



COVID-19 Next Steps Programme

Application Form Guidance

June 2020

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Purpose of the guide

This document will guide you through each question on our COVID-19 Next Steps Grants Programme application form.

This guidance is for the Next Steps Application Form. Please make sure this is the correct guidance for the fund you want to apply to.

Completing the Form

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

- Read our [minimum standards for grantmaking](#), and [COVID-19 Eligibility & Criteria](#) to make sure your application is eligible.
- This form will ask you about
 - The children and young people that you support, and how Covid-19 has affected their lives.
 - How you intend to work with and support them through the impact of Covid-19
 - The differences or outcomes you will make in their lives
 - How your organisation has adapted and will continue to adapt to respond to the impact of Covid-19.
- If your organisation is not a current grant holder or has not Registered with us (i.e. through our Main Grants Programme) we will ask you additional questions on your organisation's governance, finance and safeguarding.
- Please answer all the questions in this form unless we state that the question is optional.
- Many of the questions have a character limit. This means you can only type a certain amount of letters in to each answer. Letters, punctuation, numbers and spaces all count as characters. Once you have reached the character limit, you will not be able to type any more. Please keep your answers clear and concise.
- If you wish to complete part of the form at a later time, please click the '**Save & Finish Later**' button at the end. This will save your current progress, allowing you to finish the form at another time.
- **Save your work every 15-20 minutes** to ensure you do not lose any work.

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

Question by Question Guidance

The Application Form has different sections depending on your current relationship with BBC Children in Need.

Organisations that are **not**:

- 👉 A current grant holder
- 👉 Already Registered with BBC Children in Need (through our new Main Grant Programme)

Must answer extra questions on governance, finances and safeguarding at the start of the form.

If you confirm you:

- 👉 Are a current grant-holder or
- 👉 Have recently Registered your organisation with us (through our new Main Grant Programme),

We will direct you to a form without these questions.

1. Organisation

1.1 Are you a current BBC Children in Need grant-holder (Small, Main or Curiosity), or are you already Registered with BBC Children in Need? (Yes/No)

- 👉 You do not have to Register with BBC Children in Need to apply to this fund.
- 👉 If you tick 'yes' go to '1.5, Confirmation' in this guidance.
- 👉 If you tick no, we will ask you the following questions about your organisation, governance, finances and safeguarding.

1.2 Organisation Details

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:** If you do not currently have an active grant with us, you will need your organisation to be registered with the appropriate regulatory body before you apply

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

2. Please give us your registration number (Charity Commission, Companies House, OSCR 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.

3. 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.

4. 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.

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

Your governing body has oversight and control of your organisation (e.g. trustees or company directors).

We require an organisation to have at least three members on its board or committee.

6. Are any 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.

7. 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'

8. 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".

9. 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.

1.3 Governance & Finance

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.

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)

1.4 Keeping Children and Young People Safe

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.

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.

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.

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. 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.

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

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

7. 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.

8. 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.

9. 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'.

10. 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.

11. 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](#).

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

1.5 Confirmation – This section is only for organisations that are current grant-holders or have Registered with BBC Children in Need.

1. Please confirm that your organisation is either:

- A current BBC Children in Need grant-holder (Small, Main or Curiosity), or
- Registered with BBC Children in Need (through our new Main Grant Programme)

Tick the box to confirm.

2. Do you still meet our Minimum Standards for Grantmaking since your most recent grant application or your Registration with us?

Choose yes or no. If you think you may not meet any of the Minimum Standards please contact us for advice before submitting this application.

3. Has your organisation's Governance, Safeguarding, and/ or Financial Policies and practices remained the same since we awarded your existing grant or you Registered with us?

Please choose yes or no. See below for examples of what this could include.

4. If no, please outline any changes that have taken place since we awarded your grant or you registered with us.

This could include changes to:

- Your organisational structure
- The make-up of your board
- Relationship with regulatory bodies (e.g. your nation's charity commission)
- The way you handle your finances or safeguarding.

5. 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).

2. Contact Details

2.1 Organisation Contact Details

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

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

Please make sure you give your organisation's local telephone number, a standard mobile number, or non-geographic number (i.e. phone numbers beginning with 0303). We will not call any premium rate or international numbers (excl. Isle of Mann).

