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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 **25th July 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 [Transition to New Grantmaking System Frequently Asked Questions](#)

Your access to your online account is ending

After 25th July 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%3dAM%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 "Forgot password?" button below. Follow the prompt to have a temporary password sent to you. Once logged in to your account you can use the "Change E-mail/Password" button to reset this to your preferred password.

We may share or publish statistics 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 360Giving and through other methods. We will not share or publish any personal data in these circumstances 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 interests, as a grant making organisation, to do so and we don't believe this unreasonably 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 Majesty's Revenue & Customs, regulators, including the Charity Commission and the Information Commissioner's Office and/or fraud prevention agencies where we believe this is necessary for safeguarding purposes, to detect, investigate or prevent dishonesty, grant misuse, fraud, terrorism, money laundering or other crimes, where you have provided false information or where we have a legitimate interest to share the information or the other party has a legitimate interest to receive it. This could include details of individuals involved in your project such as staff, trustees or your organisation's referees.

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 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 local police);
- in relation to finding suitable stories/contributors for our appeal show or to other fundraising/promotional material;
- about project visits we'd like to do or facilitate.

We may share information with the BBC (including BBC Studios Limited, BBC Studios (Producers) Limited and other group companies- all referred to just as the BBC from 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, please see <https://www.bbcchildreninneed.co.uk/fundraisinghub/privacyfull> for details of the rights you have.

If you have any worries or complaints about the way we use your information, please don't hesitate to get in touch with us. We'll do our very best to set your mind at rest or put things right. And if, for whatever reason, you feel we're not meeting the exceptionally high standards we expect of ourselves, you're within your rights to tell the UK Information Commissioner's Office (ICO).

You're welcome to get in touch with us to discuss your information at any time. Our contact details are here.

E-mail Password

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

Applications **Requirements**

Applications

From this page you can submit application forms to the funding programmes. If you are looking for the documents below, please click on the Requirements tab above:

- BBC Children in Need Grant Acceptance Form
- End of year reports
- Your Difference Training Acceptance Form
- Your Difference Form
- Your Difference Evaluation Form

For guidance in Welsh, scroll down / Am arweiniad yn Gymraeg, sgrolwch i lawr.

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 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 **29th July 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 [Transition to New Grantmaking System Frequently Asked Questions](#)

Core (Organisational) Costs, Project Costs and Pudsey Next Steps funding streams

Applications to our Core Costs and Project Costs funding streams are open for Expressions of Interest until **15th April 2025**. To apply for each of these funding streams, including Pudsey Next Steps, please complete an Expression of Interest form. Visit our [website](#) for full eligibility criteria for all our funding streams. For Pudsey Next Steps funding please check the [eligibility criteria](#).

Organisations can only apply for **one of these streams per year**, and can only hold **one of these grants at a time**. For more information, please visit our [website](#).

Before you're able to apply for a Core, Project or Pudsey Next Steps grant, you'll need to submit an Expression of Interest (EOI) form online. We understand how much work it takes to plan activities and apply for funding. The EOI form helps us identify any requests we would be unlikely to fund. Our aim is to save those applicants the time and effort of making a full application.

[CLICK HERE TO SUBMIT AN EXPRESSION OF INTEREST FORM FOR PROJECT OR CORE FUNDING STREAMS](#)

You will not be able to access a new Core or Project application form from this page.

Closed Programmes

The following programmes are closed and we will not be accepting any new applications at this time.

- Pudsey Next Steps Round One (September to October 2024)
- Next Steps (2020)
- Booster
- Inspiring Futures
- Main Grants 2020 and Small Grants 2020
- Main Grants 2021 and Small Grants 2021
- DCMS Youth Investment Fund
- Youth Social Action
- Youth Social Action Fund
- We Move Fund: Youth Social Action

Using Your Account

[Viewing in-progress applications / submitted applications](#)

You'll find your in-progress applications in a list at the bottom of this page. Use the Show menu (above the list, on the right) to see your submitted applications instead.

[Saving your work / recovering lost work](#)

Unfortunately, we cannot recover any lost work for you.

It's a good idea to save all your answers in another document as you fill them in. This makes it easy to recover anything lost while working online.

