

Applicant Guidance 2008/09

Reg. Charity England & Wales no. 802052 and Scotland SC039557



BBC

**Children
in Need**

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This applicant guidance has been written to help you complete the BBC Children in Need application process; we strongly recommend that you read it before beginning your application.

Sections one ‘Applying for a Grant’ and section three the ‘Question by Question Guide’ provide support on how to complete your form and sections two, four and five provide general information and advice.

Section One - Applying for your Grant

This section contains all the information you need before you apply for a grant.

Mission Statement

Our mission statement describes our aim as a funder:

- "To positively change the lives of disadvantaged children and young people in the UK." (Including the Isle of Man and the Channel Islands)

We need to ensure that all the projects we fund help us to achieve this aim.

For every single penny donated to the charity, a penny will go towards a project helping disadvantaged children and young people in the UK. We are able to make this promise because the charity uses its investment income to cover all operational costs.

Important advice to applicants

- Please take time to read all the guidance on this website before you start
- We receive applications for significantly more money than we have available to distribute and our process is very competitive. Reading our guidance will give you the best possible chance of success
- We cannot assess applications that are incomplete or missing any attachments - these will be rejected. This is to ensure all our applications are assessed from the same information
- Please remember that we only fund projects in the UK for children aged 18 and under
- You can only hold one grant in each nation (England, Wales, Scotland and Northern Ireland) at a time
- Read the whole application before writing your answers, and in particular have a look at our question-by-question guide so you can see what we are looking for

Please note: If your organisation has previously held a grant from BBC Children in Need, but your end of grant report is overdue, your application will not be processed until we have received this report. This might mean your application being delayed until a future closing date.

Before you start

We are committed to making sure our grants change the lives of children and young people for the better and we want to support organisations who are able to achieve this.

Because we think it is so important, we have developed a step-by-step guide to help you plan and develop a successful project.

We give grants for...

Projects delivered by organisations working with disadvantaged children and young people, who must be 18 years and under, living in the UK, the Isle of Man or the Channel Islands.

Disadvantages experienced by children and young people include:

- Illness, distress, abuse or neglect
- Any kind of disability
- Behavioural or psychological difficulties
- Living in poverty or situations of deprivation

The application should focus on the children your project will work with and the differences that your project will make for them. You should clearly be able to demonstrate how your project will change the lives of the children involved for the better. Where possible it should take into account their views and involve them in decisions that affect them.

We don't give grants 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 12 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

We also only award one grant to an organisation at any time. The only exception to this is if you are a UK-wide organisation operating in more than one nation (England, Wales, Scotland, Northern Ireland). In this case you are eligible to submit one application per nation.

How much to apply for...

- Funding can be awarded for between one and three years, depending on the nature of the request. Grants can only be made for one year at a time for holidays
- BBC Children in Need is committed to funding projects for success. It is important that you ask for the costs realistically needed to make the project successful
- Many of our grants are for relatively small amounts, but these can often achieve real impact for children and young people through being able to support the efforts of volunteers
- The total amount of money requested each year is much more than we have available to give: therefore requests for larger grants are inevitably more competitive

- When completing your application form we ask that you consider all costs and provide realistic and accurate figures for each aspect of the project you are requesting funding for. BBC Children in Need will consider funding support costs associated directly with the project that you are applying for, however, we cannot fund organisational overheads and running costs where these are not integral to the project you are applying for
- Once an application has been submitted it is not possible to increase the requested amount

When to apply

You can apply at any time and we would strongly encourage you to apply in advance of the closing dates below.

BBC Children in Need has four closing dates throughout each year:

Closing date: 15 January - Awards given by end April

Closing date: 15 April - Awards given by end July

Closing date: 15 July - Awards given by end October

Closing date: 15 October - Awards given by end January

Applications received after the above closing date will not be considered until the following closing date.

Please note that applications that are incomplete (i.e. with any of the attachments missing or questions unanswered) **will not be assessed**. We will write to you within six weeks of the closing date to advise you of this. This is to help us ensure that all applications are considered fairly and equally.

The application process

BBC Children in Need has made the transformation to a fully online application system. All applicants will need to complete our online application form, and paper applications are no longer available.

Remember we have also developed a question-by-question guide so you can see what we are looking for from each answer.

For support with completing your application online please email pudsey@bbc.co.uk or **call our Helpdesk on 020 8576 7788** or alternatively you can contact your local regional or national office whose contact details can be found in appendix I on page 60.

Once your application form has been submitted online it will be assessed to ensure that it meets all our criteria and has all the required information and attachments.

Applications which have not answered all the questions in full, have not included all requested supporting documents, or which do not meet the eligibility criteria will not proceed further. Any applicants who are unsuccessful at this stage will be provided with feedback within approximately six weeks after the closing date. Applications which are

rejected at this stage can be submitted again at any point in the next 12 months, as long as you have been able to resubmit a complete and eligible application.

If your application proceeds to the next stage you will be contacted to arrange a telephone assessment or to arrange for an assessor to visit your project. Assessors will also contact the referees supplied on the application. It is therefore vital that the person making the application and both referees are available to speak to an assessor in the six weeks following the closing date.

Assessors then make initial recommendations for funding, which are then considered by both regional committees and BBC Children in Need's trustees.

All applicants will be advised of the outcome of their application by the grant award date stated above.

Include everything we ask for...

When submitting your application form and supporting documentation it is *vital* that you check and double check that you have included all of the information we have requested. Your application cannot be processed without all the requested information. Please see our step-by-step guide for comprehensive guidance.

Contact us

If you are unsure about any of the information you have been asked to submit then please contact our Helpdesk who will be happy to advise you. They can also answer general enquiries and offer support regarding your application. **Contact the Helpdesk 020 8576 7788 or by email at pudsey@bbc.co.uk**

If your enquiry requires regional support we will forward all details on to your local office. Please see appendix I on page 60 for a list of all our offices.

Section Two - Planning your Project

Introduction

Remember: strong applications start with good planning.

We recognise that these pages will not be relevant to everyone as many of you will have done this work already or already use your own planning tools. However, this section represents a basic guide to what we expect in terms of project planning. We have written it because our experience is that good planning is one of the most effective factors in being able to make a strong and convincing application. However, our experience also tells us that a common weakness in applications is caused by people writing their applications before fully planning their project, so we included this overview in order to outline what thinking we expect to have happened before an application is made. You might want to explore these issues more fully and we have included some links to organisations that can help you do this at the end of the section.

Tip

You don't have to do it all yourself. It is a very good idea to involve more than one person in planning your project. Different members of your committee or board and members of staff will have different skills and experience that they can bring to the process.

It is also important that before you start, you make sure that everyone involved in your project is in agreement about what you are trying to achieve and how you are going to do it.

10 Steps to Planning Your Project

Step 1 - Identify the need you want to address

Who are the young people you will be working with and in what ways are they disadvantaged? How does this disadvantage affect their lives? A good understanding of the young people and their needs will help you decide what differences you want to achieve for them.

Tip

We know that new projects cannot always be precise as they may not yet know the individual children who will attend. What we are looking for from new projects is a good understanding of the children and young people the project is aimed at and how they are going to get these children there.

You may know what the need is from experience if you are an existing organisation already working in the area. You can also research the need you want to address by doing things like:

- Having consultations with children and young people, the local community, partner organisations etc
- Running a pilot project
- Using research from your own or other organisations etc.

We have provided some guidance to help tell us about the disadvantage you have identified - see our question-by-question guide to the application form.

Step 2 - Identify the differences (outcomes) you want to make for the children and young people

What do you want the 'after picture' to look like for the children and young people who have attended your project. How will their lives have improved? Making these differences will be the reason you are running your project. As we've said before - this is the aspect of your application that interests us most.

Note: many funders talk about "outcomes" - this is another way of saying the differences that will happen as a result of your work.

It is important to make a distinction between the differences (outcomes) that a project is aiming to make for children and young people and the activities and services it is providing.

For Example

- A project is set up for young people who are having difficulties at school, due to a range of factors
- The people who set up the project want to increase the young people's self esteem and show them that there are opportunities in training and further education which could be open to them
- To do this they set up a project to provide training for 12 volunteer mentors to work with the young people

The difference or outcome in this example is **not** the training for volunteer mentors, but the changes that will happen in the lives of the young people as a result of the mentoring i.e. increased self esteem etc.

Other examples of differences (outcomes) projects we have previously funded have achieved for children and young people are: improved self esteem/self confidence; improved school performance; improved sociability; better communication skills; more positive family relationships; ability to take responsibility etc.

Remember - these are just examples and not a comprehensive list - every project is different. It is important the differences you want to achieve are right for the children and young people you are going to be working with.

Step 3 - Decide what your project will do

Once you are clear what differences you are trying to make, then you will be able to plan what your project actually needs to do to achieve them.

- Think about the specific activities, services or facilities etc, that you can provide for the children and young people that will lead to the differences you identified in step 2. These could be things like: running a drop-in youth cafe or an outdoor activities course; providing a trained counsellor; building a new playground and so on. In the example above, the organisation decided that in order to increase the young people's self esteem and expectations, they would set up a mentoring service
- You should be able to relate each activity or service back to the differences that you want to make (the service you are running is the 'tool' you will use to make the differences you want to achieve)

Step 4 - Ask difficult questions: is this the right project?

You need to be as sure as you can be that your project is the best way to address the need that you've identified and make the differences that you want to achieve.

If you don't already know what's on offer around your area, do the research so that you know that your project fills a gap that is not currently being addressed and complements existing services rather than duplicating them.

BBC Children in Need will not fund projects that should be paid for by statutory bodies. For example, if you are applying as a pre-school, your request will only be eligible if it clearly falls outside the free entitlement for three and four year olds. If you are applying as a school, it needs to be for work outside of statutory requirements, so applications for school buildings, playgrounds, equipments, or staff etc. would not be suitable.

Step 5 - Target your project

You need to ensure that those children and young people who need the project the most are attending it. It might help you to think about the following questions:

- How will you advertise or promote your project to reach your target group: where can you best place information so that it gets to them? Will you use other organisations or agencies such as schools or health visitors to distribute information?
- Will you look for referrals from other voluntary organisations, such as schools, community groups or youth clubs?
- Are you planning to use a venue which your target group can easily get to?
- Are you planning to run the project at the best and most suitable time for the children and young people you want to reach?
- If you are charging fees, are they affordable?
- Have you done all that's possible to ensure that disabled children can access your project?
- How will you ensure that the children and young people who could benefit from your project have the opportunity to attend?

Step 6 - Involvement of children and young people

Have you consulted with the children and young people themselves?

It is a very good idea to get them involved in the planning - ask them what they need, what kind of services they want to see, when they would like them to run, which kinds of equipment would be most used and valued etc.

Wherever possible, you should also involve children in the running / management of projects. In this way you will be able to plan a project that children and young people want and will be likely to feel ownership of. This will increase its effectiveness.

Step 7 - Plan what skills and resources you need

You also need to be sure that your organisation has the necessary skills and resources to carry out the project.

Tip

Applicants have told us that one of the most common reasons that projects fail is poorly planned resources. Don't let that happen to your project.

Once you have planned the activities and services that you want to provide, you need to work out what resources you are going to need to be able to make them happen. These are things like:

- Staffing (voluntary or paid)
- Equipment
- Premises
- Support costs e.g. management and administration

Think about the staff you need to manage or supervise the project as well as deliver it. If you're a small organisation this may be the same person.

You may already be providing similar services, in which case you can use your experience to work out what you will need.

If this is a new service or activity, you might need to do some background research and draw on the experience of others about what resources you will need. You may have existing resources that you can use, or be able to source 'in kind' help from other organisations, your local authority etc.

Tip

Remember BBC Children in Need wants to fund your project to succeed and so is looking for a realistic budget that has been properly costed. We understand that something that is value for money is not always the same thing as the cheapest.

BBC Children in Need will fund support costs when they relate directly to the delivery of the project. Call our Helpdesk on 020 8576 7788 if you have any queries.

Step 8 - Think about timing

Consider how much time will be needed to prepare and run the activity or service that you are going to provide and think about the issues below.

- It is unusual to be able to launch straight into a project - there will usually need to be some preparation time first
- As well as running the project and working directly with children and young people, you will probably need to build in enough time for things like administration and evaluation, etc.
- How often an activity should run and how long each session might last depends on what you are trying to achieve. Some projects will only need to meet for an hour each fortnight; others might want to provide their service much more frequently/for longer periods of time. Some projects will run for weeks, others for months or years
- For capital projects, think realistically about the time that construction and building projects can take - you will probably need to get professional advice about this as delays are very common in these types of projects

Step 9 - Write Your Project Budget

One of the last stages of planning is to work out your budget. It is only once you have decided all the resources you require and for how long you need them, that you'll be able to write down an accurate budget. We've provided some tips below

- Be as accurate as you can with your costings
- If you're going to need equipment, research the costs and look around for the best deals
- For salary costs, remember to include related costs such as National Insurance. For more information about applying to BBC Children in Need for staffing costs, see the Applying for a salary or any staff costs section in our A-Z guide and our Question-by-Question guide to the application form.
- For capital projects such as buildings, refurbishments, playgrounds etc, get estimates and quotes from several different companies. Read our A-Z guide for more advice on applying for building or capital costs

Tip

Involve your treasurer or finance officer in the financial planning. They can also be present at the BBC Children in Need assessment call to help you answer budget and finance questions, if you think that would be helpful.

Step 10 - Don't forget about monitoring your project

Monitoring and evaluating is about measuring what you have achieved, and comparing this with what you hoped to achieve. You began this process when you decided on clear and realistic differences (outcomes) for your project and identified what activities or services you would provide to achieve them. Now you need to think about how you will understand whether you are succeeding in achieving these differences. Monitoring will help you do this

- Monitoring is about collecting information and keeping track of your project so that you know, for example, how many people are attending your youth club or if the

confidence or self esteem of the children and young people has increased due to your project. It is essential for you to monitor your project as you go along and not leave it till near the end of your project. There are lots of ways for you to collect this information including questionnaires and feedback sessions, etc. For further information please see our reporting section.

- Evaluation is about using the information you collect to make judgements about your activities and whether they have met your aims

You may also find it useful to download our user-friendly Guide to Self Evaluation or visit Charities Evaluation Services www.ces-vol.org.uk and Evaluation Support Scotland www.evaluationsupportscotland.org.uk/

Tip

Remember, if your project is already running, whether funded by us previously or by another funder, then you should have been able to measure its success so far and be able to tell us what difference it has made to the children and young people using the project. We have a question on our form which gives you the chance to provide this information.

Finally - Start Applying for Funding!