2.2) You must be a registered organisation (e.g. a charity, a CIC or a company limited by guarantee) to apply unless you are a current grant-holder. 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)

By 'registered', we mean with the appropriate regulator (e.g. The Charity Commission, OSCR, Companies House etc.). This should not be confused with BBC Children in Need's Registration process which we use for our Main Grants Programme.

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.

3. Applicant Contact Information

3.1) Primary Contact Details

Please enter the details of the person we can contact at your organisation about this application. This person will also be the primary contact for this grant in the future.

3.2) Alternate Contact Details

Please enter the details of the person we can contact about this application if your primary contact is unavailable.

3.3) Chair's Contact Details

Please enter the details of your organisation's Chair (or equivalent). We will require this person to sign our grant Terms & Conditions if your award is successful. This cannot be the same person as your Treasurer.

3.4) Treasurer's Contact Details

Please enter the details of your organisation's Treasurer (or equivalent). We will require this person to sign our grant Terms & Conditions if your award is successful. This cannot be the same person as your Chair.

3.5) References & Supporting Information

Please Note: You do not need to answer this question if you currently hold an active grant with BBC Children in Need.

A referee is a person who knows your organisation and the work you do. They will support your application by telling us about their experiences of your organisation and the work you deliver. Referees are often professional people who you have worked with.

Your referee must be someone who is external to your organisation. They should be someone who:

- 🟡 knows your organisation in a professional capacity for at least 6 months
- 🟡 does not work, volunteer or is a beneficiary of your organisation this includes: current trustees or employees, volunteers, current or past service users and their families.
- 🟡 has a good understanding of the project you are applying for. This is because we may ask them to discuss your application by email or on the phone.

If you have not worked with children and young people before, your referee should comment on the work that you have delivered within the past 12-24 months and also be in a position to comment on your suitability to deliver the project you are requesting funding for.

We will accept references from a clinical supervisor or external consultant to your organisation, as long as they are not direct employees of your organisation.

Please give us the best contact details for this person. You must make sure that you have this person's permission before giving us their details. The contact details you give to us should be the referee's professional work email address and contact number.

4. Children and Young People

4.1) Does your organisation work with children and young people who live across the UK?

By 'across the UK', we mean organisations which work with children and young people from:

- 🟡 All over the United Kingdom.
- 🟡 Multiple local authorities/counties
- 🟡 More than one nation (e.g. Wales, England, Scotland, Northern Ireland)

4.2) If yes, please confirm where the majority of the children and young people live:

Please tell us where the majority of young people you work with will live. If you deliver work across multiple nations within the UK (i.e. England, Wales, Scotland, Northern Ireland), please select UK-Wide.

4.3) Where in the UK will your work primarily take place?

Please tell us which area your work will mainly take place in. For example, if your work takes place in Brighton, you would state Brighton and Hove Council. Please make sure you pick at least one option.

For work that takes place in more than one area, please select the main area first. You can then add more areas after this. By "main area", we mean the area in which you will carry out the most work.

If you are unsure of your local authority area you can check it here: <https://www.gov.uk/find-local-council>

4.4) Please describe:

- The disadvantages experienced by the children and young people you work with and
- How these disadvantages affect their lives.

Please tell us about the disadvantages which children and young people you work with experience.

We know that disadvantages come in many forms. They could include:

- 🟡 Illness, distress, abuse or neglect.
- 🟡 Any kind of disability.
- 🟡 Behavioural or psychological difficulties.
- 🟡 Living in poverty or situations of deprivation.

In your answer, we want you to tell us what you know about the children and young people you work with.

- 🟡 Whilst statistics can be useful, they often do not show how well you know the children you work with.
- 🟡 We also want to know how this disadvantage **impacts** children and young people.
- 🟡 Make sure you describe how the disadvantages they experience affect their lives.

4.5) Please tell us how COVID-19 has additionally affected the children and young people you support.

Please tell us:

- 🟡 How COVID-19 has changed or intensified the disadvantages faced by the children and young people you support
- 🟡 How this has affected their lives.
- 🟡 About the immediate impact you have seen on children and young people
- 🟡 How you think this will change in the next 18 months.

4.6) How many children and young people will this funding support during the period of this grant?

We support work where the majority of children and young people experience disadvantage. Often, some children who do not experience disadvantages will also attend. Please tell us how many children you will work with over the period of this grant. This number should include all the children and young people you work with, not only those who experience disadvantages.

4.7) Of these children and young people, how many will be disadvantaged?

