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We Move Fund: Youth Social Action 2022

Application Form Guidance

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We Move Fund: Youth Social Action

The £1m We Move Fund: Youth Social Action aims to empower Black children and young people through Youth Social Action. Youth social action is when children and young people use their voice to tackle subjects that matter to them.

The We Move Fund: Youth Social Action is part of the We Move Fund, in partnership with Radio 1xtra. Through the We Move Fund, with the support of BBC Radio 1Xtra, BBC Children in Need will commit £10m over 10 years to create and invest in opportunities for Black children and young people.

The We Move Fund: Youth Social Action is also part of our £4m Sharing Power (Youth Social Action) Programme. It is one of two Youth Social Action funds which are open this year. If your organisation or project is not focussed on Black children and young people, you can read about our other fund [here](#).

BBC Children in Need wants to place children and young people at the heart of what we do. We want to create opportunities to support and nurture children and young people's voices, ideas and leadership in the UK. We also know that children and young people experienced a reduction in their chances to participate during the pandemic.

We know that Black children and young people face many barriers in British society. Racial inequality, racism and discrimination prevent Black children and young people from many opportunities including:

- accessing similar opportunities and services, compared to their peers.
- engaging in social, cultural, education and economic activity.

This impacts a child or young person's emotional wellbeing, mental health and ability to thrive and be the best they can be.

The We Move Fund: Youth Social Action aims to:

- **Reach** Black children and young people with opportunities to have their voices heard. It will empower them to create change on issues that matter to them
- **Achieve** positive outcomes for Black children and young people through Youth Social Action
- **Learn** about what Youth Social Action means to Black children and young people. We will share this learning with the sector.

What is youth social action?

For us, youth social action is about the activities that young people do to make a positive difference to their lives and their environment. Youth social action is when children and young people use their voice to tackle subjects that matter to them. Through social action, children and young people develop solutions to issues they and their local communities face.

Youth social action comes in many forms. There are so many ways that young people 'do' youth social action, across a range of contexts, formal or informal activities.

It's important to us that young people don't feel like they need to save the world on their own. They shouldn't have to. Social action for Black children and young people does not have to focus on racial injustice and inequality. This fund is here to support Black children and young people to create change and develop solutions to whatever issues they choose to focus on, however big or small.

When done well, youth social action benefits the young people involved and the communities or causes they are trying to help.

Our principles of high quality youth social action are:

- Children and young people take the lead, focusing on the social change they want to see.
- Developmental and reciprocal for children and young people.
- Provides young people with life enhancing experience, new skills, and confidence.
- Prioritises the wellbeing of children and young people.
- Recognises and is protective of lived experience.

We understand that for some organisations youth social action may be new. We do not expect organisations to be experts at this, or to know all the answers right away. We also do not expect you to have a fully worked up project plan when you apply. Each grant will have a 6 month development phase. This will give you the time to develop your ideas, and your capacity to deliver.

About the fund

This fund focusses on providing Black children and young people with the opportunity to engage in youth social action. When we say Black we mean; Black African, Caribbean, Afro-Latinx descent, or Black with mixed heritage.

To be part of the We Move Fund: Youth Social Action at least 75% or more of the children and young people you are working with on this project should self-identify as Black.

We particularly encourage you to apply if your organisation is Black-led.

By 'Black-led', we mean that:

- the most senior leader (CEO or Chair of Trustee Board) self-identify Black
- and 50% or more of the Board of Trustees/ Management Committee, the senior staff self-identify as Black.

But, we are aware that in some places there may not be existing Black-led organisations in a position to make an application. We are open to funding organisations that are not Black-led, in this instance. We will want you to be able to show us:

- Your track record of working with Black children and young people.
- That at least 75% or more of the children and young people you are working with on this project should self-identify as Black.
- The ways in which your organisation reflects the community you work in

What will being part of the We Move Fund: Youth Social Action involve?

Organisations funded through the We Move Fund: Youth Social Action will:

- Connect with organisations who support Black children and young people to engage in social action
- Be part of an evaluation focussed on the experience of Black children and young people and the organisations who support them
- Have the opportunity to be part of the development of the wider We Move Fund
- Receive development support (if needed) from our Community Partner. This support will focus on the needs of Black children and young people, and Black-led organisations

How much can I apply for?

Up to £15k for unregistered organisations and up to £50k for registered bodies (please read the detail below carefully)

- If you are not registered with an appropriate regulatory body, you can apply for up to £10k per year, or £15k over the 18 months. An appropriate body includes the Charity Commission for England and Wales, Charity Commission for Northern Ireland and OSCR -The Office of the Scottish Charity Register. If you are a Company limited by Guarantee or a Community Interest Company, you must have registered with Companies House.
- If you are registered you can apply for up to £50k over the 18 months

How long are the grants for?

