Application Portal

Contents page

Log In and Application Home Screen Saving In Progress Applications: Saving Submitted Applications: Requirement Tab Saving In Progress Requirements: Saving Submitted Requirements: Note about New Requirements

Important Update about our Grantmaking

As part of our ongoing commitment to improving our systems and processes, BBC Children in Need are transitioning to a new grantmaking system. This transition will take place throughout 2025 and we will launch our new system by the end of September. During this period there will be some disruption to our grant programmes.

As a result BBC Children in Need will be unable to accept new Expressions of Interest applications after **15th April 2025** until we launch our new grantmaking system, by the end of September 2025.

Your current online account (also known as the grantee portal) will close on **15th August 2025**. We will launch our new grantee portal by the end of September 2025.

We want to minimise the disruption this transition will have on all our applicants and grantees. If you are a current applicant or grantee then we will be contacting you directly with information about how this affects you.

For more information please visit our <u>Transition to New Grantmaking System Frequently</u> <u>Asked Questions</u>

Your access to your online account is ending

After 15th August 2025 you will no longer have access to your online account. If you have an active grant or application we will send you information about your new online account, in our new grantmaking system, later in the year.

We understand that organisations may want to keep some of the information that they have submitted to us. This guidance is designed to help you save any forms or information from your online account, before it closes. Please note that when you saved or submitted an application or form you will also have received an email containing all the information entered.

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Log In and Application Home Screen

Log into the grant application portal using the following link:

https://www.grantrequest.co.uk/Login.aspx?ReturnUrl=%2faccountmanager.aspx%3fSA%3 dAM%26sid%3d107&SA=AM&sid=107

Enter your Email and Password into the following boxes and click 'Login':



Please Sign In If you have never applied to us before and do not have an account with us already, please click on 'New Applicant?' below. If you tried to set up a new account and received the message "invalid e-mail or password", it means that an account with this email address already exists. Please return to this login page and click on the "Feogle password". Uniton below, Follow the promote to have a temporary password sent to you. Once logged in to your account you can use the "Change E-mail/Plassword" button to react this to your preferred password. We may chare or publich citaticities or information about your application, project or grant for analytical purposes to help us and other funders understand the funding landscape better, to identify gaps and increase the effectiveness of grant making e.g. via \$800/ving and through other methods. We will not share or publich any personal data in these oforumstances though. PRIVACY NOTICE FOR GRANT APPLICATION PORTAL This Privacy Notice is a summary of how we use personal information during and after this grant application process. We will use the personal information to process the grant application, improve the process and deal with any queries in relation to it. Additional information can be found in the Grantee section of the BBC Children in Need Privacy Policy. As you may be sharing personal information with us about staff, volunteers, trustees and referees as well as about yourself, when you complete this application, you must bring this privacy notice to the attention of anybody whose personal information you choose to share with us. You must do this before you share their personal information with us and you must also let us know if your or their information changes after you have provided it to us. The legal basis on which BBC Children in Need processes personal information in respect of this grant application form and, if your organisation is successful in respect of a grant, is that it is in our legitimate interestic, as a grant making organisation, to do so and we don't believe this unmassnably impacts on the rights and freedoms of individuals concerned. We may share personal information with people who help us assess, improve and manage our grants and application process. We may share information with other funders where they are funding, or jointly funding, the grant for which you are applying (if this is the case it will be made clear on the information you receive about the grant). We may share information you provide with other funders, organisations, the police, other law enforcement agencies. Her Mijsely's Rovenue & Customs, regulators, including the Dharty Commission and the information Commissioner's Office and/or foud prevention agencies where we believe this is necessary for safegurating purposes, to detect, investigate or prevent dishonesty, grant misuse, fraud, terrorism, money laundering or other crimes, where you have provided tails information or where we have a lagtimate interest to scalar be information or the other party has a legtimate interest to receive it. This could include details of Individuals involved in your project such as staff, frustees or your organisation's referee. We will retain personal information in accordance with our retarison policy an extract of which is available on request. Generally speaking we retain grant related information until the end of the grant plus 7 years and for unsuccessful applicants, generally speaking, we retain information for 1 year after receipt. What else might we do with personal information if your grant application is successful? We may contact you by email, telephone or other means: to tell you about other opportunities we learn about that we think may be of use, such as funding, learning, networking, training opportunities or other useful information or events; in relation to safeguarding information that we have been asked to circulate (e.g. by In Itelation to sequences, local policie); directly and the stories/contributors for our appeal show or to other fundratising/promotion imaterial; about project visits we'd like to do or facilitate. We may share information with the BBC (including BBC Studios Limited, BBC Studios (Productions) Limited and other group companies- all referred to just as the BBC tom now on) who may contact you by email, telephone or other means to ask about any story and whether you would like it to be featured in the media. We may also share your information with the BBC if the BBC is producing a programme, holding an event, activity or carrying out services for or in relation to BBC Children in Need. We will retain personal information in accordance with our retention policy an extract of which is available on request. Generally speaking we retain grant related information until the end of the grant plus 7 years. Your rights and more information, places see https://www.bbcchildreninneed.co.uk/fundraisinghub/privacyful for details of the rights you If you have any worries or complaints about the way we use your information, please or hestate to get in touch with us. Weil do our very best to set your mind at rest or put th right. And if, for whatever reason, you have were not meeting the exceptionally high standards we expect of ourselves, you're within your rights to tail the UK Information Commissioners Office (CO). You're welcome to get in touch with us to discuss your information at any time. Our contact details are here. E-mail Forget Password? New Applicant? Login