- 🟡 Please tell us how many children and young people supported by this funding will experience disadvantages.
- 🟡 This may be the same as the previous question, if all the children and young people you work with experience disadvantage.
- 🟡 This should be the total number of children and young people experiencing disadvantages over the period of the grant.

4.8) Describe the role children and young people play in the planning and delivery of your services and also more widely in your organisation.

It is important that children and young people are heard and listened to. They should be able to influence your organisation's activities, services and any decision making that concerns them.

- 🟡 Please tell us how you have involved children and young people in the design of your work.
- 🟡 We particularly want to know how they have been involved in planning and delivery of the services this grant would support.
- 🟡 We also want to know
 - 🐻 How you have adapted the ways you enable children and young people to participate in your organisation in response to COVID-19, and
 - 🐻 What plans you have for doing this in future.

5. Your Work

5.1) What do you plan to deliver for children and young people as a result of this grant?

Please be as specific as possible when describing the type and content of work you want to carry out, whether you are applying for a specific project or organisational costs.

For project costs:

- 🟡 Please tell us about the project
- 🟡 We will not have any prior knowledge of your project, so please refer to individual activities, staff positions and services.

For organisational costs, please tell us about:

- 🟡 The key services/ activities you deliver for children and young people (we do not need to know about your other services or operations).
- 🟡 How these costs will help you achieve stability, adaptation and
- 🟡 Change to meet the needs of children and young people.
- 🟡 Help deliver key children and young people's services.

Please do not use this question to talk about:

- 🟡 The disadvantages which young people face
- 🟡 The local community or context of the project
- 🟡 Your organisation

There will be opportunity to discuss these at other times in the form.

If you have a current grant from BBC Children in Need, please explain whether the funding applied for will support an addition or extension to the current funded project, or a completely different project, or is for your organisational costs.

5.2) How have you adapted your services or activities in response to COVID-19?

We recognise that organisations have had to respond in a variety of ways to COVID-19 and adapt delivery. Please give some information about how you have responded, which might include:

- 🟡 Moving activities online
- 🟡 Delivering new projects such as food or activity packs
- 🟡 Forming new partnerships

- 👉 Finding new ways to involve children and young people in services

We want to understand:

- 👉 The steps your organisation has taken to react to the challenges of COVID-19.
- 👉 Which people in your organisation have supported the changes.
- 👉 Who you have consulted with (children and young people, other organisations, partners etc.) and how this has shaped the changes you have made.

5.3) How will you review your services and continue to adapt in the coming months?

It is important that organisations are flexible and can adapt in the current circumstances in order to keep supporting children and young people in the best way possible.

- 👉 We want to support organisations that are committed to reviewing, learning and making changes if needed as a result.
- 👉 Please tell us how you will assess whether your activities have been successful.
- 👉 You should also explain how you will use any learning to change your delivery if needed.

5.4) Please tell us where and when you expect the work supported by this grant to take place.

Please tell us:

- 👉 The expected days, times and frequency of the activities or services
- 👉 Whether you deliver the services or activities all year round or for a fixed period of time, for example during school holidays or term time, in blocks of a number of weeks etc.
- 👉 The venue where you expect activities or services to take place
- 👉 If you plan to deliver any activities or support to children and young people digitally in their own homes
- 👉 If you are applying for organisational costs only, please give us an overview of the times and locations of the services you deliver for children and young people

We understand this is most likely subject to change, and if we do award you a grant you will be able to talk to us and update these details as required.

5.5) If successful, when will you want to begin spending this grant?

Please enter a date. You must be able to spend the first 6 months of your requested budget between 13th September 2020 and 13th March 2021.

5.6) Has or will any of your work with children and young people move to be delivered online in response to COVID-19 (that wasn't previously delivered this way)?

Choose yes if you have started delivering any services online (that were previously delivered face to face or by phone) using social media or online platforms in response to COVID-19.

5.7) If yes, please confirm you have completed the Children in Need [Digital Self Checklist](#) and tell us what extra safeguarding measures you have, or plan, to put in place.

We expect many organisations to begin working in new ways which they may not be used to working in. This could include working on new digital platforms. We want to know what controls you will put in place to address these risks. Our [Digital Self Checklist](#) will help you think about how to address any increased or changed risks.

5.8) Will this grant be providing or supporting any of the following?

Please pick all that apply.

