

FUN & Friendship

a grant programme for disabled young people



BBC

Children
in Need

Grant Guidelines

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What is the Fun and Friendship programme?

Fun and Friendship is a new grant programme from BBC Children in Need which is specifically targeted towards organisations working with disabled young people between 12 and 18 years. It is a three year programme and is additional to our other grant programmes.

The purpose of the grant programme is to help projects to create and enhance opportunities for disabled young people to meet friends and have a good time, as independently as possible, as young people of that age like to do. Disabled young people face additional constraints and barriers when seeking to establish independent social networks and we want to fund projects that empower and support them to socialise and make friends.

The Fun and Friendship programme is a £3 million grant programme working with projects that take place over three years, and it expects to make a maximum of 12 grants of up to £300,000 each across the UK.

The Fun and Friendship programme invites applications from projects that can demonstrate the **participation and leadership of disabled young people** in their work. We are looking for projects which have the ability to **generate and share learning** from their work to inform wider practice and policy as appropriate, and which can work individually and with each other to identify the barriers faced by disabled young people and **promote new and effective responses**.

A **willingness to engage with the other projects** within the programme will be important – as we plan to hold regular seminars and project exchanges for the organisations in order to enable shared learning across the projects. The successful projects will be involved in BBC Children in Need events on occasion and in working with others in the field of disability.

Although there may be some capacity development for projects in the course of the programme, organisations will be expected to have a level of infrastructure and support capable of running the proposed activities from the start of the funding period.

Who can apply to the Fun and Friendship programme?

Applications are welcomed from organisations that:

- are working with disabled young people aged 12-18
- are based in and operate within the UK (including Channel Islands and Isle of Man)
- have a constitution/ governing document that allows it to carry out the work proposed in the application
- have up to date audited accounts
- have a written child protection policy and take all appropriate steps to ensure the safety of children and young people
- are not for profit

What work will the Fun and Friendship programme support?

This programme will focus not on perceived limitations, but on validating and supporting meaningful participation of disabled young people in society. The projects involved in this programme will encourage confidence and create opportunities for friendships to flourish and fun to be had.

We are looking for new and effective ways to enable disabled young people to have a good time, and in doing so, to help identify traditional barriers and ways to overcome them. The primary focus of the projects will be social interaction, with disabled young people actively engaged in determining how that develops. The other focus of the projects will be a commitment to extracting and sharing what is learned.

Up to 12 grants will be awarded to projects across the UK, each valued up to £300,000 over a three year period.

Applicants are invited to submit projects which meet the following criteria:

- Work with disabled young people aged 12-18 years, post primary school
- Create ongoing opportunities for disabled young people to meet friends and have a good time
- Support disabled young people to “do what everyone else does” - applicants should lay out clearly how this will be facilitated and resourced
- Engage the young people in the development and direction of the project: successful applicants will have clearly demonstrated practice where young people themselves play an active role in running the project.
- Support and empower disabled young people to speak for themselves and to identify limiting practices and policies in their area: it will be important that projects describe how young people are currently supported and how they anticipate providing this aspect of the programme
- Learning is a core part of the programme design. As part of this, applicants will need to describe their plans for self evaluating their project in the Application Form and this is one of the criteria applications will be shortlisted against. It is also essential that applicants include the cost of self evaluating their project in their budget request to BBC Children in Need – to support this we have included a dedicated line in the *Fun and Friendship Project Budget Form* for costs associated with self evaluation.
- Projects will be expected to be active participants in the overall funding programme, liaising with the other successful projects across the UK and, where appropriate, engaging in exchanges and travelling to events designed to promote the programme objectives. Projects will also be required to take part in an independent project evaluation.

What work won't the Fun and Friendship programme support?

