



Making an application – Small Grants (up to £10,000 per year)

The purpose of this leaflet is to help you prepare your answers and collect the information we will require when you come to fill in our on-line application form. This leaflet is not a form in itself and if submitted to us cannot be processed.

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.



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 independent, or a branch of a larger organisation or group of organisations?

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?

Please give the names of the following members of the management committee. If your committee does not include these roles, please give the names of three of your main committee members or senior members of staff who oversee similar positions in your organisation.

Chair:

The chair is the trustee or other person with overall responsibility for leading the charity or organisation.

Secretary:

The secretary is the company or charity secretary or, if no such position exists, the person who calls, administers and takes minutes of meetings.

Treasurer:

The treasurer is the name of the person in your committee or organisation who takes responsibility for your accounting and financial planning.

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, the Care Commission in Scotland or the local Health and Social Care Trust in Northern Ireland, please enter your registration number here. (If you are registered, but do not have a number, please tell us here.)



The children and young people who will benefit from the project you are applying for

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

Please use no more than 250 words.

How many children and young people will your project 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 to 4?

(Estimates are fine.)

How many are aged 5 to 9?

(Estimates are fine.)

How many are aged 10 to 15?

(Estimates are fine.)

How many are aged 16 to 18?

(Estimates are fine.)

How many are aged 19 and over?

(Estimates are fine.)

How many of the total number of children and young people are disadvantaged?

Please give the number of beneficiaries (for example, 30).



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 sign or punctuation (for example, 4000)

How much money are you asking for from BBC Children in Need? This must be the amounts you have given in your Project Budget Form.

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?

When would you like our grant funding to begin?
(This must be after our grant award date, which you can find on our website by clicking the 'Applicant Guidance' link.)

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

Where will the activities take place?

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

Tell us what your project will do.
Please give details of the specific activities associated with your project. Please use no more than 250 words.

Describe the changes this project will lead to in the lives of the children and young people.
For example, involving the young people in planning and organising events in the club will improve their co-operation and teamwork skills. Please use no more than 250 words.

How do you know this project is needed?
Please use no more than 250 words.

How have children and young people influenced how you planned this project?
Please use no more than 250 words.

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 that all staff and volunteers with access to children and young people, and all management committee members, have Criminal Records Bureau (CRB) checks, Disclosure Scotland or Access NI checks?

If not, please explain.

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

Do you make sure that all staff and volunteers with access to children and young people, and all management committee members, attend 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?

Does your organisation have computer or internet facilities which children have access to?

If yes, does your organisation have a clear policy or statement about protecting children and young people when they are using computers or the internet?

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).

If there is anything notable about your annual accounts (for example, high free reserves or significant deficit) or your financial situation has changed significantly since your organisation's accounts were produced, please explain. If you would like more information to help you fill in this section, please see our 'Applicant Guidance'.



References

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.

First referee:

(In this section we ask for their full name, their role in the organisation, their contact address including the postcode, their day and evening phone numbers and their email address.)

Second 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 ask for full name and contact details, as before. In addition, we will ask for the name of your second referee's employer, and the address of your second referee's employer.)

