



Main Grants Full Application Form

THE ITEMS IN RED WILL HAVE ALREADY BEEN COMPLETED IN YOUR INITIAL APPLICATION

1. CONTACT DETAILS

ORGANISATION'S CONTACT DETAILS

Organisation's name	
Organisation's address	
Town/City	
County	
Postcode	
Organisation's landline telephone number	
Organisation's email address	
Organisation's website address	

APPLICANT'S CONTACT DETAILS

Applicant's title	
Applicant's first name	
Applicant's last name	
Applicant's job title/role in the organisation	
Daytime telephone number	
Email address	



ALTERNATIVE CONTACT DETAILS

Title	
First name	
Last name	
Job title/role in the organisation	
Daytime telephone number	
Email address	

2. YOUR ORGANISATION

What type of organisation are you?

If you are a registered charity or registered community interest company please give your registration number (or your HM Revenue & Customs number if you are a charity in Northern Ireland).

Are you independent, or a branch of a larger organisation or group of organisations?

Please provide the name and charity number of your parent organisation (if applicable)

In what year was your organisation formed?

Please describe the purpose and activities of your organisation

How many paid staff does your organisation have?

How many members are there on your trustee board or management committee?

Please give the names of the Chair, Secretary and Treasurer

Please give the dates of the last three management committee meetings

What are the names and roles of the people in your organisation who are authorised signatories for payments (for example, BACS, online payments, signing cheques)?



Reg. charity no. 802052 in England and Wales and SC039557 in Scotland.



How many people are needed to authorise a payment or sign a cheque?

Are any of these people related or living together?

If yes, please give details.

25 words

3. CHILDREN AND YOUNG PEOPLE

Please describe the disadvantages experienced by the children and young people you work with, and how they are affected.

200 words

How many **disadvantaged** children and young people will benefit from your project?
(estimates are fine)

Aged 0-4 years

Aged 5-9

Aged 10-15

Aged 16-18

TOTAL

How many children and young people in total will benefit from your project? This may be the same as the total above, if all the children and young people benefiting are disadvantaged.



4. YOUR PROJECT

Name of your project (if this is different from the name of your organisation)

Please describe the activities or services you are asking us to fund.

200 words

How will these activities or services address the disadvantages the children and young people are experiencing?

200 words

When will your project happen and how often?

50 words

Where will the activities take place?

50 words

Which local authority or unitary authority areas is your project working in?

When would you want to start spending this grant?

Is this date flexible?

Is this an existing project?

If this application is to fund existing work, how it is currently funded?

25 words

How have the children and young people influenced how you planned this project, and how will they continue to be involved in the running and development of the project?

200 words

How will you make sure that you reach those children and young people who would most need or benefit from your project?

200 words

How much will your project cost in total?

£



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How much money are you asking for from BBC Children in Need?

£

If you are not asking BBC Children in Need for all of the costs associated with your project please tell us how you will fund the others costs

50 words

Please provide a breakdown of these costs using the headings and description boxes below

Category	Year 1 Amount (£)	Year 2 Amount (£)	Year 3 Amount (£)	Brief description (50 words)
Salary expenditure (including National Insurance and pension)	£	£	£	
Other staffing costs (recruitment/training /travel)	£	£	£	
Sessional staff costs	£	£	£	
Small equipment and materials	£	£	£	
Large equipment (over £250)	£	£	£	
Trips/outings/activities/residential costs	£	£	£	
Project costs	£	£	£	
Volunteer costs (including reimbursed expenditure)	£	£	£	
Other (please specify)	£	£	£	
Other (please specify)	£	£	£	
TOTAL request	£	£	£	



5. THE DIFFERENCE YOU MAKE (OUTCOMES)

You have told us about the activities you plan to run. Please describe the three most important differences these activities will lead to in the lives of the children and young people you work with. Please describe the first difference (outcome), including how your activities or services will lead to this difference for the children and young people.

200 words

Please describe what evidence you will collect to tell you this difference has been made (such as statistics, feedback, observations etc.).

200 words

Please describe the second difference (outcome), including how your activities or services will lead to this difference for the children and young people.

200 words

Please describe what evidence you will collect to tell you this difference has been made (such as statistics, feedback, observations etc.).

200 words

Please describe the third difference (outcome), including how your activities or services will lead to this difference for the children and young people.

200 words

Please describe what evidence you will collect to tell you this difference has been made (such as statistics, feedback, observations etc.).

200 words



We understand that the three differences you have described above may not show the full picture of what your project will achieve for children and young people. Please tell us about any other differences (outcomes) you expect the children and young people to experience.

200 words

For projects that are already running, previously funded by BBC Children in Need or another funder, please briefly describe the differences your project has achieved for children and young people to date, and describe what evidence you have that your project made that difference.

200 words

6. KEEPING CHILDREN SAFE

Does your organisation have its own child protection policy?

What is the name and job title of the person responsible for child protection in your organisation?

Do you make sure that all eligible staff, management committee and volunteers have Disclosure and Barring Service, Disclosure Scotland or Access NI checks?

Please explain if not

50 words

How often do you repeat Disclosure and Barring Service, Disclosure Scotland or Access NI checks?

50 words

Do you make sure that all staff and volunteers with access to children and young people, and all management committee members, attend child protection training?

Please explain if not

50 words



How often do staff, volunteers and management committee have their child protection training refreshed?

7. YOUR FINANCES

Please explain if there is anything notable about the annual accounts that you are submitting with this application (for example, high free reserves or a significant deficit) or if your financial situation has changed significantly since your organisation's accounts were produced.

200 words

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8. REFERENCE

Please provide details of a suitable referee, external to your organisation, who we can contact about your application.

Title

First name

Last name

Job title

Place of work

Contact address

Town/city

Postcode

Daytime telephone number

Work Email address

9. SUPPORTING DOCUMENTS

Please attach to your application:

- The most recent accounts for your organisation
- Your organisation's constitution or governing document (this is not required if you are registered as a charity in England and Wales)
- A job description, person specification and first year work plan for every paid post you are applying for funding for, including sessional staff.



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10. FOR OUR INFORMATION

How did you hear about our grants programme?

<Select One>

Please give any specific details (for example, Glasgow Herald, Children and Young People Now, E-Newsletter, Mentoring and Befriending Foundation Network).

50 words

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