We will fund grants of any length up to 18 months

We expect there to be an initial development phase of your work, to allow you to design and prepare according to the choices of the children and young people you are working with

What will the process be like?

We will award grants in August. Delivery must be completed by the middle of March 2024.

We expect all successful organisations to take part in a self-directed development stage for up to 6 months at the beginning of their grant period. We know it takes time to plan and develop work in detail, and to build the capacity of children and young people to take part in youth social action. The content and length will be bespoke to the project and organisation. In your application, you can ask for up to 10% of your budget for development support. We will also provide some capacity building support for your organisation and children and young people during this stage. We will discuss this more in the information session.

We expect that the development stage will be used to:

- Develop project plans, recruit and refine your budget
- Build the capacity of the children and young people to take the lead in shaping the project
- Build the capacity of the organisation to run a successful project.

After the funded development phase, organisations will have until mid-March 2024 to deliver and evaluate their social action projects.

At the end of the bespoke development phase, successful organisations will meet with their grants officer to finalise their project plan and expenditure.

How we will make decisions about who to fund?

The We Move Fund: Youth Social Action has a budget of £1m. This will allow us to make between 50 and 70 grants in total.

We expect that there will be more interest in this fund than we have the budget to support.

When making decisions about which applications to fund, we will be guided by:

- Fund aims
- Core principles of youth social action
- The views of Black children and young people involved in our assessment and decision making process

Also, we will prioritise:

- Black-led organisations; and
- Organisations who we have not funded before

But, we are aware that in some places there may not be existing Black-led organisations in a position to make an application. We are open to funding organisations that are not Black-led, in this instance.

We will want you to be able to show us:

- Your track record of working with Black children and young people.
- That at least 75% or more of the children and young people leading the project should self-identify as Black. When we say Black we mean; Black African, Caribbean, Afro-Latinx descent, or Black with mixed heritage.
- The ways in which your organisation reflects the community you work in

Purpose of the guide

This document will guide you through each question on our We Move Fund: Youth Social Action application form.

This guidance is for the We Move Fund: Youth Social Action Application Form. Please make sure this is the correct guidance for the fund you want to apply to.

Completing the Form

Here are some helpful tips to help you with completing this form.

- Read our [minimum standards for grantmaking](#), and [Eligibility & Criteria](#) to make sure your application is eligible. We want to fund grassroots groups through our youth social action funds and we understand you may need some extra support. If you do not meet our minimum standards at the time you apply, you will be expected to work towards meeting them if you are awarded funding. We can support you on this. This work can be done during the [development phase](#) of the funding.
- This form will ask you about
 - The children and young people that you work, or intend to work, with
 - How you intend to work with and support them
 - The strengths of your organisation
- Please answer all the questions in this form unless we state that the question is optional.
- Some questions may ask you to copy and paste answers from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association. Please copy and paste the relevant sections exactly from your governing document when asked.
- Many of the questions have a character limit. This means you can only type a certain amount of letters in to each answer. Letters, punctuation, numbers and spaces all count as characters. Once you have reached the character limit, you will not be able to type any more. Please keep your answers clear and concise.
- If you wish to complete part of the form at a later time, please click the **'Save & Finish Later'** button at the end. This will save your current progress, allowing you to finish the form at another time.
- **Save your work every 15-20 minutes** to ensure you do not lose any work.
- Please note that unfinished applications that have not been submitted may be deleted once the application deadline passes.

If any part of this guidance is unclear or you need further help, please contact us. You can do this by calling 0345 609 0015 or by emailing us at pudseygrants@bbc.co.uk

Minimum Standards for Grant-Making

BBC Children in Need uses our [Minimum Standards for grantmaking](#) to look at the strengths of an organisation when you apply to us. We look at areas including your finances, governance, and safeguarding.

All funded organisations must meet our minimum standards for grantmaking. Normally, we expect you to have met all of these standards at the time you apply. If you didn't, we would not be able to assess your application further or award any funding.

We have adapted our minimum standards process for the We Move Fund: Youth Social Action. If you do not meet these standards at the time you apply, you will be expected to work towards meeting them if you are awarded funding. This work can be done during the [development phase](#) of the funding.

❖ *Text after this symbol gives specific information about the answers we are looking for and why.*

We have tried to make this guidance as clear as possible. However, if you have any questions about the guidance or the application form please feel free to get in contact with us by phone on 0345 609 0015 or by emailing pudseygrants@bbc.co.uk

Governance

1. What type of organisation are you?

❖ *We are looking to see that your organisation is not for profit. Your answer will help us to understand how to assess your application.*

Are you...

