carolebrierleynas@hotmail.co.uk
Enter name here	Click here to enter text.	Enter Email here
Enter name here	Click here to enter text.	Enter Email here
Enter name here	Click here to enter text.	Enter Email here

2.6 Please provide us with public contact details for the forum, for which you grant permission to be displayed on the Contact a Family website:

Email	info@torbayppf.org.uk
Website	www.torbayppf.org.uk
Phone number	07773 929777
Address	Torbay Parents Participation Forum PO Box 428 PAIGNTON TQ4 9BJ

Section 3 – Information about the forum

3.1 What kind of organisation is your parent carer forum?

Independent parent carer led organisation

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 Parent Carer Participation Advisor in the first instance.

3.4 Parent carer involvement

Indicate the approximate number of parent carers who:

You have contact details for, or the number on your database, or the number asking to be kept informed about participation	429
Are on management/ steering group involved in running the parent participation work/forum	7
Represent the forum on local service working, planning, steering or task groups	7
Have contributed their experiences of services to the forum during this year eg via drop in sessions, surveys, consultations	7

3.5 Other financial support

Other parent carer participation funding	
Did you receive funding to support parent carer participation in 2015/16 (other than the DfE grant)?	No
If yes, please select who the funder was:	Choose an item.
If yes, how much did you receive? <i>Do not include additional funding for service delivery such as short breaks, face to face support, running parent support groups</i>	Click here to enter text.
Does this include funding for the forum to employ a participation worker?	Choose an item.
If yes, please state how much of the funding is allocated towards a participation worker	Click here to enter text.

Paid Participation Worker post	
Is there a paid participation worker who supports the work of the forum in your area who is not employed by the forum?	No
If yes, are they solely working with parent carers of disabled children?	Choose an item.
Who funds the participation worker post?	Choose an item.
Who employs the participation worker?	Choose an item.
Other support provided	
Are parent carers remunerated by a third party for sitting on strategic decision making boards or committees?	No
If yes, please select who remunerates parent carers	Choose an item.
Does your forum receive other non-financial benefits from a third party? <i>e.g. free use of rooms for meetings, free/low cost photocopying, including forum material in their mailshots</i>	No
If yes, please select who provides these benefits	Choose an item.

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 in the autumn. 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	£3500
2	Parent carer expenses	£3500
3	Meetings	£530
4	Infrastructure	£2500
5	Develop info & resources	£470
6	Staffing costs	£4500
7	Choose an item	Click here to enter amount
8	Choose an item	Click here to enter amount
9	Choose an item	Click here to enter amount
10	Choose an item	Click here to enter amount
11	Choose an item	Click here to enter amount
	TOTAL	£ 15000

Section 5 - Outputs, outcomes and detailed budget for 2016/17

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 - £ 300 to inc. printing invites and postage etc.</p> <p>Event 2 – Autumn event with Local speaker - £ 1600 to inc. cost of speaker, venue, food, equipment hire, printing invites and postage etc.</p> <p>Event 3 – Spring co-production event - £1600 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 • Sent out invites / posters for events out widely • 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 2016 - 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 2016 – Event with Local Speaker input – to be agreed but will be in relation to SEND reforms developments in Torbay • March 2017 – Co-production Event – to be agreed but

probably around specific health and/or social care services.

- Increased the forum membership by at least another 50 members
- Plan events throughout the year
- Sent out invites / posters for events out widely
- Ensure smooth running of events
- Provide attendees with information and provide opportunities for participation and co-production

Budget Item 2 - Parent carer expenses

Budget breakdown

Travel - £ 1,500 to inc. mileage, taxi's, train fares etc.

Childcare - £ 2,000 to inc. carers costs incurred to enable them to attend meetings etc.

Output

- Ensure childcare issues are not a barrier for parents / carers that want to participate
- Make 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 increase numbers of parents / carers able to attend meetings and events
- 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

Budget Item 3- Meetings

Budget breakdown

Room hire - £ 500 (as the relevant portion of contract with TCDT for use of their building). To be used for steering group meetings, AGM, and other appropriate meetings.
Refreshments - £30

Output

- Hold steering group meetings at least once a month and more often if required
- Ensure sufficient time for planning for events
- Have administrative staff attend all relevant meetings including steering group meetings in order to implement agreed work

Outcome

We will have:

- Updated policies and organisational documents
- Continue 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.

