

[Redacted]

Contact
209-211 City Road
London
EC1V 1JN

31 March 2021

Subject: Grant award to Contact a Family (trading as Contact) for the delivery of grants to Parent Carer Forums to the value of £2.66 million (DfE grant reference number Con_8033).

Dear [Redacted],

Subject: Grant award to the Contact for delivery of grants to Parent Carer Forums (PCFs) to the value of £2.66m (DfE grant reference number Con_8033)

On behalf of the Secretary of State for Education, I would like to offer Contact a grant on the terms of the enclosed funding agreement. The Power under which the grant is to be paid is pursuant to Section 14 of the Education Act 2002 and will accordingly be paid only in respect of approved expenditure incurred by Contact for the purpose of the funded activities.

This Grant is to enable Contact to deliver grant payments to Parent Carer Forums, to strengthen the participation of parent carers in the SEND system. This funding will ensure that parent carers have a voice in designing SEND policies and services and is more fully described at Annex E attached.

This correspondence constitutes a Grant Offer Letter. This letter will form an integral part of the Grant Agreement. The offer is subject to the provisions, limitations and conditions set out below and in the DfE general grant terms and conditions.

I am pleased to inform you that the Department is willing to offer your organisation funding of up to £2.66m for the period from 1st April 2021 to 31st March 2022.

This offer is subject to the terms and conditions set out below, and to the

attached Department for Education general [Grant Terms and Conditions](#)¹. You should read all annexes and general T&Cs carefully before accepting the offer of funding. Failure to observe these terms and conditions may result in the funding being withdrawn.

Complying with new Government policies

The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites.

ACCEPTANCE OF OFFER

If you wish to accept this offer of a grant, please sign both copies of the enclosed grant funding agreement (Annex A) in the space provided and return one of them to [REDACTED] by email ([REDACTED]), on or before 31 March 2021. Please retain the other copy for your records. You must accept this grant offer and the conditions made in it no later than 10 days or four weeks from the date of this letter.

In addition to providing a signed copy of this agreement, you are then requested to follow the instructions on Bank Account Details (Annex B) and provide your organisation's bank account details. This will allow us to set your organisation up on the Department's payment system to receive the grant. Payment claims can only be sent to the DfE once the Grant Agreement has been signed and any pre-disbursement conditions have been met. Payments will be disbursed into the bank account number provided through the DfE suppliers' bank details process provided by Contact.

Please note that any delays in returning the documents could result in a delay to the grant payment.

The Grant Manager for this Project at the Department for Education is [REDACTED]. We look forward to working with you to bring about the rapid signature of the Grant Agreement.

If you cannot return the acceptance by the specified date, please contact me before that date to explain the reasons. Otherwise, we will assume that the offer has been refused, and it will be withdrawn without further correspondence.

¹ <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

Model Grant Offer Letter for DfE General Grants:
Template for customisation by Policy Team

Yours sincerely,



For and on behalf of Department for Education
Special Educational Needs and Disability Division
Strategy, Social Mobility and Disadvantage Directorate

Web: www.gov.uk/government/organisations/department-for-education

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This Grant Funding Agreement is made between:

(1) The Secretary of State for Education and

(2) Contact of 209-211 City Road, London, EC1V 2JN, with Charity
Commission registration number 284912.

This Agreement comprises the Grant Offer Letter, project specific conditions, where relevant, any annexes to this letter and general Grant Terms and Conditions².

This letter must be read in conjunction with general conditions of grant and these relevant annexes:

- Annex A - Acceptance of Grant Offer and effective date
- Annex B - Bank account details
- Annex C - Claiming Grant in Advance
- Annex D - Details of Grant Allocations
- Annex E - List of Objectives for which the grant is being paid
- Annex F - Annual Certification of Expenditure (external auditor or accountant's report arrangements)
- Annex G - Grant Payment schedule
- Annex H - Sample Progress Report Template
- Annex I - Generic Standard GDPR Clauses:

² <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

Annex A - Acceptance of Grant Offer and effective date – Contact (DfE grant reference number Con_8033).