- Child Sexual Exploitation Work
- Counselling or therapeutic work
- Mentoring or befriending
- Residential or overnight stay

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

 **Child Sexual Exploitation (CSE) Work:** Child Sexual Exploitation is a form of Child Sexual Abuse. It occurs when an individual or group coerce, manipulate or deceive a person under the age of 18 into sexual activity. This could include:

-  Grooming
-  Trafficking
-  Violence
-  Coercion
-  Intimidation/Blackmail
-  Gang related sexual exploitation

 Child Sexual Exploitation does not always involve physical contact. For more information refer to the NSPCC website and our A-Z guidance.

 **Counselling/Therapeutic Work:** We define counselling as any therapeutic intervention involving the “the provision of professional assistance and guidance in resolving personal or psychological problems.” Interventions can include counselling, group therapy, play therapy and art therapy.

-  For more information refer to BACP (British Association for Counselling and Psychotherapy) or our A-Z Guidance.

 **Befriending/Mentoring Activity:** We define mentoring or befriending as a formal and structured arrangement which is “a voluntary, mutually beneficial and purposeful relationship in which an individual gives time to support another to enable them to make changes in their life”.

-  Sometimes part of a project may include staff and volunteers giving ad-hoc advice to children and young people. We do not define this as mentoring or befriending in a formal sense.

-  For more information refer to the NCVO Mentoring and Befriending Services or our A-Z Guidance.

 **Residential or overnight stay:** This includes any projects that include holidays or overnight stays away from home.

5.9) Why is your organisation best placed to deliver this work? Please include information on:

- **your management structure**
- **the experience and skills of your governing body and senior staff**
- **whether your organisation is led by people with lived experience of the issues faced by the communities you are helping to support**
- **your ability to respond flexibly**

We want to fund strong organisations that have staff with the skills and experience to best support children and young people.

Please tell us about:

- 🟡 Your management structure and how these key roles support your organisation.
- 🟡 The experience and skills of your governing body and how they support your work.
- 🟡 Your ability to respond flexibly.

We also want to know whether your organisation is led by people with lived experience of the issues faced by the communities you are helping to support.

Please tell us:

- 🟡 How people with lived experience have contributed to your work
- 🟡 Whether you have a minimum requirement for staff or trustees to have experience as a member of the community you serve.

5.10) In what ways is your organisation equipped to serve your community?

We want to fund organisations who are embedded in their communities. We expect organisations to understand the challenges faced by the community and how COVID-19 affects them. Please tell us:

- 🟡 How you engage with your community
- 🟡 How you understand the issues they face.

We also need to be sure that organisations have the expertise and links to reach the children and young people that they want to benefit. Tell us:

- 🟡 How you will target children and young people particularly affected by COVID-19
- 🟡 How you know you will be able to reach them.

5.11) Has your governing body formally responded to COVID-19?

If yes, please tell us about any actions taken by your governing body

We want to fund organisations who are able to adapt and react to change. Please tell us:

- 🟡 How you are managing your organisational response to this crisis.
- 🟡 How your Trustees/ Directors are involved in managing the crisis.
- 🟡 About any changes in your strategies or policies

5.12) Please tell us about any local networks or groups you are part of, and whether you have been collaborating on your response to COVID-19.

Please tell us about:

- 🟡 The networks your organisation is part of
- 🟡 How active you are in participating in them.
- 🟡 Collaborations that have happened as a result of Covid-19.

5.13) Is this an application from a partnership of organisations?

By a partnership, we mean a group of two or more organisations working together. Please select ‘yes’ if you are working with another organisation to deliver this work.

For more information about our approach to partnerships, please see our [A-Z Guidance](#).

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

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

5.15) Will your organisation be the main delivery organisation for this project?

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

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

5.16) If not, please tell us who will be and why?

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

We would only award a grant to an organisation who is not the main delivery organisation in exceptional circumstances.

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

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

5.18) Please outline your partnership agreement, including management, impact monitoring and safeguarding arrangements.

Please give us the details of the agreement between you and your partner organisation(s). We would expect to see who in the partnership is the safeguarding lead and how the partnership works in terms of following safeguarding policy. Please also detail any arrangements around managing the project and monitoring its success.

6. The differences you will make

6.1) Please describe the three most important differences your organisation will be able to make in the lives of the children and young people you work with as a result of this funding.