The first page you will see after logging in is the Application home screen:



Saving In Progress Applications:

Method 1:

Look at the In Progress Applications that are shown below the black bar and find the one that you would like to save a copy of. Click into the form by clicking on the Application's Name.

						Hide Viewer Only Applications
Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Expression of Interest Form 35595					Owner	27 C 1 C

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This will open the In Progress application and near the top right you can see the option for 'Printer Friendly Version'.



Clicking this option will open the application as a HTML. All you need to do is right click and select 'Save As'... or (Ctrl+S):

Project Application Form - Under 15k 35599		
Introduction	Back	Alt+Left arrow
Below is the BBC Children in Need Full application form to apply for our 'Project Costs' grants. You have been invited to complete this form based on the Expression of Interest (EOI) form already submitted.	You are Forward	Alt+Right Arrow
through the full form before completing L You may also be invited to have a conversation with an assessor, although these are not required for every application. You must submit this full application within the Please note that some answers have been pulled through from the Expression of Interest form you have already submitted. You can update or amend these but your application should remain in the spirit of provided in your Expression of Interest form, please contact <u>guebry and the BODE</u> and the BODE a	the inform	Ctrl+R
You are not going to be asked for the details of a referee at this stage. We reserve the right to ask that you provide the details of a referee who we may contact for a reference.	Save as	Ctrl+S

Save to your computer as a HTML file.

Alternative method:

When the In Progress Application is open you can click the option to 'E-mail Draft':



You will be taken to the following screen where you can enter the relevant details (please note that those marked with * are required). Then you can enter your own email in 'Recipient Email' into the section circled and click 'Submit'.

	BBG CHILDREN IN NEED	
Send E-mail Email instructions he	re - from the site setup area	
*Your Name		
*Your E-mail		
Send to Viewers		
Additional E-mail(s)		\supset
	To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed.	
*Subject	Copy of Application	
Message	I would like to share the attached Draft Application with you.	
Send me a copy	Maximum (5000) characters Required Submt Cancel	

After pressing the 'Submit' you will be taken back to the 'Applications' page. Finally, check your email and you will see the HTML file has been emailed to you from a sender called Pudsey <mail@grantapplication.com>.

Saving Submitted Applications:

Method 1:

From the Application screen go to 'In Progress Applications' and click on this so that the following appears...