- ✓ Not for profit
- ✓ Working with
 - Disadvantaged children and young people
 - Who are aged 18 and under and are
 - Living in the UK, the Isle of Man or the Channel Islands.

There are several different types of not-for-profit organisation in the UK. Each have different legal structures.

For the We Move Fund: Youth Social Action we accept applications from:

- Charitable incorporated organisations and Scottish charitable incorporated organisations;
- Community interest companies (CIC) limited by guarantee;
- Companies limited by guarantee with a clause in their governing document preventing distribution of profit (including social enterprises);
- Housing associations;
- Industrial and provident community benefit societies;
- Registered charities;
- Religious institutions;
- Special schools - These are provisions for children with learning difficulties or disabilities which cannot be met within a mainstream setting
- Unregistered Organisations. If you not registered with an appropriate regulatory body you are an unregistered organisation. An appropriate body includes the Charity Commission for

England and Wales, Charity Commission for Northern Ireland and OSCR -The Office of the Scottish Charity Register. If you are a Company limited by Guarantee or a Community Interest Company, you must have registered with Companies House.

Please select the option from the list above most appropriate to your organisation.

We do not fund:

- **Local Government Bodies:** This includes councils at all levels, prisons or NHS bodies.
- **Companies limited by shares**
- **Educational bodies:** This includes schools, colleges and universities.

2. What is the purpose/what are the legal objects of your organisation as stated in your governing document?

- ❖ *Your organisation's purpose should allow you to work with children and young people. It does not have to state that you work with this group specifically however it should not exclude working with children and young people.*

Please copy and paste the exact wording from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association.

3. Please copy and paste the section from your governing document which shows that you operate as a not-for-profit organisation.

- ❖ *We can only fund not-for-profit organisations so we want to see you're not-for-profit clause to see that you are eligible for our funding.*

Please copy and paste the exact wording from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association.

4. Please copy and paste the section from your governing document that states what happens to any remaining property or money (assets) in the event of your organisation closing (e.g. a dissolution clause or asset lock).

- ❖ *All organisations that apply to us must have either a dissolution clause or an asset lock within their governing document.*
- Your dissolution clause should clearly state that any remaining assets will be distributed to an organisation with charitable aims.
- An asset lock must name the selected organisation which funds will be given to. This other organisation should have charitable aims. CICs must have an asset lock.

Please copy and paste the exact wording from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association.

5. How many active members are there on your organisation's governing body?

- ❖ *Your governing body has oversight and control of your organisation (e.g. trustees or company directors). We require an organisation to have at least three members on its board or committee.*

6. Are any of your organisation's governing board, operational staff or payment authorisers related or living together?

- ❖ *It is important for governing boards to be able to work fairly and without conflicts of interest. Being related or living together whilst on a governing board or being an employee is a conflict of interest. This conflict occurs when a board member or an employee has competing personal and professional relationships at the same time.*

7. If you answered yes to question 6, tell us what processes you have in place to safeguard financial transactions and to avoid conflict of interest.

- ❖ *We are looking to see what you have suitable checks in place to manage any joint decisions made by people with any competing personal or professional interests. If you have any questions about this, please contact your regulator or local community and voluntary services for support.*

8. How many times per year does your organisation's governing body meet formally, including any Annual General Meetings (AGM)?

- ❖ *We are looking to see that your governing body meets regularly (at least four times a year).*

By governing body we mean the board of people that will be accountable for our grant and the work it funds. This may be your trustees or company directors, or a separate management committee (not sub-committees).

The meetings should include all or most of the governing board members. They can be online or in person. A formal meeting is one where minutes or notes are recorded to show what was discussed and any decisions made.

9. Do any members of your governing body receive any form of payment for their duties?

- ❖ *Any payment of governing body members needs to be managed and recorded appropriately.*

If you pay members of your governing body for services outside of their role as a member of the governing body (e.g. as a consultant or a sessional member of staff) you should have:

- A written agreement that explains what a member of the governing body can be paid to do, when, and how often they can be paid and how much they can be paid
- A conflict of interest policy in place that details how decisions around payments for an individual will be managed by the governing body

Usually, not for profit organisations are unable to pay their board members unless it is specifically permitted by:

- their governing document
- the Charity Commission
- or by the Courts.

If you are registered with either The Charity Commission for England and Wales, OSCR -The Office of the Scottish Charity. or the Charity Commission for Northern Ireland they each have conditions you

must meet for payment of board members. Please see our [minimum standards for grantmaking](#) page on our website for further information on this.

10. If you have answered yes to question 9, please provide the written details that authorise paying governing body members within your organisation.

- ❖ *Any payment of governing body members need to be managed and recorded appropriately.*

If you do pay any of your trustees or directors, please outline how this has been allowed.

