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Small Grants 2020
Application Form Guidance

November 2020

Contents

Purpose of the guide

This document will guide you through each question on our Small Grants Programme application form.

This guidance is for the Small Grants 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 Eligibility & Criteria to make sure your application is eligible.
- This form will ask you about
    - The children and young people that you support
    - How you intend to work with and support them
    - 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.
- 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

Minimum Standards for Grant-Making

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. For a Small Grant we do fund:

- Charitable incorporated organisations and Scottish charitable incorporated organisations;
- Community interest companies (CIC) limited by guarantee;
- Companies limited by guarantee with a clause in their governing document preventing distribution of profit (including social enterprises);
- Housing associations;
- Industrial and provident community benefit societies;
- Registered charities;
- Religious institutions;
- Special schools - These are provisions for children with learning difficulties or disabilities which cannot be met within a mainstream setting
- Unregistered Organisations

We do not fund:

- **Local Government Bodies**: This includes councils at all levels, prisons or NHS bodies.
- **Companies limited by shares**
- **Educational bodies:** This includes schools, colleges and universities.

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

2. **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 and articles of association**

Please copy the exact wording from your governing document.

3. **Please provide the section from your governing document which shows that you operate as a not-for-profit organisation.**

Please copy the exact wording from your governing document.

4. **Please tell us the clause in your governing document that states what happens to any remaining assets 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. Your dissolution clause should clearly state that any remaining assets will be distributed to an organisation with similar charitable aims.

- An asset lock says what will happen to your assets, including any profits or other surpluses, if your organisation stops operating. Your asset lock must name a charitable/not-for-profit organisation who will receive these if your organisation closes. We need your asset lock to show that you will use these for the benefit of the community. A CIC must have an asset lock.

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 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 a conflict of interest. A conflict of interest occurs when a board member or an employee has competing personal and professional relationships at the same time.

7. **If yes, tell us what processes you have in place to safeguard financial transactions and to avoid conflict of interest.**

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

These should make sure that there is suitable scrutiny and oversight to any joint decisions these related persons may have. If you have any questions, please contact your regulator or local community and voluntary services for support.

8. **How many times per year does your organisation'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 work 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 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.

10. **Do any members of your governing body receive any form of payment for their duties?**

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.

11. If yes, please provide the written details that authorise paying governing body members.

If you do pay any of your trustees, please outline how this has been allowed.

12. Please explain your processes and procedures for authorising payments.

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:

1. How much you allow certain staff members to authorise
2. The number of people you need to authorise payments
3. The process that you use to agree and sign off financial decisions and payments
4. Which staff have access to payment related information (such as account numbers)

13. How many people are needed to authorise a financial transactions, payments or to sign a cheque?

Please enter a number.

14. If your organisation has fewer than three months, or more than twelve months of unrestricted 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

15. Please explain anything else of note regarding your finances (e.g. late filings, deficits, debts.)

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/expenditure
- or additional information regarding your reserves.

16. Please tell us how Covid-19 has affected your organisation's finances. Detail your organisational plans in managing your 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.

17. **Please attach your organisation's most recent set of signed accounts here. If these are dated more than 18 months old, you must also attach a set of recent management accounts.**

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.
- Cover a full 12 month period

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

If you are submitting management accounts please give us a full record of all your financial transactions. This could be something like an Excel spreadsheet which shows your organisations income and expenditure.

*We do not need **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 your organisation does not yet have accounts, please upload a financial forecast/projection. See our guidance for the information that we would expect to be included in this document.

18. **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.

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

20. **How often do they have their safeguarding training refreshed?**

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

21. Do all staff and/or volunteers who have face-to-face and/or online 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 work. 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 children and/ or 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 and young people.

22. 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.

23. Do all eligible staff, members of the governing body and volunteers have Disclosure and Barring Service, Disclosure Scotland or Access NI checks?

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.

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.

24. Please explain if not.

If your organisation does not carry out these checks, please tell us why.

25. How often are your staff/volunteers background checks repeated? (e.g. Disclosure and Barring Service or Access NI). If you are applying in Scotland, please write 'n/a'.

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.

Organisation Contact Details

26. Your Organisation Name

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

27. Please re-enter your organisation name

Please re-enter your organisation's name, as written above.

28. If you are a registered organisation (e.g. a charity, a CIC or a company limited by guarantee) please provide your registration number. If you are a charity in Northern Ireland that has yet to be called forward to register please provide your HM Revenue & Customs number.

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.

29. Please re-enter your charity/company number

Please re-enter your organisation's charity/company number, as written above.

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).

We also need you to give us contact details for your organisation's Chair and Treasurer (or equivalent). These cannot be the same person. We will require these people to sign our grant Terms & Conditions if your award is successful.

Diversity, Equity & Inclusion

NOTE: Please see the privacy notice below before completing this form BBC Children in Need monitoring of Diversity, Equity and Inclusion in its grant-making As part of our commitment to diversity, equity and inclusion, we would like to monitor the diversity of organisations that apply for funding and hold grants with us and the diversity of those who they support. BBC Children in Need will use the information we collect to monitor diversity, equity and inclusion across our funding and to report on this to our board.. We will share anonymised, aggregated data externally in order to be transparent about diversity, equality and inclusion in our processes and portfolio.

