
For all grants

- 1 BBC Children in Need requires you to keep us informed of any changes which might affect our grant, e.g. change of address, loss of other funding for the project, change in job description, any break in employment causing you to either make alternative arrangements or readvertise the post, or changes to the management of your organisation.
- 2 Your grant is a restricted fund and must be used by your organisation for the purpose/s for which it is given and should not be used for any other purpose or be given, or transferred, to any third party.
- 3 The grant acceptance form enclosed with your grant award letter must be signed and returned to us and any conditions attached to the award met within six months of the date of our grant offer letter.
- 4 Your organisation must start to spend the grant within 12 months of the date of our grant offer letter.

Note: Any changes or variation to your grant and its use, including all those outlined in sections 1-4 above, must be agreed by us, in writing, prior to implementation.

- 5 Grants will be paid by direct credit transfer to your organisation's bank account annually or quarterly in advance – depending on the nature of your expenditure.
- 6 At the end of your grant you must report back to us on its use. The Grant Report Form sent out with the grant offer letter must be completed and returned to us. Failure to do so could result in further grant applications being jeopardised.
- 7 If your grant is for more than one year, you must also send us annual reports no later than eight weeks before the end of each grant year. We will provide report forms for each grant year. Subsequent payments of your grant will be conditional on these reports. With every report you send us, we will require proof of expenditure - details can be found on the Grant Report Forms, or in 'Notes to help you with your Grant Report Form'.
- 8 We reserve the right to ask for the whole of a grant or any unspent balance to be returned.
- 9 We like our support to be mentioned in appropriate publications and other publicity. However, our logo (Pudsey Bear) is copyright protected so please make sure that you contact us to obtain the official logo and guidance on its use.
- 10 BBC Children in Need may use details of the project we fund in our promotional activities as and when appropriate.
- 11 BBC Children in Need may share information about your grant with other funders, organisations providing matching funding or with a legitimate interest.
- 12 Your organisation will take all appropriate steps to ensure the safety of children and young people.

For any salary or sessional post, the following conditions also apply:

- 13 Grants are released when we receive from you: proof of public advertisement for the post, a copy of the final job description, details of the actual salary to be paid and confirmation of the starting date of the new employee/s.
- 14 If your grant is for a two or three year full time post, your organisation will be expected to evaluate the impact of the work yourselves. We may require some of your staff to undergo training in self evaluation techniques. If we do, details will be found in the 'additional conditions' section of your grant award letter. We will provide guidelines and the training.
- 15 The start date of the grant will be the first day of the month in which your new employee/s start/s work.

Remember, we are always happy to talk to you about your grant. Our contact details are:

England and General Helpline

BBC Children in Need Appeal
PO Box 1000
London W12 7WJ
020 8576 7788

Scotland

BBC Children in Need Appeal
BBC Scotland
40 Pacific Quay (G10)
Glasgow G51 1DA
0141 422 6111

Northern Ireland

BBC Children in Need Appeal
Broadcasting House
Ormeau Avenue
Belfast BT2 8HQ
028 9033 8221

Wales

BBC Children in Need Appeal
Broadcasting House
Llandaff
Cardiff CF5 2YQ
029 2032 2383

For every penny donated, a penny goes towards projects 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.

BBC Children in Need Appeal is a registered charity, England & Wales number 802052 and Scotland number SC039557