Once you have fully thought through and planned your project you will be in a good position to start sourcing funding.

When making funding applications it's always a good idea to read the guidelines that each funder produces. Before you start writing your application to us, we strongly recommend you fully read all our guidance including our Question-by-Question guide to the application form.

Planning Checklist

- Remember always to keep your focus on children and young people - think about the differences you want to make in their lives
- Identify how you will do this: what activities and services etc will you provide to best help you achieve these differences?
- Involve children and young people in the planning - they are the best people to tell you what they need
- Think about how your project fits with and complements any services that are already running in your area that might be addressing the same need
- Think about the resources you will need - such as staff time, materials, admin and management costs etc.
- Plan the timing of the project - how much time will it take to plan, prepare for and carry out what you need to do?
- Think about who will be responsible for the running of the project and the individual activities within it. This is the basis of your plan
- Think about how you will know whether you are achieving the difference you want to
- Carefully cost your budget
- Read funders' guidelines before applying for funding

Further help and advice is available from your local Council of Voluntary Service:

In England <http://www.navca.org.uk/liodir>

In Scotland <http://www.scvo.org.uk/cvsnetwork/Home/Home.aspx>

In Wales http://www.wcva.org.uk/main/dsp_home.cfm

In Northern Ireland <http://www.nicva.org/>

You may also find it useful to visit the Performance Hub's website::

<http://www.performancehub.org.uk/>

Section Three - Question by Question Guide to the Application Form

Some advice before you begin...

In this section we work through each question on the application form, to clarify the information we are looking for from you. For a number of our questions, we have also provided example answers: some which show the kind of information we need and others that highlight the common mistakes people make when filling in the form. Remember these are only examples, which are intended help you understand the type of information we are looking for. They are not perfect or 'model answers'. Every application is unique and you need to give us information which is specific to your project.

We have created these pages in response to feedback from previous applicants, and whether this is your first ever application or if you are experienced at applying for funding, we hope you will find some of the information useful. If you have any queries that we haven't answered here, you can always contact our Helpdesk on 0208 576 7788 or by email at pudsey@bbc.co.uk

If you are applying in Scotland for a grant of £10,000 or under, you will find it more helpful to read our 'Guidance for Small Grants in Scotland', as all the information below will not be relevant to you.

If you have specific access requirements, we can provide information in alternative formats. Please contact us to discuss.

Tip

Remember, BBC Children in Need makes grants for a wide range of projects. We expect answers to our questions to vary depending on the type, scope and size of a project. There are no 'correct' or 'set' responses.

When you are filling in your application form, give us answers you feel are realistic and right for your project and not what you think we want to hear. If you are successful in your application we will ask you to report on your grant by referring to the answers you have written on your application form, so it is important that they are an accurate representation of the work of your project.

We have provided word limits for a number of the questions on the form. It is important that you do not go over these; however, many of you will be able to write your answers in fewer words. The word limits represent a maximum number of words only - do not be concerned if your answer is shorter.

1) Contact details

- Please give us the basic contact details for your organisation and the person making the application (the applicant)
- The named applicant is the person who will be contacted by the assessor to carry out a telephone assessment. They must be available for the telephone assessment, which will be within six weeks of the application closing date
- Please include all the required numbers and email addresses so that our assessor can easily get in contact with you
- Remember, our assessors work to tight deadlines and may need to contact you outside of office hours
- If your organisation has a website, please include the address here

2) Your organisation

In this section we want to find out more about your organisation. Read on for information including handy tips and examples to help you fill in this section and answer the questions posed.

Question: What type of organisation are you?

- Choose the most appropriate option from the drop down list
- Please refer to the Applying for Your Grant section to make sure you are eligible.

Question: If you are a registered charity, please give your registration number (or your HM Revenue & Customs number if you are in Northern Ireland)

You can leave this blank if you are not a registered charity, however if you are a charity you must complete this box as we will confirm the details you have given us with the Charity Commission /OSCR in Scotland.

Question: Are you an independent organisation, or a branch of a larger organisation?

- This is an opportunity to tell us if you are an independent organisation or if you are a branch of a larger organisation
- Often independent organisations have their own constitutions / bank accounts or charity registration numbers

Question: Name and charity registration number of your parent organisation (if this applies).

- Only fill this in if you are a branch of a larger organisation
- Give us the name of your 'parent' organisation
- Give us their charity number if your parent is a registered charity

Question: In what year was your organisation formed?

- We want to know about when your organisation was first formed - this date should match the one in your constitution

Question: Please describe the purpose and activities of your organisation.

- This is an opportunity to help us understand your organisation and the work that you normally do
- This information should relate to the objects in your constitution as well as highlighting the main projects or activities you are currently running
- It helps us to understand whether this project is an extension to your existing work or a new area of work for you

Question: How many paid staff does your organisation have?

- Please provide the total number of staff you employ, include both full and part-time staff

Question: How many volunteers does your organisation have?

- Please provide the total number of volunteers that are involved in your organisation
- This helps us to understand the role of volunteers in your project and the number of volunteers our project engages with

Question: How many members are there on your trustee board or management committee?

- Please provide the current number of members
- This helps us to see how many people are involved in running your organisation

Question: How many members of the above committee are from black and minority ethnic (BME) communities?

- Please tell us the number of people on your management committee who are from black and minority ethnic communities
- This helps us see how diverse your committee is

Question: How many members of the above committee are disabled people?

- Please tell us the number of disabled people who are on your management committee

Question: Please give the names of the following members of the management committee: Chair, Secretary and Treasurer. If your committee does not include these roles, please see our Applicant Guidance.

- Please let them know that you are providing us with their details and make sure they are aware of this application. We may need to contact them to clarify details during the application process
- If your organisation's management committee does not include these roles, please give the names of the equivalent people on your committee. For example instead of your Treasurer, provide the name of the person on your committee who oversees your finances

Question: How often does the management committee meet?

- For example: monthly, quarterly, etc.

Question: Please give the dates of the last three management committee meetings

- This helps us to understand how active your management committee are
- Please give the full date

Question: Please give the date of your most recent annual general meeting (AGM)

- Please give the full date.

Question: What are the names and roles of the people who are authorised signatories for payments (for example, BACS, online payments, signing cheques, and so on)?

- E.g. Allen J Anyman, Treasurer; and Laura B Nobody, Chief Executive

Question: How many people are needed to authorise a payment or sign a cheque?

Question: Are any of these people related?

- Please tell us if they are related, e.g. Allen J Anyman and Laura B Nobody are married or Tracy Smith and Ellen Jones are mother and daughter
- Please also tell us if two of the people who can sign cheques are in a relationship
- If they are not related, please write 'they are not related'

Question: What insurance does your organisation have?

- Please provide details of insurance you have in place as we need to know that your organisation is fully insured to undertake the type of work you intend to do. This could include public liability insurance or employers liability insurance and also any specialist insurance your project may require

Question: If your organisation is registered with Ofsted in England, CSIW in Wales or Care Commission in Scotland, please enter your registration number here. (If you are registered, but do not have a number, please tell us here).

- A number of projects funded by BBC Children in Need are required to be registered with Ofsted in England, the Care Commission in Scotland or Care Standards Inspectorate for Wales. For example, if you are based in England and provide care facilities for more than two hours a day for children under eight, your organisation should be registered with Ofsted. If this applies to your organisation please supply your Ofsted, Care Commission or CSIW number. If you are not sure if you should be registered visit:

Ofsted <http://www.ofsted.gov.uk/>,

CSIW <http://new.wales.gov.uk/cssiwsite/cssiw/?lang=en>

or the

Care Commission <http://www.carecommission.com/>
for further information.

3) The children and young people who will benefit

Read on for information including handy tips and examples to help you fill in this section and answer the questions posed.

Question: Tell us about the children and young people your project is working with and describe how they are disadvantaged.

We want to know about the children and young people your project will be working with. In particular we need to understand about the disadvantages they are experiencing. The kind of information we are looking for might include:

- Details of the issues directly affecting the children and young who will be attending the project
- Numbers of children and young people affected by each disadvantage mentioned
- Evidence from referring agencies e.g. police, schools, local authority etc.
- Knowledge of the local community

It is important that you are also able to describe how this disadvantage affects the children and young people's lives. It may seem so obvious to you that you may not automatically tell us about it, but please try to give us as much detail as you can.

***For example**, a project working with young carers would firstly tell us how many of the children are young carers as well as a bit more about their individual circumstances. They would then explain the impact this has on the children's lives, e.g. limited access to social opportunities; heavy responsibilities that mean they have few opportunities just to 'be children' and so on.*

Applicants have told us that they sometimes find it difficult to tell us about the disadvantages experienced by the children or young people they are working with, particularly when they are describing children living in poverty or situations of deprivation.

Organisations often provide statistics about the local area, and tend to refer to the Index of Multiple Deprivation (IMD). This is useful contextual information, but is not sufficient on its own as it does not refer to the specific children and young people who will be using the project - which is the information we are really interested in.

Some ways to tell us about the specific children and young people are:

- Facts such as schools data on the number of children and young people receiving Free School Meals

- Anecdotal and narrative evidence (i.e. your observations of the children and young people's lives) can also be useful. For example children or young people not having appropriate clothes for activities or children or young people not having access to leisure activities, such as swimming, having friends around to play and so on.

We are interested in both the 'hard facts' and more anecdotal evidence you have available. Indeed, the strongest evidence is likely to be a mixture of both

Tip

We recognise that new projects may not yet know exactly which individual children who will attend their project. What we are looking for here is a clear understanding of the children and young people the project is aimed at.

Example Answers

Sample answer 1 (insufficient)

"This grant will be used across Anywhere Peninsula and the young people are disadvantaged due to the geography of the area. This is an extremely rural area with farming and fishing being the predominant employers though these are livelihoods in decline. The area has a population of 2,000 which is scattered over a wide area. The quickest way to the rest of the mainland is a ferry journey: high fares and bad weather can cause major disadvantage during long winters."

Our comments

This answer is insufficient because it focuses on the remoteness of the community and does not tell us how the children and young people are affected by the disadvantage they face. We recognise that there is often deprivation in rural areas and children and young people living in these areas can be more geographically isolated than those in urban areas; however, living in a rural community is not sufficient evidence of disadvantage on its own.

Sample answer 2 (insufficient)

"Our project works with young people from a community that is in the top 5% most deprived in Scotland. This has got worse in recent years since several local factories closed meaning that there are few job opportunities. Drugs and alcohol are a major problem in the community. Lots of the young people we work with come from single parent families.

Recent studies have shown that young people in deprived communities are less likely to do well at school; more likely to get pregnant under the age of 16 and more likely to develop drug and alcohol problems than young people in more affluent communities."

Our comments

This is an insufficient answer, because it focuses on the local area by giving us general statistics without telling us about the young people the project works with and how disadvantage affects their lives.

Sample answer 3 (stronger)

"The children who will attend our project live on the Anywhere Estate - a community that is among the most deprived in the country and has been designated by the Government as an area for targeted intervention through the 'Community Regeneration' initiative.

The effect on the aspirations and attainments of children growing up in this area can be devastating. Many lack a stable home life with positive role models and positive influences. This means they are less likely to stay in school and leave without going into employment or further education. Most lack the opportunity to take part in activities that will enable them to build the confidence and self-esteem necessary to both recognise and develop their abilities and broaden their horizons for later life."

Some of the children whom access the project display high levels of behavioural and emotional problems and some have specific diagnosed needs such as autism and dyspraxia. We link with their support workers within the school to ensure that we offer appropriate interventions and they have reported improved behaviour after taking part in the project."

Our comments:

This is a stronger answer, because it not only tells us about the area that the young people live in, but also it gives examples of how this impacts on their lives and opportunities. The project works with children with recognised additional support needs, and there is an outside agency who can verify this. The answer would have been even clearer if they had given the percentage or number of children taking part who are disadvantaged.

Question: How many children and young people does your project aim to work with?

We want to know how many children and young people your project will help over the life of the grant you are applying for. Please provide us with a figure based on experience or research

We are interested in the number of individual or 'unique' users your project will have. For example:

- If the same 20 children attending a youth club attend every week, 20 children will benefit
- If there are 20 different children attending three different arts classes, 60 children will benefit

We are aware that for new projects this will be an estimate.

Question: How old are they?

- Please give us a breakdown of the age ranges of the children and young people you are working with, the age categories are: 0-4, 5-9, 10-15, 16-18 and over 18.

Question: How many of the children and young people attending are disadvantaged?

- Please tell us (or estimate if you are a new project) the number of children and young people attending your project that are disadvantaged in the way(s) you have described above
- We recognise that for some projects not all of the users will be disadvantaged. Your project will be eligible as long as the majority of children and young people who attend are disadvantaged and your project is clearly focused on their needs

4) Your project

This section is for you to tell us all about your project and why it is the best way to address the disadvantage(s) you have described in the above.

Question: Name of your project (if this is different from the name of your organisation)

You can leave this blank if they are the same.

- Please give us a name for your project if it is different to that of your organisation, e.g. if it is one of a number of projects that your organisation runs

Question: How much will your project cost in total?

- Please state your total project cost (**not just what you are asking for from BBC Children in Need**). This should be for the whole of your project - so if you are applying for a three year project please tell us the total cost of running the project over the three years
- Remember to use numbers only - you don't need to use currency signs or punctuation. For example if your project's total cost is four thousand pounds, write '4000'
- Please round up to the nearest pound and don't use decimal points. For example: 400.98 becomes 401

Question: How much money are you asking for from BBC Children in Need?

- Please tell us how much money you are asking for from BBC Children in Need each year and give the total amount you are requesting
- Remember to use numbers only - you don't need to use currency signs or punctuation. For example if you are requesting two thousand pounds, write '2000'
- Please round up to the nearest pound and don't use decimal points. For example: 400.98 becomes 401

Question: Is this application for a new project, or to continue funding existing work?

- You will need to select an answer from the drop down box

- Please select 'new' for new projects or 'existing' for projects which are already running
- Remember that BBC Children in Need is happy to fund both new and existing work

Question: If this application is to fund existing work, how is it currently funded?

- Please give the name of the previous or current funder of the project you are applying to BBC Children in Need to fund. If you have sourced this money from your own reserves or community fundraising, you can let us know here
- If this is a new project, please leave this question blank

Question: What dates does your project start and finish?

- For example 'August 2009 -September 2009'
- Write 'existing' if your project is already running and 'ongoing' if there is no definite date for the project to finish e.g. 'existing project which will be ongoing'

When would you like our grant funding to begin?

