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# **We Move Fund: Youth Social Action 2022**

Application Form  
April 2022

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## Introduction

### Personal Information

Throughout this application form we ask you for information about your work, key contacts and the children and young people that you work with. You should not, in any of the answers you give, disclose to us personal information about children and young people or information which when coupled with other information could lead to the identification of a child or young person. It is fine to include personal information necessary for the application such as contact details of employees, referees or any other person associated with your application.

For example:

Not permitted: "Anna J who has Eisenmenger syndrome"

Permitted: "Child C who has a heart condition"

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

As data controllers, we will share your information and grant information with:

- our evaluation partners where this is necessary to support the evaluation of the BBC Children in Need Youth Social Action Fund and they may contact you directly;

**We may share the information that you provide to us with people who help us assess and manage our grants; and other funders, regulators and those who otherwise have a legitimate interest in the information or where we have a legitimate interest in sharing the information (including, without limit, to detect, investigate or prevent crimes, dishonesty or grant misuse, or to protect children from harm).**

## Minimum Standards

This section of the application form is what BBC Children in Need will use to determine if your organisation meets our minimum standards and eligibility criteria. Please check our guidance [here](#) before you complete this section of the form.

### Your Governance - Minimum Standards Questions

What type of organisation are you?

Please see the application form guidance on eligible organisations. BBC Children in Need do not fund companies limited by shares.

If you have one, please attach a copy of your organisation's governing document, constitution,

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.

This should be copied from your governing document.

Please copy and paste the section from your governing document which shows that you are a not-for-profit organisation.

This should be copied from your governing document.

Please copy and paste 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).

This should be copied from your governing document. CICs must have an asset lock which must name the selected organisation which funds will be distributed to.

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

Are any of your organisation's governing board, operational staff or payment authorisers related or living together?

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

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

This means the body who 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 the box below i.e. "4" rather than "quarterly".

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

If yes, please provide the written details that authorise paying governing body members. This may be a clause in your governing document that sets out the circumstances under which you might pay members of the governing body. If so, please copy this clause from your governing document. For charities registered in England and Wales, this may be authorisation given by the Charity Commission or courts.

## Finance

Please explain your processes and procedures for authorising payments. 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 (we require a minimum of 2)
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)

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 an explanation of what you do to authorise payments and how this is checked.

## Your Accounts

**Please attach your organisation's most recent set of signed accounts here. If your last set of signed accounts is older than 18 months, please also attach your most recent management accounts.**

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

- be no more than 18 months old
- be signed and dated by the Chair or Treasurer of your Governing Body\*
- include an income statement showing all income and expenditure
- include a balance sheet detailing your assets, liabilities and reserves

Ideally your income, expenditure, and reserves should be broken into unrestricted and restricted activity/ funds. However we recognise that some organisations are not required to do this by their regulator.

If you do not have an accounts document you can use our Financial Template. To complete this you will need to have a record of your income, expenditure, and reserves as well a breakdown of any assets and liabilities. The financial template and guidance for completing it can be found [here](#).

If your organisation is new and doesn't have accounts yet we would ask you to provide a financial forecast if your organisation is in the first 12-18 months of operation. A financial forecast should include at minimum projected income and expenditure with

some planning / clarity around how you will raise funds. Please do not use the financial template to provide a financial forecast.

\*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 these accounts are dated more than 18 months ago, please also attach a set of recent management accounts here:

### Safeguarding Children and Young People

Does your organisation have a Safeguarding Children and Young People policy in its own name?

Please see our [A-Z of advice](#) for further information about Safeguarding Children and Young People.

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 and/or online contact with children.

How often do they have their safeguarding training refreshed?

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

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 and/or online contact with children and young people.

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.

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. All people working with children are subject to relevant background checks.

These are with the Disclosure & Barring Service in England and Wales, Disclosure Scotland in Scotland or Access NI in Northern Ireland.

Please explain if not.

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

**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.

**This is the end of the minimum standards and eligibility section of the application form.**

## Contact Details

### Organisation Details

#### Your Organisation Name

This should be the full name of your organisation and if formally constituted must match your constitution or governing document.

#### Please re-enter your Organisation Name

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

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 re-enter your charity/company number

#### Organisation Address

This should be the registered address for your organisation.

#### Town / City

#### Post Code

Please enter a valid post code and include a space, for example SW19 5AG.

#### Phone

Please note that we will not call premium rate or international numbers.

#### Organisation's E-mail Address

Organisation's Website Address

Primary Contact

**The person completing this form must be the primary contact for the organisation. Please enter your details so we can contact you about this application**

First Name

Last Name

Applicant's job title/ role in the organisation

Daytime telephone number

This should be the number you can most easily be contacted on between 9am and 5pm, Monday to Friday.

E-mail

This should be an email address checked on a regularly basis, as most BBC Children in Need communication is via email.

We may contact you by email or telephone regarding your application. Please let us know if you have any specific communication needs that we should be aware of.

Please note that assessment calls are normally done by telephone.