	In Progress Applications
(Submitted Applications
Show	In Progress Applications 🗸
	Hide Viewer Only Applications
	Action

Click on 'Submitted Applications' and the information below will update.

Next, find the Submitted Application that you would like to save a copy of and click into the form by clicking on the Application's Name.

This will open the submitted application as a HTML. Right click and select 'Save As'... or (Ctrl+S):

Project Application Form - Under 15k 35599		
Introduction	Back	Alt+Left arrow
Below is the BBC Children in Need Full application form to apply for our 'Project Costs' grants. You have been invited to complete this form based on the Expression of Interest (EOI) form already submitted. You are through the full form before completing it. You may also be invited to have a conversation with an assessor, although these are not required for every application. You must submit this full application within three mon Please note that some answers have been outled through the Expression of Interest (EOI) form already submitted. You can update or amend these but your applications should remain the spirit of the inform	Forward Reload	Alt+Right Arrow Ctrl+R
provided in your Expression of Interest Form, please contact <u>puddesvgrants@bbc.co.uk</u> . You are not going to be asked for the details of a referee at this stage. We reserve the right to ask that you provide the details of a referee who we may contact for a reference.	Save as	Ctrl+S

Save to your computer as a HTML file.

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Alternative method:

From the Application screen underneath the 'Show: Submitted Applications' – click the following icon:

Show	Submitted Applications \checkmark
	Hide Viewer Only Applications
My Role	Action
Owner	# @(F

You will be taken to the following screen where you can enter the relevant details (please note that those marked with * are required). Then you can enter your own email in 'Recipient Email' into the section circled and click 'Submit':

*Your Name	
*Your E-mail	
*Recipient E-mail(s)	
	To send to multiple e-mail recipients, separate e-mail
	addresses with commas. A maximum of 10 recipients is allowed.
*Subject	Copy of Application
wessage	I would like to share the attached Submitted Application with you.
	Maximum (5000) characters

After pressing the 'Submit' you will be taken back to the 'Applications' page. Finally, check your email and you will see the HTML file has been emailed to you from a sender called Pudsey <mail@grantapplication.com>.

Requirement Tab

The Requirement Tab looks similar to the Application Tab. This will only appear if there are or have been Requirement forms assigned to your account.

