

## **Core Application Form**

### **- Under £15,000 a Year**

#### **Minimum Standards**

##### **Governance:**

**1. What is the purpose of your organisation as stated in your governing document?**

Please copy and paste the exact wording from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association. Your organisation's purpose should allow you to work with children and young people. It does not have to state that you work with this group specifically, however it should not exclude working with children and young people.

*(Text box - maximum 300 words)*

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

Please copy and paste the exact wording from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association. We can only fund not-for-profit organisations so we want to see your not-for-profit clause to see that you are eligible for our funding.

*(Text box - maximum 300 words)*

**3. Please copy and paste the clause in your governing document that states what happens to any remaining assets if your organisation were to close (e.g. a dissolution clause or asset lock).**

Please copy and paste the exact wording from your governing document. This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association. All organisations that apply to us must have either a dissolution clause or an asset lock within their governing document. Your dissolution clause should clearly state that any remaining assets will be distributed to an organisation with charitable aims. An asset lock must name the selected organisation which funds will be given to. This other organisation should be not-for-profit. CICs must have an asset lock.

*(Text box - maximum 300 words)*

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

We require an organisation to have at least three members on its governing body. At least one member should be independent. Your governing body has oversight and control of your organisation (e.g. trustees or company directors). By 'independent' we mean governing body members who are not related to each other or living with each other.

*(Please provide answer as a number)*

**5. Are any of your organisation's governing body, operational staff or payment authorisers related or living together?**

It is important for a governing body to be able to work fairly and without conflicts of interest. Being related or living together whilst on a governing body or being an employee is a conflict of interest. This conflict occurs when a governing body member or an employee has competing personal and professional relationships at the same time.

*(Drop down)*

- Yes
- No

**6. If you answered yes, do you have a conflict of interest policy in place?**

If you answered no please select "not applicable". We are looking to see what you have suitable checks in place to manage any joint decisions made by people with any competing personal or professional interests. If you have any questions about this, please contact your regulator or local community and voluntary services for support.

*(Drop down)*

- Yes
- No

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

If you pay members of your governing body for services outside of their role as a member of the governing body (e.g. as a consultant or a sessional member of staff) you should have:

- A written agreement that explains what a member of the governing body can be paid to do, when, and how often they can be paid and how much they can be paid
- A conflict of interest policy in place that details how decisions around payments for an individual will be managed by the governing body

Usually, not for profit organisations are unable to pay their governing body members unless it is specifically permitted by their governing document the Charity Commission or by the Courts. If you are registered with either The

Charity Commission for England and Wales, OSCR -The Office of the Scottish Charity, or the Charity Commission for Northern Ireland they each have conditions you must meet for payment of governing body members.

Please see our [minimum standards for grantmaking page](#) on our website for further information on this. Any payment of governing body members needs to be managed and recorded appropriately.

*(Drop down)*

- Yes
- No

**8. If you have answered yes, please provide the written details that authorise paying governing body members within your organisation.**

If you do pay any of your trustees or directors, please outline how this has been allowed by providing the wording in your written agreement. Any payment of governing body members needs to be managed and recorded appropriately.

*(Text box - maximum 300 words)*

**9. Please attach a copy of your governing document**

This is the legal document which represents the rule book for the way your organisation operates. It is sometimes known as a constitution or memorandum and articles of association.

*(Choose and upload attachment from your files – allowed file types: doc, docx, pdf, xls, xlsx, jpeg)*

**Finances:**

**10. Please explain your processes and procedures for authorising payments.**

You may have limits on:

- What size of payment/purchase you allow certain staff members to authorise
- The number of people you need to authorise payments (we require a minimum of two)
- The process that you use to agree and sign off financial decisions and payments
- Which staff have access to payment related information (such as account numbers)

We want to see that you have a process in place to manage finances and expenditure within your organisation. Financial transactions in your organisation should be reviewed by two unrelated people who are permitted to authorise those payments.

*(Text box - maximum 300 words)*

**11. 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.**

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 your organisation's accounts documents do not show a breakdown of restricted and unrestricted funds or current assets and current liabilities (and you are required to do this by your regulator), please complete the **Financial Template**. To complete this you will need to have a record of your income, expenditure, and reserves as well a breakdown of any current assets and liabilities. To access the financial template and guidance please click [here](#).

Please note, if you are completing the financial template, you will also need to submit your most recent set of accounts with your application form **as well**.

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.

*(Choose and upload attachment from your files – allowed file types: doc, docx, pdf, xls, xlsx, jpeg)*

**12. If relevant, please also attach your management accounts or financial template here.**

Once you have chosen your file, please click on 'Upload'.