There are only two ways you can save your progress in the application form:

- Click on Save and finish later at the bottom of the page you're working on. This will save your work, and send you an email showing your progress so far. It will also return you to your main account page.
- To save and keep working in the form, click Next. This will save your progress, and open the next page. You can click Back to return to where you were. (The 40-minute session timer is also reset when you click Next or Back.)

We recommend you take one of these actions to save your work at least every 15-20 minutes.

[Finding your requirements \(e.g. End of Year Report Form, Your Difference Training Form\)](#)

Make sure you're logged in as the primary contact for your organisation. You must use the email address you gave us for that person in your application form. If you log in with a different email, you won't be able to see or edit your reports and other requirements.

When you log in as the primary contact, you'll see a Grantee Area tab at the top of the homepage. Click this, and scroll to the bottom of the page. Select New Requirements from the Show menu. A link to your report form will appear below the black bar at the bottom of the page.

To change the primary contact information, you'll need to email pudseygrants@bbc.co.uk. Please include:

- Your grant reference number
- The full name of the previous primary contact
- A full name and email address for the new primary contact

The email address used to log in appears above here.

If you have any requirements (such as report forms), a Requirements tab will be shown here and once you click on the 'Requirements' tab then you will be able to access any Requirements. This is shown in more detail in the section titled 'Requirement Tab'.

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Expression of Interest Form 386205					Owner	Show In Progress Applications <input type="checkbox"/> Hide Viewer Only Applications

Any 'In Progress Applications' will be found underneath this black bar. In the drop down box applicants will also find a 'Submitted Applications' option.

In Progress Applications

Submitted Applications

Show In Progress Applications

Hide Viewer Only Applications

Action

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Saving In Progress Applications:

Method 1:

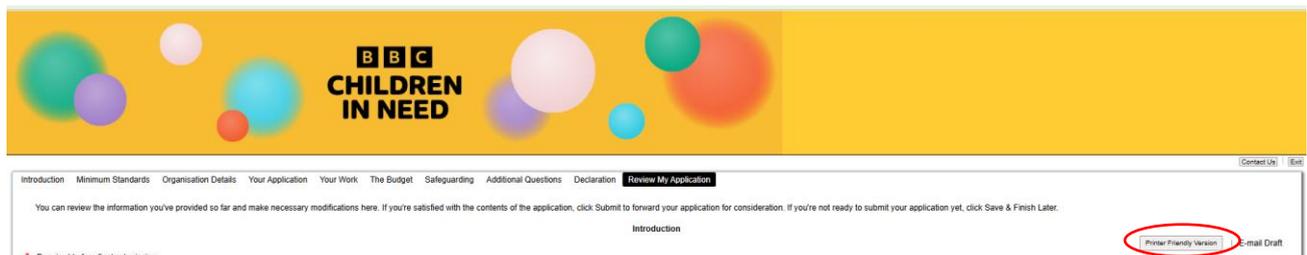
Look at the In Progress Applications that are shown below the black bar and find the one that you would like to save a copy of. Click into the form by clicking on the Application's Name.

Show In Progress Applications ▾

Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Expression of Interest Form 35595					Owner	 

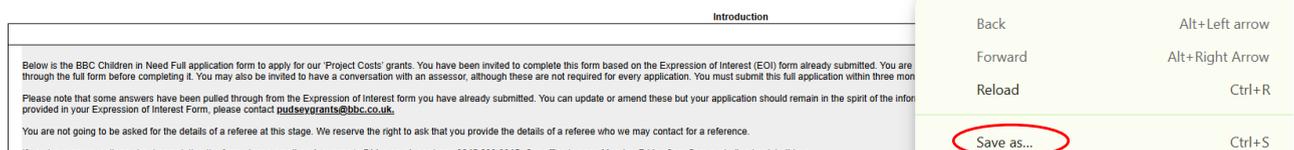
This will open the In Progress application and near the top right you can see the option for 'Printer Friendly Version'.



The screenshot shows the top banner with the BBC Children in Need logo and a navigation menu. The 'Review My Application' tab is active. In the top right corner, there are two links: 'Printer Friendly Version' and 'E-mail Draft'. The 'Printer Friendly Version' link is circled in red.