- This must be after our grant award date:

Closing date: 15 January - Awards given by end April 2009

Closing date: 15 April - Awards given by end July 2009

Closing date: 15 July - Awards given by end October 2009

Closing date: 15 October - Awards given by end January 2010

Question: When will it happen, how often and for how long?

Please be specific and give the days and times. For example, 'Every Saturday, 4pm to 6pm' or '2 to 4 hours a week - days vary'.

What we want to know here are details, such as:

- The day of the week your project will run, if you already know this.
- The time of day your project will be running and how long each session / activity will last. For example every Friday 6-8pm
- If you don't have set days please tell us the amount of time your project runs for each week or month and how frequently your activities or services run. E.g. two hour sessions three times a week

Question: Where will the activities take place?

For example, 'in Congleton in the local youth centre'.

- If you know the venue where your project will be taking place, let us know here. E.g. Greenslide Community Centre in Congleton. (We understand not all of you have this information yet)
- It is important you also tell us in which area in the UK your project will operate - we want to understand the geographical community your project serves

Question: Which local authority or unitary authority areas is your project working in?

- If your project will happen across a number of local or unitary authorities, please tell us the names of all these authorities
- If your project runs across a very large area e.g. all of England, Scotland, Northern Ireland or Wales or the whole UK, just write that here and don't put in any specific local or unitary authority information

Question: Tell us what your project will do

This is your opportunity to tell us what the project is going to do to achieve the differences (outcomes) for children and young people that you have described above.

Most importantly we want to know what activities, facilities or services, and so on you, are going to provide.

Example Answers

Sample answer 1 (insufficient)

"In a safe, confidential, environment we will offer opportunities for young people to facilitate their negotiation through the numerous transitions they experience, exploring issues of identity, personal and family relationships, racial or social barriers, and other pressures they experience.

Our holistic, client-centred emphasis means that the young people can also access a wide range of support. We will help every child realise and fulfil his or her potential."

Our comments

This answer does not give us the information we need, because it doesn't actually tell us what the project will do. We do not know if this is, for example, a counselling, playwork or after school club. The language of this answer is also not very clear and uses too much jargon.

Sample answer 2 (stronger)

"Our project will employ an experienced youth worker who will engage 75 primary school children aged 8 to 12. Our project will be based in the local primary school (and local community centre when completed in 2008) and run two-hour sessions after school, three days per week. These sessions will cover music, drama, arts and crafts, literacy and IT work.

There will also be a summer programme and occasional weekend activities where children can take part in sports and outdoor education.

Children are also involved in community activities / initiatives like the annual summer parade.

We will also lead some issue based workshops looking at topics such as healthy eating and drugs and alcohol.

Working across the local primary schools, new friendship groups will be encouraged to support the children's transition into high school. At this stage children are gradually moved into our other projects to maintain and continue the development."

Our comments

This is a stronger answer, because it is immediately clear what activities the project is carrying out (i.e. regular after school clubs, summer scheme and issue-based workshops). We also know that they will be using this platform to 'encourage new friendship groups' and that there is a plan for the children when they become too old for the project.

Question: How do you know this project is needed?

You should already have told us how the children and young people you will be working with are disadvantaged and the impact these disadvantages have had on their lives - you don't need to repeat this information here.

We want to know what research or information gathering you carried out to establish that this project is the right way for you to address the disadvantages you have described earlier. For example:

- You may have run a pilot project or taster sessions
- You may have worked with other agencies, e.g. council services, schools, other community groups working with children and young people to identify a need for this project
- You may have used existing research or carried out your own research

Example Answers

Sample answer 1 (insufficient)

"The community got together and realised that there is nothing in the area for young people as they hang around on street corners getting drunk and into fights. This can also be intimidating for the older members of the community. They need something to keep them off the streets."

Our comments

This answer is not sufficient. It isn't clear that the organisation has undertaken any research or spoken to any other organisations about the best way to meet the needs of the young people.

Sample answer 2 (stronger)

"As workers in youth projects on neighbouring estates, we recognised that tension between the areas was increasing, with fights between neighbouring gangs becoming more common and younger children getting involved.

We have started a project with 5 children from each estate working together on a community garden and they have begun to break down barriers and see that they aren't so different after all.

A study carried out across the north-east of England has shown that using sport to break down barriers between rival communities can work well, particularly when children take part below the age of 13.

We are in contact with the police who have provided statistics that show there is an increase in anti-social behaviour on the nights where there aren't any other activities on (Tuesdays and Fridays), these are the nights that we going to run the club."

Our comments

This is a stronger answer:

- *It includes their own observations about the need for their service in the local area*
- *They have used research conducted by others to show that similar projects have worked well elsewhere. (Though it is always useful to tell us exactly what research this is - who conducted it and when it was published, if possible)*
- *They have spoken with another organisation (the police) who have confirmed that there is a need*

Question: How does your project fit with other services in your local area, and what is your relationship with them?

Use this question to tell us about other projects that exist locally for these children and young people and how your project will complement and not duplicate them.

It also gives you space to:

- Tell us about any local links which will help you deliver the project
- Show you are aware of statutory funding sources
- Explain how your project is additional to statutory services, particularly if it is working in an area where there is significant statutory investment (such as childcare for 3 and 4 year olds, or schools)

Example Answers

Sample answer 1 (insufficient)

"This is the only place that young people from Anytown who are gay, lesbian or bisexual and have experienced homophobic abuse can come to be themselves without any fear or prejudice. We find that other organisations do not understand the needs of the young people we work with and they do not enjoy going to them. We sit on the local Equalities Network and Anytown youth group forum."

Our comments

This answer doesn't give us all the information we need, because it doesn't actually tell us how the organisation works with other groups. It is clear that the group probably does have a good understanding of the local area - they just haven't given us the right information.

- Rather than saying 'we are the only organisation that does this type of work' the group could have told us about existing youth services and how the project differs from them

- A description of how local Equalities panel and youth group forum helps them run the project and support the young people would also have improved their answer
- The group do not mention if they are linked in to appropriate statutory funding.

Sample answer 2 (stronger)

"Our counselling service is the only one in the area that offers a dedicated service to children who have been affected by bereavement or family breakdown. Our local NHS Primary Care Trust offers counselling to adults and there is another counselling service that works with adults and young people who have been affected by sexual abuse and we sometimes refer children to each other if appropriate.

A local child contact centre encourages families experiencing severe conflict to bring their children to us for some counselling and several have done so.

We are in contact with two local youth clubs who are aware of what we provide. We have had talks with three schools who are keen to refer to us but, at the moment, we do not have the resources to meet this need. If we get funding we would be able to take referrals from them as well."

We have spoken with the youth services co-ordinator at Anywhere Council and they do not have the resources to run a counselling service for bereaved children. There is no government legislation that says they must provide bereavement counselling.

Our service is vital in ensuring that children and young people have someone who they can talk to who is outside the family."

Our comments

This is a stronger answer because:

- *It shows that the group is aware of similar organisations in the area*
- *They receive referrals from organisations and refer young people on to others which shows that they have good links and relationships with other local groups*
- *The organisation is aware of the statutory services that are available in their area*

Question: How have children and young people influenced how you planned this project, and how will they continue to be involved in how the project is run?

We want to know how children and young people are able to contribute to the project.

- Did you consult with children and young people in setting up the project?
- If so what difference did this make to the shape of the project?
- You should also tell us about how the children and young people will be able to continue to influence the project, once it has begun
- Will children and young people help run the project or deliver any of the activities?

Remember, there are no set answers. We expect you to involve children and young people as much as they are able, but understand that in some circumstances you can only offer limited consultation. If this is the case, let us know why here.

Example Answers

Sample answer 1 (insufficient)

"We have been running these projects for years and the young people keep coming along so we know that we are doing something right. They would soon tell us we weren't!"

Our comments

Although it is good for us to know that the project is popular with the young people, this answer does not show that the project is learning from what the young people tell them. There is no indication that the young people are consulted with, or that they are involved in running the project, which is the information we are really interested in here.

Sample answer 2 (stronger)

"We realised that there were some young people in our community who were not taking part in our evening / weekend activities. We believed that, anecdotally, they were the young people most in need.

Two of our trained volunteers spoke with these young people on the streets over a period of a month. They told us that they would be interested in coming along if we did some DJ training and ran street dance sessions. We managed to do some local fundraising and put on taster sessions that attracted 20 young people who had never dropped in before. We are applying for funding to run sessions like these throughout the year.

We have a youth committee for the organisation. The youth committee regularly carry out surveys to find out what trips and activities the group want to take part in. There are two representatives from this youth committee on our management committee. The youth committee meet every month and soon let us know if they don't like something or want to see something changed! They also take part in the selection process for any new members of staff."

Our comments

This is a stronger answer because it shows the organisation:

- *Has spoken directly with the young people who they want to attend*
- *Is planning activities that young people have shown they want to take part in*
- *Wants to give the young people an real voice in the organisation by having a youth forum and young people at the management committee*

Question: How will you make sure that those children and young people you have identified are aware of your project?

You have described the children and young people your project is going to work with. We now want to know what you are going to do to ensure these children and young people know about and attend your project.

A strong answer will show how you will target your project at the children and young people you have identified.

Example Answers

Sample answer 1 (insufficient)

"We will target the most hard to reach and disadvantaged young people who need our project. We are well known in the local area and find that we don't normally need to advertise our services as we get good attendance."

Our comments *This is insufficient as it tells us that they are well known in the local area but doesn't provide evidence to back this up.*

- Good attendance / waiting lists are a good indicator for showing that the project will be well used but not necessarily by the children you are targeting in the application.
- It also doesn't tell us how it will target the most 'hard to reach young people'. We need more information.
- As the project is designed to target the most disadvantaged, it is likely that some advertising / working with other organisations to identify young people will be required

Sample answer 2 (stronger)

We work closely with the acquired brain injury units in three hospitals across the region. They provide each family who attend the units with an information pack from us with useful contacts and sources of support. We will include publicity about this project in these packs if funding is secured. We will also speak to the specialist nurses and make sure they are aware of this new strand of our work.

Our database has details of over 125 children and we will contact them / their families to make sure they know about our new service (some of these children and their families helped us plan and design the new service).

Our comments

This is a stronger answer because it shows that the organisation has already considered how it will contact the families and young people the project will work with. It recognises that it may not be in touch with all the young people that could benefit at the moment and is making efforts to contact them.

Question: What differences (outcomes) will your project achieve for children and young people? (For example, improved reading skills, self-confidence, social skills, and so on)

You have told us about the disadvantages experienced by the children and young people your project will work with and the activities or services you are going to run. Now we want to know about the differences (outcomes) you will achieve for the children and young people as a result of your work.

A common mistake people make when answering this question is concentrating on the activities that the project will offer. You have already told us about the services, facilities or activities etc. that the project is going to provide, so please use this space to really explain the differences you want to make for children and young people.

If you would like more information about describing the differences (outcomes) your project will achieve please read our planning section, 'Identify the differences (outcomes) you want to make for the children and young people'.

Example Answers

Sample answer 1 (insufficient)

"The funding will enable staff and volunteers to plan ahead and run a wider range of activities that young people will enjoy. We haven't had this opportunity before and believe that this will make a real difference to the organisation and the young people. We will be able to manage volunteers better and give them the support they need.

The project will keep the young people off the streets and give them somewhere to go in an alcohol-free environment. They will have activities to take part in that they haven't done before, such as outdoor education and midnight basketball which will give them new experiences."

Our comments

This is an insufficient answer because the first part focuses on the difference the grant will make to the organisation rather than the young people. The second part focuses on the activities they are running (which they should already have told us about in the section 'what will your project do') rather than the differences or outcomes they will achieve.

Sample answer 2 (stronger)

"The children who attend our Saturday club will have increased independence and be able to take part in a wider range of activities without parental supervision. They will have the confidence to take part in games and try new things like riding a tricycle.

They will build friendships within the group and learn the social skills to develop relationships with their mainstream peers in the community."

Our comments

This is a stronger answer because:

- *The differences (outcomes) the project will make are clear: increased independence; improved confidence; better relationships*
- *The differences can be linked to the activities they are going to run*

Question: How will you know when you have achieved these differences (outcomes)? What evidence will you collect and how will you use it?

You have identified the differences you want to achieve for the children and young people in the question above, but how will you know if you have been successful?

How will you understand which parts of your project have worked really well and (possibly) which areas could be improved? In particular we want you to show us you have thought about:

- What information you will collect? E.g. 'hard facts' such as numbers of young people attending, or 'softer information' such as understanding of how the child feels about themselves before and after the project, etc.
- How will you collect it? E.g. attendance records, questionnaires, etc.
- What will you do with the information once you have collected it? What difference will it make to your project?
- For more information and advice read our Planning and Reporting sections.

Example Answers

Sample answer 1 (insufficient)

"We will know by the smiles on their faces."

Our comments

This is an insufficient answer because it is not clear enough. It is fine for staff or volunteer observations to be one way you measure changes, but on its own this evidence is not enough. There is no real evidence that the group is going to do ongoing monitoring or evaluation of their project.

Sample answer 2 (stronger)

"The following monitoring and evaluation systems will be put in place for our project:

- Questionnaires after each block of sessions to see if young people liked the activities and what could be improved
- An evaluation tree for young people to tell us how they are feeling
- We will ask parents and school support staff for feedback to see if they notice a difference in the children
- Staff observations (which will be recorded in a log every day) will tell us if the children are more able to initiate play with others. They will also note if behaviour improves / gets worse over the course of the project

We will use this information to see where we could improve the project (where we aren't achieving changes). We will use it to show the young people the progress they are making. We will also use this to show parents how well their children are doing.

We will use the information we gather to show other organisations and funders the good work that we do to increase referrals or secure more funding!"

Our comments

This is a stronger example because it shows both the different ways that the project will collect evidence of the impact that the project will make and that the group will use this information.

Question: For projects that are already running these may be projects previously funded by BBC Children in Need, or another funder.

As this is an ongoing project, we are interested in the progress you have made so far. Please briefly describe the differences (outcomes) your project has achieved for children and young people, providing evidence where you can.

If your project is already established, whether previously funded by us or from other sources, tell us what differences (outcomes) it has already achieved for the children and young people who have attended it.

Remember to tell us how you know this - what information and evidence did you collect?

Have you learnt something from running the project to date that will change the way you do things in the future? It is useful to tell us about this too - we are interested in what you have learned.

Example Answers

Sample answer 1

"Our project has changed the lives of the young people who take part as well as the community. The crime rate in our area is down by 32 per cent in the ten years we have been in operation. The A level results in the school our young people go to have improved.

We have increased the number of full time staff from three to nine and greatly increased the number of volunteers. We received the Excellence in Volunteering Award in 2006."

