Main Grants

Organisation Registration Form Guidance

December 2019

Contents

Purpose of the guide

This document will guide you through each question on our Organisation Registration Form.

Please make sure that you are using the most up to date version of this guidance by checking our website.

This guidance is specifically for the Organisation Registration Form. If you are looking for guidance for our Project Application Form, please click here.

How long does the Registration Form take to complete?

It depends on your organisation. Here are some helpful tips to help you with the process.

- 🐻 Read our minimum standards for grantmaking, and A-Z Guidance to make sure your organisation is eligible. This form will ask you about your organisation's finances, governance and safeguarding. Please have access to your most recent accounts, governing document and safeguarding policy with you before you start the form
- 🐻 Please answer all the questions in this form unless we state that the question is optional
- 🐻 Many of the questions have a character limit.. Once you have typed this many characters in to a field, 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

Your Accounts

As part of your Registration, we will need you to submit your organisation's accounts. Please attach these to the form.

Your accounts must:

- Be signed and dated by Chair or Treasurer of Governing Body. We do not require signed accounts for charities registered with the Charity Commission for England and Wales. We expect organisations to formally approve their accounts. A signed copy must be available at the charity's registered address, which we may request.
- Must be no more than 18 months old. If over 18 months old, you will need to provide an explanation for this
- Accounts must cover a 12 month period. Please explain to us if your accounts cover a period longer or shorter than this

Your Governing Document

To answer many of the questions in this form, you will be required to refer to your organisation's governing document. Please make sure you have access to this before you begin filling out this form.

A governing document outlines an organisation's rules, objectives and how they make decisions. This document is often called a constitution. For Community Interest Companies (CICs) it is called a Memorandum and Articles of Association.

Your governing document should state:

- Your organisation is not for profit. It must have a clear clause in its governing document showing that it uses all income towards the organisation's purposes and that funds are not distributed to members, shareholders or owners
- Your charitable aims are suitable for work with children and young people in the UK
- Dissolution clause/asset lock in place requiring assets are distributed to an organisation with similar charitable aims in the instance of closure
  For CICs, the asset lock/dissolution clause must state the name of the selected organisation

If you pay any members of your Governing Body, you must detail it in a formal written agreement. If you are a registered charity, you must also get appropriate consent from the charity regulator.

If any part of this guidance is unclear or you need further assistance, please contact BBC Children in Need on 0345 609 0015 or email us on pudseygrants@bbc.co.uk

Question by Question Guidance

1. Contact Details

1.1 Organisation Name

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

1.2 Address and contact detail of your organisation

The address should be the registered address of your organisation. This should be an operational address and not a post office box (PO BOX) or mail exchange.

1.3 Primary contact details

Please enter the details of the person we can contact at your organisation about this application and the project you are applying for funding for.

1.4 Organisation's website

Please confirm the most active website for your organisation. This could be your own site or a social media page.

1.5 Chair's contact details

Please provide details of your organisation's Chair of Trustees or equivalent.

If awarded funding, we need the Chair of Trustees to sign the terms and conditions of the grant. If a Chair is not available an appropriate equivalent (such as a Director with delegated authority) may sign.

1.6 Treasurer's Contact details

Please provide details of your organisation's Treasurer or equivalent. This person must not be the same person you have listed as your organisation's Chair.

If awarded funding, we need the Treasurer to sign the terms and conditions of the grant.

If a Treasurer is not available an appropriate equivalent (such as a Director with delegated authority, Vice Chair or Company Secretary) may sign.

2. Your Organisation

2.1 What type of organisation are you?

We fund not-for-profit organisations who work with disadvantaged children and young people 18 years of age and under, 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 with different legal structures. Please select which type of organisation is appropriate to your organisation.

We do fund:

- 🧸 Community interest companies (CIC) limited by guarantee
- 🧸 Companies limited by guarantee (CLG) including social enterprises
- 🧸 Housing associations
- 🧸 Registered charities
- 🧸 Religious institution
- 🧸 Special schools

We do not fund:

- 🧸 **Schools:** Applications from schools, academies, universities, pupil referral units (PRU) or statutory educational establishments. We will consider applications from Special Schools. These are provisions for children with learning difficulties or disabilities which cannot be met within a mainstream setting
- 🧸 **Local Government Bodies**: This includes councils at all levels
- 🧸 **Unregistered organisations:** We expect all organisations to be registered with a relevant body

All funded organisations must meet our [minimum standards for grantmaking.](#)

2.2 Where does your organisation deliver work?

Please tell us where, geographically, your organisation delivers the majority of its work. If you work with young people from multiple different areas in a nation, please select Nationwide. If you deliver work across multiple nations within the UK (i.e. England, Wales, Scotland, Northern Ireland), please select UK-Wide.

2.3 If you are a registered organisation (e.g. a charity, a CIC or a social enterprise) please give us your registration number (or your HM Revenue & Customs number if you are a charity in Northern Ireland that has yet to be called forward to register)

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.

2.4 If you are a special school, are you an academy?

Please tell us if your school is an academy. Academies are schools which receive direct funding from the government. They are run by an academy trust.