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

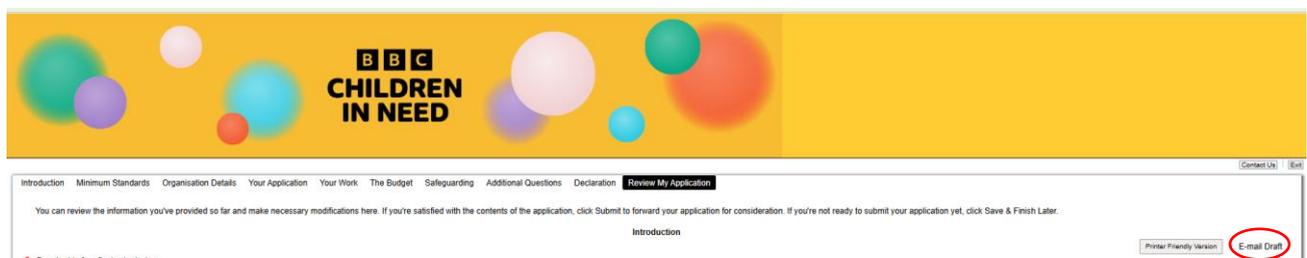


The screenshot shows the content of the application form, including an introduction and instructions. A right-click context menu is open over the content, showing options like 'Back', 'Forward', 'Reload', and 'Save as...'. The 'Save as...' option is circled in red.

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':



The screenshot shows the same application form interface as before. In the top right corner, the 'E-mail Draft' link is circled in red.

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'.

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Send E-mail
Email instructions here - from the site setup area

*Your Name

*Your E-mail

Send to Viewers

Additional 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

Message I would like to share the attached Draft Application with you.

Maximum (5000) characters
*Required

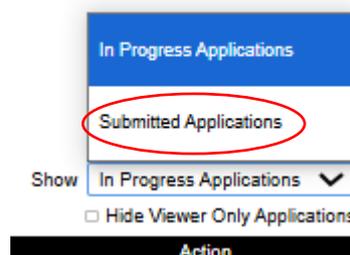
Send me a copy

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...



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

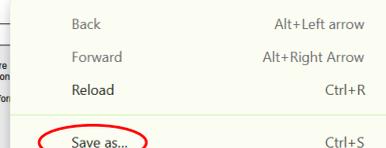
Introduction

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 months of the date of your Expression of Interest Form, please contact pudseygrants@bbc.co.uk.

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 the information provided in your Expression of Interest Form.

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.

If you have any queries about completing the form please email pudseygrants@bbc.co.uk or phone 0145 500 0045. Our office is open Monday - Friday 9am - 5pm excluding bank holidays.



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 ▾
 Hide Viewer Only Applications

My Role	Action
Owner	  

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':

Send E-mail
Email instructions here - from the site setup area

*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

Message I would like to share the attached Submitted Application with you.

Maximum (5000) characters
*Required

Send me a copy

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.

Applications **Requirements**

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.

Your current online account (also known as the grantee portal) will close on **25th July 2025**. 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 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 progress Requirements.

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 [Transition to New Grantmaking System Frequently Asked Questions](#)

Finding documents
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 below:

- New Requirements – documents you have not opened yet.
- In-Progress Requirements – documents you have opened and saved.
- Submitted Requirements – documents you have submitted.

[I can'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 organisations '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 to find and complete your forms.

In order to update the 'primary contact' from your organisation and transfer these requirements to a different email address please contact Pudsey Grants at pudseygrants@bbc.co.uk Please state your **grant reference number, full name of previous primary contact, new full name and email address** of the nominated 'primary contact'.

When you next log on you will see a 'grantee area' tab at the top of the homepage. Click through and scroll to the bottom of the page; you will now need to select 'New Requirements' from the drop down box. Your report form will then appear under the black bar at the bottom of the page.
Please Read - Don't lose your work:

We are aware of a number of problems recently where applicants and grantees have lost work when completing our forms. We have worked hard to find out exactly why this has been happening and as a result, there are specific steps you need to follow in order to ensure you don't lose work whilst working in our portal. The principles you need to know are:

- The forms have timeout settings which will pop up 40 minutes after you **last saved** your 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. After clicking on 'Continue' you still then have to carry out one of the actions under 'What Constitutes Saving Work?' below to save your work.
- Typing is not classed as activity and text is not auto-saved. Whilst you type, the 40 minute timer will still count-down. Only when you carry out one of the actions under 'What Constitutes Saving Work?' will your progress be saved into the form and the timer reset.