Our comments

This answer does not give us the information we need.

The applicant has focussed on changes that are difficult to show resulted from the project and most importantly talks about the 'area' or 'local school' rather than the specific children or young people they have been working with. We want to know how their lives have changes more than we need general figures about the area.

The second part of the question focuses on the difference in the organisation rather than the children and young people who take part. Some information about how the organisation has developed is useful but it should not be the main part of your answer.

Sample answer 2 (stronger)

"Our pre-5 group has been running for three years. Since we started, the number of children attending has increased from seven to 25 and we now have a waiting list for children who want to come along. This is why we are asking for funding to start another group.

We have been successful in achieving differences for the children who attend. Through a range of consultations families have told us that we have made a huge difference to their lives and that their children are happier and have developed significantly since they started to come along to the project. We record what the families tell us these in our 'feedback folder'.

We also give questionnaires to social workers who refer families to our service and they tell us that we have made a huge difference in the family relationships and the ability of the children to play with their parents and other children.

We initially ran the group on a Monday afternoon but found that we got more families on a Thursday so we have changed to run then. The children also got more out of the sessions in smaller groups so we managed to find some more volunteers to enable this to happen."

Our comments

This is a stronger answer because it tells us:

- How long the project has been running and the increase in numbers over that time
- That the group gather evidence from parents, social workers and staff observations
- They have evaluated the project and made changes based on that

5) Keeping children safe

It is essential that all projects funded by BBC Children in Need make arrangements to safeguard and promote the welfare of children and young people they engage with.

Question: Does your organisation have its own child protection policy?

- Please tell us if your organisation has its own child protection policy
- If you do not have a policy please tell us why

Question: What is the name and job title of the person responsible for child protection in your organisation?

- This is the person who is the named child protection contact for your organisation

Question: Do you make sure all staff and volunteers who will have direct contact with young people had Criminal Records Bureau (CRB) disclosures, Disclosure Scotland or Access NI checks?

- Please tell if all staff and volunteers in your organisation have had CRB, Disclosure Scotland or Access NI checks made. Does this include your management committee?
- If not everyone is checked, please tell us why in the textbox in the question below

Question: How often do you repeat Criminal Records Bureau (CRB) checks, disclosure Scotland or Access NI checks?

- E.g. once a year etc.

Question: Do you make sure all staff and volunteers who have direct contact with children and young people attended child protection training?

- Please tell us who all in your organisation receives child protection training - do all staff and volunteers undertake it?
- Does this include your management committee? If not everyone receives it, please tell us why in the textbox in the question below

Question: How often do staff and volunteers have their child protection training refreshed?

- E.g. once a year etc.

Question: How has the need to keep children safe influenced how the project is planned and run?

Please tell us about how safeguarding children is considered and implemented in the planning, day to day running and activities of your project. We understand that each project is different but what we are looking for here is evidence of the type of planning and precautions you are putting in place to protect the children you are working with. This may include:

- Health and safety guidance
- Risk assessments
- Safety of travel or transport
- Worker to child ratios
- Additional child protection procedures

Example Answers

Sample answer 1 (insufficient)

"Our child protection policy was developed four years ago and we review it annually.

The safety of children is very important to us, we come from a small community and know all our volunteers well - many of them have been with us for years."

Our comments This answer does not give us all the information we need

- It doesn't tell us how the group uses the child protection policy in the day-to-day running of the project
- It is vital that all volunteers are properly selected and have the appropriate criminal records check - whether you know them well or not
- It doesn't mention whether the organisation has carried out a risk assessment. These are important for all activities and trips - not just those that you think of as 'dangerous'

Sample answer 2 (stronger)

"We updated our child protection policy last year with a social worker who is on our committee using the NSPCC guidelines. This resulted in all staff and volunteers signing up to the code of conduct. Anyone in contact with children in the course of the project (e.g. coach drivers) must sign up to this.

At the start of each block of activities, each child must provide us with a registration form asking for: emergency contact details; information on medical conditions or allergies; a list of adults permitted to collect the child.

Child protection and risk assessment are items on every team meeting agenda to ensure everyone is up to date.

Before each block of activities a risk assessment is carried out, reviewed and agreed by the person on the management committee responsible for child protection. A separate risk

assessment is carried out before each trip and for any new activities that take place. Before each session the play leader checks the room to make sure everything is safe.

We have an adult to child ratio of 2 workers to 8 children. If they are the very young group then it will be 2 adults to 5 children. Some of our children have additional support needs and require 1 to 1 support.

All volunteers who prepare food for snack time have got a Food Hygiene Certificate.

We never identify any children by name on our website or in any pictures we send to the local paper."

Our comments

This is a stronger answer as it shows how their child protection policy has influenced the running of the group. It shows the group has a planned approach to risk, but is also flexible and so changes adult to child ratios as needed. The group has considered a wide range of factors (food hygiene, who collects children at the end of the day, and photos used in publicity material) and told us about them.

You may also find the following links helpful:

For more information on safeguarding children visit **Every Child Matters**
<http://www.everychildmatters.gov.uk/>

For more information and training advice on child protection visit the **NSPCC**
<http://www.nspcc.org.uk/>

For more information on CRB checks and disclosures:

In England <http://www.crb.gov.uk/>

In Scotland <http://www.disclosurescotland.co.uk/>

In Northern Ireland <http://www.accessni.gov.uk/>

Your finances

Information about your organisation's finances are vital in our assessment process to help us understand both the project and the capacity of your organisation. We are looking to fund projects to succeed and part of this is ensuring that an organisation has strong finances.

We are unable to accept applications without accompanying accounts. These accounts should be the most recent available. If these are more than 18 months old you must also provide draft accounts which provide a more recent account.

The accounts you supply must also be appropriate to your organisation. Please note that this is advice and does not supersede any legislation or independent/legal advice you have received about the appropriate accounts for your organisation:

- From a large organisation (income over £250,000) we would expect to receive externally audited accounts. This is likely to be a reasonably-sized document with a

detailed Trustee report and notes to accounts. In Scotland, a charity does not need to be audited unless their income is over £500,000.

- From a medium size organisation (income over £10,000 but less than £250,000) we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces
- From a small organisation (income less than £10,000) we would expect to receive a very small document highlighting income and expenditure and any balance sheet items
- A new organisation may only be able to provide a very small document showing projects income and expenditure. This is appropriate for a new organisation and shows planning. It should demonstrate how you expect the organisation and the project to grow over the next year

Please remember that if you do not submit appropriate and up to date accounts we will not be able to assess your application.

In completing the finances section of the application form please use the accounts you have sent with your application.

Question: Total annual income

- Please do not use pound signs or punctuation (for example, 25000)
- Please provide the total annual income of your organisation for the year relating to your last full accounts (which you should have included with this application)
- Please round up to the nearest pound and don't use decimal points. For example 400.98 becomes 401

Question: Total annual spending

- Please do not use pound signs or punctuation (for example, 25000)
- Please provide the total annual spending of your organisation for the year relating to your last full accounts (which you should have included with this application)
- Please round up to the nearest pound and don't use decimal points. For example 400.98 becomes 401

Question: Is there anything notable about your annual accounts that you would like to explain?

This is an opportunity for you to give us further detail about anything notable or unusual in your annual accounts. For example if you are building up your free reserves for a specific reason you should say so here. If you have had repeated deficits (where you have spent more than your income) and there is an explanation for this please tell us about it here. If you have no further detail that you wish to give about your accounts you can leave this blank.

Example Answer

This question is not relevant for every organisation and therefore if there is not anything notable to explain in your accounts please leave the box empty.

To reflect this we have provided an example of a possible answer that covers the type of information we are looking for:

Possible answer

The accounts show a net asset value of £123,498. Of this, £81,203 was restricted for our building fund - raised specifically from fundraising donations and events for new premises over the last 20 years. This building reserve has now been spent and we moved into our premises on 18 June.

We are expecting a further £30,000 from fundraising promises, which will increase our reserves to the equivalent of six months running costs.

Our comments

These are important changes to this group's designated and restricted funds that we need to know about.

Question: Has your financial situation changed significantly since your organisation's accounts were produced? If so, please give details of the changes below.

- If your accounts do not represent your current financial situation, please tell us about your current situation
- Remember if the accounts that you are submitting are now more than 18 months old you should also submit more recent draft accounts. If your accounts are recent, or they are broadly representative of the current financial situation of your organisation you can leave this blank

Example Answer

This question is not relevant for every organisation and therefore if there is not anything notable to explain in your accounts please leave the box empty.

To reflect this we have provided an example of a possible answer that covers the type of information we are looking for:

Possible answer

Since our latest accounts were produced, we have been notified that we are the beneficiary of seven estates, which are expected to amount to £623,000 in total. In addition, the purchase of 5.5 acres of land at a value of £2.4 million for the centre rebuild has been completed.

Our comments

These are significant changes to this large charity's accounts and it is important that they inform us of their new financial position. It would help if the charity also provided a statement of their current reserves position after these changes.

Referees

BBC Children in Need requires that you provide two referees with your application, both of whom must be available to discuss your project and organisation. We need full contact details for both referees including email addresses. Sometimes we are unable to assess projects because we are unable to contact the referees, or because the referees are not knowledgeable about the application. Please make sure you choose referees who will be available in the six weeks following the application closing date, and choose people who know about the project and organisation.

First (internal) referee

- This should be someone who is in a management position within your organisation
- The internal referee should **not** be the person named in question one as the applicant
- They must be available to speak to an Assessor in the six weeks following the application deadline

Second (external) referee

It is important to think carefully about who you ask to act as your external referee.

- They should be someone who knows your organisation in a professional capacity but who is not part of it
- They need to have an external perspective on the work of your organisation and the project you are applying for
- They should have read and understood your application. We will expect them to be able to discuss your project, give an opinion about the value of the work your organisation does and answer any questions the assessor might have. You may want to allow your referee access to your application account so that they can read it online
- It is important that this person has agreed to be a referee.
- Your referee must be available to speak to an assessor in the six weeks following the application deadline. **It is essential to choose someone who is easily available for the assessor to contact, as it will affect the success of your application if your referee cannot be contacted**

Your external referee could be:

YES...your external referee could be:	NO...your external referee should not be:
<ul style="list-style-type: none"> ✓ Someone from your local Council for Voluntary Services or other support organisation. ✓ someone who sees the results of your work (e.g. a local school teacher or youth worker.) ✓ someone from another organisation with whom you work closely. ✓ Someone from another organisation which refers people to your service (e.g. a local social worker) 	<ul style="list-style-type: none"> ✗ anyone who works or volunteers for your organisation or is on your Management Committee ✗ a parent of a child or young person who benefits from your services ✗ someone who uses your services ✗ a relative, personal friend or someone who is a relationship with anyone working for the organisation or on the project. ✗ a consultant or adviser who is paid by your organisation

Information to give External Referees

Thank you for offering to be an External Referee on an application to BBC Children in Need.

Our mission statement is: 'Positively changing the lives of disadvantaged children and young people in the UK.'

We provide grants to projects who work with young people to help us achieve this aim.

As part of the application process it is likely that you will be contacted by one of our assessors. They will ask you a few questions about the organisation you are acting as referee for and the project they are applying to BBC Children in Need to fund.

As an external referee you need to have an external perspective on the work of the organisation and the project they are applying for.

It is advisable that you read and understand their application.

You should be able to discuss this application, give an opinion about the value of the work the organisation does and answer any questions the assessor might have.

Please make yourself available to the assessor; they work to very tight deadlines. If they are unable to contact you it may affect the success of the application.

Extra information

When you make an application to BBC Children in Need you will need to attach some extra information to your online application. This section explains which information you need to submit.

The extra information you need to submit will depend on your application. The following table will help you:

If you are not applying for any staffing costs:	
If you are a charity in England and Wales	Accounts Project Budget Form
If you are any other kind of other organisation in England or Wales (such as a Social Enterprise) or ANY organisation in Scotland or Northern Ireland	Accounts Project Budget Form Constitution or Governing Document
If you are applying for staffing costs:	
Charity in England and Wales	Accounts Project Budget Form Job Description (for each different post) Person Specification (for each different post) Work Plan (for each different post)
Other organisation in England or Wales (such as a Social Enterprise) or ANY organisation in Scotland or Northern Ireland	Accounts Project Budget Form Constitution or Governing Document Job Description (for each different post) Person Specification (for each different post) Work Plan (for each different post)

If you would like to find out more about each piece of extra information required please read below:

Accounts

We are unable to accept applications without accompanying accounts. These accounts should be the most recent available.

If these are more than 18 months old you must also provide draft accounts which provide a more recent update.

The accounts you supply must also be appropriate to your organisation. Please note that the following is advice and does not supersede any legislation or independent or legal advice you have received about the appropriate accounts for your organisation:

- From a large organisation (income over £250,000) we would expect to receive externally audited accounts. This is likely to be a document with a detailed Trustee report and notes to accounts. In Scotland a charity does not need to be audited unless their income is over £500,000
- From a medium size organisation (income over £10k but less than £250,000) we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed-down version, but still similar to the accounts that a large organisation produces
- From a small organisation (income less than £10,000) we would expect to receive a very small document highlighting income and expenditure and any balance sheet items
- A new organisation may only be able to provide a short income and expenditure. This is appropriate for a new organisation and shows planning, and it should demonstrate how you expect the organisation and the project to grow over the next year

Please remember that if you do not submit appropriate and up-to-date accounts we will not be able to assess your application.

You can also ask your treasurer to assist you in the preparation of these documents if you are not familiar with them.

Project Budget Form

You will need to complete the project budget form which is available on the Apply for a Grant page of the website.

It is really important to us to have full financial information about your project. You will need to detail on the form the full costs of your project regardless of whether you are requesting the full amount from BBC Children in Need. Remember to save the document somewhere that you can access easily, so that you can attach it to your online application form.

This information **MUST** be completed on the template supplied otherwise you will not be able to submit your application. If the form itself is not fully completed we will not be able to process your application. For an example of a completed budget form and full instructions on how to complete it please go to appendix 2 on page 62.

Constitution or Governing Document

If you are a registered charity in England or Wales you do not need to supply a copy of your constitution. You will instead need to ensure that you provide your charity number when you complete your application form. We will then be able to access information directly from the Charity Commission.

If you are not a registered charity you will need to supply a copy of your constitution.

If you are in Northern Ireland or Scotland we currently require a copy of your constitution whether or not you are a registered charity.

Please supply this information electronically if at all possible, by attaching it to your online application form.

Applying for a salary or any staff costs (including all salaries, fees or wages)

If your application involves staffing costs such as wages, fees or salaries that are paid to people who are working on your project we need extra information from you which we have detailed below.

