

## **Reporting on your Grant**

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## **Reporting on your Grant**

We awarded you a grant because we believe that the activities or services you provide will make a difference to the lives of the disadvantaged children and young people you work with, and contribute to our ambitions for every child in the UK to:

- Be safe
- Be happy and secure
- Have a chance to reach their potential

We are interested in learning from all our funded projects about the difference they make. We ask you to measure and evaluate your project and report back to us every year. In your report we'd like you to tell us about:

- The activities and services you provided, when they happened, how often and for how long.
- The numbers and ages of the disadvantaged children and young people you worked with, and the type of disadvantage they experience.
- **The three most important differences (outcomes) your project is making to children's lives.**
- Any other differences (outcomes) you have seen the children experience, in order to give us a full picture of your project.
- A case study to tell us the story of an individual child, to help really bring your project to life (this should be anonymous).
- How you have spent the money you were awarded.
- What you have learnt – projects should always be looking to learn and improve.

In order to measure, evaluate and report on your project it is important that you keep records and notes and have regular discussions about your project. You should plan to collect information about the differences you are making (your outcomes) routinely from the start of your project. This will allow you to learn and develop your project to improve the differences you make. It will help you to explain to your participants, staff and supporters how successful your project is, as well as enabling you to complete your end of year grant reports and strengthen future applications for funding from many sources.

## Setting your Differences

Many funders talk about the 'outcomes' projects achieve, or the 'impact' of the funding. This outcome or impact can be for a range of people or organisations such as children, young people, parents, siblings, schools and the wider community.

At BBC Children in Need, we want to focus on the difference the projects we fund are making to the lives of children and young people. We therefore talk about 'differences' throughout our reporting forms and guidance.

Putting in the time to plan how you will make a difference, and how you will measure and demonstrate that the difference has been made, is crucial. It will also make things much easier when you come to evaluate and report on your project.

Planning your differences:

1. [Think about the disadvantages and challenges the children and young people face. What differences do you want to make to their lives?](#)
2. [Think about how the activities or services you provide will lead to those differences.](#)
3. [Think about what signs \(indicators\) will show that you are making those differences.](#)
4. [Think about what tools or methods you will use to collect information to show that the difference has been made.](#)

### **1. Think about the disadvantages and challenges the children and young people face. What differences do you want to make to their lives?**

You will need to choose the three **most important** differences you think your project will make in children and young people's lives. You will be asked to report back on these in detail. You will be asked about the **numbers** of children experiencing each difference, including the numbers experiencing [significant progress](#), some progress, or who are yet to experience progress. You will also be asked for the **story** of what those changes look like for the children you work with.

Each difference you choose should be a **single, significant change**. We understand that differences are often interlinked, and it can be tempting to talk about lots of them together. However, when it comes to measuring and reporting to us, you will find it much easier to talk about a single change, something that you can show happens within the lifetime of the grant. As a guide, we think a single significant change can be described in a short sentence or phrase, and should use the language of change, for example 'better' 'more' 'reduced' 'fewer'.

We understand that projects may achieve many more than three differences, so we also give you space separately to tell us about other differences you might be making, in order to give us a fuller picture of your project.

## **2. Think about how the activities or services you provide lead to those differences.**

Although we don't ask you to explain this in your report, it is important that you understand how the activities or services that you provide help you to make the differences for the children and young people you work with. This will ensure that you have chosen to focus on the right differences.

## **3. Think about what signs (indicators) will show that you are making those differences.**

What changes in the children's behaviour, attitude, relationships or environment will you look for to show you are making progress towards or are achieving the differences that you set out to?

These signs should be specific changes that you can observe or measure. They will tell you what information you need to collect to show the differences are being made. (As a guide, you should use neutral language, for example 'level of' 'number of' 'how often'). You can find some examples of these signs or indicators [here](#)

## **4. Think about what tools or methods you will use to collect information to show the difference has been made.**

You don't have to design a new set of tools, learn new methods or purchase a sophisticated measurement system. Often, you may simply need to add some focused questions about these differences to tools you are already using, such as staff observation sheets or one-to-one interviews with children.