Finance

11. Please explain your processes and procedures for authorising payments.

- ❖ *We want to see that you have a process in place to manage finances and expenditure within your organisation. Financial transactions in your organisation should be reviewed by two people permitted to authorise those payments and that they are not related.*

You may have limits on:

1. How much you allow certain staff members to authorise
2. The number of people you need to authorise payments (we require a minimum of 2)
3. The process that you use to agree and sign off financial decisions and payments
4. Which staff have access to payment related information (such as account numbers)

Please outline your organisation's policies and procedures to reduce any financial risks around paying money to third parties or staff members. This could include an explanation of what you do to authorise payments and how this is checked.

12. Please attach your organisation's most recent set of signed accounts here. If these are dated more than 18 months old, you must also attach a set of recent management accounts.

Please attach your organisation's most recent set of official accounts here.

Your accounts should:

- be no more than 18 months old
- be signed and dated by the Chair or Treasurer of your Governing Body*
- include an income statement showing all income and expenditure
- include a balance sheet detailing your assets, liabilities and reserves

Ideally your income, expenditure, and reserves should be broken into unrestricted and restricted activity/ funds. However we recognise that some organisations are not required to do this by their regulator.

If you do not have an accounts document you can use our [Financial Template](#). To complete this you will need to have a record of your income, expenditure, and reserves as well a breakdown of any assets and liabilities. The financial template and guidance for completing it can be found [here](#).

If your organisation is new and doesn't have accounts yet we would ask you to provide a financial forecast if your organisation is in the first 12-18 months of operation. A financial forecast should

include at minimum projected income and expenditure with some planning / clarity around how you will raise funds. Please do not use the financial template to provide a financial forecast.

*We do not need **signed** accounts for charities registered with the Charity Commission for England and Wales. We expect organisations to still formally approve their accounts, and a signed copy must still be available at the charity's registered address which we may request.

Safeguarding

❖ *The following questions on Safeguarding/ Child Protection are used by BBC Children in Need to ensure that your organisation is appropriately safeguarding children and young people.*

13. Does your organisation have a Safeguarding Children and Young People policy in its own name?

Your organisation's Safeguarding Children and Young People policy should be in your organisation's name. We do not accept policies that are in the name of another organisation. For example, a partner organisation, a parent organisation or a related organisation.

14. Do all staff and/or volunteers who have face-to-face and/or online contact with children and young people have safeguarding training?

This refers to general safeguarding training. It should cover areas such as the signs of abuse or neglect and keeping children safe online. We only request this information for staff or volunteers who have face-to-face and/or online contact with children.

15. How often do they have their safeguarding training refreshed?

Please tell us how often your staff and volunteers have their general safeguarding training refreshed.

16. Do all staff and/or volunteers who have face-to-face and/or online contact with children and young people receive training on your organisation's safeguarding standards and procedures?

This refers to safeguarding training which is bespoke to your organisation and/or work. This covers topics which may be:

- Relevant to specific risks or elements of the work your organisation carries out
- Relevant to the needs of the children and/ or young people you are working with
- Your internal policies and procedures, e.g., what to do as a result of a young person making a disclosure, and who to contact.

We only request this information for staff or volunteers who have face-to-face and/or online contact with children and young people.

17. How often is their training on your organisation's safeguarding standards and procedures refreshed?

Please tell us how often your staff, volunteers and/or trustees have their training on your organisation's safeguarding standards and procedures refreshed.

18. Do all eligible staff, members of the governing body and volunteers have Disclosure and Barring Service, Disclosure Scotland or Access NI checks?

We need your organisation to make sure that everyone who works with children has a relevant background check. All people working with children are subject to relevant background checks.

These are with the Disclosure & Barring Service in England and Wales, Disclosure Scotland in Scotland or Access NI in Northern Ireland.

This includes all staff, management committee, trustees, or volunteers, who have direct contact with children. Checks must be refreshed regularly. We advise that this is at least every three years.

If you are in England and Wales and use the Update Service you should have a process in place to regularly check if there have been any updates or changes. We advise that this is at least every three years.

If you are in Scotland and use Disclosure Scotland PVG check you do not need to refresh or check background checks as this is continually monitored by Disclosure Scotland.

For more information about relevant checks in England and Wales, please visit the [gov.uk website](https://www.gov.uk).

For more information about relevant checks in Scotland, please visit the myscot.gov website.

For more information about relevant checks in Northern Ireland, please visit the nidirect.gov.uk website.

19. Please explain if not.

If your organisation does not carry out these checks, please tell us why.

20. How often are your staff/volunteers background checks repeated? (e.g. Disclosure and Barring Service or Access NI). If you are applying in Scotland, please write 'n/a'.

