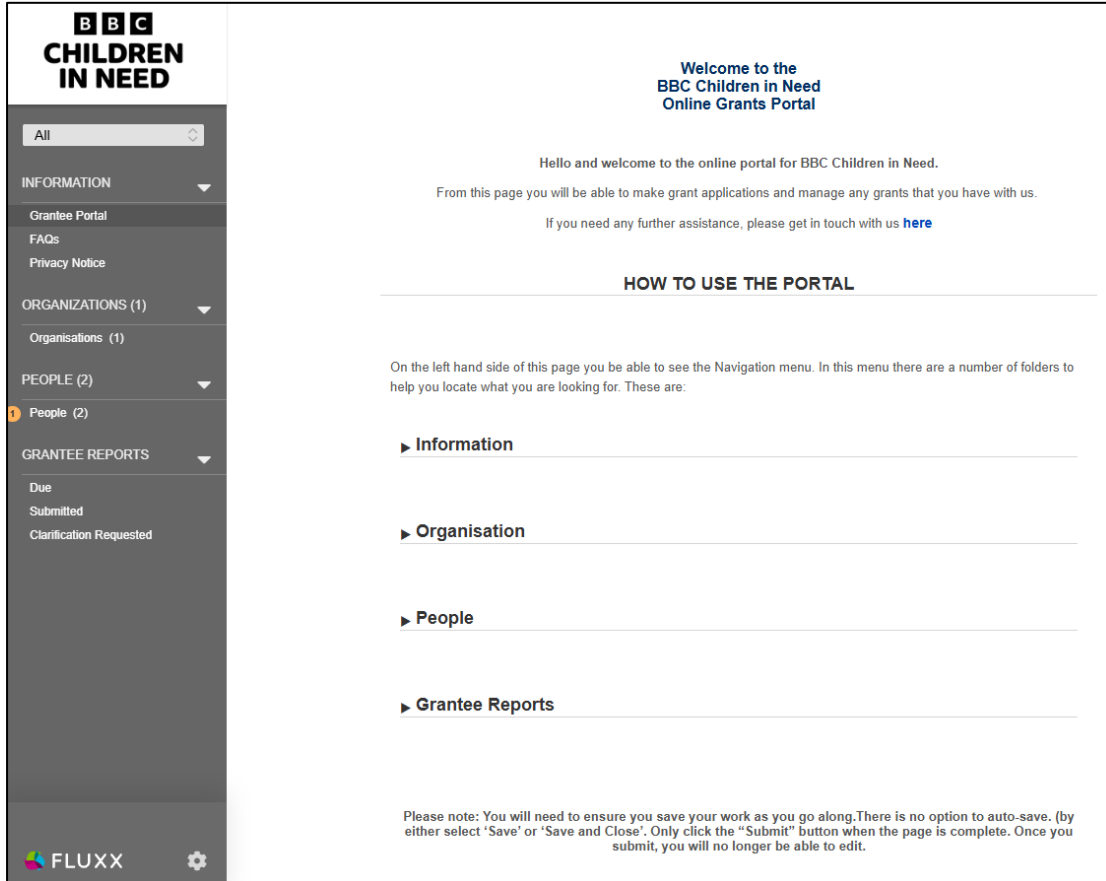


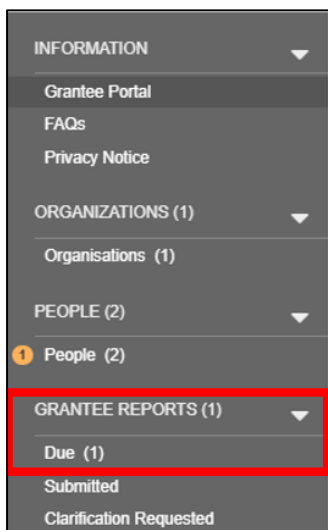
COMPLETING YOUR GRANT ACCEPTANCE FORM

These instructions explain how to complete your grant acceptance form in BBC Children in Need's new online portal.

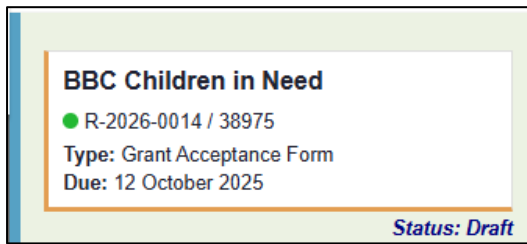
1. Log in to the online portal at <https://bbccin.fluxx.io>. If you are logging in for the first time, you can find instructions to help you get set up [here](#).
2. Once you have logged in, you will see our "landing page" which looks like this:



3. Your grant acceptance form can be found in the "Due" section under "Grantee Reports".



- Click on “Due” and you will see the grant acceptance form.