The information you provide may be special category data under data protection laws. We will use it only to help ensure that you are able to communicate with us about your application and grant if awarded and it will be kept in accordance with our Special Category and Criminal Convictions Data Policy (a copy of which is available on request). The legal basis on which BBC Children in Need processes your special category data is your explicit consent which you may withdraw at any time by contacting [pudseygrants@bbc.co.uk](mailto:pudseygrants@bbc.co.uk). We will keep this information in accordance with our retention policy. This usually means if you are awarded a grant we will keep your information for the life of the grant plus 7 years and if you are not awarded a grant we will keep your information for 3 years. For full privacy information please see <https://www.bbcchildreninneed.co.uk/grants/bbc-children-in-need-privacy-notice/>

I consent to BBC Children in Need using my special category data as set out above.

Alternate Contact

**Please enter the details of another person at your organisation we can contact about this application.**

First Name

Last Name

Contact's job title/ role in the organisation

Daytime telephone number

This should be the number you can most easily be contacted on between 9am and 5pm, Monday to Friday.

E-mail

This should be an email address checked on a regularly basis, as most BBC Children in Need communication is via email.

## Diversity, Equity and Inclusion

NOTE: Please see the privacy notice below before completing this form.

### **BBC Children in Need: Diversity, Equity and Inclusion in our 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. If our diversity, equity and inclusion work in our grant-making develops further we may use the information you provide to inform our grant making decisions through our use of positive action in accordance with the Equality Act 2010.

We'd like to find out if your project will help groups which can sometimes be under-represented in society.

Asking you these questions will help us:

- better understand who's applying for funding
- try to reach more underrepresented and underserved groups.

### **What is Diversity, Equity and Inclusion?**

**'Diversity'** is about including various aspects of the differences between people. These differences include:

- race and ethnicity
- faith
- sexual orientation
- disability
- age
- gender

**'Equity'** is about fairness. If we treat everyone in the same way, funding programmes will not reach people in an equal or fair way.

**'Inclusion'** is about helping people feel valued. It's also about making sure they can take part in decision-making processes.

### **How we will use this information**

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. If our diversity, equity and inclusion work in our grant-making develops further we may also use the information you provide to inform our grant making decisions through our use of positive action in accordance with the Equality Act 2010.

If you do not wish to give us this information, please answer 'Prefer Not to Say' to each question below.

### **1. Do you consider your organisation to be diversity-led?**

By diversity-led we mean that 75% or more of your Board/Management Committee, and over 50% of senior staff are from diverse backgrounds. If your Board/Management Committee or senior staff belong to more than one group it is okay to answer 'Yes' to more than one category.

**Are the majority of your Board/Management Committee and senior staff:**

#### **1a) From communities experiencing ethnic or racial inequity, discrimination or inequality?**

Communities that experience inequity, discrimination or inequality as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colours, and other identities.

If you answered yes, please tell us who they are by choosing **one** category from this list.

#### **1b) Disabled people?**

People who self-identify as disabled, with particular impairments, which have a long-term impact on quality of life.

If you answered yes, please tell us who they are by choosing **one** category from this list.

#### **1c) Women and girls?**

Those who identify and live as women and girls.

#### **1d) LGBTQ+ people?**

Lesbian, Gay, Bisexual and Trans + people.

If you answered yes, please tell us who they are by choosing **one** category from this list.

### **2. Do you expect to support a diverse group of children and young people?**

In the main application form we collect data on the groups of children and young people being targeted for support. 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).

If 75% or more of the children and young people benefitting from your project are from one particular group then please answer 'Yes' in the questions below. The children and young people who benefit may come from more than one group and it is okay to answer 'Yes' to more than one category.

**Are 75% or more of the children and young people you expect to reach:**

**2a) From communities experiencing ethnic or racial inequity, discrimination or**

Communities that experience inequity, discrimination or inequality as a result of their race or ethnic group. Ethnic group refers to the group that people self-identify with, which may be related to their national/geographical origin, skin colours, and other identities.

If you answered yes, please tell us who they are by choosing **one** category from this list.

**2b) Disabled people?**

Disabled children and young people, with particular impairments, which have a long-term impact on the quality of their lives.

If you answered yes, please tell us who they are by choosing **one** category from this list.

**2c) Women and girls?**

Those who identify and live as women and girls.

**2d) LGBTQ+ young people?**

Lesbian, Gay, Bisexual and Trans + young people.

If you answered yes, please tell us who they are by choosing **one** category from this list.

**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 senior management 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.

Please make all your trustees and senior management aware of this privacy notice as it explains how we use their data too.

This information will be recorded on our grant management system for a period of nine months so it is available for grant making decisions (if applicable) analysis and reporting. These data will then be removed from your record in our grant management system but the system will keep a copy of the full application form in accordance with our retention policy (an extract of which is available on request). The removed 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 and using this information in the ways explained above. 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 to try to ensure we achieve fuller and more effective equality outcomes for groups of people with protected characteristics under the Equality Act 2010. 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](mailto:cindpo@bbc.co.uk).

## Safeguarding Children and Young People

### Safeguarding Children and Young People

**The following questions are in addition to the safeguarding questions in the earlier section of the form.**

What date did you last refresh your Safeguarding Children and Young People policy?