*(Choose and upload attachment from your files – allowed file types: doc, docx, pdf, xls, xlsx, jpeg)*

**13. If there are any significant changes to your organisation's financial situation since the accounts were produced, please provide further information here.**

For example:

- Any changes in your organisation's financial position since these accounts were produced
- Low or high level of reserves
- Operational deficits.

*(Text box - maximum 300 words)*

**Safeguarding:**

The following questions on Safeguarding/Child Protection are used by BBC Children in Need to ensure that your organisation is appropriately safeguarding children and young people.

**14. 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. *(Drop down)*

- Yes
- No

**15. Please describe your organisation's procedures that outline the steps to take in the event of an incident or concern regarding a child.**

We would expect this answer to include the following information:

- How would staff and volunteers respond once a reason for concern has been established?
- How would staff and volunteers report a concern appropriately including any escalation procedures?
- How would staff and volunteers record this information?

Please do not include any personal data of staff, volunteers, children and young people within your description. *(Text box - maximum 500 words)*

**16. Is the above procedure written in your Safeguarding Children policy?**

*(Drop down)*

- Yes
- No

**17. Does your organisation have a named safeguarding representative?**

This person is often called the 'Designated Safeguarding Officer' or the 'Designated Safeguarding Lead'. This person should be employed or volunteer directly with your organisation, not from a partner organisation. This should be someone with an appropriate level of seniority within your organisation with the appropriate skills, knowledge and qualifications. They should also be close enough to the work you do so they are aware of your day to day delivery.

*(Drop down)*

- Yes
- No

**18. Do all staff, volunteers and/or governing body members 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.

*(Drop down)*

- Yes
- No

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

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

*(Small text box)*

**20. For both your general Safeguarding training and training on your organisation's safeguarding policies, are these delivered by an appropriately qualified person or organisation?**

By appropriately qualified we mean:

- Relevant safeguarding 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.

*(Drop down)*

- Yes
- No

**21. Do all eligible staff, volunteers and governing body members 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. This includes all staff, management committee, governing body members, or volunteers who have direct contact with children.

*(Drop down)*

- Yes
- No

**22. Please explain if not.**

If your organisation does not carry out these checks, please tell us why. If this question does not apply, please answer 'N/A'.

*(Text box - maximum 300 words)*

**23. How often are your 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 eligible staff members, governing body members and volunteers. If you do these checks once, at regular intervals or they renew automatically, please let us know here.

Checks must be refreshed regularly, we advise that this is at least every three years. If you are in England and Wales and use the Update Service, you should have a process in place to regularly check if there have been any updates or changes. We advise that this is at least every three years.

If you are in Scotland and use Disclosure Scotland PVG check you do not need to refresh or check background checks as this is continually monitored by Disclosure Scotland.

*(Text box - maximum 300 words)*

## **Organisation Details**

This section is read-only and the information that will appear below will be copied from your Expression of Interest form.

**24. Your Organisation Name**

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

*(Read only)*

**25. Please re-enter your Organisation Name**

*(Read only)*

**26. Organisation Address**

This should be the registered address for your organisation.

*(Read only)*

**27. Organisation Postcode**

Please enter a valid post code and include a space, for example M50 2BH

*(Read only)*

**28. What is your organisations current yearly income?**

Please select the option that best fits your organisation's current annual income

*(Read only)*

**29. What type of organisation are you?**

Please note you can select multiple options here, if relevant. We are looking to see that your organisation is not for profit. Your answer will help us to understand how to assess your application. Please note that we do not fund Local Government Bodies, Companies Limited by Shares and Educational Bodies.

*(Read only)*

**30. If you have selected 'other' for the above question, please provide details here**

*(Read only)*

**31. Please enter your charity or company number (if relevant).**

*(Read only)*

**32. Please re-enter your charity or company number (if relevant).**

*(Read only)*



## **Your Application**

Please note some questions in this section are read-only and the information that will appear below will be copied from your Expression of Interest form.

### **The children and young people:**

#### **33. Where do the children and young people that you plan to work with live?**

If your work supports children and young people who live in more than one area, **please select the main area first**. You can add more areas after this. By "main area", we mean please select the Local Authority area where the majority of the children and young people live. For example, if the majority live in Brighton, you will select Brighton and Hove Council. If you are unsure of your local authority area you can check [here](#).

*(Read only)*

#### **34. Where will you deliver your work?**

If your work supports children and young people who live in more than one area, **please select the main area first**. You can add more areas after this. By "main area", we mean please select the Local Authority area where the majority of the children and young people live. For example, if the majority live in Brighton, you will select Brighton and Hove Council. If you are unsure of your local authority area you can check [here](#).

*(Read only)*

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

You can choose up to three different venues, but please ensure the main venue is in the top box.