2.5 If you are an academy, are you part of a multi-academy trust?

If your school is an academy, please tell us if it is part of a multi-academy trust.

2.6 If yes, please provide the name of your multi-academy trust.

If applicable, please tell us the name of the multi-academy trust which you are part of.

2.7 Are you independent, or a branch of a larger organisation or group of organisations?

Please state whether your organisation is linked, legally, to a larger organisation, group of organisations or part of a federation.

Please be aware that if you are part of a larger organisation that operates in the same nation as you, and are not separately constituted, both organisations will not be able to hold a grant with us.

UK-wide organisations can have one Grant in each of the four nations (England, Northern Ireland, Scotland and Wales).

Within each nation our usual rules apply to local branches of a larger organisation. The charity as a whole can only hold one Main Grant and one Small Grant at a time.

We treat independent branches of national organisations as separate organisations. Independent branches have their own constitution, their own management committee and are fully responsible for their own finances. We can accept applications from each branch.

2.8 Please provide the name and charity number of your parent organisation (if applicable)

Please state the name and charity number for your parent organisation, if you have one.

2.9 In what year was your organisation formed?

Please state the year which your organisation was formed. This may be different to when your organisation adopted its current legal status, name or current structure.

2.10 What is the purpose/what are the objects of your organisation? This should be your organisation's legal objects or aims, as stated in your governing document e.g. constitution or memorandum & articles of association).

Copy this from your governing document, word for word.

2.11 If your organisation is not a registered charity, please provide the section from your governing document which shows that you operate as a not-for-profit organisation.

This should be in your organisation's governing document. Copy this from your governing document, word for word.

2.12 Please tell us the full clause in your governing document that states what happens to any surplus in the event of your organisation closing (e.g. a dissolution clause or asset lock).

> 🐻 All organisations must have a dissolution clause or an asset lock. Copy this from your governing document, word for word.

🐻 A dissolution clause explains how your organisation plans to dissolve or terminate, if that situation arises.

A CIC must have an asset lock. This must name the selected organisation which funds will be distributed to. An asset lock says what will happen to your assets, including any profits or other surpluses, if your organisation stops operating. We need your asset lock to show that you will use these for the benefit of the community.

2.13 How many paid staff does your organisation have?

This includes full-time, part-time and sessional staff that your organisation pays. For sessional staff, please only include staff members who work for you on a regular basis (i.e. weekly/ monthly).

2.14 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.

2.15 Are any members 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 serving on a board or being an employee is considered a conflict of interest. A conflict of interest occurs when a person in a position of trust (such as a board member or employee) has competing personal and professional relationships at the same time.

If there are people related or living together, please tell us about any conflict of interest policies or procedures you have in place to stop this.

These should make sure that there is suitable scrutiny and oversight to any joint decisions these related persons may have.

2.16 Please tell us the minimum number of voting members that must be in attendance in order to meet your rules on fair decision making.

This is also known as 'quorum'. Organisations should make sure that they carry out decisions in a fair way. To do this, they often have a policy which says how many members of the governing body must be present to vote on major decisions.

This stops small numbers of members making decisions without consulting the wider body.

You can show this in various ways including:

🐻 As the number of members
🐻 A percentage of members
🐻 A fraction of the entire board
🐻 A combination of the above e.g. 'At least half of the board, plus one member'

2.17 How many times per year does this project's governing body meet formally, including any Annual General Meetings (AGM)?

This means the body that will be accountable for our grant. This should be the body that will have oversight and control of this grant and the project it funds. This may be your trustees or company directors, or a separate management committee. A formal meeting is a meeting with an agenda and written minutes. Please place a number in this box i.e. "4" Rather than "quarterly".

2.18 Please give the dates of the last four formal meetings of your governing body (such as a management committee, Board of Trustees or Directors)

Please state dates on which your last four formal meetings took place. A formal meeting is a meeting with an agenda and written minutes.

2.19 Do you have any subsidiary companies or charities? If so, are the primary board's directors represented on the subsidiary board?

A subsidiary is a charity or company owned or controlled by your organisation. Your organisation is likely known as the parent/ holding organisation. It may be that your organisation has many subsidiaries.

3. Finances

3.1 Does any member of your governing body receive any form of payment for their duties?

If yes, please tell us how your governing document, or other documentation, allows this.

Usually, charitable organisations are unable to pay their trustees unless it is specifically permitted by their governing document, the Charity Commission or by the Courts. If you do pay any of your trustees, please outline how this has been allowed.

You may need to copy this from your governing document or from other internal documents.

3.2 Please explain your processes and procedures for authorising payments, as well as any risk mitigation you have in place.

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 what you do to authorise payments and the oversight of these.

You may have limits on:

- How much you allow certain staff members to authorise
- The number of people you need to authorise payments
- The process that is used to agree and sign off financial decisions and payments
- Which staff have access to payment related information (such as account numbers)

3.3 What is your reserves policy?

Reserves are part of the funds which your charity holds. It is also the money your organisation is able to spend on its charitable purposes. Your organisation may also hold restricted funds. These are sums of money spent in a particular way. Organisations are expected to make choices about how they choose to spend their funds and whether they want to set money aside.