Unless very clearly integral to the proposed social activities, we will not normally support:

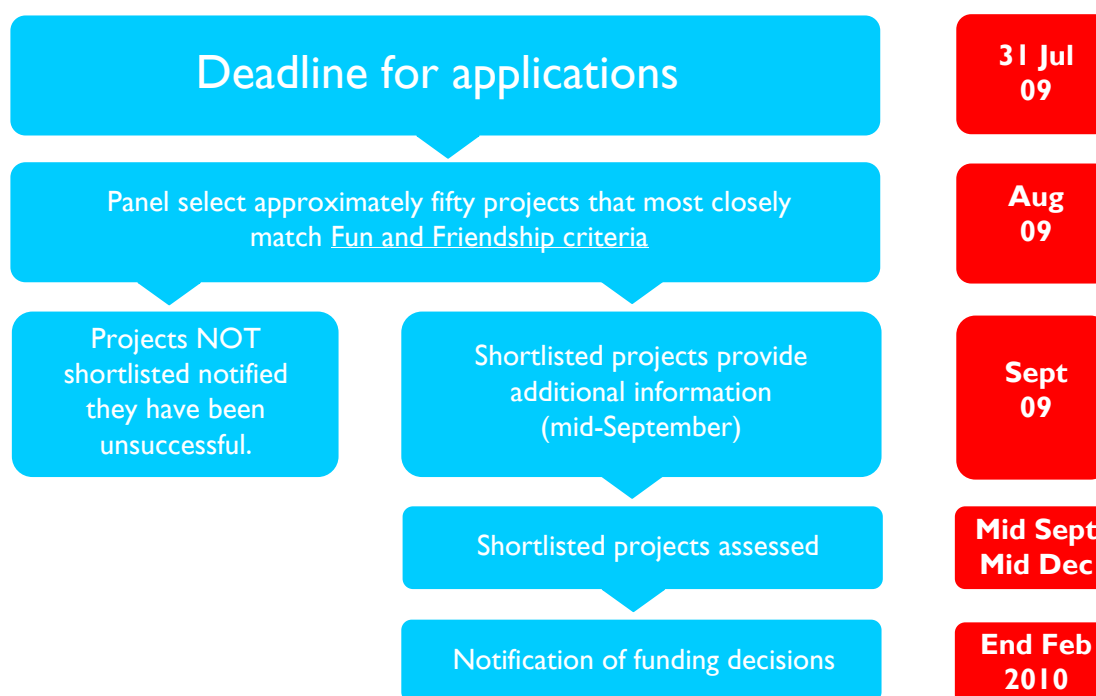
- specialist equipment
- holidays
- respite or family support
- therapies or treatment
- school based activities
- capital build
- transport schemes

We will not provide any funding for:

- trips or projects abroad
- medical treatment/research
- unspecified expenditure
- deficit funding or repayment of loans
- retrospective funding (projects taking place before the grant award date)
- projects unable to start within six months of the grant award date
- distribution to another/other organisation/s
- general appeals or endowment funds
- relief of statutory responsibility
- the promotion of religion
- projects for pregnancy testing or advice, information or counselling on pregnancy choices

Application process and timeline

1. We are **now accepting applications** for funding to the Fun and Friendship programme. Applications can be made by submitting our online Application Form, available from the [Fun and Friendship section](#) of our website.
2. The deadline for submitting applications is midnight on **Friday 31 July, 2009**.
3. Approximately 50 projects will be shortlisted to proceed to a full assessment. These projects will be selected based on how well they meet the [Fun and Friendship criteria](#).
4. All projects that have not been shortlisted will be notified by the **end of September 2009**.
5. Projects that have been shortlisted will be asked to submit additional information in mid September. (Note: we will be unable to progress any applications where this information is not provided on time).
6. Shortlisted projects will be assessed between **mid September and mid December 2009**.
7. Up to 12 projects will be selected for funding.
8. Notification letters will be sent by the **end of February 2010**.



How to Fill in your Application Form

You can only complete your Application Form online. The deadline is **31 July 2009**.

Please ensure that you fully complete your Application Form, answering every question, before you submit it. You are also required to complete and submit the Fun and Friendship Project Budget Form. Incomplete forms will not be accepted and you will not be able to submit your Application Form if a question has not been answered, or if your Fun and Friendship Project Budget Form is not attached.

Step 1 - Check whether you are eligible

If you are thinking of applying please ensure you have fully read these Grant Guidelines to find out if you are eligible and to understand what types of projects we are looking for.