B	
Important Update about our Grantmaking	
As part of our ongoing commitment to improving our systems and processes, BBC Childre system by the end of September. During this period there will be some disruption to our gr	an in Need are transitioning to a new grantmaking system. This transition will take place throughout 2025 and we will launch our new rant programmes.
Your current online account (also known as the grantee portal) will close on 25th July 202	25. We will launch our new grantee portal by the end of September 2025.
We are there for encouraging all applicants and grantees with a Requirement to submit this progress Requirements.	is as soon as possible. Please check the bottom of this page, and use the dropdown on the right hand side, to see your New and In
We want to minimise the disruption this transition will have on all our applicants and grante	ees. If you are a current applicant or grantee then we will be contacting you directly with information about how this affects you.
For more information please visit our Transition to New Grantmaking System Frequently Av	sked Questions
<u>Finding documents</u> Please scroll to the bottom of this page where you will see a table.	
At the top right side of this table you will see a sorting option. Please use this to filter the b	below:
New Requirements – documents you have not opened yet. In-Progress Requirements – documents you have opened and saved. Submitted Requirements – documents you have submitted.	
Lcan't find my End of Year Report / 'Your Difference' Training Form	
All of these forms will have been published to the account in the name of your organisation to find and complete your forms.	ns 'primary contact' as given on your application form. If you log in using a different email address it is likely that you will not be able
In order to update the 'primary contact' from your organisation and transfer these requirem number, full name of previous primary contact , new full name and email address of	nents to a different email address please contact Pudsey Grants at pudseygrants@bbc.co.uk Please state your grant reference the nominated 'primary contact'.
When you next log on you will see a 'grantee area' tab at the top of the homepage. Click th form will then appear under the black bar at the bottom of the page. Please Read - Don't lose your work:	hrough and scroll to the bottom of the page; you will now need to select 'New Requirements' from the drop down box. Your report
We are aware of a number of problems recently where applicants and grantees have lost v specific steps you need to follow in order to ensure you don't lose work whilst working in or	work when completing our forms. We have worked hard to find out exactly why this has been happening and as a result, there are our portal. The principles you need to know are:
 The forms have timeout settings which will pop up 40 minutes after you <u>last saved</u> you After clicking on 'Continue' you still then have to carry out one of the actions under 'W Typing is not classed as activity and text is not auto-saved. Whilst you type, the 40 mi progress be saved into the form and the timer reset. 	ur work. The pop up message will ask you to click 'Continue' if you want to carry on working - but this alone will not save your work. /hat Constitutes Saving Work?' below to save your work. .inute timer will still count-down. Only when you carry out one of the actions under 'What Constitutes Saving Work?' will your
What Constitutes 'Saving Work'?	
There are only two ways you can save your progress:	
 Click on 'Save & Finish Later' at the bottom of the page you are working on. This will s If you want to stay in the form, then you can click 'Next' to move to the next page. This 40 minute times will be proof when you wild the page to a different page. 	save your work, send you an email containing your progress so far and return you to your account page. is will save your progress into the form and open the next page. You can then click 'Back' to return to where you were working. The
Ho minute unter will be reset when you click move to a different page.	
We recommend you take one of these actions <u>avery 15/20 minutes</u> . We cannot recover un so that if you do lose work whilst working in the portal you can recover them.	nsaved work and therefore we also recommend saving answers to the form questions elsewhere (in another document, for example)
We recommend you take one of these actions <u>every 15/20 minutes</u> . We cannot recover un so that if you do lose work whilst working in the portal you can recover them. If you have any questions about these settings then please do not hesitate to contact us at	nsaved work and therefore we also recommend saving answers to the form questions elsewhere (in another document, for example) It pudseygrants@bbc.co.uk or phone 0345 609 0015.
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Saving In Progress Requirements:

Method 1:

Look at the In Progress Requirements that are shown below the black bar and find the one that you would like to save a copy of. Click into the form by clicking on the Requirement's Name.

					□ Hide	Viewer Only R	equirements
Form Name	Project Title	Туре	ID	Due	Updated	My Role	Action
BBC Children in Need Grant Acceptance Form		Grant Acceptance Form				Viewer	цт.

This will open the In Progress application and near the top right you can see the option for 'Printer Friendly Version'.

		•	CHILDREN IN NEED		
					Contact Us Exit
(1) Introduction	2 Minimum Standards	3 Safeguarding	(4) Declaration	(B) Attachmenta	Review My Requirement
You can review the information y * Required before final submission	rou've provided so far and make necessary modific	ations here. If you're satisfied with the conte	ants of this report, click Submit. If you're not ready Introduction	to submit your report yet, click Save & Finish Later.	Prese Freedy Verson E-mail Draft

Clicking this option will open the application as a HTML. All you need to do is right click and select 'Save As'... or (Ctrl+S):

Minimum Standards Requirement with Safeguarding Paper Based Questions - Form ID 35933			
Introduction			
Below is the BBC Children in Need Minimum Standard Question form. You have been invited to complete this form as we require more information about your organisation	n.		
You are not notion to be asked for the details of a referee at this stane. We reserve the right to ask that you provide the details of a referee who we may contact for a refe			
To use not going to be doned for the details of a reference at this study. We reserve the right to dak that you provide the details of a reference who we may contact for a rek	Back	Alt+Loft arrow	
If you have any questions about completing the form please email pudseygrants@bbc.co.uk or phone 0345 609 0015. Our office is open Monday-Friday 9am-5pm ex	Dack	AIT+LEIT BILOW	
	Forward	Alt+Right Arrow	
	Reload	Ctrl+R	
BBC Children in Need commits to fairness and making a positive difference for children and young people. It is our responsibility to embrace a diverse, equitable, and in			this and we need to be too.
We encourage you to contact us with any feedback about our grant-making. We want to be as accessible and supportive as possible for your organisation. This could m	Save as	Ctrl+S	u to help clarify any questions. Our contact
details are here if you'd like to speak to us. There's also a space on this form to give us your feedback.			