NOTE: If you are completing a Grant Acceptance Form that has been sent back for edits, you will not find it under ‘Due’. Instead, it will be under ‘Clarification Requested’. The process for amending the form remains the same.

- Click on this tile and the grant acceptance form will open to the right:



- To complete your grant acceptance form, click on the **Edit** button at the top of the screen.
- Please read and follow the instructions on-screen to complete your form. You will need to provide information in the following sections:

Grant Acceptance Signatories

Please confirm the full name of both the Chair and Treasurer of your organisation's Management Committee or Trustee Board as detailed on your application.

These signatories must have authority to sign and accept the grant on behalf of your organisation. If a Chair or Treasurer is not available an appropriate equivalent (such as a Director with delegated authority) may sign.

The names you confirm below must match the names in your signed grant acceptance form.

Chair (or equivalent):

Treasurer (or equivalent):

Do the names given above differ from those given on your original application form? IF YES, please explain. If the same please type N/A.

Bank Account Details

Please confirm your bank account details below:

Bank Name
This is the name of the bank your organisation bank with e.g. Natwest, Santander, Barclays

Bank Sort Code
Please do not include punctuation marks in this field, for example 111111 not 11-11-11.


Bank Account Number
This is the 8 digit account Number. Please do not include punctuation marks in this field.

Bank Account Name
The account name entered must match your organisation's legal name. Please do not use punctuation marks such as '&' or abbreviations.

Building Society Roll Number
Please only use this if your bank account is registered with a building society. Please type the number as it is on your supporting documents – including any punctuation marks.

8. You will also need to upload supporting documents to the **Report Attachments** section of the form:

Report Attachments
+

To upload a document, click on the  symbol. The following window will appear:

Upload files
X

Select or drag files then start upload

Filename	Size	Status
Drag files here.		

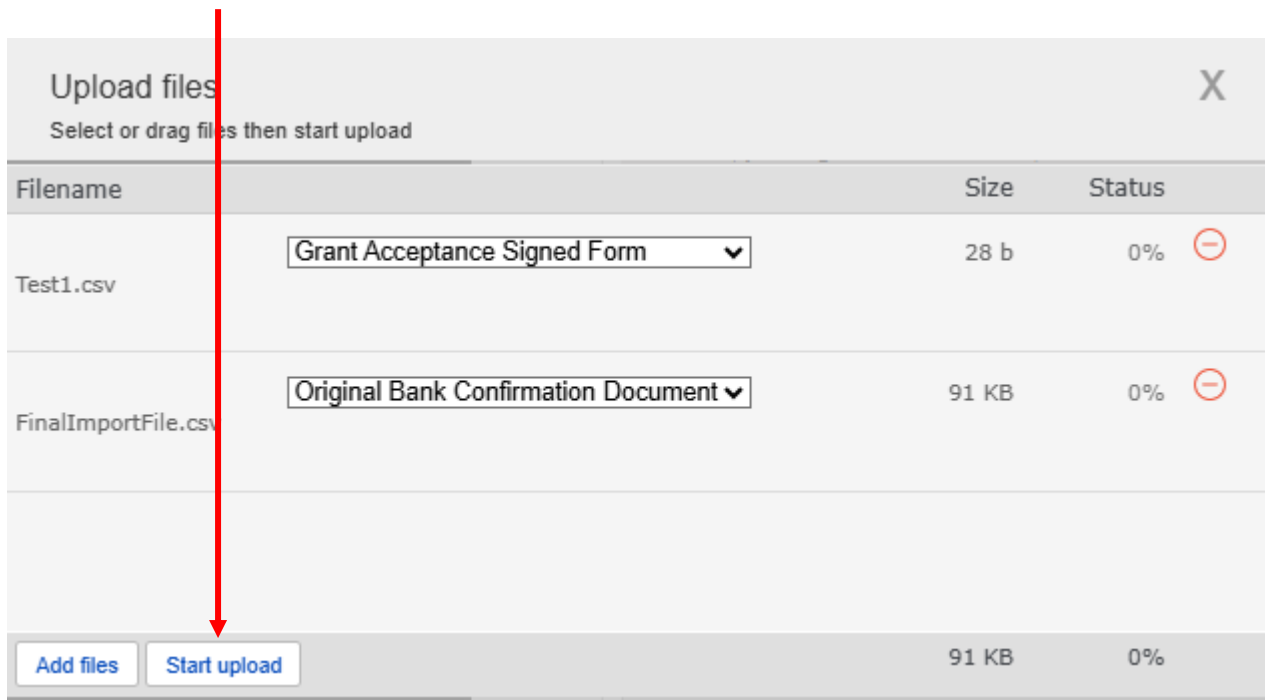
Add files
Start upload

9. Click on **Add files** to locate the documents you wish to upload. Against each document you upload, please assign the type of file as follows:



- **Grant Acceptance Signed Form**
- **Original Bank Confirmation Document**

You can find further guidance on these document types under the **Attachments** section on the grant acceptance form.