The differences which you make are also known as your outcomes. Here we want to know how you are going to make a positive difference in children and young people's lives. We want to see differences which are:

- 🟡 **Clear** – Do not over complicate them.
- 🟡 **Measurable** – Think about how you will measure your differences. Will it be possible to tell if you have succeeded?
- 🟡 **Realistic** – It is important to make sure you can achieve your differences.. Even the smallest changes in children and young people's lives can often make a huge impact. Make sure you focus on the children and young people you work with and not the bigger picture. It is also important to consider if your differences can be achieved within the length of this funding
- 🟡 **Child Focussed** – We fund work which makes differences in the lives of children and young people. If you work with a child or young person's environment (i.e. their parents, the community), make sure you only talk about how it will benefit the child or young person.

Here are some tips for writing your differences:

- 🟡 Keep them simple. Try to write a single statement about how you will change young people's lives for the better. Avoid joining multiple differences together with words like 'and'.
- 🟡 Use language which shows change. A strong difference often uses words like 'improved', 'reduced', 'increased', 'less', 'strengthened' etc.
- 🟡 Keep them child focused. Think about what each difference would mean to a young person.
- 🟡 Make sure they are relevant. It is always good to make sure it is clear how your differences link to the disadvantages the young people you work with experience.

For more detail on how we want our projects to improve children and young people's lives in the UK, please click [here](#).

6.2) Please describe how the activities or services you provide with this funding will bring about the three differences outlined above.

We will prioritise applications where the work can be clearly linked to making a difference in children and young people's lives.

Please clearly explain the link between the activities or services you will provide and the differences you will make for children and young people.

If you are applying for organisational costs, think about the link between your key services for children and young people and the differences you have stated above.

Please tell us how the project or services will help contribute to making these differences happen for children and young people. You should think about how the activities will make positive changes in their lives.

6.3) Please tell us how you will collect data to measure the difference your organisation makes for children and young people.

The difference you make in the lives of young people needs to be measurable. Please tell us what information you will use to know your work has been a success. You should:

- 👉 Consider using different information for each of your differences. Make sure you think about the best way to measure each one individually.
- 👉 Think about using a mixture of numbers and stories. Numbers and statistics are very useful for measuring trends and patterns. Stories are better for gathering real life examples which will make your project come to life when we read about it. You hear these referred to as 'qualitative' and 'quantitative' types of data.
- 👉 Think about the best way to gather information. There are many ways to do this. Some examples are:
 - 👉 Observations: What do you hear/see when you watch the young people over time? This is good for large numbers of young people. But you need to be careful that your project workers are consistent.
 - 👉 Questionnaires/Feedback Forms: These are good for getting specific information from large numbers of people. They can be hard to design and sometimes uninteresting for children.
 - 👉 Placing Yourself Exercises: These involve creating your own scale. This is often between one to ten or yes and no. Children can then 'place' themselves on the scale. They do not need to be on paper. These can be fun and creative. Young people often do not realise they are giving feedback.
 - 👉 Conversations: These could be with children, parents, teachers or anyone linked to the project. These take longer, but could give you a strong insight in to individuals. It is also important to make sure the feedback is honest.
 - 👉 Recognised tools: There are lots of recognised tools which you can use. Many have their own pros and cons. These include things such as Blob Trees, The Warwick-Edinburgh Wellness Scale, STAR Self Assessments or the House/Tree/Person Test.
 - 👉 Make your own: Often, the best way to gather information is to be creative and think about the young people you work with. Think about what would suit them best.
- 👉 Think about when you gather this information. Your information will be much more useful if you collect it throughout the delivery of your projects and services, rather than just at the end of each year.

For more information and resources, please visit:

-  [National Charity Evaluation Services \(NCVO \)](#)
-  [Inspiring Impact](#)
-  [Evaluation Support Scotland \(ESS \)](#)

7. Budget and Finances

7.1) Please tell us about the implications of COVID-19 on your organisational finances and how your organisation plans to manage its financial situation in the coming months.

We understand that these are challenging times and there are likely to be changes to income or expected income. There may also be other changes both externally and internally within your organisation. We are asking this question to get a better understanding of the challenges your organisation is facing and how you are responding.

Please tell us about any significant financial issues and any funding plans you are putting into place.

7.2) Has your organisation been awarded any emergency funding from other funders or the government? If so, please tell us:

- **How much you have been awarded and from which funder.**
- **What this will be used for.**

Please tell us if your organisation has been awarded any other funding to respond to COVID-19 or if you have other bids in application process.