You should ask these questions at regular intervals in order to show whether progress is being made. Where possible you should try and ask both numbers and words-based questions ('quantitative' and 'qualitative') to show you both *what* difference has been made and *how* it has happened. For example, you could ask a question with a scale of 1-5 to show what progress has been made. You could also ask children to keep a diary or draw a picture to tell the story of the difference that has been made.

It may also be useful to look at what similar organisations use or what support organisations recommend.

If you feel you would like to explore tools developed by others, the Young Foundation has produced a [list of some of the tools that are available](#). If you choose to use a tool developed by another organisation, it is essential to make sure it is appropriate for the children and young people you work with, will measure your differences, and that you will be able to analyse the information it gathers.

Don't forget to start measuring as soon as your project begins, and take time to reflect regularly on the information you collect.

You can find some examples of information collection tools and methods [here](#)

## **Reporting FAQs**

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## **Reporting Deadlines**

At the end of each year of your grant you will need to fill in an online report form to tell us how you have been doing. We will send a reminder when your report is due.

We will not be able to release further instalments of your grant until we have received your end of year grant report.

We know that things can change after a grant is awarded, so if you find that the start of your project has been delayed please do let us know as this may affect the due dates of your end of year reports.

Do keep in touch with us throughout your grant, not just when you send your end of year grant report. Please feel free to [contact us](#) at any time.

## **Financial Information**

As part of your report to us, we will ask you to account for how you have spent the money we have awarded. Most funded projects will not be required to send us copies of receipts, but we may ask to see them during our visits or as part of our routine financial checks.

You should ensure you are able to evidence your expenditure and receipts must match the information outlined in your grant reports and be in line with the original budget. 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.

Where a grant has been awarded for staffing costs, (whether full-time, part-time or sessional staff) evidence of salary expenditure will be required, for example payroll records.

You must provide evidence for each salary funded, including evidence of tax and national insurance. We require a P60 if this is available and where it covers the appropriate time period for which you are reporting. Alternatively we will accept payslips. All documentation must be signed by the receiving employee. You should make sure that you cross out all personal information except the employee's name and salary details.

It is a good idea to keep your budget simple so that if you need to provide receipts you can do so easily. It can be helpful to set up a simple filing system at the beginning of the project so that all the receipts are together in one place when you come to report back.

## **What if things have changed since we applied for funding?**

We understand that circumstances can change after a grant is awarded, such as changes to job descriptions or members of staff leaving, delays to the project, demand from children and young people may increase or decrease, or you may find that the most

important differences to the children and young people's lives are not what you expected.

We simply ask that you contact us to discuss any changes relating to your grant. In fact, we believe that the best projects are constantly looking to learn and improve, which is why we ask you to tell us about what you have learnt in your report form.

**BBC Children in Need is only funding part of my project. Should I report on the whole project, or just the part you fund?**

We understand that lots of different elements within a project and outside a project contribute to making a difference to the lives of children and young people. . However, when you report to us you should tell us about the differences that BBC Children in Need funding is making or contributing to. For example, if we are funding the salary for an activities co-ordinator, what difference are those activities making to the children and young people involved?

**My project has been running for a while and I am used to using the old report form. What if I have not been collecting the information I need to answer your questions?**

We understand that our new report form asks different questions to our old forms. Please answer the questions as best you can, and use the online report form to tell us if you have had to make 'educated guesses'. If you need help, we can support you to collect the right information for next year.

**Do I have to submit my report online or can I post you a paper report?**

From 1 July 2012 we expect to receive all reports online. We will not accept paper reports after that date. Please contact [pudsey@bbc.co.uk](mailto:pudsey@bbc.co.uk) if you need support with your online form.

**Can I send a report I have prepared for my trustees or another funder?**

Only by returning a BBC Children in Need report form will you fulfil the reporting requirements of your grant. This is because we ask specific questions of you which allow us to pull some of your information together with other funded projects to show us the 'bigger picture' of how our funding is making a difference across the UK. You must return the BBC Children in Need report form.

However, we are interested in seeing any additional evaluation you may have done. If you would like to send us something like this, please attach it to your online report form. Guidance on how to do this can be found on the attachments page at the end of your grant report form.