10. Once you have selected all the documents you need to upload, click on **Start upload** to add them to your form:

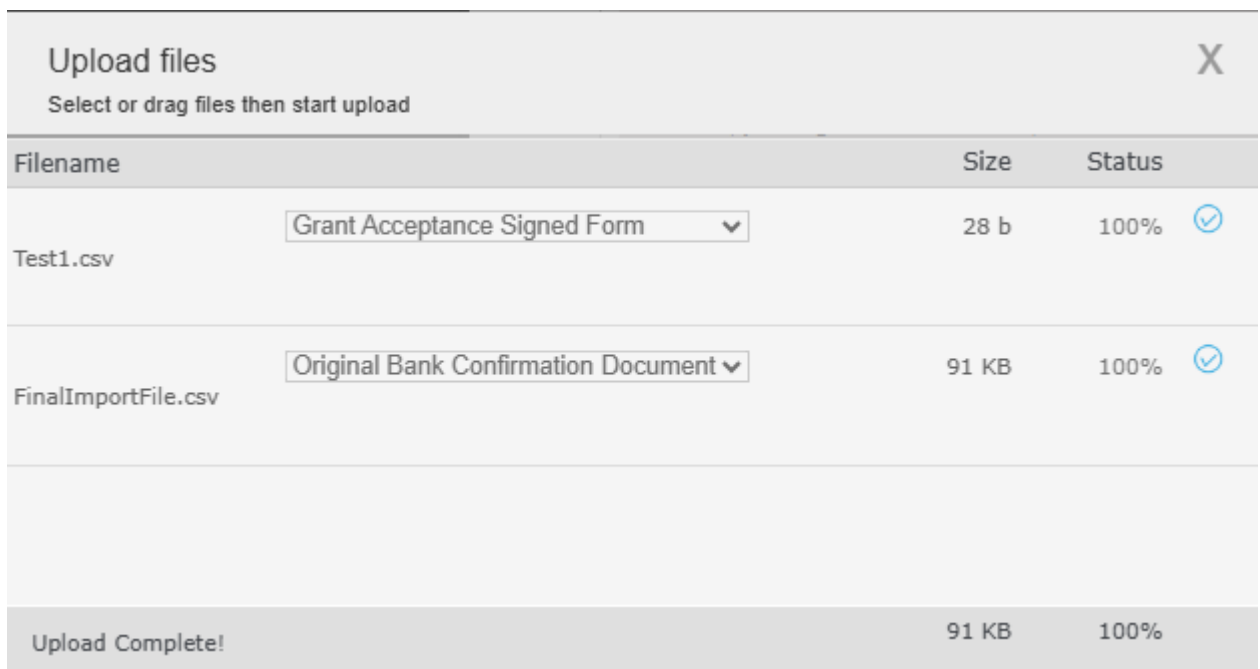


The screenshot shows a dialog box titled "Upload files" with a close button (X) in the top right corner. Below the title is the instruction "Select or drag files then start upload". The dialog contains a table with the following data:



Filename		Size	Status
Test1.csv	Grant Acceptance Signed Form	28 b	0% 
FinalImportFile.csv	Original Bank Confirmation Document	91 KB	0% 


At the bottom of the dialog, there are two buttons: "Add files" and "Start upload". A red arrow points to the "Start upload" button. The bottom right corner of the dialog shows a summary: "91 KB" and "0%".

11. Once the upload has completed, you will see "Upload Complete!" on screen:



The screenshot shows the same "Upload files" dialog box after the upload is complete. The status for both files is now "100%" with a blue checkmark icon. The bottom row of the table now reads "Upload Complete!" with a total size of "91 KB" and a status of "100%".

Filename		Size	Status
Test1.csv	Grant Acceptance Signed Form	28 b	100% 
FinalImportFile.csv	Original Bank Confirmation Document	91 KB	100% 
Upload Complete!		91 KB	100%

12. Click on the  icon to close the uploader.

13. Once you have provided the information required, and uploaded your supporting documents, then click **Save and Close** to return to the online portal.
14. From there, you can click **Submit** to submit the form to us.