Please tell us how often you repeat relevant background checks on appropriate staff members. If you do these checks once, at regular intervals or they renew automatically, please let us know here.

We have tried to make this guidance as clear as possible. However, if you have any questions about the guidance or the application form please feel free to get in contact with us by phone on 0345 609 0015 or by emailing pudseygrants@bbc.co.uk

Organisation Contact Details

This information will be pre-populated based on the information provided in your Information session Registration form. The responses can be edited if you would like to make any changes. **You will need to provide details for an another person from your organisation that we can contact about this application.**

21. Your Organisation Name

Use the legal name of your organisation. Your legal name will be on your governing documents and your bank account.

22. Please re-enter your organisation name

Please re-enter your organisation's name, as written above.

23. If you are a registered organisation (e.g. a charity, a CIC or a company limited by guarantee) please provide your registration number. If you are a charity in Northern Ireland that has yet to be called forward to register please provide your HM Revenue & Customs number.

Please give us your registration number for whichever appropriate body you are registered with. In England and Wales, voluntary and community organisations with an income of over £5,000 in the preceding year must be registered with the Charity Commission for England and Wales. In Northern Ireland a charitable organisation must register with the Charity Commission for Northern Ireland when they are called forward by the Commission. If your organisation is a company registered with Companies House, please use your Companies House registration number.

24. Please re-enter your charity/company number

Please re-enter your organisation's charity/company number, as written above.

25. Organisation Turnover

What is your organisations annual income? Please select one of the following options;

- £0 - £50,000
- £50,000 – £200,000
- £200,000 +

Organisation Contact Details

Use the legal name of your organisation. Your legal name will be on your governing documents and your bank account.

Your address should be the registered address of your organisation. Where possible, this should be an operational address and not a post office box (PO BOX) or mail exchange. If this has changed since you registered with us, please let us know by e-mailing pudseygrants@bbc.co.uk.

Please make sure you give your organisation's local telephone number, a standard mobile number, or non-geographic number (i.e. phone numbers beginning with 0303). We will not

call any premium rate or international numbers (excl. Isle of Man). *Please note that assessment calls will be made using Zoom.*

Diversity, Equity & Inclusion

NOTE: Please see the privacy notice below before completing this form.

BBC Children in Need: Diversity, Equity and Inclusion in our grant-making.

As part of our commitment to diversity, equity and inclusion, we would like to monitor the diversity of organisations that apply for funding and hold grants with us and the diversity of those who they support. If our diversity, equity and inclusion work in our grant-making develops further we may use the information you provide to inform our grant making decisions through our use of positive action in accordance with the Equality Act 2010.

We'd like to find out if your project will help groups which can sometimes be under-represented in society.

Asking you these questions will help us:

- better understand who's applying for funding
- try to reach certain groups more.

What is Diversity, Equity and Inclusion?

'**Diversity**' is about including various aspects of the differences between people. These differences include:

- race and ethnicity
- faith
- sexual orientation
- disability
- age
- gender

'**Equity**' is about fairness. If we treat everyone in the same way, funding programmes will not reach people in an equal or fair way.

'**Inclusion**' is about helping people feel valued. It's also about making sure they can take part in decision-making processes.

How we will use this information

BBC Children in Need will use the information we collect to monitor diversity, equity and inclusion across our funding and to report on this to our board. We will share anonymised, aggregated data externally in order to be transparent about diversity, equality and inclusion in our processes and portfolio. If our diversity, equity and inclusion work in our grant-making develops further we may also use the information you provide to inform our grant making decisions through our use of positive action in accordance with the Equality Act 2010.

If you do not wish to give us this information, please answer 'Prefer Not to Say' to each question below.

26. Do you consider your organisation to be diversity-led? Do you expect to support a diverse group of children and young people?

By diversity-led we mean that 75% or more of your Board/Management Committee, and over 50% of senior staff are from diverse backgrounds. If your Board/Management Committee or senior staff belong to more than one group it is okay to answer 'Yes' to more than one category.

27. Are the majority of your Board/Management Committee and senior staff:

- **From communities experiencing ethnic or racial inequity, discrimination or inequality?**
- **Disabled people?**
- **Women and girls?**
- **LGBTQ+ people?**

28. Do you expect to support a diverse group of children and young people?

If 75% or more of the children and young people benefitting from your project are from one particular group then please answer 'Yes' in the questions below. The children and young people who benefit may come from more than one group and it is okay to answer 'Yes' to more than one category.

