

These are the minimum standards an organisation must meet to be eligible for funding from BBC Children in Need:

Applications that meet these minimum standards will be assessed. In order to be eligible for a grant, an application must meet a range of additional criteria. You can find a full list of BBC Children in Need funding policies in our [A to Z Guidance](#).

Governance

- A Governing Body with a minimum of 3 members (e.g. Trustees or, for companies, Directors). If there are related members there must always be an independent member
- The Governing Body meets at least four times a year (as appropriate to the service or project in question).
- Payment of members of the Governing Body:
 - must be detailed in a formal written agreement
 - for registered charities in England and Wales, this must be in the governing document or other document agreed by the Charity Commission or Courts
 - for CICs this must be clearly detailed in the governing document
- Governing documents clearly state:
 - Organisation is not for profit, or has a clear clause in its governing document ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or owners.
 - Charitable aims that are suitable for work with children and young people in the UK
 - Dissolution clause/asset lock in place requiring assets are distributed to a not for profit organisation with similar charitable aims in the instance of closure
 - CICs must have an asset lock and must name the selected organisation which funds will be distributed to.

Financial

- Provide official accounts, signed and dated by Chair or Treasurer of Governing Body*, that are no more than 18 months old. If over 18 months old, explanation provided.
*We do not require **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.
- Provide a financial forecast if organisation is in the first 12-18 months of operation. Forecast to include at minimum:
 - Projected income
 - Projected expenditure
 - Some planning / clarity around income generation
- Minimum of 2 unrelated payment authorisers.

Safeguarding

- Safeguarding policy in the applicant organisation's own name.
- Named safeguarding representative within the organisation.
- Safeguarding training for all staff, volunteers, who have face-to-face contact with Children and Young people:
 - Training must be appropriate to the nature of the work, cover the organisation's policies and procedures and refreshed regularly.
- All people working with children are subject to relevant background checks i.e. Disclosure & Barring Service, Disclosure Scotland or Access NI. This includes all staff, management committee members, trustees or volunteers, who have direct access to children. Checks must be refreshed regularly.

- Safeguarding Children policy includes clear steps to take in the event of an incident or disclosure, including who to inform and how to contact them.