**Can I send photos or videos with my report?**

Yes! There is an attachments page at the end of the online report form which allows you to upload photos, videos, and any further supporting information to your report form. Guidance on how to do this can be found on the attachments page of your grant report

form. If you are sending photos or videos of children or young people you must have consent from their parents or carers. For written information we prefer to receive information where the children cannot be identified. If you have any questions please contact us at [Pudsey@bbc.co.uk](mailto:Pudsey@bbc.co.uk)

**My project is making more than three differences to children and young people. How do I tell you about these?**

We understand that projects may achieve many more than three differences, so we also give you space to tell us about other differences you might be making.

We are interested to hear about these other differences as they will give us a fuller picture of your project. However, we don't expect you to gather as much detailed information to report to us about these other differences.

**What happens if one of my three most important differences is not appropriate for some of the children I work with?**

We understand that you may be working with children and young people facing very different disadvantages and challenges, so you won't be looking to make the same kind of difference for all of them.

The numbers making progress towards your most important differences don't have to add up to the total number of disadvantaged children you are working with. However, you should use the report form to explain why that difference is not relevant to some of the children you work with.

**What do you mean by 'significant progress' in making a difference?**

We think you are the best judge of what 'significant progress' means for the children and young people you work with. For some children, a very small change, or even not slipping backwards, may represent significant progress.

Decide what 'significant progress' means for the children and young people you work with, and use the report form to explain to us why it is significant for that particular group of children.

We don't expect all the children and young people you work with to make significant progress in the first year or even over the course of the grant. We understand that your project will be experienced by different children and young people in a variety of ways. We are interested in hearing about the different levels of change for the children and young people you work with.

For some children and young people using the language 'significant progress' may not feel appropriate, for example if you are working with children with degenerative or life limiting conditions. We are interested in what difference your project makes to the lives of these children and want to know about the progress your project is making against this difference.

## **How can I measure social or emotional differences, like increased confidence?**

This type of difference can be less easy to measure directly than differences that give you clear numbers, such as more days spent at school. You may find it useful to use 'participatory tools' which involve asking the children and young people how they feel. There are a range of methods available, such as using a scale of smiley faces, asking them to draw pictures or keep diaries.

Unicef published a guide to [useful tools for engaging young people in evaluation](#).

You can also use observation and look for signs of changes in children and young people such as how much they 'join in', whether they make eye contact, or how often they ask questions. All of these may indicate increased confidence, depending on the child or young person.

Often a good way to measure differences like this is to ask the opinions of a range of people, such as the child, their parents or carers, project staff or teachers.

## **What sort of case study do you want?**

You know the children and young people your project works with best, and you probably tell people about what you do very often. This is your chance to really bring the project to life for our staff who may never have visited the project or met the children and young people you work with.

Your case study does not need to be an amazing success story. It could be the story of how life has changed for a typical child that you've worked with, or it could be the story of one of the more difficult cases. Perhaps a couple of short stories about several children would give us a better picture of your project? It is totally up to you.

It is important that you keep your story anonymous – perhaps change the name of the child involved.

We are always on the lookout for stories to share with the public so that we can show off the work we fund, raise more money and award more grants, but we would never use the case study in your report without asking you first.

## **What do you want to know in the 'What have you learned' question?**

We believe that the best projects are constantly looking to learn and improve, which is why we ask you to tell us about what you have learnt.

We're interested to hear if something you've tried hasn't worked so well, or if there's something you would do differently if you were starting again. Maybe something has worked unexpectedly well, and you'll be doing more of it next year.

We want to know if you've had feedback from children or others which has made you change something about your project.



Perhaps you have some hints or tips which you would share with other projects?

**I want to tell you more, but the online form tells me I've reached the word limit. What should I do?**

We believe the word limits in the report form provide plenty of space to answer the questions. Remember, for our reports we want you to measure and report on what matters most – we don't want to waste your time unnecessarily so please try to focus your answers.

**How will you use my report?**

We will use your report to help us better understand how your project is doing. Your grant reports are your opportunity to tell us how things are going, and we read every report you send to us. We want to know what has gone well, but also anything that has not gone so well, or may need to change. We will let you know if we have any questions or comments about what you have reported.

If you choose to re-apply to BBC Children in Need for funding, whether for the same project or for a different one, your previous reports will be taken into account when we make a decision on your new application.