This Grant Funding Agreement is effective from 1 April 2021.

Signed by person authorised to sign on behalf of the Secretary of State	
Date	
Signature	
Name (please print)	
Position in DfE	Deputy Director, Special Educational Needs and Disability (SEND) Division

As representative of Contact, I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions as attached. I agree to comply with the notified conditions of the grant on which the offer is made.

Signed by a person authorised to sign on behalf of Contact	
Date	
Signature	
Name (please print)	
Position in organisation	Director of Resources

Principal contacts	Department	Contact
Contact name/Postal address	Department for Education Sanctuary Buildings 20 Great Smith Street London SW1P 3BT	Contact 209-211 City Road LONDON EC1V 1JN
Position	Team Leader, SEND Division	Director of Resources
Telephone no.		
Email address		

User Note: Grant Recipient to sign and date one copy of this *letter of offer* and retain it for their records. Grant Recipient to Sign and date another copy of this letter and return to the grant manager. The Grant Manager or whoever has the relevant authority should sign and date Annex B. A copy of the signed Grant Offer letter should be returned to the Grant Recipient.

Annex B – Bank account details - Contact (DfE grant reference number Con_8033).

Information required by the Department to make payment of grant for the activities stated in the offer letter.

Starting 1 January 2018 the process for adding or amending existing Supplier or Provider's bank details or other information to the DfE ERP system has changed. The new procedure and associated new forms: <https://www.gov.uk/government/publications/dfe-suppliers-bank-details-forms>

Annex C – Grant claim form for Contact, permitted to claim Grant in Advance – Contact (DfE grant reference number Con_8033)

This claim form should be completed by an authorised senior officer of Contact and returned to [REDACTED] by email at [REDACTED] no later than the 5th day of the month for which grant is being claimed and should be supported by invoices or receipts for the last month and a breakdown of expenditure for the month claimed.

	Claim for [insert month]
a. Forecast expenditure for last month (as on previous grant form).	£
b. Actual expenditure in last month (see attached breakdown and attached invoices).	£
c. Unspent DfE grant at end of last month.	£ [a – b]
d. Forecast expenditure for this month (see attached breakdown)	£
e. Amount of DfE grant claimed for current month	£ [d – c]
TOTAL CLAIMED to Date	£

I certify that:

- the above claim is made in accordance with the Grant Offer Letter and Terms and Conditions of the Grant Funding Agreement for Contact to deliver grants to Parent Carer Forums;
- the grant received and spent has been used wholly for the purposes for which it was given;
- the information I have provided in this form is complete and correct, and
- the amount of grant claimed on this form represents expenditure incurred or to be incurred for the purposes for which grant is given.

Signed by a senior officer authorised to sign on behalf of Contact	
Date	[REDACTED]
Signature	[REDACTED]
Name (please print)	[REDACTED]
Position in organisation	Director of Resources

Annex D – Details of Grant Resource Budget Allocation – Contact (DfE grant reference number Con_8033).

Table 1 - Overview of Estimated Budget

Item	£ for Financial Year 21-22
Over view of Income and revenue	
A. Income	
A1: Grant from the DfE	
TOTAL Income A	
Overview of Expenditure	
B. Eligible Salary costs	
B2: Travel and subsistence	
B5: Grants to Parent Carer Forums	
Subtotal B	
TOTAL Grant Costs	

Annex E – List of objectives for which the grant is being paid – Contact (DfE grant reference number Con_8033).

1 Background

The DfE is streamlining PCF grant arrangements in 2021-22, through transferring responsibility to Contact for making payments to PCFs on behalf of the DfE, in addition to undertaking due diligence on PCF grant applications.