What Constitutes 'Saving Work'?

There are only two ways you can save your progress:

1. Click on 'Save & Finish Later' at the bottom of the page you are working on. This will save your work, send you an email containing your progress so far and return you to your account page.
2. If you want to stay in the form, then you can click 'Next' to move to the next page. This 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 40 minute timer will be reset when you click move to a different page.

We recommend you take one of these actions **every 15/20 minutes**. We cannot recover unsaved work and therefore we also recommend saving answers to the form questions elsewhere (in another document, for example) 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 pudseygrants@bbc.co.uk or phone 0345 609 0015.

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
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Show In Progress Requirements ▾
 Hide Viewer Only Requirements

Applications **Requirements**

To return to the 'Application' page you can click this box.

Show In Progress Requirements ▾
 Hide Viewer Only Requirements
 New Requirements
In Progress Requirements
 Submitted Requirements

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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.

Form Name	Project Title	Type	ID	Due	Updated	My Role	Action
BBC Children in Need Grant Acceptance Form		Grant Acceptance Form				Viewer	

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

Minimum Standards Requirement with Safeguarding Paper Based Questions - Form ID 35933

Introduction

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of this report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

Required before final submission

Printer Friendly Version 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):

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. 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 referee. 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 excluding public holidays.

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 inclusive environment for all. 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 include details here if you'd like to speak to us. There's also a space on this form to give us your feedback.

Save as... Ctrl+S

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':

Minimum Standards Requirement with Safeguarding Paper Based Questions - Form ID 35933

Introduction

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of this report, click Submit. If you're not ready to submit your report yet, click Save & Finish Later.

Required before final submission

Printer Friendly Version 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':

BBC CHILDREN IN NEED

Send E-mail
Email instructions here - from the site setup area

*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 Requirement

Message I would like to share the attached Draft Requirement with you.

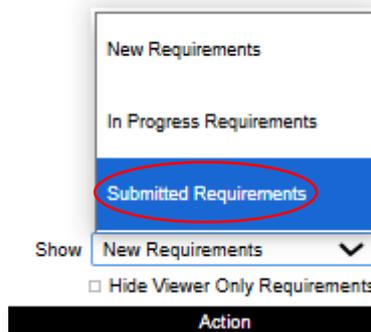
Maximum (5000) characters
*Required

Send me a copy

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):

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. 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. If you have any questions about completing the form please email pudseygrants@bbc.co.uk or phone 0345 609 0018. Our office is open Monday-Friday 9am-5pm excluding public holidays.

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 inclusive environment. 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 include details are here if you'd like to speak to us. There's also a space on this form to give us your feedback.

Back Alt+Left arrow

Forward Alt+Right Arrow

Reload Ctrl+R

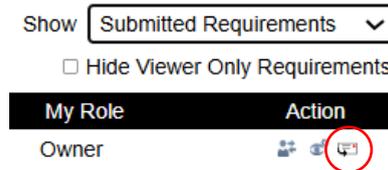
Save as... Ctrl+S

Save to your computer as a HTML file.

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Alternative method:

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

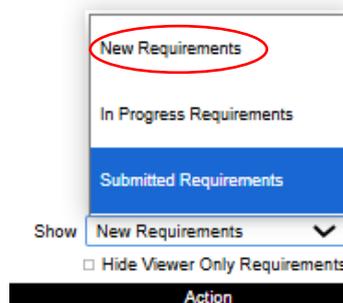


You will be taken to the following screen where you can enter the relevant details (please note that those marked with * are required). Then you can enter your own email in 'Recipient Email' into the section circled and click 'Submit':

A screenshot of a 'Send E-mail' form. The title is 'Send E-mail' with a subtitle 'Email instructions here - from the site setup area'. Fields include: '*Your Name' (text input), '*Your E-mail' (text input), 'Recipient E-mail(s)' (text input, circled in red), '*Subject' (text input with value 'Copy of Requirement'), and 'Message' (text area with value 'I would like to share the attached Submitted Requirement with you.'). A note below the message field says 'Maximum (5000) characters *Required'. At the bottom, there is a 'Send me a copy' checkbox and 'Submit' and 'Cancel' buttons. The 'Submit' button is circled in red.

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



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.