29. Are 75% or more of the children and young people you expect to reach:

- **From communities experiencing ethnic or racial inequity, discrimination or inequality?**
- **Disabled people?**
- **Women and girls?**
- **LGBTQ+ people?**

Privacy Notice in relation to the above questions:

Wherever possible we collect the above information in a way that means we won't be able to identify individuals. Sometimes this isn't possible (because for example an applicant has a small senior management team) therefore we have carefully considered the privacy implications of collecting this information and want to share this with you to give you confidence in our processes and explain what safeguards we have put in place to ensure this data will only be used for the reasons set out above.

Please make all your trustees and senior management aware of this privacy notice as it explains how we use their data too.

This information will be recorded on our grant management system for a period of nine months so it is available for grant making decisions (if applicable) analysis and reporting. These data will then be removed from your record in our grant management system but the system will keep a copy of the full application form in accordance with our retention policy (an extract of which is available on request). The removed data will be kept securely in a separate system with access restricted to those who need the information for analysis purposes. We will also collate answers to these questions in an aggregated anonymous way (so individuals cannot be identified) for analysis purposes. All data will be retained in accordance with our retention policies (an extract of which is available on request) and kept in accordance with our Special Category Data Policy (available on request).

We want you to know that we have a legal basis for collecting and using this information in the ways explained above. It is in our legitimate interests to try to ensure we identify or keep under review

the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained and to try to ensure we achieve fuller and more effective equality outcomes for groups of people with protected characteristics under the Equality Act 2010. There is also substantial public interest reason in us doing this.

This information will be shared in accordance with our normal grant processes as set out [here](#).

If you do not feel comfortable providing the above information, please choose 'prefer not to say', or if you change your mind do let us know by contacting cindpo@bbc.co.uk.

Safeguarding Children and Young People

These questions are not part of our Safeguarding minimum standards, they are used to help us understand the safeguarding culture within your organisation.

30. What date did you last refresh your Safeguarding Children and Young People policy?

Please tell us when you last refreshed your Safeguarding Children and Young People policy.

31. What date will you next refresh your Safeguarding Children and Young People policy?

Please tell us when you are next due to refresh your Safeguarding Children and Young People policy.

32. Who is the organisation's Designated Safeguarding Officer?

Tell us the name of the person responsible for safeguarding children and young people at your organisation. This person is often called the 'Designated Safeguarding Officer' or the 'Designated Safeguarding Lead'.

33. What is your Designated Safeguarding Officer's job title?

Please tell us the job title of your organisation's Designated Safeguarding Officer/Lead. This should be someone with an appropriate level of seniority within your organisation. They should also be close enough to the work you do so they are aware of your day to day delivery.

34. Who delivers your Safeguarding Children and Young People training? (this training might include the general principles of safeguarding, signs of abuse, referral routes etc)

Please tell us the name of the individual or organisation who delivered your Safeguarding Children and Young People training.

35. What qualifies them to deliver this training?

We want to know:

- What qualifies them to deliver this training? This could include qualifications, experience, organisational memberships or who they work for.
- That the people delivering this training are up to date with the most relevant information and best practice.

36. How soon after joining does an employee/volunteer receive Safeguarding Children and Young People training?

Please let us know the maximum duration a new member of staff/volunteer will have in your organisation before receiving their safeguarding training.

37. Do all members of your organisation's governing body receive Safeguarding Children and Young People training?

Your organisation's governing body are responsible for the safeguarding and wellbeing of the children and young people who your organisation comes in to contact with. They are

responsible even if they do not have face to face contact with children and young people themselves.

This question refers to general safeguarding training. It will cover areas such as the signs of abuse or neglect or keeping children safe online.

38. Do all members of the governing body receive training on your organisation's safeguarding standards and procedures?

Your organisation's governing body are responsible for the safeguarding and wellbeing of the children and young people who your organisation comes in to contact with. They are responsible even if they do not have face to face contact with children and young people themselves. This refers to safeguarding training which is bespoke to your organisation and/or work. This covers topics which may be: Relevant to specific risks or elements of the work your organisation carries out. Relevant to the needs of the young people you are working with. Your internal policies and procedures, e.g., what to do as a result of a young person making a disclosure, and who to contact.

39. Does your organisation have a Code of Conduct which sets out clear expectations of how staff and volunteers should behave towards children?

Please outline if your organisation has a specific Code of Conduct which outlines how your staff, volunteers and children should conduct themselves whilst engaged with your work.

40. Does the code of conduct include guidance on the use of digital/social media?

We expect your organisation's safeguarding policy to:

- Show a strong culture of supporting the online safety and digital resilience of children and young people.
- Show how staff and children are safe and responsible online.
- Be relevant to the organisation, its activities and be age-appropriate.

You should show your controls and support for the digital environment, including:

- How you support and empower young people to manage their online lives. Projects should show how they develop children's digital resilience in an age appropriate way.
- A consistent approach to reflect both the real and virtual worlds which children, staff and volunteers experience

Projects that use interactive technology to communicate with young people should consider elements such as:

- Privacy controls
- Password protection
- Appropriate moderation.