We will pull together information from your report along with reports from other grants we have awarded to show us the 'bigger picture' of how our funding is making a difference for children and young people across the UK. This will help us measure our own performance, and tell a better story to the public about the difference their donations make.

Collecting this information help us to better understand what works well and less well for different types of projects.. We are keen to identify good practice to share with other projects, to change the way we work, and to inform our funding decisions in order to make a better difference to the lives of children and young people across the UK.

**Will you give me feedback on my report?**

We will try to give some feedback on all grant report forms submitted to us. With around 2,500 funded projects across the UK at any one time it will not always be possible to give much detail, but we will always try to let you know our thoughts. We will let you know if we have any questions about your report.

**What is Your Difference training?**

Your Difference training is offered to many of our grantees as a condition of their grant. It is a one-day training course run by BBC Children in Need and Charities Evaluation Services to introduce funded projects to the BBC Children in Need reporting system and support them in measuring and reporting on the differences their project is making to the lives of the children and young people they work with.

**Where do I go for help?**

Here is an example of a completed plan for measuring and reporting on differences.

You can find an example of a completed grant report form [here](#).

If you feel you need more help with your measurement or reporting, please [contact us](#).

## **Definitions**

We know that it can be confusing when different funders use the same words, but mean different things.

Throughout our application forms, report forms and guidance we have tried to use simple, plain language and stay jargon-free.

These definitions should help you understand what BBC Children in Need means when we use these terms.

### **Activity**

What your project 'does' with children or young people – activities or services that you provide.

### **Difference (outcome)**

A single, significant change in the life of a child or young person that your activities or services have caused or contributed to. This can be seen and measured within the lifetime of your grant.

### **Evaluation**

Using your measurement information to make judgements about how your project is doing.

### **Indicator**

A sign that shows whether you are making progress towards achieving your differences. This is likely to be a specific change in the children's behaviour, attitude, relationships or environment that you can measure or observe.

### **Measurement**

Collecting information about your project to check your progress against what you had planned.

### **Participatory Tools**

These are tools which involve children and young people in measuring a project's success. They are often simple, creative ways to engage children of all ages and abilities.

## **Progress**

We think you are the best judge of what 'progress' means for the children and young people you work with. We want you to use the report form to explain to us why it is progress for that particular group of children.

For some children and young people using the term 'progress' may not feel appropriate, for example if you are working with children with degenerative or life limiting conditions. We are interested in what difference your project makes to the lives of these children and want to know about the progress your project is making against this difference.

## **Self-evaluation**

Carrying out your own evaluation, rather than bringing in someone from outside the project.

### Example Your Difference Evaluation Plan

Difference for children & young people (outcomes)		Indicators (signs of change)	Tools/methods for collecting information
1	Greater sense of pride in themselves	Level of pride in their achievements	One-to-one progress interviews, scale question
		Whether or not they invite someone to see them perform	Staff observation sheets
2	Reduced involvement in anti-social behaviour	Level of involvement reported by young people	One-to-one progress interviews, open question
		How often staff use sanctions from the behaviour policy	Staff observation sheets
		Number of complaints from the local community about centre users' behaviour	Feedback folder (collecting formal and informal feedback)
3	Improved team-working skills	How often they listen to others' opinions	Staff observation sheets
		Whether they are willing to work with peers who aren't their friends	

## Example Report Form

\* Required before final submission

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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

This form is your opportunity to tell us how your grant from us has benefited disadvantaged children and young people.

We hope this form will help you reflect on the successes and challenges of the last year. Hopefully this will also help your future work.

Wherever possible we encourage you to tell the story of your project in your own words. However, there are some places where we use tick boxes or word limits. We realise this may not be a comfortable fit with all the varied projects we fund. Please try and complete these as best you can as this information helps us identify trends and best practice from similar projects across the UK. In this way we hope we can contribute to a wider understanding of the needs of children and young people and how best to address them.

Thank you for your co-operation in completing this form.

### How to Complete the Form

Before you start please read through our Guidance, which can be accessed by clicking [HERE](#).

Remember: Click on "SAVE AND FINISH LATER" at the bottom of each page. This will enable you to edit and amend your report as often as you like until you are happy with it. Please remember to save regularly.