*(Three text boxes)*

- Art, cultural & heritage venue
- Child / family home
- Child contact centre
- Children & family centres
- Community venue (e.g. halls, cafes, community centres, libraries)
- Criminal justice setting (e.g. court, YOI, prison visitor centre)
- Dedicated youth venue
- Education venue (e.g. nursery, school, college, PRU, university)
- Healthcare venues (hospice, hospital, clinics etc)
- Helpline & online
- Mobile (e.g. bus, van, street outreach)
- Outdoor venue (e.g. residential centre, outdoor activity centre, park, farm, countryside)
- Organisation's office
- Play facility (e.g. playground, indoor play centre)
- Privately owned venues (e.g. offices)

- Refuge
- Religious venue
- Specialist venues (e.g. respite, therapy room, sensory room)
- Sports & Physical activity venue
- Supported accommodation

**36. Please provide the postcode for your main delivery venue.**

If you work across multiple venues, please provide the postcode of your primary venue of the one used most often.

*(Small text box)*

**37. What issues in children and young people's lives does the work of your organisation address?**

Please select the most relevant option from this list.

*(Read only)*

**38. If you have selected 'other' for the question above, please provide details here. If not, please leave this field blank.**

*(Read only)*

**39. Please describe the children and young people you hope to work with, with this funding?**

Please tell us more about the issues and barriers of the children and young people.

*(Read only)*

**40. If your response to the above question has changed since your Expression of Interest, please tell us here.**

*(Text box - maximum 300 words)*

**41. What knowledge or experience does your organisation have to support the children and young people you will be working with through this funding?**

Please tell us more about how you have supported children and young people with the issues and barriers outlined and how you are well placed to do so. If this work is new to you then please explain how your organisation is well placed to offer this support.

*(Read only)*

**42. If your response to the above question has changed since your Expression of Interest, please tell us here.**

*(Text box - maximum 300 words)*

**43. How do children and young people help shape your organisation and activities?**

This question is about participation. Please provide details of how children and young people help steer the organisation and have helped to shape this project and your work. This could include any support provided to children and young people to help them to share their views or any ways they have been involved in during the planning of this project. We understand that some for some types of work this is harder than others so please just give any examples you can to this question.

*(Text box - maximum 300 words)*

**44. Does your proposed work include any of the following?**

We are asking this because we require additional checks to be completed as part of the application process before we can fund this work. Work with Child Criminal Exploitation (CCE), Serious Youth Violence and work and projects that are directly working to support children and young people affected by Child Sexual Exploitation (CSE), are **ineligible for applications under £15,000 a year.**

*(Read only)*

**45. Overall, how many children and young people aged 18 and under will directly benefit from this funding?**

Please provide the overall number, not the yearly amount. Please note we are trying to get an estimate of the number of children and young people who will directly benefit from this funding, not just the overall reach of your organisation.

*(Small text box – for currency/numbered answers)*

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

**Aged 0 to 4 years**

*(Small text boxes – for currency/numbered answers)*

- Year 1
- Year 2
- Year 3

**Aged 5 to 9 years**

*(Small text boxes – for currency/numbered answers)*

- Year 1
- Year 2
- Year 3

**Aged 10 to 15 years**

*(Small text boxes – for currency/numbered answers)*

- Year 1
- Year 2
- Year 3

### **Aged 16 to 18 years**

*(Small text boxes – for currency/numbered answers)*

- Year 1
- Year 2
- Year 3

## **Your Work**

### **47. If successful, when will you begin to spend this grant?**

Please be aware that we will not fund work that has already taken place.

*(Small text box)*

### **48. How do you plan to use this funding?**

Please tell us more about the work that you will deliver to support and engage the children and young people you hope to target.

*(Read only)*

### **49. If your response to the above question has changed since your Expression of Interest, please tell us here.**

*(Text box - maximum 300 words)*

### **50. Please use this box to add any additional details about how this funding will help you strengthen your organisation.**

Please just focus on your organisation within your answer, the next question will focus on how these will lead to changes for children and young people.

*(Text box - maximum 300 words)*

### **51. As a result of the changes identified for your organisation, please tell us the one main difference this will make for children and young people.**

Please share more information about how this funding will support and improve the lives of children and young people. We are asking you to identify the one main difference you hope to make and it will be this one change that you will measure against and report against if funded.

*(Text box - maximum 300 words)*

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## **The Budget**

### **52. How many years would you like to apply for funding for from BBC Children in Need?**

Please note you should apply for the length of grant you need. This has no bearing on success rates or funding decisions.

*(Read only)*

### **53. How much funding are you requesting from BBC Children in Need in total?**

Please outline only the amount the you are applying for within this application. As you indicated that you were applying for £15,000 or under per year, you have been provided with a form that has £15,000 per year limit. Please contact us if this is incorrect. Please do not include pence values, £ signs or commas. Please note the minimum you can apply for is £3,000 overall (£1,000 per year minimum). The maximum you can apply for in total is £45,000.