N.B. staffing costs include monies paid to any of the following people: employees, contractors, freelancers, sessional workers, tutors, play workers, artists, therapists, etc.

When applying for staff costs please consider the following:

- The costs for all salary posts requested from BBC Children in Need should be detailed on your Project Budget Form. If you are not completely sure about the costings, please involve your treasurer to ensure that these are correct
- Please ask for the salary you think the post deserves and not what you think BBC Children in Need will want to pay. BBC Children in Need want to fund posts to succeed and expect the salary to be in line with similar posts across the sector
- We prefer to fund new posts for a full three years
- Allow for inflation in your costings
- Don't forget to include further employment costs if required, such as National Insurance and Tax
- New posts funded by BBC Children in Need (except short-term sessional staff) must be publicly advertised; consider whether you need to include recruitment costs as part of your application
- The assessor will ask you about your organisations' skill to manage and support staff effectively
- In addition, for each post applied for, we require: Job Description; Personal Specification; First Year Work Plan
- We require this additional information, even if BBC Children in Need is only making a contribution to the salary

The level of detail in each of these documents should reflect the type of post being applied for. For example, we will require much more detail for a three-year full-time counsellor compared to a sessional play scheme worker.

If you have never created any of these documents before or are not quite sure what we are asking for please read the guidance below.

Job Descriptions, Personal Specifications and Work Plans

Job Description

Taking time at this stage to plan each salary post in detail will impact on the success of your project. It will ensure that you have these details in place prior to the start of a grant, enable you to recruit the right person for the job and help guide them to succeed in achieving your aims.

You should make sure that your job description includes:

- The title of the position you are applying for
- Main purpose and scope of the job. (Please provide a brief couple of sentences summarising the purpose of the job and an outline of what you want the role to achieve)
- Who in your organisation will manage this role?
- Will the person in the role be managing anyone?
- Will the staff member be responsible for the BBC Children in Need budget?
- Duties and key responsibilities (Please provide a breakdown of tasks under the main areas of work)

Remember that the documents should reflect the size and scope of the role being applied for.

In appendix 3 on page 71 you will find the information you should include in a job description, and a possible layout.

Please note that if you already have a job description for the post you can supply it in the format you already have as long as it contains this information. Please remember you must supply a job description for each different post you apply for.

Person Specification

You should make sure that your person specification outlines the criteria the post holder will need to fulfil. You may wish to describe these under the following headings:

- Skills and abilities
- Experience
- Knowledge

You will find an example of the information you may wish to include in a person specification, and a possible layout in appendix 4 on page 72.

Please note that if you already have a person specification for the post you can supply it in the format you already have as long as it contains this information.

Please remember you must supply a person specification for each different post you apply for.

Work Plan

A Work Plan is required for all posts, both new and existing, and should detail the activities and planned achievements for the first year of funding.

Your work plan should bring your job description and person specification to life.

Use it to tell us what the person you are (or will be) employing is going to spend their time doing over the year.

Your plan needs to show us:

- The activities the post holder will be doing and **when** they will be doing them over the year
- Key training and personal development for the post holder
- The key achievements as they progress through the year

The work plan can be written in a variety of ways and should be in a format that best suits your organisation and is helpful to your planning. We have provided a work plan example template in appendix 5 on page 73.

You can use whatever format you like to help us understand what the post holder will be doing throughout the first year of the grant. Please ensure that, whichever format you use, you show the activities clearly as a plan over the course of the year.

Please ensure the detail in the work plan is appropriate for the post you are applying for, a part-time post working a few hours a week will usually require a less detailed work plan than a full-time post.

Attaching Your Documents

Here is some information on how to attach your extra information to our online form:

- Step 1 - Choose the name of the relevant document in the drop-down box (e.g. project budget form)
- Step 2 - Click 'Browse' to look through the folders on your computer, and select the file from where it is saved
- Step 3 - Once the file is selected, click on 'OK'
- Step 4 - The file path (this is the name of the document and the folder it is kept in) will appear in the box below. Click 'Upload' and the document will start to attach
- Step 5 - When uploaded, your document should be listed as an attachment at the bottom of this page
- Step 6 - Repeat this for all the documents
- Step 7 - Click on 'SUBMIT'

Section Four - A-Z Guide

This section contains lots of information on topics from Breakfast clubs to Young Offenders institutes.

Breakfast Clubs

BBC Children in Need in Wales will not fund breakfast clubs in schools, due to Welsh Assembly Government commitment to provide breakfast in all schools that request it.

Buildings

BBC Children in Need is open to funding building developments; however, there are several key issues to be aware of when applying for a grant

Funding arrangements:

- While you can apply for full funding, we prefer if our contribution is alongside other grants or community fundraising.
- It is also important to remember that you must be able to use any grant from us within a year

Ownership:

- We are unlikely to fund facilities where improvement adds to the capital value of statutory owned property, such as schools and hospitals
- We are unlikely to fund development of a building and/or land that you do not securely own or lease
- You should have a plan for meeting the future revenue costs of the building including repairs and maintenance

Planning

- You must have planning permission for the work or permission under the lease
- Accessibility and health and safety regulations must be considered in development
- If applying for a major capital grants must provide plans and estimates on request

Consultation:

- You must provide evidence of children and young people being involved in the design and development of the project
- We will not fund where there is not convincing evidence of involvement with the groups expected to use the buildings

Charity Registration

In England and Wales, voluntary and community organisations with preceding year income over £5,000 must be registered with the Charity Commission. For more information visit the Charity Commission's website <http://www.charity-commission.gov.uk/> or the Office for Scottish Charity Regulator <http://www.oscr.org.uk/>

Remember, if you are a registered charity in England or Wales, we will not need you to send your governing document to us, as we will access it directly from the charity commission. If you are a registered charity in Northern Ireland or Scotland, we still require you to send us a copy of your governing document.

Child Care

BBC Children in Need will only fund projects with a child care element when the focus is on providing a quality and developmental experience for the children themselves. The child care on offer must be outside statutory responsibility. In particular, local authorities have a duty to secure a free minimum amount of early learning and care for all three and four year olds whose parents want it of 12.5 hours a week for 38 weeks in all settings.

Child Focus

Projects must be focused on the differences made (outcomes) to the lives of disadvantaged children and young people. For this reason, when applying you must provide clear evidence that disadvantaged children and young people will:

- Be the primary beneficiaries of the project; and
- Experience positive changes in their lives from the activities or services you are providing

Child Protection

Applicant organisations must provide evidence that they will protect children and young people in their care. You will need to show that:

- Your organisation has its own child protection policy, which everyone in your organisation knows about and uses in their day to day work
- Appropriate child protection procedures are in place and that these are well known and understood by staff
- Relevant criminal records checks are undertaken for all staff, volunteers and management committee before working directly with children
- All staff, volunteers and management committee members receive child protection training. This training must be appropriate and regularly updated

Further information on the relevant criminal checks for each nation can be found at the following organisations:

England and Wales <http://www.crbs.org.uk/>

Scotland <http://www.disclosurescotland.co.uk/>

Northern Ireland <http://www.accessni.gov.uk/>

For guidance on all child protection issues refer to the NSPCC <http://www.nspcc.org.uk/>

Computers

Any applications for the purchase of computers will need to provide evidence that:

- The computer will be primarily used by children and young people. If they are not the main users, you will need to make a strong case for how it will directly benefit their lives
- You have considered how use by children and young people will be supervised and/or monitored
- You have a plan for teaching 'Internet Safety' to children and young people. This may be part of an organisation's Acceptable Use Policy for ICT
- Processes are in place for children to report any incidents to a supervisor where they feel unhappy or unsafe on the Internet
- You have considered the use of protection software for filtering inappropriate websites and emails

For more information refer to Childnet International <http://www.childnet-int.org/> and Kid

Consultation with and involvement of children and young people

When making an application, you will be expected to detail how you have taken children and young people's views into account about the work you plan to do and the differences (outcomes) you hope it will lead to. We will expect that consultation will occur on an ongoing basis, and children and young people involved in running or managing aspects of the project will be supported where appropriate.

We accept that there may be clear reasons why projects can only offer limited consultation; however applicants will need to be able to clearly explain why this is the case.

Find information and advice at Participation Works <http://www.participationworks.org.uk/>

Continuation Funding

BBC Children in Need has no problem with funding organisations over a long period of time, as often organisations grow and improve their services to children or deal with different groups of children over a number of years. Each application will be considered on its own merits; however, organisations that have previously received a grant from us will be expected to provide clear evidence to demonstrate the differences our funds to date have made in the lives of disadvantaged children and young people.

Counselling Projects

BBC Children in Need would expect all organisations which offer formal, professional counselling to consider the following in their planning and running of their projects:

- The employment professionally qualified counsellors who have experience of working with young people, who access appropriate clinical supervision with experienced supervisors, and who take part in regular, relevant continuing professional development
- Delivery of accessible counselling in an appropriately private but safe settings (for the clients and the counsellors)

- Being seen as non stigmatising service within the community
- Working within current legislation and guidance, offering confidentiality within usual ethical and safeguarding (child protection) limits
- Responding flexibly as far as possible to local needs in respect of diversity and practicality (e.g. disability, language, after hours working, etc)
- Working with and alongside other services and agencies in a collegial manner, whilst maintaining appropriate levels of confidentiality
- Membership of a professional body (such as the British Association for Counselling and Psychotherapy) and as such adhering to an established ethical framework and complaints procedure
- Employing counsellors whose personal qualities will mean that they are approachable, have good listening skills and a manner that encourages a climate for safe and trusting relationships

If services are to be delivered by colleagues who are not fully qualified, then these workers must be monitored and supervised very closely by more experienced and qualified staff, and there must be systems in place to ensure safety for clients, workers, and the service.

For more information about the delivery of ethical and effective counselling services, please visit the BACP (British Association for Counselling and Psychotherapy) website <http://www.bacp.co.uk/>

Disability

BBC Children in Need recognises that each disabled child is an individual to be considered as a child first, sharing the same needs and aspirations as all children and equally entitled to respect and dignity.

Disabled children and young people are disadvantaged not only by the effect of their disabilities, but also by the attitudes of others towards them and towards their participation in society. They may also experience other disadvantages such as poverty, isolation, illness and restricted opportunities.

We require applicants to demonstrate appreciation of the needs and aspirations of the children to benefit from a grant. We want our funds to support disabled children in ways that:

- Improve their choice and opportunity
- Enhance their abilities
- Encourage independence
- Build their confidence and self esteem
- Involve disabled young people and adults as positive role models
- Counter negative attitudes and barriers to participation
- Recognise the needs of families and carers

We will not fund:

- Projects that reinforce negative stereotypes of disabled children and young people.

We expect organisations to comply with the Disability Discrimination Act (DDA).

Disadvantage

Projects that apply to BBC Children in Need will be expected to focus on addressing issues of disadvantage affecting children and young people. We define disadvantage as:

- Living in poverty or situations of deprivation
- Illness, Distress, Abuse or Neglect
- Behavioural or Psychological Issues
- Disability

For guidance on describing disadvantage when making a funding application, please read our question by question guide.

Early Years

BBC Children in Need will only fund projects working with early years children that are complementary to, but not filling statutory responsibilities. When applying to us you will need to provide details about how your project is outside national and local statutory commitments.

Children's Centres will be treated in the same way as any other organisation, on a case by case basis. The services being applied for cannot be part of their core offer and will need to be in partnership with an external voluntary sector partner who will be the lead applicant.

Childcare provision, including **crèches**, will only be funded if clearly outside the free entitlement for three and four year olds. Applicants need to be clear that the services are for the primary benefit of disadvantaged children and not their parents. The service must be a quality and developmental experience for the children and young people attending

Equipment

BBC Children in Need frequently funds projects to purchase equipment to be used by, or in the delivery of activities for, disadvantaged children and young people. When applying for funding for equipment, you should be clear:

- That children and young people will be the main users or will directly benefit
- Why the equipment is needed for the project
- How issues such as insurance, secure storage and shelf life have been considered
- How you have shopped around to get the best value for money
- How you would not be better-off hiring or borrowing the equipment
- Who will have access to it when not in use by the project

BBC Children in Need will not fund the purchase of equipment for a statutory body, such as a school or hospital, where the items would normally be expected to be provided from their budgets, for example, white boards or musical instruments for schools, or medical equipment for hospitals.

Extended Schools

BBC Children in Need recognises that extended schools are a platform from which multiple and integrated services can be delivered. However, applications for projects that are part of an extended schools environment will need to be very clear how the activity is outside statutory responsibilities and outside the remit of funding available through local children's trusts or education authorities.

Holidays

BBC Children in Need will only fund holidays, trips and outings where these can be shown to be an effective way of addressing the needs of the children and young people involved. Grants for holidays can only be made for one year at a time. The types of holidays we fund include those where there is:

- A particular need for respite, for example prisoners' families, children living in hostels, young carers or children isolated by virtue of long-term illness
- Children who have a particular need to experience new horizons and/or the opportunity for more independence, for example, disabled children or those who live in very poor social conditions
- Children who share a common problem who would benefit from the opportunity to provide mutual support in an informal and enjoyable setting, such as those with serious or life-limiting illnesses or conditions who need the chance to discuss practical and emotional issues
- Holidays, outings or events whose programmes contain clear and well-planned personal development or social education elements designed to achieve specific behavioural or educational outcomes for children
- Holidays, outings or events that form a part of an ongoing programme of work with the children, so that preparatory and follow up work can consolidate and enhance the benefits
- Where distinctive benefits have been specifically identified in the application, as well as a convincing plan for achieving and evidencing those benefits
- The involvement or consultation of children/young people in planning and organisation

BBC Children in Need can only fund trips for holiday within the UK, other than in Northern Ireland where trips for holidays to the Republic of Ireland will be considered.

BBC Children in Need will not give grants directly to residential establishments wanting to secure funding for children and young people to attend their centres. We will only provide funding to organisations with an established working relationship with children and young people.

Homelessness

Due to wide statutory responsibilities in this area, it is not expected that BBC Children in Need will fund accommodation for homeless children or families except in exceptional cases; however, there may be cause to support refuge accommodation for young people who have run away. We will also support activities within accommodation centres that address the issues and needs of disadvantaged children, such as within Women's Refuges.

Individual Children

Although we do not accept applications from individual children or their families, an eligible organisation can apply on behalf of an individual child. That organisation, however, must take responsibility for answering any questions we might have about the child and the circumstances of his/her family. It must also be remembered that any equipment purchased with a BBC Children in Need grant remains the property of the group not the individual child.