Please contact us if you have any questions relating to what you are planning to do and the focus of your application. You can call BBC Children in Need on **020 8576 7788** from 9am to 5pm weekdays, making sure to mention your enquiry relates to Fun and Friendship, or send an email to pudsey@bbc.co.uk with [Fun and Friendship](#) in the subject line.

Step 2 – Refer to the Frequently Asked Questions

Our [Frequently Asked Questions](#) section on page 10 of these guidelines contains information that you may find useful when completing your online Application Form and will help to ensure that you provide all the relevant information requested.

Step 3 - Read our application process and timelines information

The [application process and timelines](#) information explains what happens to your application after we receive it and when you can expect to hear from us.

Step 4 – Complete your Project Budget Form

Fully complete the Fun and Friendship Project Budget Form, which you need to download from the [Fun and Friendship section](#) of our website. This form needs to contain a detailed account of your project's spend, or your application will not be processed. Save this to your computer as you will be asked to submit or 'upload' it on page 10 of your online Application Form.

Step 5 – Make sure you can provide an internal and external referee

On page 8 of your online Application Form we will ask you to provide an internal and external referee. Sometimes we are unable to fully assess projects because referees are not knowledgeable about the organisation or project being applied for, so it is important you think carefully about who you ask to be a referee.

Your first (internal) referee should be someone who is in a management position within your organisation and who is **not** the person named in question one as the applicant.

Your second (external) referee must be someone who knows your organisation in a professional capacity but who is not part of it. It is essential that they have a good understanding of the project you are applying for, as they will be asked to discuss your application if your application is shortlisted

Step 6 - Fill in the Application Form

To apply you will need to set up an account, which you will be prompted to do when you first access the online Application Form from the [Fun and Friendship section](#) of our website. All you will need to provide to set up an account is a valid email address and a password. Throughout you will see an option to 'save and finish later'. This means you will be able to save what you have done and return to it at a later stage. You can access a saved Application Form from the [Fun and Friendship section](#) of our website. You won't be able to submit your Application Form until all the questions are answered.

If you are having any technical difficulties filling in your online form, you may find it helpful to read our [technical guide](#).

Make sure you stick to the word limit for each question – this will involve you being very clear about your answers so you can capture the relevant information concisely.

Step 7 – Complete and Submit your Application Form

Check your Application Form thoroughly and ensure you attach your completed Fun and Friendship Project Budget Form when prompted. Applications cannot be submitted without a Project Budget Form.

Once you have done this, press Submit (this button will only appear once your application is complete). The deadline for applications is **midnight on 31 July 2009**.

Should you require any further help, please see our Frequently Asked Questions or call BBC Children in Need on **020 8576 7788** making sure to mention your query relates to Fun and Friendship or send an email to pudsey@bbc.co.uk with [Fun and Friendship](#) in the subject line.

Frequently Asked Questions

This section aims to answer all your questions about making an application to the Fun and Friendship programme.

1. Can we apply if we are already in receipt of a grant from BBC Children in Need?
2. Do we have to be in receipt of funds from BBC Children in Need to apply?
3. Can we apply to Fun and Friendship and BBC Children in Need's general grant round at the same time for the same project?
4. Can we apply to Fun and Friendship and BBC Children in Need's general grant round at the same time for different projects?
5. Would my project qualify for a grant from Fun and Friendship?
6. What do you mean by opportunities for disabled young people to socialise and have a good time?
7. How do I get a grant Application Form?
8. How much can I apply for?
9. How many years can I apply for funding for?
10. Can grants be made to help individual children or young people?
11. What kind of strategic impact are you looking for projects to make?
12. Can we use the grant for advocacy/lobbying work?
13. Do applications have to be from single organisations or can partnerships apply?
14. Can one organisation apply for more than one project to be funded?
15. Will there be any possibility of further funding once my project is complete?
16. What will the external evaluation involve?
17. Will the evaluation take account of my organisation's own evaluation and monitoring practices?
18. Will there be media coverage involved in Fun and Friendship?
19. I started to fill in my online form and saved it to finish later – how do I get back to it?
20. I am having trouble using your online form, where can I get help?
21. The answer to my question isn't here. How can I contact you?