41. Do you have a clear documented process for what to do in the event of a breach of this policy?

Please tell us if there is a clear process which links your Code of Conduct to HR policy in the event that a member of staff or a volunteer does not follow its policies.

Children and Young people

42. Overall, how many children and young people will directly benefit from this funding?

Some organisations applying to We Move Fund: Youth Social Action will be working with children and young people from a variety of backgrounds. Please tell us how many children you will work with over the period of this grant. This number should include all the children and young people you work with, not only those who self-identify as Black.

43. Overall, how many underrepresented and underserved Black children and young people will directly benefit from this funding?

This should be the total number of children and young people you will work with who self-identify as Black. This may be the same as the previous question, if all the children and young people you work with self-identify as Black.

44. Now please tell us the breakdown of the age groups of these children and young people:

Please tell us how old the children and young people you will work with will be. This should include all the young people who benefit from this work. You can apply for funding from us if most of the children benefiting from this work are 18 years old or under. This age limit also applies to projects working with disabled young people.

Please note: we will only fund the costs associated with working with the young people aged 18 and under.

Your Work

45. Who are the children and young people you work with?

We want to hear about your organisation, the children and young people you work with and their community. This could include:

- The experiences of the children and young people
- What they are passionate about?
- What do they enjoy doing?

46. What roles have the children and young people played in leading your organisation? Please describe how you involve them and support them.

AND/OR

How would you like to let children and young people take the lead?

The We Move: Youth Social Action Fund wants Black children and young people to develop and lead their own solutions to issues they and their communities face. We understand that not all children and young people have the same want or ability to lead.

Please tell us how you involve and support the children and young people, or how you hope to involve or support them, in a way that is appropriate to their specific needs. Your answer could include:

- How they influence your organisation's activities, services and any decision making that concerns them
- How they are involved in the design of your work
- How they will design and lead the delivery of this work
- The skills the children and young people will develop and how you will assist them with this
- How you support them and prioritise their wellbeing

47. How have the children and young people you work with expressed an interest in Youth Social Action? Please mention any themes or topics.

Youth social action describes the activities that children and young people do to make a positive difference and drive change in their communities and for the world around them. Through youth social action children and young people use their voice, activity and their lived experience, if they wish, to tackle subjects that matter to them.

Social action for Black Children and Young people does not have to be focussed on experiences of racial injustice and inequality. This fund is here to support Black children and young people to create change and develop solutions to the issues they choose to focus on.

Examples of youth social action projects can be found [here](#).

We want to understand how your organisation has identified that the Black children or young people you work with want to take part in youth social action. Please include:

- Ways in which you have consulted with them about this application

- What information they have told you?
- Any activities that they have identified to tackle issues that matter to them. Why have they chosen these?

48. Who are you and what are your strengths?

We want to understand more about your organisation and what you do and why. Please tell us:

- What your organisation does and why
- What you are great at
- What children and young people like about you
- Why you are well placed to support Black children and young people to deliver their social action project. This should include how you prioritise their wellbeing

49. If this work is delivered to children and young people of school age, will your project or activities take place during school hours?

Please also tell us if this work takes place in school hours. This is considered to overlap with statutory work as it removes young people from statutory education provision.

50. If yes, why have you chosen to deliver this work at that time?

We will only fund work which overlaps with statutory obligation in exceptional circumstances.

If your work does overlap or is similar to statutory work, please explain your rationale for this here. We expect to see:

- How your work provides an additional service to the statutory service
- A clear rationale for why you are delivering:
 - This type of work
 - Work at this time
- That the decision to deliver this work is based on the needs of children and young people.

51. If successful, will you be able to complete delivery of the project by the middle of March 2024?

In order to be eligible for We Move Fund: Youth Social Action you must be able to complete delivery of the project by the middle of March 2024.

52. If, at the time of application, you expect to be delivering or supporting any of the following, please tick all that apply.

- **Child Sexual Exploitation**
- **Counselling or Therapeutic Work**
- **Mentoring or Befriending**
- **Residential or Overnight stay**

For these types of work, we need to carry out extra safeguarding checks on your application. Please select any options from the list which apply to your work. For information about our eligibility criteria for these categories, please see our [A-Z Guidance](#).

- **Child Sexual Exploitation (CSE) Work:** Child Sexual Exploitation is a form of Child Sexual Abuse. It occurs when an individual or group coerce, manipulate or deceive a person under the age of 18 into sexual activity. This could include:
 - Grooming
 - Trafficking
 - Violence
 - Coercion
 - Intimidation/Blackmail
 - Gang related sexual exploitation

Child Sexual Exploitation does not always involve physical contact. For more information refer to the [NSPCC website](#) and our [A-Z Guidance](#).