30. Do you consider your organisation to be diversity-led?

By diversity-led we mean that the majority (51% or above) of your board and senior management are from diverse backgrounds.

31. Do you expect to support a diverse group of children and young people?

Here we want to ask about the diversity backgrounds of children and young people our funding reaches (whether they are the characteristics targeted by organisations or not).

Privacy Notice in relation to the above questions:

Wherever possible we collect the above information in a way that means we won't be able to identify individuals. Sometimes this isn't possible (because for example an applicant has a small leadership team) therefore we have carefully considered the privacy implications of collecting this information and want to share this with you to give you confidence in our processes and explain what safeguards we have put in place to ensure this data will only be used for the reasons set out above.

This information will be recorded on our grant management system for a period of three-months so it is available for analysis and reporting. These data will then be deleted from our grant management system. A copy of these data will be kept securely in a separate system with access restricted to those who need the information for analysis purposes. We will also collate answers to these questions in an aggregated anonymous way (so individuals cannot be identified) for analysis purposes. All data will be retained in accordance with our retention policies (an extract of which is available on request) and kept in accordance with our Special Category Data Policy (available on request).

We want you to know that we have a legal basis for collecting this information. It is in our legitimate interests to try to ensure we identify or keep under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained and there is also substantial public interest reason in us doing this.

This information will be shared in accordance with our normal grant processes as set out here. If you do not feel comfortable providing the above information, please choose 'prefer not to say', or if you change your mind do let us know by contacting cindpo@bbc.co.uk

Safeguarding Children and Young People

32. 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.

33. 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.

34. Who is the organisation's Designated Safeguarding Officer?

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'.

35. What is your Designated Safeguarding Officer'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.

36. Who delivers your Safeguarding Children and Young People training? (this training might include the general principles of safeguarding, signs of abuse, referral routes etc)

Please tell us the name of the individual or organisation who delivered your Safeguarding Children and Young People training.

37. What qualifies them to deliver this training?

We want to know:

- 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.

38. 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.

39. 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.

40. **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 work. 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.

41. **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 engaged with your work.

42. **Does the code of conduct include guidance on the 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.

43. **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.

Children and Young people

44. **Location Post Code - Please enter the post code of the location where the majority of your activities will take place.**

Please tell us where the majority of your work will take place. For work that takes place in more than one area, please give us the post code of the main location where your work will be based.

45. **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)

46. **If yes, please confirm where the majority of 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.

47. **Please tell us where in the UK your work will primarily take place?**
Please select at least one option.

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

48. **Describe the disadvantages experienced by the children and young people you will work with using our funding, and specifically how this disadvantage impacts their daily life.**

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.

49. Overall, how many children and young people each year will directly benefit from this funding?

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.

50. Total of the above figures

This should be the total number of children and young people each year. If some of the children and young people benefit from this work for more than one year, please ensure you include them in each yearly total.

For example, if ten children attend in year one, and then the same ten children attend in year two, then your answer for both years should be '10'.

51. How many of these children and young people are disadvantaged?

Please tell us how many children you work with each year who 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 each year. If some of the children and young people benefit from this work for more than one year, please ensure you include them in each yearly total.

For example, if ten children attend in year one, and then the same ten children attend in year two, then your answer for both years should be '10'.

52. Total of the above figures

This should be the total number of children and young people each year. If some of the children and young people benefit from this work for more than one year, please ensure you include them in each yearly total.

For example, if ten children attend in year one, and then the same ten children attend in year two, then your answer for both years should be '10'.

53. Now please tell us the breakdown of the age groups of these children and young people – your two total figures should match:

Please tell us how old the children and young people you will work with will be. This should include all the young people who benefit from this work – not just the ones experiencing disadvantage. You

can apply for funding from us if most of the children benefiting from this work are 18 years old or under. This age limit also applies to projects working with disabled young people.

Please note: we will only fund the costs associated with working with the young people aged 18 and under.

54. Total of the above figures

This should be the total number of children and young people each year, added together.

55. 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 the future.

56. Please tell us how Covid-19 continues to affect 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. (i.e. how it has disrupted their future prospects and pathways to employability).
- How this has affected their lives.
- The immediate impact you have seen on children and young people

Your Work

57. Please summarise the work that this grant will fund, in 50 words.

Please give a short description of the work that this grant will fund. It should very briefly tell us about what you plan to do and any young people you plan to work with.

58. Please describe in more detail what activities/services the children and young people will experience 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. We will not have any prior knowledge of this work, so please refer to individual activities, staff positions and 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.

59. **If you are applying for organisational costs, please give us an overview of how this meets the needs of children and young people.**

Organisational costs refer to any costs which might not be directly related to this work, but to also your wider organisation. These could include running costs, staff who do not work directly on this work, insurance, or utilities etc.

