



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/grants

Four boxes will appear that link to BBC Children in Need's funding programmes and information on who we fund. This guidance will help applicants apply to any of our grant programmes however this guidance will use the example of the general grants programme as this is the most relevant to the majority of applicants.

If you click on the general grants button you will find:

- Application Guidance – we strongly encourage all applicants to read this before beginning to complete the application form
- Apply for a Grant – this is where you can access all the application materials
- I've Already Started an Application Form – if you have begun an application to BBC Children in Need this is where you can log back in
- Your Grant – this is where you can find useful information about your grant with BBC Children in Need

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 you 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.

If you have any difficulties at any time please contact BBC Children in Need either by email pudsey@bbc.co.uk or by phone on 020 8576 7788.

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 visit our website, at http://www.bbc.co.uk/pudsey/grants/general_grants.shtml where an example is available as part of our 'Applicant Guidance'.

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.