## Your Project

Organisation Name

**Dinamix Youth Project**

Your Reference Number

**2008/09-Jan-1774**

Summary of your grant from BBC Children in Need

**Dinamix provides street dance and urban music sessions to 12-18 year olds. The young people play a big part in creating their own work with tutor support. They go to see performances, present a final show and have the opportunity to gain an Arts Award.**

### 1. Your Project

- \* Please describe the activities or services you have provided this year as a result of our grant.  
Please use no more than 250 words.

We provide street dance and urban music sessions for local young people of all abilities.

Young people are encouraged to create their own work with tutor support, culminating in a final performance to which they are allowed to invite family and friends. Some young people have also earned an Arts Award.

We have also taken groups of young people to see three professional performances, one of which allowed them a Q&A session with the performers afterwards.

- \* 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).  
Please use no more than 150 words.

The club runs over a 40 week period. Each session lasts for two hours and takes place every Tuesday and Thursday from 5.00 pm- 7.00 pm. The trips to performances took place on Tuesday or Thursday evenings, up to 11pm.

2. The Children and Young People

\* How many different children in total have benefited from your project this year?

60

\* 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](#).

54

\* How many of the disadvantaged children were aged 0 to 4?

0

\* How many of the disadvantaged children were aged 5 to 9?

0

\* How many of the disadvantaged children were aged 10 to 15?

39

\* How many of the disadvantaged children were aged 16 to 18?

15

\* How many of the disadvantaged children were aged 19 and over?

0

\* Please briefly describe the type(s) of disadvantage experienced by your children and young people.

Please use no more than 200 words.

The project is situated in an impoverished community. A number of the young people are at risk of or have already fallen out of education, and employment prospects in the area are limited. Many of them exhibit challenging or anti-social behaviour, and alcohol misuse is widespread.

## What You Achieved

### 3. What you Achieved for Children and Young People.

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

e.g. Difference 1: 'Through planning the project and managing the budget the 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:**

\* Type of difference:

Emotional skills and wellbeing

\* Description of difference:

Greater sense of pride in themselves

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

\* a. Have experienced significant progress?

40

\* b. Have started to experience progress?

12

\* c. Are yet to experience progress?

2

To help us understand the story behind the numbers above, please describe the changes you have seen across ALL the children during the year, including reasons why some children might not have experienced change. Please include small changes as well as big ones. Please provide evidence you have of these changes (such as statistics, feedback, observations etc).

We talk to the young people on a one-to-one basis at least 5 times throughout the course of the project, when they first start, and then every 10 weeks until the end of the course. We ask them to rate their progress against a scale.

40 of them demonstrated significant progress in how they rated their own sense of pride in themselves, reporting an increase of three or more points on the scale. A further 12 moved one to two points up the scale. All of these children invited at least one person to see them perform at the end of the project, which we took as a sign that they were proud of what they had achieved.

Two of the young people actually rated themselves lower on the scale than when they started attending -- however, they joined the project late, and their 'journey' has only just begun. We have found it is common for the young people to initially rate themselves quite highly, but after they get to know staff and feel more comfortable and able to be honest about their feelings, this often produces a dip in their self-reported level of pride in themselves. This dip doesn't usually last long, and tends to come before a sharp increase -- a classic 'learning curve'.

## Difference 2:

\* Type of difference:

Keeping safe

\* Description of difference:

Reduced involvement in anti-social behaviour

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

\* a. Have experienced significant progress?

3

\* b. Have started to experience progress?

41

\* c. Are yet to experience progress?

1

To help us understand the story behind the numbers above, please describe the changes you have seen across ALL the children during the year, including reasons why some children might not have experienced change. Please include small changes as well as big ones. Please provide evidence you have of these changes (such as statistics, feedback, observations etc).

The club has a strict behaviour policy that users sign up to when they first join the club. If 'talking it out' doesn't work, staff occasionally exclude young people either from a particular activity they were disrupting, or from one or more sessions for more serious breaches of policy. We keep records of all incidents, and talk to the young people individually about their behaviour during the 5 one-to-one progress conversations, showing them a chart of the incidents they were involved in over the previous ten weeks.

