

Your Project

Introduction

Guidance about Personal Information

Throughout this Report Form we ask you for information about your project, the ways the children and young people you work with are disadvantaged and the difference your project makes in their lives. You should not, in any of the answers you give, disclose to us personal information about children and young people or information which when coupled with other information could lead to the identification of a child or young person.

For example:

Not permitted: "Anna J who has Eisenmenger syndrome"

Permitted: "Child C who has a heart condition"

It is fine to include personal information necessary for the Report Form Declaration section, such as contact details of employees completing and authorising the form.

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

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

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

How to complete the Report Form

Before you start:

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

If anything has changed since we awarded you a Main Grant, please contact us to discuss those changes before completing this Report Form. This might include changes to:

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

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

How we use the information you provide in this form:

We will read your Report Form to learn more about your project. This includes:

- How you have got on over the past year
- How you have spent the grant money, and
- The difference you have made to the children and young people you work with.

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

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

Project summary

Organisation name

Your reference number

Summary of your grant from BBC Children in Need

[Provided from our database]

1. Your project activity and services

Here is what you told us on your Main Grant Application Form. This is the when, where and for how long you said you would deliver your activities and services. Please check your application answers below.

[Application form drop down answers]

When

Frequency

For how long

Where

Project description

[Provided from our database]

Please update any changes to these answers to reflect your project delivery this year, as a result of this grant.

Explain any variations from your Main Grant Application Form.

[Word count 150]

2. The Children and Young People

In total, how many children and young people have benefited from your project this year?

How many children and young people that benefited from your project last year were disadvantaged?

If you're not sure which children and young people we would consider to be disadvantaged, you can find definitions on our website.

Total disadvantaged children and young people	
0-4 years	
5-9 years	
10-15 years	
16 – 18 years	
19 years and over	

What information have you based this age breakdown on?

[Drop down: Actual numbers from forms/data; Estimates]

On your Main Grant Application Form, you described the type (s) of disadvantage experienced by your children and young people as below.

[Provided by our database]

Has this changed over the course of the year?

[Drop down] Yes / No. If Yes, please describe what has changed and why?

[Word count 150]

How have you ensured your project has reached children and young people who are most in need?

[Word count 150]

3. Making a difference for Children and Young People

We'd like to understand how much difference you think your project has achieved for the children and young people you support. In the following sections, we would like you to tell us:

- How you measure the difference you make (section 3.1) and
- What difference you are making (sections 3.2 to 3.4).

You told us about the three most important differences your project intends to lead to for children and young people. You provided this on your

- Main Grant Application Form or
- Subsequent Your Difference Training Form.

Sections 3.2 – 3.4 show these three differences.

We know that change does not happen in the same way or at the same pace for each child or young person. We have further guidance to help you answer these questions on our website.

3.1 Monitoring & Evaluation: How you measure the difference you make

Please tell us how you collect data to measure the differences your project is making for children and young people. Please include:

- The tools and approaches you use (surveys, observations etc) and
- How you gather feedback or involve children and young people in evaluation. In your description, please specify the ways you capture the data on your three differences.

[Word count 500]

If you're prepared to share more about how you measure differences to help BBC Children in Need learn and share, please tick this box.

3.2. Difference 1 - What difference you are making

[Difference 1 text from our database]

As far as possible, the following sections should be based on data you've collected in the approaches you have outlined above (3.1).

Over the year, how many of your disadvantaged children and young people aged 18 and under...

Have experienced significant progress?

Have started to experience progress?

Are yet to experience progress?

We want to understand the story behind these numbers. Please tell us about the change you have seen in the children and young people's lives across the year for Difference 1 [above].

- Please use examples from your data described in section 3.1 to support this – e.g. statistics, feedback and observations.
- Change looks different for different children and young people, depending on their needs.
- Tell us about the types of changes observed for children and young people who have:
 - experienced significant progress
 - some progress and
 - those who have not experienced progress yet

[Word count 500]

3.3 Difference 2

[Difference 2 text from our database]

As far as possible, the following sections should be based on data you've collected in the approaches you have outlined above (3.1).

Over the year, how many of your disadvantaged children and young people aged 18 and under...

Have experienced significant progress?

Have started to experience progress?

Are yet to experience progress?

We want to understand the story behind these numbers. Please tell us about the change you have seen in the children and young people's lives across the year for Difference 2 [above].

- Please use examples from your data described in section 3.1 to support this – e.g. statistics, feedback and observations.
- Change looks different for different children and young people, depending on their needs.
- Tell us about the types of changes observed for children and young people who have:
 - experienced significant progress
 - some progress and
 - those who have not experienced progress yet

[Word count 500]

3.4 Difference 3

[Difference 2 text from our database]

As far as possible, the following sections should be based on data you've collected in the approaches you have outlined above (3.1).

Over the year, how many of your disadvantaged children and young people aged 18 and under...

Have experienced significant progress?

Have started to experience progress?

Are yet to experience progress?

We want to understand the story behind these numbers. Please tell us about the change you have seen in the children and young people's lives across the year for Difference 2 [above].

- Please use examples from your data described in section 3.1 to support this – e.g. statistics, feedback and observations.
- Change looks different for different children and young people, depending on their needs.
- Tell us about the types of changes observed for children and young people who have:
 - experienced significant progress
 - some progress and
 - those who have not experienced progress yet

[Word count 500]

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.