Please also see our Grant Application Guidelines for information on grants to individuals which are distributed via the Frank Buttle Trust. In Scotland the Renfield Centre Children's Fund administers small grants for BBC Children in Need.

Internet

Where a project involves a website and/or internet activity, the following issues must be fully considered:

Safety

- Children cannot be identified or contacted from information on the website
- Photos are used with care and permission from both the child and parent is obtained
- Chat rooms should be moderated by an appropriately recruited, trained, screened and supervised person
- Chat rooms should also have a code of conduct, and an appropriate registration system

Access

- The website is fully accessible and is easy to read using appropriate language

Consultation

- Children and young people have been involved in the design and planning as appropriate.

For more information refer to Childnet International <http://www.childnet-int.org/> and Kid Smart <http://www.kidsmart.org.uk/>

Medical Aids and Equipment

BBC Children in Need will not fund medical aids or equipment where there is a statutory responsibility. This includes the purchase of specialised medical equipment for a hospital.

Mentoring and befriending programmes

BBC Children in Need would expect all organisations applying for mentoring and befriending projects to consider the following in their planning and running of their projects:

- A clear link between your project aims and the benefits identified for individual clients/volunteers

- A process for client referral/eligibility incorporating good equal opportunities practice
- A robust recruitment and selection process for volunteers
- It is essential that you have robust procedures in place for the screening of volunteers and arrangements for safeguarding clients and volunteers (including CRB checks, references, risk assessments, insurance confidentiality statement, consent forms)
- A good and consistent process for matching your clients with volunteers and arrangements in place for dealing with relationships that turn out to be unsuitable
- Ensure initial training and preparation for volunteers is in place alongside ongoing support
- There should be a documented process in place for monitoring the progress of relationships

Organisations working in this area may want to consider attaining the Approved Provider Standard, a national benchmark for organisations providing volunteer mentoring or befriending. For more information, guidance and support on any of the above please contact the Mentoring and Befriending Foundation via their website <http://www.mandbf.org.uk/>

Minibuses and Caravans

BBC Children in Need will consider applications for minibuses and caravans. However, when making such applications you will need to provide evidence about issues such as:

- Why the organisation needs to own as opposed to hiring one
- How much you expect it to be used, and how much of that use will be by disadvantaged children and young people
- How insurance, secure storage, running and maintenance costs will be paid
- That the vehicle will have the necessary accessibility for all potential users
- All safety requirements, such as seat belts and fire extinguishers, are included in compliance with the law

National Organisations

National organisations are those that provide or aim to provide services to the whole of England, Wales, Scotland or Northern Ireland or any combination of these.

Those national organisations with independent branches (i.e. have their own constitution, their own management committee and are responsible for their own finances) are treated as separate organisations and we are happy to accept applications from each branch.

Non-independent branches of UK-wide organisations, which have a physical presence in more than one nation, are eligible to submit an application to each nation, providing that no other grants are held in that nation

Parenting Classes

Parenting classes can be supported as long as they are not aiming to enhance the experience of parents as an end in itself, but are working with parents as a means of improving the experience of children and young people. Strong evidence of outcomes needs to be

provided, in particular what specific benefits for children and young people will this training bring and how will these outcomes be monitored.

Partnership Work

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.

Planning your project

Good planning is one of the best ways to improve your chances of making a successful application. Please read our step by step guide to planning your project for more information and advice.

Playgrounds, Adventure Playgrounds, Play Areas and Sports Pitches.

BBC Children in Need is open to funding playgrounds; however, there are several key issues to be mindful of when applying for a grant.

Funding arrangements:

- While fully funding is an option, we prefer to contribute alongside other grants or community fundraising. Please also bear in mind that you must be able to use any grant from us within a year.

Ownership:

- We are unlikely to fund facilities where the main improvement adds to the capital value of statutory owned property, such as schools and hospitals
- We are unlikely to fund development on land that is not securely owned or leased
- Applicants should have a plan for meeting the future revenue costs of the facilities including insurance, repairs and maintenance

Planning

- There must be planning permission for the work or permission under the lease
- Accessibility and health and safety regulations must be considered in development
- Major capital grants must provide plans and estimates on request

Consultation:

- Applicants must provide evidence of children and young people being involved in the design and development of the project
- We will not fund where there is not convincing evidence of involvement with the groups expected to use the buildings

Playgroups and Play schemes

All playgroups and play schemes for children under the age of eight years must be registered by law. BBC Children in Need will not fund projects of these types that are not registered.

Pregnancy

BBC Children in Need does not fund projects for pregnancy testing; or advice, information or counselling on pregnancy choices.

Project Support Costs

BBC Children in Need wants to fund projects 'for success' - which may include a proportion of support costs. We will consider proportional support costs relating to the direct project delivery only. This may include items such as:

- Administrative running costs
- Administrative materials or support
- Management or supervision costs

Rare Medical Conditions

For applications from organisations supporting children and young people with rare medical conditions, the external referee should be a medical practitioner with experience of working with the condition and knowledge of the work of the organisation and the specific project.

Religious Organisations

BBC Children in Need will make grant awards to faith based organisations as they are often engaged in social welfare and community regeneration; however, we will not fund the promotion of religion or any activity that involves proselytising.

Respite Care

BBC Children in Need will consider applications from projects offering respite care to the family of a disabled child. However, as the core provision of respite care is statutory responsibility, you will need to provide a strong rationale as to why BBC Children in Need has been asked to fund the scheme and not the local authority.

Schools

In principle, BBC Children in Need will not fund projects that take place within normal school hours. This is because mainstream education is a statutory duty. We accept, however, that some children find it difficult to engage within the classroom setting and may benefit from additional activities outside the curriculum. Applications for such projects will need to show:

- The project is targeting a specific need
- The need will not be addressed by the school curriculum or by any other statutory provision

- If the request is for capital expenditure, the grant will not be used to make improvements to the school building or to buy equipment to enable the school to deliver the curriculum

School Exclusions

Projects working with children and young people excluded from schools should be able to clearly demonstrate how the BBC Children in Need funding will be additional to statutory responsibilities with this group.

Sessional Staff

BBC Children in Need recognises the need to engage sessional staff for the purposes of delivering specific forms of project or activity for children and young people, for example, short term / one-off holiday play schemes. However we believe that, where possible, it is more likely to produce good outcomes for children if organisations offer fixed-term part-time contracts to cover projects.

Social Enterprises and Community Interest Companies (CICs)

Community Interest Companies are eligible to apply to BBC Children in Need as long as we are satisfied that the company operates primarily for the benefit of the community.

Special Educational Need Co-ordinators in Schools

BBC Children in Need will not fund Special Educational Needs Co-ordinators in schools, as this is a statutory responsibility for schools and local authorities.

Staff Training

Staff training can be funded when there is a clear link to outcomes for children and young people that can be clearly demonstrated, for example, when it is focused on the provision of children's services. Training will not be funded when it is purely about an individual's professional development

Statutory Responsibility

BBC Children in Need does not provide funding for the relief of statutory responsibilities. We can provide additional services that are clearly beyond statutory responsibility and organisations are expected to evidence this in their applications to us.

Supplementary Education / Schools

When applying for supplementary education projects, you must be able to show consideration of the following:

- How the classes are publicised
- How pupils will be selected
- The level of contact with mainstream schools, other supplementary schools, community organisations, local children's trusts (if in England) or other local and national educational bodies

- The level of parental involvement
- The structure of the curriculum and assessment of progress
- The qualification/experience of tutors
- Staff development / teacher training

Further information about supplementary schools can be found from the National Resource Centre for Supplementary Education on the **ContinYou** website
<http://www.continyou.org.uk/>

Volunteer Expenses

Volunteer expenses must be for expenditure which is incurred, for example, when you can refund someone's bus ticket or the cost of their petrol. Expenses should not be an allowance or fixed fee for turning up, as that can be viewed as pay, which is subject to National Insurance and tax. For advice on volunteer expenses please visit: Volunteering England <http://www.volunteering.org.uk/>

Welsh Language

The teaching of Welsh is a statutory function up to GCSE level and is a core subject in all schools in Wales. BBC Children in Need will therefore not fund Welsh classes.

Women's Refuges

BBC Children in Need does not fund work with children and young people in women's refuges in Scotland, where it is covered by statutory provision.

Young Offenders Institutes (YOI)

BBC Children in Need will consider funding that adds value to the statutory responsibility to provide 'opportunities for enrichment' and services that prepare and/or support young people in their transition back into society on release. The responsibility for provision must be a (formal or informal) apply hip between the YOI and a voluntary sector organisation and the activities are to be holistic in nature. We would normally expect any such applications to come from the provider, rather than the YOI. We will not fund other statutory responsibilities of the YOI, these being capital or staff costs, the provision of ongoing education and basic enrichment, such as equipment for general association with peers, and family days.

Section Five - Frequently Asked Questions

If you still have questions about the grant process, check out this list of FAQs.

Am I eligible?

If we already get a grant from BBC Children in Need - can we apply for another grant for the same purpose once the grant ends?

Yes. BBC Children in Need accepts applications from organisations that have a grant providing that you can demonstrate to us that the project is still the best way of addressing the need. Providing the current grant is coming to an end and that you will be able to spend the grant within twelve months we welcome your application.

I have already raised/applied for part of the costs for my project, will BBC Children in Need pay for the rest?

We are happy to part-fund projects. If you are applying for part of the costs towards your project we would like to see who you have applied to for the rest of the costs and if you haven't had a decision from these other funders, when this is likely.

Some of the children our organisation work with are under 18 and some are over - can I still apply?

Funding from BBC Children in Need must be focused on children and young people who are 18 years old and under. You can apply for funding as long as the majority of the children benefiting from the project are 18 years old and under.

Grant Information

What types of grants does BBC Children in Need give?

We have no restrictions on the types of grants, including both capital and revenue costs.

How many years of funding can I apply for from BBC Children in Need?

BBC Children in Need funds projects between one and three years. However, holidays are limited to one year of funding at a time.

Is there a minimum or maximum amount of money I can apply for from BBC Children in Need?

There is no minimum or maximum amount when applying for funds from BBC Children in Need.

We would always encourage organisations to apply for what they need, providing they can justify the costs involved. It is important to fully research the realistic costs of running your project, and it would be a good idea to speak to similar organisations providing similar services to gauge the appropriate level of expenditure. It may also be advisable to contact your local Council for Voluntary Service or similar organisations as they may be able to help provide further guidance.

Does BBC Children in Need require match funding?

BBC Children in Need is happy to receive applications for 100 per cent of your project

costs. If you are applying for part of the costs towards your project we would like to see who you have applied to for the remaining costs and, if you haven't had a decision from these other funders, when this decision is likely.

What is BBC Children in Need's policy on the level of reserves held by the organisations it funds?

We look to fund organisations who are financially secure, and therefore a level of reserves of between three and 12 months is considered appropriate. If an organisation has more than 12 months reserves, we may consider that an organisation has sufficient funds to deliver the project themselves.

However, we have a space on our application form for an organisation to explain any large reserves, if for example an organisation is building up reserves prior to planned expansion. Therefore please use the application to give us any further information that you would like to about your finances.

We are a national organisation with local branches based all over the UK. Will you only accept one application from our organisation in total?

Each organisation may only hold one grant at any time. If you are a UK-wide organisation operating in more than one nation (England, Wales, Scotland, Northern Ireland), you are eligible to submit one application per nation, providing that you do not already hold a grant in that particular nation.

Can we apply for funding to cover the core running costs of our project or organisation?

We fund specific projects, not general organisational running costs. We look to fund projects which will be successful, and we fund in order to succeed. Therefore we will consider running costs associated directly with the project that you are applying for, however, we cannot fund organisational overheads and running costs where these are not integral to the project you are applying for.

Contacting CiN

Are we able to contact BBC Children in Need staff prior to submitting our application?

If you have any particular questions you are encouraged to contact our Helpdesk on 020 8576 7788 or email pudsey@bbc.co.uk or contact your local BBC Children in Need.

BBC Children in Need staff also attend many funding events throughout the UK, please contact your regional or national office to see if any staff are going to be at an event in your area, all their details can be found in appendix I on page 60.

Does BBC Children in Need consider consortium/partnership applications?

We do accept consortium and partnership bids. However, one lead organisation must apply and therefore they will be responsible for the grant. Any partner organisations must be named in the application and they will be excluded from applying for additional BBC Children in Need funding until the consortium bid is complete. Partners within consortium bids must not already hold a BBC Children in Need grant.

How many grants can I hold?

Each organisation may only hold one grant at any time. If you are a UK-wide organisation operating in more than one nation (England, Wales, Scotland, Northern Ireland), you are eligible to submit one application per nation, providing that you do not already hold a grant in that particular nation.

Does BBC Children in Need visit projects?

Yes, although due to the amount of grants we award we are not able to visit every project. We will visit some projects as part of their assessment and some who have received a grant from us. A sample of projects will be selected each grant round.

Can I get feedback if my application has been rejected?

Each organisation can request for feedback from your local national or regional office, whose contact details can be found in appendix I on page 60. You will then be contacted by a member of BBC Children in Need staff.

The application form and additional information

Are the guidelines and application forms available in alternative formats?

We have our guidelines and application forms available online. We also have these forms in Welsh language. If you have any special requirements relating to our grant application form and guidelines, please contact our Helpdesk on 020 8576 7788.

I am having some problems filling in the application form - can you help?

For any technical problems with your application form, please contact our Helpdesk on 020 8576 7788 or at pudsey@bbc.co.uk. Our Helpdesk is open from 9am-5pm Monday to Friday. You can also contact your local regional or national office, their contact details can be found in appendix I on page 60.

We have comprehensive help and advice on this website too: if you are unsure what to write in response to the questions, please see our question by question guide.

I am having problems attaching the electronic documents to my application, how can I resolve this?

- Step 1 - Choose the name of the relevant document in the drop-down box below (e.g. project budget form)
- Step 2 - Click 'Browse' to look through the folders on your computer, and select the file from where it is saved
- Step 3 - Once the file is selected, click on 'OK'
- Step 4 - The file path (this is the name of the document and the folder it is kept in) will appear in the box below. Click 'Upload' and the document will start to attach
- Step 5 - When uploaded, your document should be listed as an attachment at the bottom of this page
- Step 6 - Repeat this for all the documents
- Step 7 - Click on 'SUBMIT'

For any technical problems with your application form, please contact the Helpdesk on 020 8576 7788 or email pudsey@bbc.co.uk We are open 9-5 Monday to Friday.

Do I need to supply a Work Plan/Job Description for all workers?