What date will you next refresh your Safeguarding Children and Young People policy?

Who is the organisation's Designated Safeguarding Officer?

What is your Designated Safeguarding Officer's job title?

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

What qualifies them to deliver this training?

How soon after joining does an employee/volunteer receive Safeguarding Children and Young People training?

Do all members of your organisation's governing body receive Safeguarding Children and Young People training?

Do all members of the governing body receive training on your organisation's safeguarding standards and procedures?

Does your organisation have a Code of Conduct which sets out clear expectations of how staff and volunteers should behave towards children?

Does the code of conduct include guidance on the use of digital/social media?

Do you have a clear documented process for what to do in the event of a breach of this policy?

## Children and Young People (continued)

Overall, how many children and young people will directly benefit from this funding?

Total number of children and young people  
(number)

Overall, how many underrepresented and underserved Black children and young people will directly benefit from this funding?

Total number of children and young people  
(number)

Please tell us the breakdown of the age groups of these disadvantaged children and young people.

Aged

0-4 years

5-9 years

10-15 years

16-18 years

## Your Work

### Your Work

#### Who are the children and young people you work with?

We want to hear about your organisation, the children and young people you work with and their community. This could include:

- The experiences of the children and young people
- What they are passionate about?
- What do they enjoy doing?

(text box – 500 words)

What roles have the children and young people played in leading your organisation?. Please describe how you involve them and support them.

AND/OR

#### How would you like to let children and young people take the lead?

We understand that children and young people prefer or are ready to participate and lead in different ways. Please tell us how you involve and support them, or how you hope to involve or support them, in a way that is appropriate to their specific needs. (text box – 200 words)

How have the children and young people you work with expressed an interest in Youth Social Action? Please mention any themes or topics. (text box – 200 words)

Youth social action describes the activities that children and young people do to make a positive difference and drive change in their communities and for the world around them. Through youth social action children and young people use their voice, activity and their lived experience, if they wish, to tackle subjects that matter to them. Examples of youth social action projects can be found [here](#).

We want to understand how your organisation has identified that the Black children or young people you work with want to take part in youth social action. Please include:

- Ways in which you have consulted with them about this application
- What information they have told you?
- Any activities that they have identified to tackle issues that matter to them. Why have they chosen these?

#### Who are you and what are your strengths?

We want to understand more about your organisation and what you do and why. Please tell us:

- What your organisation does and why
- What you are great at
- What children and young people like about you
- Why you are well placed to support Black children and young people to deliver their social action project. This should include how you prioritise their wellbeing

(text box – 200 words)

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

Please Select YES/NO

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

(text box – 200 words)

If successful, will you be able to complete delivery of the project by the middle of March 2024?

In order to be eligible for We Move Fund: Youth Social Action you must be able to complete delivery of the project by the middle of March 2024.

(text box – 50 words)

If, at the time of application, you expect to be delivering or supporting any of the following, please tick all that apply.

- CSE
- Mentoring or Befriending
- Residential or Overnight stay
- Counselling

Terms like Mentoring and Befriending relate to specific types of work. If you are unsure whether this grant will be supporting this type of work, please see our [guidance](#) for more information. If you have ticked any of the above, you may be asked to submit additional information.

## Budget

How much funding are you requesting in total from BBC Children in Need? This number should include your development phase. This can be up to 10% or less of your total amount

Please do not include pence values, use £ signs or commas.

Please include the total amount that you are requesting from BBC Children in Need. This can include:

- Staff costs
- Project delivery
- Support to the children and young people
- Your development phase. This can be up to 10% or less of your total amount.

(amount box)

How much of this funding will you spend on the development phase (must be 10% or less of the total amount requested)?

Please do not include pence values, use £ signs or commas.

This should be as an amount rather than a percentage. (For example, if you are asking for £15,000 in total and you would like to request 10% to be for the development phase then you would enter 1500 rather than 10.)

You do not need to request funding to spend on the development phase. If you do not wish to use any of the budget for the [development phase](#) please enter 0.

(amount box)

Please describe how you expect to use the funding. Please include details on your development stage.

Some of examples of what this could include are:

- Staff costs
- Project delivery
- Support to the children and young people
- Your [development phase](#). This can be up to 10% or less of your total amount.

Please note that this is not a complete list of costs that you could request. Please read the list of our ineligible costs here.

(Text box – 100 words)

## Declaration

### Applicant's Declaration

**I confirm that I have the authority to submit an application to BBC Children in Need on behalf of my organisation and that all details provided are correct to the best of my knowledge.**

By ticking this box I confirm that I have read and agree to 'Applicant's Declaration' above and that I have brought the [privacy notice](#) to the attention of all people whose personal information I have shared with BBC Children in Need in this application and that I will let BBC Children in Need know if my or their information changes.

No

I confirm that I have checked through the application and I have not disclosed any unnecessary personal information or any personal information about children and young people or any information which when coupled with other information could lead to the identification of a child or young person.

No

**For details of how we use personal information please see our [privacy notice](#).**