2 Aim

Contact shall use all reasonable endeavours to achieve the following aims:

- manage the application, payment and quality assurance processes for the DfE's grants programme for up to 152 PCFs, to facilitate the effective participation of parent carers in the SEND system through ensuring that they have a voice in the design of policies and services. This includes:
 - distributing routine grants, with a maximum grant award of [REDACTED] for each PCF for the period 1 April 2021 to 31 March 2022 to cover operational costs;
 - utilising any underspend within the overall funding envelope for the benefit of PCFs, through distributing 'priority grants' where the relevant criteria has been met.

3 Objectives

Contact shall use all reasonable endeavours to achieve the following objectives:

- to apply for the area's grant and/or act as grant holder for an interim period where a PCF lacks capacity to submit a grant application and/or has folded. In these cases, Contact will take a fee of up to [REDACTED] of the grant value (maximum [REDACTED] if the grant is held for a full year).
- carry out appropriate assurance and monitoring of all grant claims, as per the processes agreed with the DfE.
- implement and maintain robust and efficient arrangements for grant conditions, payments and tracking, and sufficient cash flow, forecasting, management accounts, auditing and spot checks.
- to continue to hold a regular internal quality assurance meetings to ensure consistency of approach in approving grant applications and monitoring forms and identify any learning points or potential areas for improvement. Information about these meetings should be made available to the DfE upon request.

- provide the DfE with clear and concise communication and information on spend, meeting deadline requests and attending all meetings as necessary.

4 Key performance indicators

- circulate the grant application form to all PCFs by 1 April 2021.
- require PCFs to use the grant application form in **Appendix A**, ensuring that a signed declaration has been received before processing any application.
- carry out due diligence, fraud and risk checks on all applications received, as per the processes set out in **Appendix B** and **Appendix C**, ensuring that 100% of payments are made correctly, to the right organisations, and any claims that do not meet requirements are withheld.
- carry out in-depth checks on at least 20% of grants awarded during the period 1 April 2021 to 31 March 2022 by 31 March 2022, as per the process set out in **Appendix D**.
- retain all relevant documents relating to the grant application, assurance and monitoring process for a period of seven years and make these available to the DfE upon request, including: application forms; monitoring forms; details of all due diligence, fraud and risk checks carried out on applications; grant offer letters; signed applicant declarations; details of any in-depth financial checks or fraud investigations carried out. This list is not exhaustive.
- ensure that the 'Managing your Parent Carer Participation Grant', document as set out in **Appendix E**, is shared with all grant recipients and made available on Contact's website for the period 1 April 2021 to 31 March 2022.
- comply with the fraud process set out in **Appendix F**.
- take appropriate action in response to any breaches of the Conditions of Grant, such as clawing back funding or withholding further payments, as set out in the grant application form.
- provide the DfE with a monthly breakdown of applications received and grants awarded.
- implement a quarterly oversight panel comprising representatives from Strategic Participation consortium partners to provide oversight of any grants applied for and/or held by Contact.
- return any funding for the period 1 April 2021 to 31 March 2022 that Contact has not distributed to PCFs to the DfE no later than 31 March 2022.
- ensure that a completed grant monitoring form, using the template in **Appendix G**, is received from each PCF that received a grant during

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Template for customisation by Policy Team

the period 1 April 2020 to 31 March 2021, specifying a deadline of 30 April 2021 for PCFs to return the form, When requesting a grant monitoring form, Contact must:

- inform each PCF that will not be applying for a grant for the period 1 April 2021 to 31 March 2022 that they will need to return any underspend for the period 1 April 2020 to 31 March 2021 to the DfE once their grant monitoring has been approved, by a date agreed between Contact and the DfE.
- request that, where a PCF has underspent their grant for the period 1 April 2020 to 31 March 2021 and will not be applying for a further grant, they inform Contact as soon as possible so that funds can be recovered by the DfE.
- inform the DfE as soon as possible, and no later than 31 January 2022, about any PCFs that have underspent their grant for the period 1 April 2020 to 31 March 2021 and will not be applying for a grant for the period 1 April 2021 to 31 March 2022.