If you are applying for any staffing costs you will need to send a job description, person specification and workplan for each different post you are applying for. We have provided a template you can follow which explains what we are looking for. You may also provide the information in your own format as long as the key information is provided, please look at appendix 3 on page 71 and 4 to see further examples and guidance.

What is a governing document?

A governing document outlines an organisations' rules, objectives and how they make decisions. This document is often called a constitution.

I have a disability which makes the application difficult to fill out - how can I get help?

If you need help with your application then please contact the Helpdesk on 020 8576 7788, which is open from 9am-5pm Monday to Friday, or you can email pudsey@bbc.co.uk

How do I make the red arrows disappear after correcting the problem they were pointing to?

To correct this problem you need to click on the 'update' button which should then clear the arrows. If you continue to have problems please call the BBC Children in Need helpdesk on 0208 576 7788 or email pudsey@bbc.co.uk

Red text has appeared saying “this field can hold up to 255 characters” even although I have fewer than 250 words in my answer and so I can't submit my application, why is this?

This question counts characters rather than words and so each individual letter, space and item of punctuation will count towards your 255 character limit.

Deadlines and timescales

Does BBC Children in Need have application deadlines?

We have four deadlines per year: 15 January, 15 April, 15 July and 15 October. We would strongly encourage you to apply ahead of the deadline day itself, to allow you time to contact us with any questions you may have about your application.

If I my application is unsuccessful, how long must I wait before I can reapply?

We have a two-stage assessment process. When you apply your application will initially be assessed internally to ensure that you have completed all the questions and attached all the required information. We will also ensure that you have fulfilled all our eligibility criteria. If at this stage your application is unsuccessful we will write to you and explain why. You are then welcome to resubmit your application at the next available closing date.

However, if you are successful at this initial assessment your application will be passed to one of our assessors who will contact you to arrange a telephone assessment or, in some cases, an assessment visit. If you are unsuccessful following this assessment you will be unable to apply **for 12 months from the date of your application.**

How long will it take before I hear if I have been successful?

All applicants will be advised of the success of their application by the grant award date **stated above.**

We have a two-stage assessment process. When you apply your application will initially be assessed internally to ensure that you have completed all the questions and attached all the required information. We will also ensure that you have fulfilled all our eligibility criteria. If at this stage your application is unsuccessful we will write to you and explain why. You will receive this feedback within six weeks of the deadline. You are then welcome to resubmit your application once more at any point in that year.

However, if you are successful at this initial assessment your application will be passed to one of our assessors who will contact you to arrange a telephone assessment or, in some cases, an assessment visit. If you are unsuccessful following this assessment you will be unable to apply **for 12 months from the date of your application.**

Appendix 1– Regional and National Contact Information

National Offices	Contact Details
Northern Ireland	Broadcasting House Ormeau Avenue Belfast BT2 8HG Telephone number: 02890 338221 Fax number: 02890 338922
Scotland	BBC Scotland G10, 40 Pacific Drive Glasgow G51 1DA Telephone number: 0141 422 6111 Fax number: 0141 422 7900
Wales	Broadcasting House Llandaff Cardiff CF5 2YQ Telephone number: 02920 322383 Fax number: 02920 322337
Regional Offices	
Midlands and East/Central	Level 10 BBC Birmingham The Mailbox Birmingham BI 1RF Telephone number: 0121 567 6707 Fax number: 0121 567 6923
Midlands and East/Central - Norwich	BBC Norwich The Forum Millennium Plain Norwich NR2 1TF Telephone number: 01603 284774
Midlands and East/Central - Nottingham	BBC Nottingham London Road Nottingham NG2 4UU Telephone number: 01159 021851
South and West	Room 0.22 30/33WLR Broadcasting House Whiteladies Road Bristol BS8 2LR Telephone number: 0117 974 6600 Fax number: 0117 974 6690
South and West - Plymouth	Broadcasting House

	<p>Seymour Road Mannamead Plymouth PL3 5BD Telephone number: 01752 234588</p>
London and South East	<p>Room 735, SE Block Bush House The Strand London WC2B 4PH Telephone number: 020 7557 0389 Fax number: 020 7557 0436</p>
North	<p>Room 2010 NBH Oxford Road Manchester M60 1SJ Telephone number: 0161 244 3439 Fax number: 0161 244 3438</p>
North - Newcastle	<p>Broadcasting Centre Barrack Road Newcastle upon Tyne NE99 2NE Telephone number: 0191 244 1401</p>
North - Leeds	<p>BBC Broadcasting Centre 2 St Peter's Square Leeds LS9 8AH Telephone number: 0113 224 7155</p>

Appendix 2

Filling in the Project budget form

Before you fill in the form

You may wish to consult your organisation's treasurer for advice before you fill this form in.

In this form, we ask you to provide detail on general project costs (which may be funded by other funders, your own fundraising or other sources) as well as details of the money you are asking us for. This forms part of our assessment process, so that when you are interviewed by an assessor, they will have a better knowledge of your overall project.

If you would like to have a look at an example of a completed form, please see page 69.

Filling in your form

Section 1 asks you to summarise your request for funds.

We want to know the total cost of your project – any costs associated with your project should be explained here, and not just the part you are requesting from us.

We then ask for you to clarify how much of the cost of your project you are requesting from us.

If you're requesting funding for one year, please only fill in the "Year 1" boxes.

The boxes, at the bottom of each section, will automatically add up the totals.

The third part of this section will automatically calculate how much funding you will need to raise from other sources. You do not need to fill this part in, as any coloured cells add up automatically.

Section 2a is all about the non-staffing costs you are asking us for.

If you are requesting costs for any equipment, venue hire, construction, bills, or any other costs that are not associated with staffing, please list them here – by naming the cost, for example 'telephone bill', and then detailing the amount you are requesting, over the years of your request.

You can add in as many costs as you need, but you may wish to group these together – so instead of listing costs for paint, brushes, paper, and easels individually, you could group this together as 'art supplies'.

The right-hand column, and the column across the bottom of this table will automatically add up as you go along.

Section 2b refers to the staffing costs you are asking us for.

If you are not asking for any staffing costs from us, you do not need to fill this part of the form in.

Four boxes are provided in the first part of the form, to detail salary costs associated with the project, that you are requesting. If you are requesting more than four salaries in your budget, there are some extra boxes at the end of the form.

Each salary box asks for some information regarding the positions you are asking us to fund. Please fill in:

- the job title of each role,
- whether the job is part time or full time,
- the number of hours worked each week by the person in this job,
- tell us if it is an existing or new post, and
- if the job already exists, who currently provides funding for it.

We then ask you to break down the costs associated with each salary. As well as the salary that the worker will be paid, we ask for the associated costs – such as National Insurance, any recruitment costs, supervision costs, training costs and any other costs (including a pension) which are associated with this salary. The column on the right will automatically add up for totals as you progress through the table.

The final part of each salary box is for salaries where you are only requesting a part of the salary from us. If you are requesting the full salary, you do not need to fill this part in.

Section 2c summarises your request to us and adds up the costs you are asking us for.

This section will automatically add up to show the total amount of money you are requesting from us, and the amounts you are requesting over the three years. You do not need to fill in any of this part.

These amounts should match up with the amounts you entered at the start of the form, in Section 1. If they do not add up to the same amounts, please re-check your figures, and change them as appropriate.

Section 3a asks you to summarise the costs that you are **not** asking us for.

Please list any costs in this section which you are not asking us for. These can be costs associated with staffing, or costs which are not associated with staffing. Please group the costs into headings, for example 'art materials,' 'salary of a Project Co-Ordinator' and so on.

Please detail the costs associated with each item, over the years you are requesting the costs for. The column shaded in yellow on the right, and the row at the bottom of the table will automatically add up for totals. You do not need to fill this in.

Section 3b asks about how you will raise the money for the costs you are not asking us to fund, which you detailed in section 3a.

Please fill in details of how you will raise the remaining balance of your project. We ask for:

- The name of the source of funding, for example 'local council' or 'Big Lottery fund'. If your organisation will raise money through fundraising or appeals, please list them here. If your organisation collects fees, please provide information here.
- The amount that you will be applying for from each of these funding sources,
- If you were successful in your bid, or the date when you will find out if you are successful.

The last two parts of the form, in **Section 4**, should only be filled in if you are applying for the money for five or more salaried posts. If you are not applying for more than five salaried posts, you have finished filling the form in.

If you are applying for five or more salaried posts, **Section 4** can be completed in the same way as section 2b. Once this section has been filled in, your Project Budget Form is now complete.

Please save the Project Budget Form to your computer, and then when you are ready to submit your application, attach it to the online application form.

To attach the Project Budget form to your application:

- Choose the name of the relevant document in the drop-down box on Page 9 of the application form.
- Click 'Browse' to look through the folders on your computer, and select the file from where it is saved.
- Once the file is selected, click on "OK".
- The file path (this is the name of the document and the folder it is kept in) will appear in the box below.
- Click 'Upload' and the document will start to attach.
- When uploaded, your document should be listed as an attachment at the bottom of the page.

Project Budget Form

PLEASE NOTE THIS IS JUST AN EXAMPLE FOR YOUR GUIDANCE AND DOES ACCURATE OR GUIDELINE COSTS

Important advice

- * Any coloured cells will automatically add up to give you the totals.
- * See our 'Applicant Guidance' for an example of a filled-in form - <http://www.bbc.co.uk/pudsey/grants/fundingtoolkit.shtml>
- * Don't forget to fill in sections 1, 2 and 3.

Your organisation's name:

Section 1. Budget summary

What is the total cost of your project?		How much of this are you asking us for? (Section 2)		How much are you funding from other sources? (Section 3)	
Year 1	£10,000	Year 1	£8,000	Year 1	£2,000
Year 2	£10,000	Year 2	£9,000	Year 2	£1,000
Year 3	£10,000	Year 3	£10,000	Year 3	£0
Total	£30,000	Total	£27,000	Total	£3,000

Section 2. The costs you are asking us for

A. Non-staffing costs you are asking us for

- * In this section, please give details of the items you are asking us to fund. Please also say how much each item will cost.
- * Do not include any staffing costs (for example, full-time or part-time workers, contracted staff or sessional workers). You should give details for them in part B below.
- * Any coloured cells will automatically add up to give you the totals.

Cost (for example, art materials, hall hire and so on)	Year 1	Year 2	Year 3	Total
Venue Hire (Village Hall)	£2,000	£2,250	£2,500	£6,750
Stationery	£50	£50	£50	£150
Telephone Costs	£0	£320	£350	£670
Musical Instruments (Glockenspiel, drums, triangle etc)	£450	£300	£300	£1,050
Sports equipment	£210	£120	£70	£400
Arts materials	£200	£150	£100	£450
Publicity	£100	£120	£140	£360
Total	£3,010	£3,310	£3,510	£9,830

B. Staffing costs you are asking us for

- * If you are applying for funding for full-time or part-time employees, contracted staff or sessional workers, please provide a breakdown below.
- * If you are not asking us for any staffing costs, leave this part blank and go on to section 3..
- * Any coloured cells will automatically add up to give you the totals.

If you are not asking us for any staffing costs, leave this part blank and go on to section 3.

Job title |

Music Tutor

Full-time or part-time?

part-time

Hours worked each week:
If existing, who funds it now?

5	Is this a new or an existing post?	New

Amount you want for job title 1	Year 1	Year 2	Year 3	Total
Salary costs	£50	£50	£50	£150
National Insurance				£0
Recruitment				£0
Supervision				£0
Training				£0
Other costs (for example, pension)				£0
Total	£50	£50	£50	£150

If you are asking for only part of the funding for this post, please list the full yearly salary costs below.

Year 1	Year 2	Year 3	Total
			£0

Job title 2

Project Assistant	Full-time or part-time?	Part-time
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Hours worked each week:

10	Is this a new or an existing post?	New
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If existing, who funds it now?

--

Amount you want for job title 2	Year 1	Year 2	Year 3	Total
Salary costs	£130	£140	£150	£420
National Insurance				£0
Recruitment				£0

Supervision				£0
Training				£0
Other costs (for example, pension)				£0
Total	£130	£140	£150	£420

If you are asking for only part of the funding for this post, please list the full yearly salary costs below.

Year 1	Year 2	Year 3	Total
			£0

Job title 3 Full-time or part-time?

Hours worked each week: Is this a new or an existing post?

If existing, who funds it now?

Amount you want for job title 3	Year 1	Year 2	Year 3	Total
Salary costs	£5,673	£5,910	£6,158	£17,741
National Insurance	£197	£203	£209	£609
Recruitment				£0
Supervision	£340	£350	£360	£1,050
Training	£100	£50	£50	£200
Other costs (for example, pension)				£0
Total	£6,310	£6,513	£6,777	£19,600

If you are asking for only part of the funding for this post, please list the full yearly salary costs below.

Year 1	Year 2	Year 3	Total
			£0

Important: If you are applying to us for more than four staffing posts, please fill in section 4.

C. Total costs you are asking us for

This section will automatically be filled in for you.

	Year 1	Year 2	Year 3
Total non-salary costs asked for:	£3,010	£3,310	£3,510
Total salary costs asked for:	£6,490	£6,703	£6,977
Total:	£9,500	£10,013	£10,487

Total amount asked for:	£30,000
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Remember, the total costs for years 1, 2 and 3 should match the figures you entered in section 1.

If they do not, please recheck your figures.

Section 3. Costs you are not asking us for

A. Please give brief details of the costs you have not asked us for.

* In this section, please give details of the project costs you are **not** asking us for.

* Include both staffing and non-staffing costs in this section.

* Remember, any coloured cells will automatically add up to give you the totals.

Cost (for example, co-ordinator's salary, hall hire, art materials and so on) Please use the headings you find most helpful.	Year 1	Year 2	Year 3	Total
Telephone costs	£300			£300
Arts worker	£400	£400		£800
Launch event (Year 1) Activity costs	£600			£600
Fun Day event costs	£700	£600		£1,300
				£0
Total	£2,000	£1,000	£0	£3,000

B. How you are going to raise these funds

Use the box below to tell us about how you will raise this money for the project.

Source of funding (for example, Big Lottery, local authority, fees, reserves and so on)	Amount applied for	Result of your application or the date the result is due
Local council	£1,500	1st April 2009
Collection at our most recent fundraising event	£1,500	Successful
Total	£0	

Appendix 3 – Job Description Template

JOB TITLE

- What is the title of the position you are applying for?

MAIN PURPOSE AND SCOPE OF THE JOB

- Please provide a brief couple of sentences summarizing the purpose of the job and an outline of what you want the role to achieve.

POSITION IN ORGANISATION

Reports To: Who in your organization will manage this role?