This question will give us a clearer understanding of how this application aligns with any other emergency responses you might be delivering and how funding from BBC Children in Need would be used to support your organisation.

7.3) As of March 2020, please tell us your level of unrestricted reserves.

Please tell us:

-  the amount of your unrestricted reserves and
-  the number of months expenditure that would be covered by them.

Optional: Please use the space given to give any additional information about your reserves that you would like to tell us. Please do not include pence values, use £ signs or commas.

7.4) How much funding are you requesting from BBC Children in Need?

Please include the amounts you are requesting for each of the budget headings below and give details of what this will pay for in the description column. If you are applying for organisational costs as part of the grant or for the whole grant, please be as detailed as you can.

Please complete the amounts you are requesting for each budget heading. Where the expenditure item is not relevant to your budget, please leave it blank. Please also include a brief description of each expenditure item you are requesting as follows:

-  **Staffing** - This includes any cost relating to wages for salaried, sessional or freelance staff. This can include National Insurance and other contributions such as pension-related costs.
-  **Training** - This includes any costs for training your staff and volunteers with the new skills and/or knowledge to deliver this work safely and effectively.
-  **Technology & Connections** (e.g. computers, phones, internet / phone packages) - This includes any purchases of technology (e.g. laptops, tablets, mobile phones etc.) for young people or staff, which will allow young people to engage with your project. It also includes any related costs, such as telephone contracts or data allowances.
-  **Activities for Children and Young People** (e.g. games, toys, activity packs, craft materials) - This includes any direct costs for activities and their related equipment (e.g. sports equipment, toys, art materials etc.).
-  **Other equipment** - This includes any other equipment costs which do not fall in to the previous categories.
-  **General organisational costs** - These are the overhead costs of an organisation as opposed to project costs. This could include staff (including back office staff), running costs, equipment or organisational development. We expect organisations to be able to demonstrate how these costs relate to outcomes for children and young people during the COVID-19 Period. These costs will help you achieve stability, adaption and change to meet the needs of children and young people and/or help deliver key children and young people's services.
-  **Other** - This includes any other costs you wish to apply for which do not fit in to the above categories. This could also include any accessibility costs which do not fit in to the above categories.

7.5 How much funding do you anticipate to spend between 13th September 2020 and 13th March 2021?

BBC Children in Need wants to show that funds raised for our Covid-19 Response Programme are being distributed and spent to address urgent need. By telling us how much you plan to spend in the first six months, we will be able to report back to our donors to show progress.

7.6 We expect demand for this funding to be high and as a result we may have to partially fund requests. Would the work described above be feasible with a reduced budget?

Please tick yes or no.

We believe it is important to fund organisations to succeed. We understand that changing your budget, can also change what and how you deliver. If you believe that this can't be adapted, please select no.

7.7 If yes, please tell us what you would consider as a minimum grant amount in that case. Please tell us what impact this would have on your work, and the differences made for children and young people?

If applicable, please let us know how much funding you would need as a minimum to ensure this work could take place. Please include detail on:

- 👉 Which expenditure items you could remove from your budget.
- 👉 How this might reduce elements of your work, such as hours, activities or the numbers of children and young people you would be able to reach.
- 👉 Whether this would affect the differences you would be able to make in the lives of children and young people.

Please write N/A if not applicable.

7.8 If you are not a current BBC Children in Need grant-holder (Small, Main, 2020 Booster, or Curiosity), or not already Registered with BBC Children in Need (through our new Main Grant Programme), you will need to attach your accounts and tick the following Finance Declaration.

If you are a current BBC Children in Need grant-holder (Small, Main, 2020 Booster, or Curiosity), or already Registered with BBC Children in Need you do not need to attach accounts. Go straight to Applicant Declaration.

Attachments:

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

These accounts must:

- 👉 Be no more than 18 months old.
- 👉 Show both restricted and unrestricted activity and reserves.
- 👉 Include an income statement and balance sheet signed and dated by Chair or Treasurer.

If you do not upload the correct accounts, we will not be able to process your application.

*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.

If you are a new organisation please upload a financial forecast/projection. See our [guidance](#) for the information that we would expect to be included in this document.

7.9 Are financial transactions and payments reviewed by at least two unrelated authorisers?

Please confirm that any payments made by your organisation are authorised by at least two unrelated authorisers.

7.10 Is your organisation solvent?

This means you are not relying on future income to meet existing short term commitments, i.e. your current assets are sufficient to cover your current liabilities.