Annex F – Annual Certification of Expenditure

* [The letter is to be reproduced on headed paper of the accountant]

Annual Certification of Contact's Expenditure for Financial Year 2021-22

(i) Contact, 209-211 City Road, London, EC1V 1JN] [insert grant ref number]

(ii) [Insert name/address of the external auditor/accountant/organisation]

Dear Sirs,

Re: Contact [Redimo number, also known as the Commercial Reference Number.]

This certificate is provided to Contact to enable it to comply with the Department for Education (DfE)'s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained reasonable assurance that the expenditure, for which grant of £2.66 million for the year ending 31 March 2022 was paid. From this grant Contact incurred [insert amount of funding actually spent by the grant recipient £XX] and this was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of Contact's income and expenditure.

In our opinion, having carried out our work in all material respects, the expenditure for the year ended [20XX – XX] and the grant conditions have been met and the grant funding has been spent for the intended purposes.

This report is made solely to Contact to be produced to the DfE. Our work has been undertaken so that we might state to Contact those matters we are required to state in a report and for no other purpose.

Yours faithfully,

Signed by an independent external officer authorised to sign	
Date	
Signature	
Name of external auditor/accountant or equivalent (please print)	
Position in organisation	

Signed by a senior officer authorised to sign on behalf of Contact	
Date	
Signature	
Name (please print)	
Position in organisation	Director of Resources

Annex G – Proposed Grant payment schedule – Contact (DfE grant reference number Con_8033).

The Department will pay this Grant to Contact in accordance with the following payment schedule, subject to Contact meeting the requirements of this Grant Funding Agreement.

Grant Project Name			
Grant Reference Number			
Period	Proposed Payment date	Activity Details	Proposed Payment Amount
Month 1: 01/04/21 - 30/04/21		PCF grant payments	
Month 2: 01/05/21 - 31/05/21		PCF grant payments	
Month 3: 01/06/21 - 30/06/21		PCF grant payments	
Month 4: 01/07/21 - 31/07/21		PCF grant payments	
Month 5: 01/08/21 - 31/08/21		PCF grant payments	
Month 6: 01/09/21 - 30/09/21		PCF grant payments	
Total proposed payments			

Annex H – Progress and Final reporting form – Contact (DfE grant reference number Con_8033).

SECTION 1: GRANTEE INFORMATION

Grant reference number		
Total Grant Funding	£	
Project title		
Grantee organisation		
Person submitting this report		
Contact number		
Are you the primary contact?	Yes <input type="checkbox"/>	or No <input type="checkbox"/>
If No, what is your role in the project?		
Report type	Progress <input type="checkbox"/>	or Final <input type="checkbox"/>
Actual period covered in this report	From	to

SECTION 2: SUMMARY

Provide a summary of progress to date, approximately 200–500 words (cover the life of the project if this is your final report)

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SECTION 3: ACTIVITIES AND OUTPUTS

Provide a summary report of progress and achievement to date, against the specific key performance indicators and objectives agreed to in the grant funding agreement.

Key Activity completed in this period:

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Evidence:

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Progress on objectives/delivery plans:

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Please provide details of any slippage in delivery plans and reasons for this if applicable:

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Is there anything else you would like to raise in this report?

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Issues/challenges: What (if any) problems have you encountered and how have you dealt with, or how do you intend to deal with them?

Please provide any other information which you think might be helpful:

SECTION 4: DECLARATION

I, _____ [name], _____ [position]
declare that the information provided in this progress report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.

Signed	
Date	

Annex I – Generic Standard GDPR Clauses

Schedule 1 - Processing, Personal Data and Data Subjects

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are: [REDACTED]
2. The contact details of the Processor's officer with responsibility for data protection are: [REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Schedule 8 Clause 1.1.
Subject matter of the processing	Processing of data relating to the application and monitoring processes of the DfE Parent Carer Forum grant, which Contact distributes on behalf of the DfE. Processing is necessary to ensure effective due diligence, application and monitoring of the grant and sufficient accountability for public funds.
Duration of the processing	The processing will be carried out for the duration of the contract period (1 April 2021 to 31 March 2022). All grant application and monitoring data will be retained securely for a period of 7 years from the expiry of this contract, until 31 st March 2029.