Level of progress is judged on an individual basis, but for example one young person was judged to have made 'significant progress' after having been excluded at some point, but he has since modified their behaviour sufficiently to be allowed to join in all sessions for an entire 10-week period. Another young person was involved in an argument almost every other session to begin with, but by halfway through the project they had gone 4 weeks without a fight. Other young people have 'started to experience progress', perhaps being able to 'talk it out' in a group rather than having to go out the room and talk to the youth worker on their own. One young person has unfortunately been excluded for a significant period of time after his behaviour became violent, however we have been talking to him and his parents and hope to be able to welcome him back in a few weeks' time.

9 of the disadvantaged children and young people showed no anti-social behaviour before joining this project or during the course of it, so we chose not to include them in the numbers above and instead focused on measuring other, more relevant differences to their lives.

Our staff note down any feedback from informal conversations they have with people in the local community. There is a generally positive response to the work we are doing, and the number of complaints from the local community about our young people's behaviour has steadily reduced over the time we've been running. A Police Community Support Officer told us: "There is definitely a change in the atmosphere on the estate, particularly in the long summer evenings, when typically in the past you'd see a peak in young people hanging around outside in large, intimidating groups, often with alcohol. Nowadays, Tuesdays and Thursdays [when the project is running] are noticeably quieter and the rest of the time kids seem to be channelling their energy more positively into their music or dancing."



Difference 3:

\* Type of difference:

Personal skills and development

\* Description of difference:

Improved team-working skills

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

\* a. Have experienced significant progress?

25

\* b. Have started to experience progress?

17

\* c. Are yet to experience progress?

12

To help us understand the story behind the numbers above, please describe the changes you have seen across ALL the children during the year, including reasons why some children might not have experienced change. Please include small changes as well as big ones. Please provide evidence you have of these changes (such as statistics, feedback, observations etc).

Our Youth Workers fill in observation sheets at the end of each session where they record the way the young people have interacted that evening.

25 of the young people we work with have made significant progress in their team-working skills. They are able to take a leadership role within the group, listening to others' opinions and agreeing decisions among themselves.

17 of the young people have started to work willingly with other young people who they haven't been friendly with in the past. They sometimes listen to others' opinions, however they are still liable to storm off if they don't get their own way.

There are 12 young people who have not developed their team-working skills well. There are two particular groups of friends where there is a rivalry between the groups, and they are unwilling to work together at all. Within those groups of friends there are often arguments about the dance steps.

4. Other Differences

We understand that the three differences you have described above may not show the full picture of what  
\* your project has achieved for children and young people. Please tell us about any other changes you have seen the children and young people experience.  
Please use no more than 250 words.

The young people have really developed their creative skills and imagination throughout their time with the project, writing their own music, choreographing dance routines. They have grown in confidence, and developed friendships through working together. Some of them have found writing lyrics to be a real release and a great way to channel difficult emotions such as anger. Several of the dancers have commented on how much fitter they feel now they are dancing regularly.

5. 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. Please be careful NOT to identify the child by his or her real name. 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 your prior consent.  
Please use no more than 500 words.

Danielle (not her real name) was 15 and had been excluded from school after truanting, disrespecting her teachers, fighting her classmates, and being found carrying a knife. At home she was also often in trouble, shouting at and lying to her mum, and she has run away several times. Her mum said "Danielle was hanging around with the wrong crowd, and I was terrified that she'd get caught up in drugs or get hurt."

One of our youth workers, Kath, bumped into Danielle on the estate a few times, and had got chatting to her about music. She persuaded Danielle to come down to the centre and have a go at street dance. She started to come along regularly, getting involved in choreographing routines for the younger girls, and performing in front of her peers. You could really see the change in her, as she seemed more confident in herself and less aggressive with her peers and the youth workers. One time her mum came down to watch her, and you could tell it meant a lot to her, and see how proud her mum was of her.

With Kath's support, Danielle has signed up to a dance course at college. She said "Kath helped me to figure out what I wanted to do. College is much better than school, the tutor listens to me and I want to do the work."

6. What You have Learned

\* What, if anything, will you do differently next time to improve your project?  
Please use no more than 250 words.

From the outset of the project we identified reducing anti-social behaviour as one of the key differences we wanted to make to the young people we work with. We have received good feedback from the local community, however most of the young people we work with have not made as much progress in this area as we had initially hoped.