1. Can we apply if we are already in receipt of a grant from BBC Children in Need?

Yes – organisations who are currently in receipt of a grant from BBC Children in Need, or who plan to approach BBC Children in Need in the future are eligible to apply. Fun and Friendship is a special grant programme and is an exceptional opportunity for organisations to access funding additional to BBC Children in Need’s general grant programme.

2. Do we have to be in receipt of funds from BBC Children in Need to apply?

No – Fun and Friendship is a special additional programme and organisations do not need to have a grant from BBC Children in Need to apply.

3. Can we apply to Fun and Friendship and BBC Children in Need’s general grant round at the same time for the same project?

No – an organisation cannot submit the same project at the same time to be funded by both Fun and Friendship and BBC Children in Need’s general grant programme.

4. Can we apply to Fun and Friendship and BBC Children in Need’s general grant round at the same time for different projects?

Yes - Fun and Friendship is a special pilot programme and is an exceptional opportunity for organisations to access grants additional to and outside BBC Children in Need’s general grant funding. Organisations who undertake a variety of work and projects may apply to Fun and Friendship and BBC Children in Need’s general grant programme for funding to support different work.

5. Would my project qualify for a grant from Fun and Friendship?

Fun and Friendship will consider applications from organisations which are based in the UK, are not for profit and which run projects focused on disabled young people aged between 12 and 18 years to create and enhance opportunities for them to go out and have a good time, as independently as possible, according to our Grant Guidelines.

Projects need to demonstrate evidence of the participation and leadership of disabled young people in their ongoing work. They need to demonstrate the ability to generate and share learning from their work to inform wider practice and policy as appropriate. Projects also need to demonstrate the ability to work individually and with each other to identify the barriers faced by disabled young people and promote new and effective responses.

If you are unsure whether you would qualify for a grant please ensure you have read these Grant Guidelines or contact BBC Children in Need on **020 8576 7788** from 9am to 5pm weekdays, making sure to mention your enquiry relates to Fun and Friendship, or send an email to **pudsey@bbc.co.uk** with Fun and Friendship in the subject line.

6. What do you mean by opportunities for disabled young people to socialise and have a good time?

We are looking for projects working with young people of 12-18 years with any kind of disability which are focused on the need of these young people to have and sustain friendships, interact with people of a similar age, develop their own interests and socialise as independently as possible. We understand that this group includes young people in a range

of different circumstances and with a variety of needs which may be addressed in different ways.

Research with disabled young people has consistently provided evidence of the importance of friendship to their enjoyment and well being, but their transition to adulthood can be a time that they experience loneliness and isolation and many have little experience of an independent social life and few opportunities to make and keep friendships. There is a need both for structured opportunities and, especially, for spontaneous chances to take part in activities and have a social life.

Active participation/leadership of disabled young people in the projects is particularly important because they have more limited opportunities than other young people to make choices and decisions for themselves and to take part equally in the life of the community, due to physical and social barriers. These skills are essential to leading full lives as they get older, as with all young people, and we are therefore looking for projects that clearly empower young people and where their views are central to the direction of the project.

7. How do I get a grant Application Form?

You can only apply for Fun and Friendship using the Online Application Form available from the [Fun and Friendship section](#) of our website. The closing date for receipt of applications is **31 July 2009**.

8. How much can I apply for?

Organisations can apply for up to £300,000 over three years. We will award up to 12 grants in total.

9. How many years can I apply for funding for?

Grants will be for three years

10. Can grants be made to help individual children or young people?

Fun and Friendship is for organisations only and cannot accept applications from individuals or on behalf of individual children or young people. For guidance on small grants to individuals, please refer to the Frank Buttle Trust website www.buttletrust.org. The Frank Buttle Trust is contracted by BBC Children in Need to deliver a small grants programme for individual children and young people. You can also telephone or email the Casework Manager at the appropriate office of the Frank Buttle Trust.