<p>Nature and purposes of the processing</p>	<ul style="list-style-type: none"> • Data is collected lawfully to enable Contact to process grant claims from Parent Carer Forums. This will enable Contact to complete any necessary due diligence checks. • Contact will collect monitoring data from Parent Carer Forums to ensure that this grant is accounted for appropriately and that public money has been spent in line with the intended purpose. • The purpose of this data collection is to enable Contact to process grant claims from Parent Carer Forums, distribute funding when the relevant conditions have been met and ensure that the funding is adequately monitored and that any fraudulent use of the grant is identified. For the purpose of this project, the processing is necessary to exercise a function of a Ministerial department and for the exercise of a function of a public nature that is in the public interest • Data will be collected via online application form (using Formsite). This uses high-grade SHA-256 RSA encryption for secure (https) connections over TLS the same level of security used by banks and other financial institutions. The AES-256 encryption algorithm is used to encrypt data at rest. Formsite utilises AWS servers with the appropriate Standard Contractual Clauses (SCCs) in place. AWS meets multiple ISO, SOC, and other standards including compliance certifications and attestations from third-party, independent auditors. Formsite is PCI 3.2 compliant. • Data will be stored on Contact's secure VPN server. Contact's outsourced IT provider is Smartdesc. Smartdesc is listed on the GCloud framework, supplier no. 711622 - Smartdesc – Digital Marketplace. Smartdesc holds Cyber Essentials itself, and Contact are also an
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	<p>IASME approved CE Certification Body, as evidenced by the listing here: Certification Bodies - IASME. Smartdesc will not hold access to Departmental data.</p> <ul style="list-style-type: none"> • Contact may sometimes need to make personal data available to other organisations. These might include contracted partners (who Contact has employed to process Parent Carer Forum data on its behalf) and/or other organisations (with whom Contact needs to share Parent Carer Forum data for specific purposes) including other government departments. • Contact will seek consent to share anonymous information relating to certain monitoring questions with the National Network of Parent Carer Forums (NNPCF). • Information from relevant questions will be shared with KIDS and Council for Disabled Children as contracted consortium partners, to aid their mapping of children and young people's forums in England; this does not include personal data. • Contact will seek consent to share anonymous data with the NNPCF on relevant sections of the monitoring form; this does not include personal data. • Personal data from the grant monitoring return may be shared with fraud prevention agencies (the Police or Action Fraud) if requested, and fraud is suspected. Contact may need to share personal data with other funders of Parent Carer Forums (for example, local authorities) if fraud is investigated. This is for a public interest and to enable the protection of public money. <p>Contact may share information from grant application or monitoring forms if they assign a Contact associate to provide support to a Parent Carer Forum.</p>
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<p>Type of Personal Data</p>	<ul style="list-style-type: none"> • Names of applicants and signatories • Business address of applicant • Personal address for expense/remuneration claims • Telephone number of applicant/personal phone number on claims • Business emails address / personal email addresses on claims or for some signatories • Forum bank account number (or grant holding organisation's bank account number) • Personal bank account details for expense/remuneration claims • Name of contact available in summer holidays for grant queries • Signature of applicants • Signature of grant holders (if applicable)
<p>Categories of Data Subject</p>	<ul style="list-style-type: none"> • Paid staff • Self-employed or temporary staff • Volunteers, including committee or steering group members and parent representatives. • Parents attending events or meetings (expense and remuneration claims) • Name, business address, phone number and job titles of local authority MOU provider • Supplier details, including business address and bank details.
<p>Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>Data will be retained digitally for 7 years after the end of the contract. This is to safeguard against fraud or misappropriation of funds. Contact will retain financial data, including proofs of expenditure and invoices, which may include personal data from expense and remuneration claim forms, and supplier details and bank accounts.</p>