If you are applying for any costs like this, please tell us how these relate to the children and young people you work with. We want to know how these costs will benefit young people by allowing you to deliver your work.

60. **If you are a current grant-holder, please explain whether this request is for new work or is for the continuation of your current grant?**

If you have an active grant with BBC Children in Need (or your last grant recently ended), and you are hoping to continue work which your previous grant funded, please let us know here. If you are continuing previously funded work, it does not have to be identical to what we have funded before. If this work is broadly similar to recently funded work, then we would think of it as a contuinuation of your previous project.

We are happy to receive applications for both new and previously funded work.

61. **Please select the main venue where the activities will take place.**

Please select all the days which your work will take place on. If your work does not have a regular day timetable, please select 'No Set Day'.

62. **On which days will this work take place?**

Please select all the days which your work will take place on. If your work does not have a regular day timetable, please select 'No Set Day'.

63. **How frequently will this work happen?**

Please tell us how often this work will run. This could be daily, weekly, fortnightly (every two weeks) or monthly. If this work does not repeat regularly, please select 'Other'.

64. **If you chose other, please give further details.**

This may be because this work happens at irregular times, or if it is hard to predict when you will carry it out.

65. **If this work is delivered to children and young people of school age, will your project or activities take place during school hours?**

Please also tell us if this work takes place in school hours. This is considered to overlap with statutory work as it removes young people from statutory education provision.

66. **If yes, why have you chosen to deliver this work at that time?**

We will only fund work which overlaps with statutory obligation in exceptional circumstances.

If your work does overlap or is similar to statutory work, please explain your rationale for this here. We expect to see:

- How your work provides an additional service to the statutory service
- A clear rationale for why you are delivering:
  - This type of work
  - Work at this time
- That the decision to deliver this work is based on the needs of children and young people.

67. If successful, when will you begin to spend this grant?

Please tell us the exact date you plan to begin spending this grant. This date can be discussed with your grant officer if your plans change later, however you will not be able to begin your work before this date.

68. Will this grant be providing or supporting any of the following?
- **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 work. For information about our eligibility criteria for these categories, please see our A-Z Guidance.

- **Residential/ Overnight Stay**: This includes any work that include holidays or overnight stays away from home.
- **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 your work 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.
- **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.

69. Is any of your work delivered online? If yes, please read our BBC Children in Need Digital Self Check

Choose yes if you deliver any services online, including using social media or online platforms.

70. How do children and young people find out about your work?

Please tell us how the children and young people you plan to work with will hear about your work. This may be because:

- You have worked with them previously
- They are introduced through partner organisations
- They hear about your work through marketing and outreach which your organisation plans to carry out.
- Local knowledge/word of mouth

71. Why is your organisation best placed to deliver this work?

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.

72. In what way is your organisation equipped to serve your community?

The community you want to work with may be a physical one, such as a town or neighbourhood, or a group of people linked by common experiences, such as a disability or background.

Please tell us about how you are well placed within your community to deliver the work you want to carry out. We want to know about your organisations links to the community you work in, and how these links were made. Please also tell us how these links will help this work to be as effective as possible in reaching the young people you want to work with.

The differences you will make

73. Please describe the three most important differences your organisation will 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 focussed**. 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 the work that we fund to improve children and young people's lives in the UK, please click here.

74. 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 this work 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.

75. Please tell us how you will monitor and evaluate the effectiveness of the work you do, to demonstrate the differences you have mentioned above.

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 work come to life when we read about it. You hear these referred to as 'qualitative' and 'quantitative' types of data.

76. Think about the best way to gather information. There are many ways to do this. Some examples are:
    o 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.
    o 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.
    o 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.
    o 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.
    o 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.
    o 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 work 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)

Response to Covid-19 Restrictions

77. **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.

Budget and Finances

78. How much will this work cost in total, including any costs you are not asking BBC Children in Need to fund?

What is the total cost of this work? This figure should include all costs you are applying to BBC Children in Need for, as well as any other costs you are funding from other places.

79. How much funding are you requesting from BBC Children in Need?

Please do not include pence values, pound signs (£), or commas.

80. If you are not requesting the full costs associated with this work from BBC Children in Need, please tell us how you will fund the other costs.

If you are paying for some parts of this work with money from other places (such as your own reserves or another funder), please tell us here. We want to know where the money will come from and how much you be using.

81. If you are not requesting the full costs associated with your work from BBC Children in Need, is the other funding secured?

If you are paying for some parts of this work with money from other places, please tell us if you have already raised this money, or if it is still unconfirmed.

82. 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.

Please outline how much money you are applying to us for. This should be broken down in to the various categories, year by year.

These categories are:

- **Staffing Costs:** 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:** 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 this work. It also includes any related costs, such as telephone contracts or data allowances.
- **Activities for Children and Young People:** This includes any costs spent directly on delivering the activities you are planning for children and young people.

- **Other Equipment:** This includes any other equipment costs which do not fall in to the previous categories.
- **General Organisation Costs:** These are the day-to-day running costs of an organisation as opposed to specific 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. 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 (e.g. accessibility costs) which do not fit in to the above categories.