Responsible For: Will the person in the role be managing anyone?

Budget Responsibilities: Will the staff member be responsible for the BBC Children In Need budget?

DUTIES AND KEY RESPONSIBILITIES

Please provide a breakdown of tasks under the main areas of work.

For example:

Supporting young people

- *Running weekly advocacy sessions that will enable young people to speak up for their rights.*
- *Run a weekly drop-in for young people*

Recruiting and Training Volunteers

- *Recruiting and training volunteers to enable them to support activities with young people*

GENERAL RESPONSIBILITIES

- Please list any general duties the staff member will be asked to do.
- These may be responsibilities all or a number of people in your organization need to sign up to. For example:
 - A commitment to equal opportunities

Appendix 4 – Person Specification Template

In this section you should detail the qualities, skills and experience you are looking for in the person you would like to employ.

	CRITERIA
<p>SKILLS AND ABILITIES</p> <p>In this section please list what skills the applicant would need to do the job</p>	<p>For example:</p> <p><i>Clear and concise written and spoken communication skills</i></p> <p><i>Ability to present written information in a structured and balanced way appropriate to the needs of the reader.</i></p>
<p>EXPERIENCE</p> <p>In this section please list what experience the person would need to do the job</p>	<p>For example:</p> <p><i>Experience with working with young people, specifically 16-18 year olds</i></p> <p><i>Supporting and motivating volunteers</i></p>
<p>KNOWLEDGE</p> <p>In this section please list what knowledge this person would need to do the job?</p> <p>Please include any specific qualification or training requirements.</p>	<p>For example:</p> <p><i>Knowledge of legislation for Looked After Children</i></p> <p><i>Knowledge of the Children’s Act</i></p>
<p>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<p>For example:</p> <p><i>Willing to travel and occasionally work unsocial hours</i></p> <p><i>Be a good team worker demonstrating loyalty and commitment to the organization and team members</i></p>

Appendix 5 – Workplan Template

First Year Work Plan quarterly overview for salaried posts or sessional workers

Name of post	
Name of organisation	
Expected start date (write existing, if the worker is already in post)	
Hours per week	

Time period	Activities the worker will be engaged in e.g. running art club on Thursday 6-8pm; collating feedback on arts activities; attending child protection refresher training; sourcing venue for exhibition day for children’s parents; monthly meeting with school about attendance levels; and so on.	Key achievements for the worker as you progress through the year e.g., induction completed; course on alcohol education delivered consisting of 6 weekly sessions, etc
Quarter I		

Quarter 2		
Quarter 3		
Quarter 4		

Appendix 6 - How to complete BBC Children in Need's online application form

Getting started

You will need to access the BBC Children in Need website at www.bbc.co.uk/pudsey

On the top of the page you will see a list of options, one of which will be called 'Grants' click this to access all the information you need.

Once you've clicked this four orange boxes will appear, and to give yourself your best chance of success we would strongly recommend that you click on the 'Before Applying For Your Grant' box. This will take you to our applicant guidance which is set out in five sections on Pudsey's paw. At this stage you will also get the opportunity to watch a video on how to complete the online form. If you go to section three on the Pudsey Paw you will find a step by step guide to the questions on the application form and there is guidance on what sort of information we need for each question.

To access the application form and materials click on your 'Back Button' which will take you back to the four orange boxes.

Click on 'Apply for a grant' and then chose the location where your project will be based.

Once you have clicked on 'apply for a grant', you will need to choose your project location and you will see a list of the application materials. You may find it most straight forward to first complete the project budget form, clicking on the link will open the form.

When you complete your project budget form, or any other extra information we ask for it is important to remember to name them clearly and save them somewhere you will easily remember. This will help you to upload them quickly when you are preparing to submit your application.

The rest of the application process includes the application form, attaching the project budget form and attaching other documents which will depend on what you are asking for in your application. Full guidance on what these documents are and instructions on how to attach documents can be found in the applicant guidance www.bbc.co.uk/pudsey/grants/fundingtoolkit.shtml and on the application form. There are also full instructions on completing the project budget form at the bottom of this page.

Creating an account

When you click on the 'application form' button you will be asked for your email address and a password, try and think of a password you will remember easily. Once you have completed this click on the 'continue' button. A grey box may appear

asking if you wish the computer to remember your password next time you log in, choose either yes or no and then click continue. If you use a shared computer you may prefer, for security reasons, to click no.

In order that we have your correct details you will be prompted to repeat your email and password. Then click 'create an account'. For your reference your log-in information will then be sent to you in an email.

You will then see the BBC Children in Need application form in blue and underlined – click twice on this link to begin the application.

Beginning the form:

First read the instructions as they provide important information for completing your application.

Important: When completing the application form please **do not** use your browser's 'back' button at any time. To go through your application, please use the page numbers listed at the top of each page and also by using the next button.

At the top of the page is a menu bar in blue. To obtain information on how to complete the form click on the 'applicant guidance' at the top of the page.

You will also see a 'contact us' button, if you click on this you can send an email to a member of BBC Children in Need staff who will be able to assist you with your application. You can also contact the helpdesk by calling 0208 576 77 88 (between 9am and 5pm on weekdays).

Working through the application

The first section you will come to is 'contact details'. If you see a blue dot next to the question you are completing it means you have to answer this question. If you do not complete any of these questions you will not be able to submit your application and a message will appear at the top of the page saying: 'please correct the problems indicated below'. A red arrow and text will appear prompting you for any information you may have missed.

At any point you have the option of saving the answers you have completed and finishing the application later. To do this click the 'save and finish later button' which can be found at the bottom of every page.

When you want to continue your application you can log back into your application through the grants section of the BBC Children in Need website www.bbc.co.uk/pudsey/grants or by following the link that was sent to you in the email that confirms your username and password. Simply enter your username and password and this will take you back into your application.

How to attach your application documents

On page 9 you will be asked for your application attachments. Take a few moments to refresh yourself with the information you need to supply and if you haven't done so already please complete the necessary documentation now. The documentation you need depends on where your project is based and what you are applying for. This is clearly explained in the applicant guidance and on page 9 of the application form.

At the bottom of page 9 you will see a section which says UPLOAD.

Also at the bottom of the page you will see a box called 'title' in the box is an arrow and if you click on it a drop down menu will appear. Please choose the appropriate title of the document you are attaching and click on it so that it now appears in the title box.

Then click on the 'browse' button underneath. This will then allow you to search your computer to find the relevant form.

Go to the place on your computer where you saved your documents - then double click on the document – you will now see the name of your document in the file name box. Then click the 'upload' box below.

If you accidentally attach the incorrect file click in the remove box on the right hand side of the page and then click the 'remove' button.

You will then be able to upload the correct file.

Once you have uploaded the correct file go down to the bottom of the page and repeat the process for any other documents you need to attach. Repeat this process until you have uploaded all the information required.

Once you have attached the documents above click on the 'review and submit' button. This will allow you to review you application and make any necessary amendments or changes.

Submitting the application

Once you have completed the application and attached all the necessary documents you can now click on the 'submit' button.

After submitting your application you may wish to print and keep a hard copy. You can do this by clicking on the 'printer friendly version' button on the top menu bar of each page. You can print your application at any time following this process.

You will now be sent an email to confirm we have received your application with a tracking number. This email will also include all the answers you supplied on the application.

Appendix 7

List of application form questions

The first part of the form deals with **Contact details**.

For your **Organisation**, we will need the Organisation's name (as it appears on your constitution or governing document), full Address, Town, County, Postcode, landline phone number, e-mail address and website address.

For the **Applicant** (i.e. person whom our assessor will contact to discuss the application in more detail) we will need the Name, the role they play in the organisation, landline phone numbers for both daytime and evening, Mobile number, and E-mail address:

We then ask about **your organisation**

What type of organisation are you?

If you are a registered charity, please give your registration number (or your HM Revenue & Customs number if you are in Northern Ireland).

Are you an independent organisation, or a branch of a larger organisation?

Name and charity number of your parent organisation (if this applies):

In what year was your organisation formed?

Please describe the purpose and activities of your organisation.
Please use no more than 250 words.

How many paid staff does your organisation have?

How many volunteers does your organisation have?

How many members are there on your trustee board or management committee?

How many members of the committee are from black and minority ethnic (BME) communities?

How many members of the committee are disabled people?

Please give the names of the following members of the management committee. If your committee does not include these roles, please see our 'Applicant Guidance'.

Chair:

Secretary:

Treasurer:

How often does the management committee meet?

Please give the dates of the last three management committee meetings:

Please give the date of your most recent annual general meeting (AGM).

What are the names and roles of the people in your organisation who are authorised signatories for payments (for example, BACS, online payments, signing cheques, and so on)?

How many people are needed to authorise a payment or sign a cheque?

Are any of these people related?

What insurance does your organisation have?

For example, public liability insurance or employers' liability insurance.

If your organisation is registered with Ofsted in England, CSIW in Wales or Care Commission in Scotland, please tell us your registration number.

We then ask about **the children and young people who will benefit**

Tell us about the children and young people your project is working with and describe how they are disadvantaged.

Please use no more than 250 words.

How many children and young people does your project aim to work with?

If the same 20 children attending a youth club attend every week, 20 children will benefit. If there are 20 different children attending three different arts classes, 60 children will benefit.

How many are aged 0-4?
(estimates are fine)

How many are aged 5-9?
(estimates are fine)

How many are aged 10-15?
(estimates are fine)

How many are aged 16-18?
(estimates are fine)

How many are aged over 18?

(estimates are fine)

How many of the total children and young people are disadvantaged?
Please give the number of beneficiaries (for example, 30).

We then ask about **Your project**

Name of your project (if this is different from the name of your organisation):
You can leave this blank if they are the same.

How much will your project cost in total?
Please use numbers only – no currency signs or punctuation (for example, 40000)

How much money are you asking for from BBC Children in Need?

Year 1

Year 2

Year 3

Total:

Is this application for a new project, or to continue funding existing work?

If this application is to fund existing work, how is it currently funded?

What dates does your project start and finish?

Write 'existing' if your project is already running, and 'ongoing' if there is no definite date for the project to finish.

When would you like our grant funding to begin?

(this must be after our grant award date, which can be found on our website by clicking the 'guidance' link

When will it happen, how often and for how long? Please be specific, and give the day and time.

For example, 'Every Saturday, 4pm to 6pm' or '2 to 4 hours a week - days vary'.

Where will the activities take place?

For example, 'in Congleton in the local youth centre'.

Which local authority or unitary authority areas is your project working in?

Tell us what your project will do.

Please give details of the services, facilities, activities and so on. Please use no more than 250 words.

How do you know this project is needed?

Please use no more than 250 words.

How does your project fit with other services in your local area, and what is your relationship with them?

Please use no more than 250 words.

How have children and young people influenced how you planned this project, and how will they continue to be involved in how the project is run?

Please use no more than 250 words.

How will you make sure that those children and young people you have identified are aware of your project?

Please use no more than 250 words.

What differences (outcomes) will your project achieve for children and young people? For example, 'The children and young people will have improved reading skills, self-confidence, social skills, *are much better able to mix and play with each other without fighting or bullying*'. Please use no more than 250 words.

How will you know when you have achieved these changes? What evidence will you collect and how will you use it?

Please use no more than 250 words.

For projects that are already running.

These may be projects previously funded by BBC Children in Need, or another funder.

As this is an ongoing project, we are interested in the progress you have made so far. Please briefly describe the differences (outcomes) your project has achieved for children and young people, providing evidence where you can.

Please use no more than 250 words.

We then ask about **Keeping children safe**

Does your organisation have its own child protection policy?

What is the name and job title of the person responsible for child protection in your organisation?

Do you make sure all staff, volunteers and management committee members who will have access to children and young people had Criminal Records Bureau (CRB) checks, Disclosure Scotland or Access NI checks?

If not, please explain. Please use no more than 100 words.

How often do you repeat Criminal Records bureau (CRB) checks, Disclosure Scotland or Access NI checks?

Do you make sure all staff ,volunteers and management committee members who have access to children and young people attended child protection training?

If not, please explain. Please use no more than 100 words.

How often do staff and volunteers have their child protection training refreshed?

How has the need to keep children safe influenced how the project is planned and run?

This does not just refer to child protection – please also consider other health and safety matters, such as risk assessments. Please see the ‘Applicant Guidance’ for more information and examples. Please use no more than 250 words.

We then ask about **Your finances**

Please use the accounts you have sent with your application to fill in this section.

Total annual income:

Please do not use pound signs or punctuation (for example, 25000)

Total annual spending

Please do not use pound signs or punctuation (for example, 25000)

Is there anything notable about your annual accounts that you would like to explain? For example, if you have free reserves of over 12 months, please explain here. If you would like more information to help you fill in this section, please see our ‘Applicant Guidance’.

Has your financial situation changed significantly since your organisation's accounts were produced? If so, please give details of the changes below.

We will then need some information about your Referees

Please give the names and details of two referees for your organisation.

The first (internal) referee should be a senior officer or member of staff from your organisation, or a trustee. This person cannot be the same person named in question 1.

This internal referee must be aware of your work, and this funding application, and willing to discuss the application further with an assessor.

We need the Internal Referee’s name, full Address, Town, County, Postcode, daytime and evening phone numbers and e-mail address.

Second (external) Referee:

The second (external) referee should be someone who knows and has seen the work of your organisation in a professional capacity, but is independent of it. This referee must be aware of your work and this funding application.

For example, the second referee could be an officer of your local Council for Voluntary Service, Volunteer Bureau or council, or a representative of another voluntary or community organisation you work with. This referee should **not** be a member of your committee, a paid member of staff, someone who uses your services or a member of your family.

We need the External Referee's title, name, full address, town, county, postcode, daytime and evening phone numbers, e-mail address, job title, employer and their employer's address.

Attachments

You will have to attach the necessary extra information to your application.

- Your 'Project Budget Form'
- Your constitution (you do **not need** to send this if you are a registered charity based in England or Wales)
- Latest accounts

If your accounts are more than 18 months old, please supply draft accounts.

If you are a new organisation, please provide an up-to-date breakdown of your income and spending.

- A job description, person specification and first-year work plan for each paid post, if you are applying for salaries.

We accept paper copies of your organisation's constitution and accounts, but only if these are not available electronically. If you need to send these to us, you must clearly label them with the name of your organisation, the main contact's name and a contact phone number.

You can post the information to:

BBC Children in Need Appeal
PO Box 1000
London
W12 7WJ.

To find out which documents you will need to send to support your application, please read through our 'Applicant Guidance'. This provides further information about what you should include in these documents, along with some example templates.

We will not consider your application if it does not have the supporting documents attached.