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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.

Introduction

| E-mail Draft

* Required before final submission

Guidance about Personal Information

Throughout this report form we ask you for information about your project, key contacts and the types of disadvantage the children and young people that you work with face. You should not, in any of the answers you give, disclose to us personal information about children and young people or information which when coupled with other information could lead to the identification of a child or young person. It is fine to include personal information necessary for the registration such as contact details of employees, referees or any other person associated with your registration.

For example:

Not permitted: "Anna J who has Eisenmenger syndrome"
Permitted: "Child C who has a heart condition"

In respect of your own personal information you can find more information about how we process your data in our [Privacy Policy](#).

This form is your opportunity to tell us how the grant from BBC Children in Need has benefited disadvantaged children and young people.

We hope that measuring and evaluating the difference you make will help you to reflect on the successes and challenges of the past year, and plan your future work.

How to complete the form

Before you start

Please read through our [guidance on reporting to BBC Children in Need](#).

If anything has changed since you were awarded a grant, please contact us to discuss those changes before completing this report form. This might include:

- Changes to the activities or services you provide
- Changes to the numbers of children and young people you work with
- Changes to how you want to spend the grant money
- Changes to the project's staff or management
- Changes to the differences you want to report on.

There is a "save and finish later" button at the bottom of each page. Please remember to save regularly.

How we use the information you provide in this form

We will read your report form to learn more about your project: how you have got on over the past year, how you have spent the grant money, and the difference you have made to the children and young people you work with.

We might use your case study for our fundraising or publicity - but we will always ask you for permission first.

We will bring together information from all the reports we receive to identify trends and good practice from similar projects across the UK. This helps us to learn about, evaluate and improve our own work so that we fund the best work possible with the money we have. We can then share that learning with projects like yours, with other funders, with local or national governments or with the general public in order to make a bigger difference to children and young people's lives.

Your Project


Project summary

* Organisation Name

Your Reference Number

Summary of your grant from BBC Children in Need

1. Your Project

* Please describe in detail the activities or services you have provided this year as a result of our grant.
As well as general information about your project, we'd also like to know things like; when did each of these happen, how often and for how long? Please be specific, and give the day and time (e.g. 38 weeks of the year, every Wednesday evening for two hours). 

Word count 0 of 350

2. The Children and Young People

* How many different children in total have benefited from your project this year?
Since your project started (we understand that you may not have completed delivery of your activity yet)

* How many of them were disadvantaged?
If you're not sure which children we would consider to be disadvantaged, you can find definitions [on our website](#).

- ✖

How many disadvantaged children did you make a difference to?
Since your project started (we understand that you may not have completed delivery of your activity yet)
- ✖

How many of the disadvantaged children were aged 0 to 4?
- ✖

How many of the disadvantaged children were aged 5 to 9?
- ✖

How many of the disadvantaged children were aged 10 to 15?
- ✖

How many of the disadvantaged children were aged 16 to 18?
- ✖

How many of the disadvantaged children were aged 19 and over?
- ✖

This report covers the first 10 months of your funded project. Do you expect to work with more children before the end of the 12 month period?

Yes

If yes please detail an estimate of how many more children you expect to work with in these 2 months.

What You Achieved

3. What you Achieved for Children and Young People.

Please describe the three most important differences (outcomes) this project has led to in the lives of children and young people.

e.g. Difference 1: 'Young people have become more confident in putting their views across and making decisions which will help them to live more independently.'

We know that change does not happen in the same way or at the same pace for each child, but we would like to understand the degree of difference you think your project has achieved for each child. To help us, please fill in the section below.

Difference 1

How many of your disadvantaged children or young people aged 18 and under would you say...

✖

have experienced significant progress?

✖

have started to experience progress?

✖

are yet to experience progress?

Difference 2

How many of your disadvantaged children or young people aged 18 and under would you say...

- * have experienced significant progress?
- * have started to experience progress?
- * are yet to experience progress?

Difference 3

How many of your disadvantaged children or young people aged 18 and under would you say...

- * have experienced significant progress?
- * have started to experience progress?
- * are yet to experience progress?

Differences

To help us understand the story behind these numbers, please tell us about the differences you have seen in the children's lives across
* the year. This should relate to all 3 of the differences described above. We are interested in big changes and small changes - from the perspective of the children that attended your project.



Word count 0 of 500

* Please describe what evidence you have collected that tells you these **three** differences have been made (such as statistics, feedback, observations etc).



Word count 0 of 250

4. Case Study

Nothing brings a project to life and helps us understand the true value of what you do better than individual stories. It would be very helpful if you could write a brief case study (or case studies) that illustrate how an individual child or young person has experienced a difference in his/her life as a result of the project we have funded. **Never** give us personal data in a case study which could identify a child or young person including their name (use the Child [LETTER] format instead). You should anonymise all names and details used in stories so that the child or young person cannot be identified. If you provide information which we deem to be personal we will delete it and return your form for resubmission.