- **Work closely with LA and Health through focus groups, events and surveymonkey**
- **Co-work with Torbay Council commissioners to review services that are relevant to SEND families**

Budget Item 4 - 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.**

Accomadation costs - £2000 (as the relevant portion of contract with TCDT for use of their building). Used for storage of all PPF equipment and records and office space available for admin staff use.

Output

- **Continue to organise and pay for a PO Box address as a postal point of contact**
- **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**
- **Ensuring safe and accessable storage of PPF equipment and records.**
- **Providing admin staff with appropriate office space.**

Outcome

We will have:

A consistent postal address to ensure effective communication systems

Ensured all members received the same information with more 'hard to reach' parents / carers (especially those who do not have internet connections or electronic addresses) have received these by post.

Records have been kept safely in line with data protection in a central place accessible by relevant SG members and admin staff.

Equipment has been easier to access since it has all been stored in an accessible and central location.

Budget Item 5 - Develop info & resources

Budget breakdown

Publicity literature and merchandise - £ 470 to inc. Leaflets, membership registration forms, pens, wristbands etc.

Output

- 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 - Staffing costs
Budget breakdown
<p>Administration contract - £4500</p> <p>To inc. support with administration for events, steering group meeting, policy and other essential documents, ebulletins, keeping membership database up to date, keeping website up to date, using surveymonkey as a consultation and feedback tool etc.</p>
Output
<p>A contracted arrangement, accountable to the steering group following specific key duties to ensure smooth and timely administration.</p>
Outcome
<p>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; Ensuring our website is kept up to date; writing up and publishing documents and organising events.</p> <p>Having this all in place will have resulted in a higher level of capacity for direct work in relation to co-production with stakeholders.</p>

Budget Item 7 - Click here to enter text.
Budget breakdown

Click here to enter text.
Output
Click here to enter text.
Outcome
Click here to enter text.

Budget Item 8 - Click here to enter text.
Budget breakdown
Click here to enter text.
Output
Click here to enter text.
Outcome
Click here to enter text.

Budget Item 9 - Click here to enter text.
Budget breakdown
Click here to enter text.
Output
Click here to enter text.
Outcome
Click here to enter text.

Budget Item 10 - Click here to enter text.
Budget breakdown
Click here to enter text.
Output
Click here to enter text.
Outcome
Click here to enter text.

Budget Item 11 - Click here to enter text.

Budget breakdown

Click here to enter text.

Output

Click here to enter text.

Outcome

Click here to enter text.

5.2 Which decision making groups or boards does your forum currently influence, or have places on?

C/YP Paediatric committee, CAMHS and Family forum, CCG Personal Plans Committee, Re-shaping Community Health Services.

5.3 Indicate how you intend to use the participation grant to influence local service developments this year. Examples might include providing evidence through consultations, attending focus groups, enabling parent reps to sit on strategic boards, involvement in work streams with Education, Social Care or Health.

Building a bank of reps to enable the PPF to be more involved in co-production activities with stakeholders.

Section 6 – local authority support

If neither of the organisations in Section 2.1 is the local authority, you must obtain their support. *Ignore this section if grant applicant or grant holding organisation is the local authority, unless the applicant is the local IASS service or other arm's length service, in which case your application will still require senior local authority support.*

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.hadleigh@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 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 (e.g. Chair, Secretary, Treasurer). *Ignore this section if one of the signatories in Section 2.1 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	Carole Brierley	
Position/job title	Chair	
Organisation	ASrUS- Autism Spectrum Condition Support Group	
Address	294 Teignmouth Road, Torquay, TQ1 4RW	
Tel and email	07780704277 carolebrierleynas@hotmail.co.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	Kevin Dixon	
Position/job title	Chair	
Organisation	Healthwatch Torbay	
Address	Paignton Library and Information Centre, Room 17, Great Western Road Paignton, Devon, TQ4 5AG	
Tel and email	01803 402751 kevin.dixon@talktalk.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
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Parent carer participation grant application 2016/17

Conditions of Grant

This form should be completed and signed, or tick box if online, by the person representing the grant holding organisation. This is usually the grant applicant but ***must be the grant holder if different*** (see Section 2.1).