Staff have found it particularly difficult to deal with some of the young people's behaviour and have had to resort to excluding young people more than we had hoped. We have decided to send staff on some specialist training in managing challenging behaviour.

7. Our 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.

33,000

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.  
Please use no more than 250 words.

We find that having Children in Need funding in place gives us credibility in our other funding applications.

We believe that having a grant from BBC Children in Need helped us to obtain a grant from Big Lottery to develop the work with younger children aged 8-12, and a GLA Community Grant towards an employment skills project for the young people.



# Your Financial Report

## 8. Financial Breakdown of your BBC Children in Need Grant

You also may wish to 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.

### Year 1: Salary Expenditure including NI

Amount Granted:  
**9000**

\* Actual Amount Spent:  
Please do not use pound signs.

9000

### Year 1: Other staffing costs including recruitment, pension, training and travel

Amount Granted:  
**0**

\* Actual Amount Spent:  
Please do not use pound signs.

0

**Year 1: Equipment**

Amount Granted:  
**100**

\* Actual Amount Spent:  
Please do not use pound signs.  

123

**Year 1: Trips, outings, activities and residential costs**

Amount Granted:  
**600**

\* Actual Amount Spent:  
Please do not use pound signs.  

581

**Year 1: Project running costs including rent, stationery, utilities and administration**

Amount Granted:  
**250**

\* Actual Amount Spent:  
Please do not use pound signs.  

237

**Year 1: Volunteer costs including reimbursed expenditure**

Amount Granted:  
**0**

✖ Actual Amount Spent:  
Please do not use pound signs.

**Year 1: Capital items including large equipment**

Amount Granted:  
**0**

✖ Actual Amount Spent:  
Please do not use pound signs.

**Year 1: Other**

**Arts Award**

Amount Granted:  
**150**

✖ Actual Amount Spent:  
Please do not use pound signs.



**Year 1: Other**

**N/A**

Amount Granted:  
**0**

✖ Actual Amount Spent:  
Please do not use pound signs.

**Year 1: Total**

Amount Granted:  
**10100**

✖ Actual Amount Spent:  
Please do not use pound signs.

**Guidance**

**Salary Evidence:**

You must provide evidence for each salary funded, including evidence of tax and national insurance. We require a P60 if this is available and where it covers the appropriate time period for which you are reporting. Alternatively we will accept payslips. All documentation must be signed by the receiving employee. You should make sure that you cross out all personal information except the employee's name and salary details.

**Receipts:**

Please make sure you keep all your receipts and invoices as you may be asked during your grant to provide these to BBC Children in Need. You should ensure you are able to evidence all items over £250 and receipts must match the information outlined above and be in line with the original budget.

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.

## Attachments

In this section you are welcome to upload scanned copies of receipts and salary evidence that you need to submit with your report. Please note that if you are sending a copy of a P60 or a wage slip you should oblique any sections that relate to a person's personal details. You may also submit any extra information and pictures you feel are relevant to your report.

We accept paper copies of any extra information, but only if these are not available electronically. If you need to send these to us, please clearly label them with the name of your organisation, the main contact's name and a contact phone number. You can post the information to:

BBC Children in Need Appeal  
PO Box 1000  
London  
W12 7WJ

Please be aware that if you are planning to send any photos or video footage to us which contains children and young people you should seek parental permission before including them.

How to attach your supporting documents:

Step 1 - Choose the name of the relevant document in the drop-down box below.

Step 2 - Click 'Browse' to look through the folders on your computer, and select the file from where it is saved.

Step 3 - Once you have selected the file, click on "OK".

Step 4 - The file path (this is the name of the document and the folder it is kept in) will appear in the box below. Click 'Upload' and the document will start to attach.

Step 5 - When the document has uploaded, it should be listed as an attachment at the top of this page.

Step 6 - Repeat this for all the documents.

Step 7 - Click **Submit**.

If you cannot see the **Submit** button, it is because you have not filled in all the relevant parts of the form.

### Upload

The maximum size for all attachments combined is 15 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title:	Receipts and Salary Evidence ▼	
File Name:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Upload"/>		

**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:

Darryl Hawkins

✱ Position:

Youth Worker

✱ 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.

Sharon McCulloch

✱ Position:

Centre Manager