A - Z Guidance - BBC Children in Need

Additional guidance for organisations applying for funding from BBC Children in Need including frequently asked questions.

- **Residential/ Overnight Stay:** This includes any work that include holidays or overnight stays away from home.
- **Befriending/Mentoring Activity:** We define mentoring or befriending as a formal and structured arrangement which is “a voluntary, mutually beneficial and purposeful relationship in which an individual gives time to support another to enable them to make changes in their life”.
 - Sometimes part of your work may include staff and volunteers giving ad-hoc advice to children and young people. We do not define this as mentoring or befriending in a formal sense.
 - For more information refer to the [NCVO Mentoring and Befriending Services](#) or our [A-Z Guidance](#).
- **Counselling/Therapeutic Work:** We define counselling as any therapeutic intervention involving the “the provision of professional assistance and guidance in resolving personal or psychological problems.” Interventions can include counselling, group therapy, play therapy and art therapy.
 - For more information refer to [BACP \(British Association for Counselling and Psychotherapy\)](#) or our [A-Z Guidance](#).

53. Is this an application from a partnership of organisations?

By a partnership we mean a group of two or more organisations working together. Please select ‘yes’ if you are working with another organisation to deliver this work. For more information about our approach to partnerships, please see our [A-Z Guidance](#) We will only fund partnerships where there is an existing relationship between organisations

54. If so, please tell us the name of the Organisation(s) you are partnering with

If you are working with another organisation to deliver this work please tell us the name of this organisation(s) here.

55. Will your organisation be the main delivery organisation for this work?

All partnership projects must nominate a lead organisation. This organisation must be the organisation which applies to us. This will also be the organisation which will be responsible for:

- Managing the grant money and reporting back.
- Project delivery.
- Management of any workers funded by the project.
- Ensuring that the work achieves its stated outcomes.
- Safeguarding.

56. If not, please tell us who will be and why?

If you are not the lead organisation, please tell us why. We want to know what makes you the appropriate organisation to apply for our funding. We will need to understand how you will manage any risks regarding safeguarding, delivery and finances.

57. Do you have a partnership agreement in place in the form of a memorandum of understanding?

It's important that a partnership has a clear structure and agreement in place. We would usually expect this to be in the form of a memorandum of understanding between the organisations which form the partnership. The agreement should clearly detail how the partnership will be run in terms of structure, accountability and safeguarding.

Budget and Finances

58. How much funding are you requesting in total from BBC Children in Need? This number should include your development phase. This can be up to 10% or less of your total amount

Please do not include pence, use £ signs or commas.

Please include the total amount that you are requesting from BBC Children in Need. This can include:

- Staff costs
- Project delivery
- Support to the children and young people
- Your development phase. This can be up to 10% or less of your total amount.

During the development phase you will plan your project. We expect your budget may then change but the final amount will need to stay the same. Please ensure you are not asking for any ineligible items.

59. How much of this funding will you spend on the development phase (must be 10% or less of the total amount requested)?

Please do not include pence values, pound signs (£), or commas.

This should be as an amount rather than a percentage. (For example, if you are asking for £15,000 in total and you would like to request 10% to be for the development phase then you would enter 1500 rather than 10.)

You do not need to request funding to spend on the development phase. If you do not wish to use any of the budget for the development phase please enter 0.

The first part of your grant is a self-directed development phase. This can be up to 6 months, though we expect for many organisations it will be shorter. During the development phase, you can use up to 10% of your budget to:

- Build the capacity of the children and young people to take part in youth social action
- Build the capacity of your organisation to deliver a successful project

You can also use this time to:

- Recruit staff
- Support the children and young people to plan their project

Please make sure that this not more than 10% of your total amount. For example, if you are requesting £15,000 for your project, you can ask for up to £1,500. Some examples of how you might want to use the [development phase](#) funding could include:

- Bringing in a facilitator to deliver confidence building sessions for the children and young people
- Public speaking training for the children and young people
- Consultant support for organisational development

This is not a complete list of ways to use your development phase funding. You know best what would be useful for your organisation.

60. Please describe how you expect to use the funding. Please include details on your development stage.

Examples of what this could include:

- Staff costs
- Project delivery
- Support to the children and young people
- Your development phase. This can be up to 10% or less of your total amount.

Please note that this is not a complete list of costs you can request funding for. Please read the list of our ineligible costs [here](#).

We have tried to make this guidance as clear as possible. However, if you have any questions about the guidance or the application form please feel free to get in contact with us by phone on 0345 609 0015 or by emailing pudseygrants@bbc.co.uk