Save to your computer as a HTML file.

Alternative method:

When the In Progress Requirement is open you can click the option to 'E-mail Draft':



You will be taken to the following screen where you can enter the relevant details (please note that those marked with * are required). Then you can enter your own email in 'Recipient Email' into the section circled and click 'Submit':

	HILDREN IN NEED
Send E-mail Email instructions he	re - from the site setup area
*Your Name	
*Your E-mail	
*Subject Message	To send to multiple e-mail recipients, separate e-mail addresses with commas. A maximum of 10 recipients is allowed. Copy of Requirement I would like to share the attached Draft Requirement with you.
Send me a copy	Maximum (5000) characters "Required Submt Cancel

Saving Submitted Requirements:

Method 1:

From the Requirement screen go to 'In Progress Requirements' and click on this so that the following appears.



Click on 'Submitted Requirements' and the information below will update.

Next, look for the Submitted Requirement that you would like to save a copy of and click into the form by clicking on the Requirement's Name.

This will open the submitted requirement as a HTML. Right click and select 'Save As'... or (Ctrl+S):

Hinimum Standards Requirement with Safeguarding Paper Rased Questions - Form ID 33933					
Introduction					
Below is the BBC Children in Need Minimum Standard Question form. You have been invited to complete this form as we require more information about your organis	sation.				
You are not going to be asked for the details of a referee at this stage. We reserve the right to ask that you provide the details of a referee who we may contact for a re	efe				
If you have any questions about completing the form please email pudseygrants@bbc.co.uk or phone 0345 609 0015. Our office is open Monday-Friday 9am-5pm e	ex« Back	Alt+Left arrow			
	Forward	Alt+Right Arrow			
	Reload	Ctrl+R			
BBC Children in Need commits to fairness and making a positive difference for children and young people. It is our responsibility to embrace a diverse, equitable, and	l in		this and we need to be too.		
We encourage you to contact us with any feedback about our grant-making. We want to be as accessible and supportive as possible for your organisation. This could details are here if you'd like to speak to us. There's also a space on this form to give us your feedback.	Im Save as	Ctrl+S	u to help clarify any questions. Our contact		

Save to your computer as a HTML file.



Alternative method:

From the Requirement screen underneath the 'Show: Submitted Requirements' – click the following icon:

Show	Submitted Requirements			
Hide Viewer Only Requirements				
My F	Role	Action		

You will be taken to the following screen where you can enter the relevant details (please note that those marked with * are required). Then you can enter your own email in 'Recipient Email' into the section circled and click 'Submit':

*Your Name	
*Your E-mail	
cipient E-mail(s)	
	To send to multiple e-mail recipients, separate e-mail
	addresses with commas. A maximum of 10 recipients is allowed.
*Subject	Copy of Requirement
message	I would like to share the attached Submitted Requirement with you.
	Maximum (5000) characters

After pressing the 'Submit' you will be taken back to the 'Applications' page. Finally, check your email and you will see the HTML file has been emailed to you from a sender called Pudsey <mail@grantapplication.com>.

Note about New Requirements

	New Requirements	٦		
	In Progress Requirements			
	Submitted Requirements			
Show	New Requirements	$\mathbf{\mathbf{v}}$		
Hide Viewer Only Requirements				
Action				

If you select the option to 'Show: New Requirements' and forms appear underneath we recommend clicking into any such forms. This is because once you save and click out of the form then it will move to the 'In Progress Requirements' section. This means you'll be able to follow the methods above for **Saving In Progress Requirements** to save any forms.