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 Parent Participation Forum**. The Department is able to offer **Torbay Parent Participation Forum** a grant of up to £15,000 in the 2016/17 financial year. The Department's contracted partner is Contact a Family.

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 and set out in the 2016/17 grant application form (attached);
- b. that the 2016/17 grant application is endorsed by a senior officer of **Torbay Parent Participation Forum**;
- c. that once the 2016/17 grant application has been approved by the Department's contracted partner, a payment of 50% of the total grant is made to **Torbay Parent Participation Forum** with the balance of the grant (less any adjustment for underspend or deductions) paid after the 2015/16 grant monitoring has been approved;
- d. if applicable, **Torbay Parent Participation Forum** shall have regard to HM Treasury guidelines in the procurement of goods and services for which it has received the 2016/17 grant, so as to secure best value for money. Where applicable, tendering procedures shall be in accordance with EU Procurement Directives and UK Procurement Regulations, and any additional guidance issued by the Department;
- e. that **Torbay Parent Participation Forum** will supply a 2016/17 grant monitoring report for the financial year ending 31 March 2017 by the given deadline, with all relevant proofs of expenditure, to evidence that funding has been used for its intended purpose. This will be checked for accuracy by the Department's contracted partner, and then submitted to the Department;
- f. that the provision of false or inaccurate information in the 2016/17 grant application, or at any point in the life of any funding awarded, may result in details being passed to the relevant fraud prevention agencies;
- g. 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; and should not be used for campaigning or lobbying purposes;

- h. that any grant which has not been spent by 31 March 2017 ('the underspend') shall remain unspent by **Torbay Parent Participation Forum** from 1 April 2017 onwards, until advised by the Department's contracted partner of the appropriate action to take. This action will be either:
- o **Torbay Parent Participation Forum** to return the underspend to the Department or the Department's contracted partner; or
 - o the Department's contracted partner to make an adjustment to the second 2017/18 grant payment to take account of the underspend;
- i. that assets which were acquired through grant funding and are to be disposed of, are returned to the Department or another third party, as agreed with the Department's contracted partner;
- j. that the books and records of **Torbay Parent Participation Forum** relating to the claiming and use of grant are open to inspection by the Department's contracted partner, the National Audit Office, Government Internal Audit Agency, representatives of the Secretary of State for Education and any other agency identified by the Secretary of State as and when they may require;

The Secretary of State's representative and **Torbay Parent Participation Forum**'s representative shall signify below, and on a duplicate copy, their acceptance of the terms and conditions of this Conditions of Grant. This becomes effective from the date of signing. The signed Conditions of Grant shall be held by **Torbay Parent Participation Forum**, the Department's contracted partner, and the Department.

Signed by a person authorised on behalf of Torbay Parent Participation Forum	
Date	Click here to enter text.
Position in organisation	Treasurer
Signature	
Name (please print)	Tamzen Pugh

For official use only DO NOT COMPLETE

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

Check list - is your grant application 2016/17 complete?

Section 2.1 - have you as the grant applicant and, if applicable, the grant holder signed in the appropriate boxes? <i>Actual, scanned or digital signatures only</i>	
Have you or the grant holder signed the Conditions of Grant? <i>Actual, scanned or digital signatures only</i>	
Section 2.4 – Have you provided details of up to three bank signatories?	
Section 2.5 - Have you provided at least two contact email addresses?	
Section 2.6 – Have you provided us with your public contact details which you are happy to be published on the Contact a Family website?	
Section 3.3 - Have you attached a copy of your financial control policy?	
Section 4 - Have you checked that the amount of grant you have applied for adds up to the total stated?	
Section 4 – Have you checked that the total amount you have allocated to paid workers does not add up to more than 50% of the full grant amount applied for?	
Section 6 – <i>(if applicable)</i> if neither of the organisations in Section 2.1 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>	
Section 7 – <i>(if applicable)</i> if neither of the individuals in Section 2.1 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>	

Application forms must be submitted by **Monday 6 June 2016**.

Formats accepted

If you submit your grant application using the Word template: at least one copy must be submitted by email in Word or a similar format (the soft copy). If the soft copy is the **only** copy submitted, it must include digital or scanned signatures. Typed signatures in handwriting font are not acceptable.

If you do not have digital or scanned signatures on the soft copy: you must also submit a copy with signatures. This can be a posted as hard copy, emailed as a scanned document, or as a pdf or similar.

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