* For example:

Not permitted: "Anna J who has Eisenmenger syndrome"
Permitted: " Child C who has a heart condition"

As a guide we do not feel that this should need more than about 500 words, and may be much shorter if you wish. Any story you tell us here will not be broadcast as part of our fundraising appeal without prior consent.

- Case Study tips
- relate it to the funding we gave you
 - tell us what it was like through the eyes of a child you have worked with
 - what were they like on day 1?
 - how did things change for them?



Word count 0 of 500

5. What You have Learnt

* What have you learned about your project while you've been delivering it this year?



Word count 0 of 250

* What have you done / are you planning to do with this learning?



Word count 0 of 250

6. Your Funding

We would like to find out how our grants may add value to organisations beyond the activities or services we fund. Answers to these questions will not affect your existing grant, or any future applications.

Some organisations tell us that receiving a grant from BBC Children in Need helps them get funding from other sources. Has your organisation found this?
yes

If so, we would be interested to know how our funding has helped: in your opinion, roughly how much other funding did it help you to get?
Please do not use pound signs.

If you like, you can give details here. This question is optional but will help us understand how BBC Children in Need grants may help our grantees get funding from other sources.



Word count 0 of 250

7. Safeguarding Update

* Have you had any safeguarding incidents or concerns in the period you are reporting on?
Yes

If yes, what did you learn from this and how have you implemented this learning?



Word count 0 of 250

8. Organisational Update

* Have there been any changes to the way your organisation is run since your application was submitted, that you have not already told us about?

This could include changes to your organisational structure, relationship with regulatory bodies such as the charity commission, differences in the way you handle your finances or safeguarding.

Yes

If yes, please describe.

Word count 0 of 250

✓

9. What our funding can buy: fundraising statistics

You may have seen in some of our fundraising work (such as on TV and radio) that we use statistics to show how a donation can make a difference to children and young people.

Please pick a price point from the dropdown menu and tell us what it could buy for your project.

- This is an optional question, but answers provided can help us to raise more money for projects like yours.
- Examples could include a week of an after school club, taking a disabled child on a weekend residential break, a one-to-one counselling session for a bereaved child or an art therapy session for a youth club.
- It should be something that **BBC Children in Need** funds in your project.
- Any examples used will **not name** the specific project or organisation without prior consent.

Please Select

What it buys

Word count 0 of 50

What difference it makes to children

Word count 0 of 50

✓

✓

Your Financial Report

9. Financial Breakdown of your BBC Children in Need Grant

Please tell us how you have spent your BBC Children in Need grant funds over the past 10 months. You should refer to your original project budget form and grant award letter to remind you of the detailed financial breakdown for your grant. Please note you will need to evidence the information given below.

Salary Expenditure including NI and Pension

Amount Granted	* Actual Amount Spent	If there is any discrepancy between these two figures, please explain.
	Please do not use pound signs or commas.	

✓

Word count 0 of 100

Volunteer costs

Amount Granted * Actual Amount Spent
Please do not use pound signs or commas.

If there is any discrepancy between these two figures, please explain. ✓

Word count 0 of 100

Trips, outings, activities and residential costs

Amount Granted * Actual Amount Spent
Please do not use pound signs or commas.

If there is any discrepancy between these two figures, please explain. ✓

Word count 0 of 100

Project running costs

Amount Granted * Actual Amount Spent
Please do not use pound signs or commas.

If there is any discrepancy between these two figures, please explain. ✓

Word count 0 of 100

Total

Amount Granted * Actual Amount Spent
Please do not use pound signs or commas.

You will need to evidence the expenditure you have outlined above. Please follow the advice below:

Receipts required

Receipts:

Please keep all your receipts and invoices; you may be asked to provide these to BBC Children in Need at any time during your grant. You must make sure you can provide evidence of expenditure on all items over £250.

You should keep all receipts, invoices and other financial evidence for the duration of the grant and for at least 12 months after, or for the duration required by your organisations accounting arrangements, whichever is longer.

Declaration

I certify that the information provided in this report, including the information provided about expenditure, accurately describes how my organisation has spent the grant. I understand that BBC Children in Need has the right to ask, at any stage in the life of the grant,

for evidence of receipts and invoices for this expenditure.

I understand that any subsequent payments of this grant and any future applications will be conditional on the satisfactory completion of annual grant reports, including the provision of timely evidence as requested. Failure to adequately or accurately report on the grant, or to spend the grant for the agreed purpose, could result in the withdrawal of monies paid, the withholding of future payments and/or subsequent grant applications being affected.

✖ Name of Person Completing Form

✖ Position

✖ Name of Senior Individual authorising the contents of this form
This must be someone with the requisite authority who leads or manages either the organisation or project.

✖ Position

I confirm that I have checked through the report and I have not disclosed any unnecessary personal information or any personal
✖ information about children and young people or any information which when coupled with other information could lead to the
identification of a child or young person.

Attachments

There are no files attached.