A reserves policy explains the choices that an organisation has made about whether they want to set money aside:

- To either take advantage of future opportunities
- To protect it from future drops in income

It should be regularly reviewed. The reserves policy should state:

- How much the organisation needs to hold in reserve and why
- How and when the organisation spends its reserves
- How often you will review the reserves policy

There is no specific amount or range of reserves which is right for all charities. Many organisations set the level of reserves between three and twelve months of their organisation's running costs.

3.4 If your organisation has fewer than three months, or more than twelve months of reserves, please explain any reasons for this.

There are many good reasons why your organisation is holding high or low levels of reserves. For example, this could be from:

- Selling or buying large items
- Having recently undergone a fundraising campaign
- A recent merger

3.5 Please tell us your annual turnover for the last complete financial year.

Please state your organisation's turnover for the last complete financial year. Your financial year may be different to the calendar year. A financial year is sometimes called a 'fiscal year'.

Turnover is all the money you receive in a set period of time before you take in to account money which you have spent. This could include money which you have:

- Generated through sales
- Raised through fundraising
- Had donated to you
- Received through any other method

We rarely fund organisations with an annual turnover of more than £2 million in the most recent, complete financial year. For details about this, please see 'Income Size (Large Organisations' on our A – Z Guidance.

4. Attachments

4.1. If there is anything of note regarding your accounts (e.g. late filings, deficits etc.), please explain this below:

This question is optional. If there is anything in your accounts which you would like to make us aware of, then please tell us about this here. This may include information around surplus/deficits, specific income/outcome or additional information regarding your reserves.

5. Safeguarding

5.1 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.

5.2 How was this policy developed?

Please tell us the steps behind creating this policy. This could include:

- Help from an external organisation or local authority
- The people involved
- Using earlier policies or training.

5.3 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.

5.4 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.

5.4 Do all staff and/ or volunteers who have face-to-face 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, or keeping children safe online. We only request this information for staff or volunteers who have face-to-face contact with children.

5.5 How often do they have their safeguarding training refreshed?

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

5.6 Do all staff and/or volunteers who have face-to-face 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 project. 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.

We only request this information for staff or volunteers who have face-to-face contact with children.

5.7 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.

5.8 Who is the organisation's Designated Safeguarding Lead?

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'.

5.9 What is your Designated Safeguarding Lead'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.

5.10 Have they had training which is specific to their role as a Designated Safeguarding Lead?

Please tell us if your Designated Safeguarding Lead has had training specifically around their role.This is usually delivered by somebody external to your organisation, such as the local authority or a large charity like the NSPCC or NCVO.

5.11 How often does your Designated Safeguarding Lead attend this training?

Please tell us how often your safeguarding lead attends training to keep their knowledge about their role up to date.

5.12 Do all eligible staff, management committee and volunteers have Disclosure and Barring Service, Disclosure Scotland or Access NI checks? Please explain if not.

🐻 We need your organisation to make sure that everyone who works with children has a relevant background check. This could be through Disclosure & Barring Service, Disclosure Scotland or Access NI. This includes all staff and volunteers, who have direct access to children. Please confirm whether your organisation undertakes these checks or, if not, please explain why.
🐻 We only expect eligible staff to have these checks. Staff and volunteers who do not have face to face contact with children and young people do not need these checks.
🐻 For more information about relevant checks in England and Wales, please visit the gov.uk website.
🐻 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.

5.13 How often do you repeat Disclosure and Barring Service, Disclosure Scotland or Access NI checks?

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.

5.14 Who delivers your Safeguarding Children and Young People Training? What qualifies them to deliver this?

We want to know:

🐻 The individual or organisation who delivered your Safeguarding Children and Young People training.
🐻 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.

5.15 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.

5.16 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 project. 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.

5.17 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.

5.18 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 at your project.

5.19 Does this include 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.

5.20 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.

6. Your Project

6.1 Do you already have a project in mind that you wish to apply to us for?

This question is optional, and you are not required to have a clear project in mind for which you want to apply to us at the Registration stage.

If you do have a project in mind, please give a short description of it here. This will allow us to advise you on its eligibility and signpost you to the most useful guidance.

6.2. Are you currently in receipt of BBC Children in Need Main Grant funding for this project?

If you currently receive funding for this specific project, you can apply for another grant to continue running the same project after your current grant. We will expect you to provide clear evidence of

how your project has made a difference to the children and young people you have worked with over the course of the previous grant. We will also look back at your annual grant reports when assessing your application.

Being in receipt of a current grant offers no guarantee of further funding as we consider each application on its own merits.

If you currently have a grant with us, but are thinking of applying for a separate project, please select 'No'.

7. Feedback

7.1 This Organisation Registration Form is part of a new Main Grants process. We may wish to contact you to gather your feedback on the experience of applying as part of this process. Please tick here if you are you happy to be contacted.

This question is optional. Your answer will not affect how we consider your Registration.