England:	020 7828 7311	info@buttletrust.org
Wales:	01597 870 060	wales@buttletrust.org
Northern Ireland:	028 90 641 164	nireland@buttletrust.org
Scotland:	01505 850 437	scotland@buttletrust.org

11. What kind of strategic impact are you looking for projects to make?

Fun and Friendship, through grants to projects and through self evaluation on the part of the projects and external evaluation which will take place alongside these projects, aims to act as a catalyst for wider change in relation to the barriers and constraints that disabled young people face in accessing fun, friendship and social opportunities.

Projects are expected to:

- demonstrate how they will generate learning, including through self evaluation
- use that learning more widely
- contribute to the dialogue of learning among the projects supported
- address current barriers via lessons learned and good practice.

The evaluation that takes place alongside service delivery will help to bring together individual project learning as well as overall themes, in order to achieve a wider strategic impact.

12. Can we use the grant for advocacy/lobbying work?

Fun and Friendship provides grants for projects which are working directly with young people and which best meet the criteria outlined in these Grant Guidelines. If as part of working with children and young people the project is involved in additional advocacy/lobbying work then this may be included in project funding in line with the strategic objectives of Fun and Friendship. Fun and Friendship aims to create long term and sustainable change by targeting resources for learning and by identifying new strategies for supporting and empowering young people to have fun and friendship and socialise as independently as possible.

13. Do applications have to be from single organisations or can partnerships apply?

Some organisations may decide to work together and adopt a joint approach; however, applications to BBC Children in Need should be from one specific legally accountable body. Applications from partnerships are subject to the same guidance as other applications with regard to the status of the applicant body.

14. Can one organisation apply for more than one project to be funded?

No – the Fun and Friendship Programme is looking for a diverse range of projects and organisations to demonstrate a variety of service delivery methods across the UK. We are looking for focused applications and prefer that organisations concentrate on submitting one well planned application.

15. Will there be any possibility of further funding once my project is complete?

The Fun and Friendship Programme is an exceptional grant programme. The grants will be made in the first year of the Programme for projects taking place over 3 years according to the Grant Guidelines. At this stage no further funding for the Programme is anticipated.

16. What will the external evaluation involve?

All organisations in receipt of funding will be required to take part in our independent evaluation. This evaluation will contribute to the ongoing development of the Programme through the provision of feedback to organisations involved, and sharing lessons learned with the wider sector.

The role of evaluators will be to work with the projects to develop an understanding of the opportunities and challenges taking place in each project and will seek to identify what approaches work effectively in helping young people overcome barriers to their accessing fun and friendship opportunities. They will also seek to identify how good practice might have wider applicability.

17. Will the evaluation take account of my organisation's own evaluation and monitoring practices?

Yes – we will expect self evaluation to be undertaken by all projects as an integral part of the Programme. The external evaluation will build on this and be complementary to it and will work alongside the organisations in receipt of funding.

18. Will there be media coverage involved in Fun and Friendship?

Yes – once funding is granted and projects are in operation, it is likely there will be publicity and media coverage based around the projects. We are keen to encourage this in order to generate interest in Fun and Friendship, the issues it raises and its potential for wider strategic impact.

19. I started to fill in my online form and saved it to finish later – how do I get back to it?

In order to find an application you have started filling in, please [log in to your account](#), entering your e-mail address and the password you specified when you signed up.

Once you have logged into this system, a screen will appear, which is called "My Account" - which is a list of your open (and submitted) applications. This list is sorted by date; with the newest Application Form you have started at the bottom of the list, and the oldest Application Form you have started at the top of the list.

If these instructions do not work, or you have any further queries, please don't hesitate to contact us by calling **020 8576 7788** from 9am to 5pm weekdays, making sure to mention your application relates to Fun and Friendship, or by emailing pudsey@bbc.co.uk with Fun and Friendship in the subject line.

20. I am having trouble using your online form, where can I get help?

If you are having difficulties using our online form, you may find it useful to read our [technical guide](#). If you do not find this provides the advice you need, please do ring us on **020 8576 7788** and make sure you mention your query relates to Fun and Friendship.

21. The answer to my question isn't here. How can I contact you?

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