[Word count 250]

Beyond the children and young people directly in contact with this project, please tell us about any wider changes this project has had. This is an optional question. This could include changes you've seen the project contribute to in the organisation, community or other beneficiary groups such as parents or family members.

[Word count 250]

5. Case study

Individual stories bring a project to life and help us understand the true value of what you do. Please write a brief case study (or case studies) that illustrates how an individual child or young person has experienced a difference in his/her life as a result of the project we have funded.

NEVER give us personal data in a case study which could identify a child or young person including their name (use the Child [LETTER] format instead. You should anonymise all names and details used in stories so that the child or young person cannot be identified. If you provide information which we deem to be personal we will delete it and return your Report Form for resubmission.

For example:

Not permitted: "Anna J who has Eisenmenger syndrome"

Permitted: " Child C who has a heart condition"

As a guide we do not feel that this should need more than about 500 words, and may be much shorter if you wish. We might use your case study for our fundraising or publicity - but we will always ask you first.

Case Study tips

- relate it to the funding we gave you
- tell us what it was like through the eyes of a child you have worked with
- what were they like on day one?
- how did things change for them?
- it's great if your case-study brings to life one of the top 3 three differences for your project
- if available, consider including direct, anonymous quotes from children

[Word Count 500]

6. What you have learnt

The best projects learn and improve. Please tell us about what you have learnt, including;

- What has worked particularly well – any good practice you'd like to highlight?
- What are the key challenges you have encountered in delivering this project?
- What, if anything, have you changed or would you do differently next time to improve your project?
- Do you have any hints or tips you would share with others?

[Word count 300]

Have there been any particular issues or changes outside your organisation that have affected your project this year? This could include changes within your sector, partners or local area, such as:

- New or growing challenges
- Opportunities affecting children and young people
- Policy issues

This is an optional question, and can help inform our grant makers about local issues and trends.

[Word count 250]

7. Your Funding

We would like to find out how our grants may leverage funding from other sources. Answers to these questions are optional and will not affect your existing grant, or any future applications.

In your opinion, do you feel that receiving a grant from BBC Children in Need has helped you get funding from other sources?

Yes / no / don't know

If Yes, please **tell us** approximately how much and from where:

How much:

[Please do not use pound signs].

Source:

[Word Count 10]

We will not share this information with anyone else, and it will be aggregated across projects to help us understand our potential role in supporting other funding.

8. Safeguarding update

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

[Yes / No]

If you answered No – please go to section 9 below.

If you answered Yes - please answer the following questions.

What did you learn from this and how have you implemented this learning?

[Word count 250]

Would you class this as a “Serious Incident”?

[Yes / No]

If it was a “Serious Incident”, have you reported this to your Regulator?

[Yes / No]

9. Organisational update

Since your application was submitted, have there been any changes that you have not already told us about;

- to the way your organisation is run, or
- any non-safeguarding "Serious Incidents" which have been or need to be reported to the Regulator?

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

If yes, please describe

[Word count 250]

10. What our funding can buy: fundraising statistics

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

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

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

Drop down menu: £5 / £10 / £15 / **£20** / £25 / £30 / **£50** / £100 / £200 / £500 / £1000

What it buys: [Word count 50]

What difference it makes to children: [Word count 50]

Your Financial Report

Financial Breakdown of your BBC Children in Need Grant

Please tell us how you have spent your BBC Children in Need grant funds over the past year. You should refer to your original project budget form and grant award letter to remind you of the detailed

financial breakdown for your grant. Please note you will need to evidence the information given below.

Year 1: Salary

Amount
Granted

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

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

Year 1: Other staffing costs

Amount
Granted

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

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

Year 1: Sessional staffing costs

Amount
Granted

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

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

Year 1: Volunteer costs (including reimbursed expenditure)

Amount
Granted

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

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

Year 1: Small equipment and materials

Amount
Granted

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

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

Year 1: Large equipment (over £250)

Amount
Granted

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

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

Year 1: Trips / Outings / Activities /Residential costs

Amount
Granted

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

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

Year 1: Project costs

Amount
Granted

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

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

Year 1: Project related overheads

Amount
Granted

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

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

Year 1: Other

Amount
Granted

Actual Amount Spent

Please do not use pound signs or commas.

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

Year 1: Other (please specify)

Amount
Granted

Actual Amount Spent

Please do not use pound signs or commas.

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

Year 1: Total

Amount
granted

Actual Amount Spent

Please do not use pound signs or commas.

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

Guidance

Receipts:

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

You should keep all receipts, invoices and other financial evidence for the duration of the grant and for at least 7 years after the end of the project, or for the duration required by your organisations accounting arrangements, whichever is longer.

Declaration

I confirm that the information provided in this report, including the information provided about expenditure, is true and accurate.

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

Name of Person Completing Form

Position

Name of Senior Individual authorising the contents of this form

This must be someone with the requisite authority who leads or manages either the organisation or project.

Position

I confirm that I have checked through the report and I have not disclosed any unnecessary personal information or any personal information about children and young people or any information which

when coupled with other information could lead to the identification of a child or young person.