*(Read only)*

### **Please detail how the grant will be spent:**

You don't need to complete every box, please just fill in the costs you are asking for as part of this application. Please note that we cannot fund the following costs:

- Contributions to reserves
- Staff redundancy or re-deployment costs
- Long-term sick pay or maternity pay
- Repayment of loans or debts
- Investments
- Pension liabilities and/or contributions to a large number of staff pension
- Feasibility studies or scoping work
- Contingency costs
- Retrospective costs
- Capital costs

### **Office/Space Rent or Leases**

*(Small text boxes – for currency/numbered answers)*

54.

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Insurances, Regulatory costs, License requirements, Legal costs:**

55.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Utility bills:**

56.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Admin or Finance support:**

57.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.

- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

#### **Travel costs, staff and volunteer expenses:**

58.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

#### **Office furniture and consumables:**

59.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

#### **Computers, printers, IT and telephony costs:**

60.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**HR and Payroll costs:**

61.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Investments in infrastructure (governance) and service improvements:**

62.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Communications (e.g. website):**



63.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Monitoring, evaluation, learning:**

64.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Salaries that are considered essential for the sustainability of the organisation:**

65.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Other (please provide details here):**

66.

*(Small text boxes – for currency/numbered answers)*

- Year 1 - Please do not use commas or pound signs.
- Year 2 - Please do not use commas or pound signs.
- Year 3 - Please do not use commas or pound signs.

*(Small text box)*

- Brief description - Please use no more than 255 characters, including punctuation and spaces.

**Budget Totals**

67. Please click on a calculator icon to add up your budget amounts above. Please relick each calculator icon when you make a change to the budget above.

*(Calculator button adds up each budget amount)*

- Year 1 total
- Year 2 total
- Year 3 total

**68. How many staff will be funded with this grant?**

*(Small text boxes – for numbered answers)*

- Full time
- Part time
- Sessional

**Safeguarding**

The following questions are not part of our Safeguarding minimum standards, however they are used to help us understand the safeguarding culture within your organisation.

**69. How often is your Safeguarding Children and Young People's policy reviewed and updated?**

*(Small text box)*

**70. Do all members of your organisation's governing body receive Safeguarding Children and Young People training appropriate to the work that you are delivering?**

This question refers to general safeguarding training as well as your organisation's safeguarding standards and procedures. It will cover areas such as:

- the signs of abuse or neglect or keeping children safe online.
- 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.

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.

*(Drop down)*

- Yes
- No

**71. Do you have clear safer recruitment procedures that are followed for the recruitment of all staff, volunteers and governing body members?**

We support the principles of Safer Recruitment as defined by NSPCC. We would expect organisations to apply:

- Open recruitment
- Use of a job description and Person Spec
- Formal structured interview
- Letter of appointment
- Work references taken
- Any professional qualifications checked
- Background checks – the appropriate level of DBS/PVG/Access NI for the role in question
- Have an induction process which includes a briefing on the organisation's safeguarding policy and procedures.

*(Drop down)*

- Yes

- No

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

Please confirm 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.

*(Drop down)*

- Yes
- No

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

We expect your organisation's code of conduct 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.

*(Drop down)*

- Yes
- No

**74. Is any of your work is delivered online?**

*(Drop down)*

- Yes
- No

**75. If you answered 'yes', please also describe your plans to keep children and young people safe online.**

Your answer may include:

- What online delivery platform do you use and what sessions are delivered via this method?
- Consideration and mitigation of any risks associated with this
- Any written guidance or standards you have in place for staff, volunteers and children and young people on how to behave appropriately online.

*(Text box - maximum 250 words)*

**76. Please describe your induction/joining process for children and young people within your organisation.**

By this we mean both when a child or young person initially joins and/or at the beginning of any new work or programmes. This process could include:

- An explanation about processes in place to keep them safe including how to raise concerns
- A discussion about consent and limitations around confidentiality
- Creative engagement with younger children in an age appropriate way
- Consideration for specific communication needs

*(Text box - maximum 250 words)*

**77. We expect organisations to have written procedures in place to manage internal and external complaints, whistleblowing concerns and breaches of code of conduct. Do you have all of these in place?**

*(Drop down)*

- Yes
- No

**78. Is this information easily accessible to staff, volunteers, families and children?**

*(Drop down)*

- Yes
- No

**79. If you have answered 'no' to either of the above two questions, please explain.**

If this question does not apply, please answer 'N/A'.

*(Text box - maximum 250 words)*

**80. How do you plan activities and what measures do you put in place to keep children and young people safe?**

This may include:

- Risk assessments (written and dynamic)
- Staff briefings
- Actions which are specific to the needs of the young people
- Including the children in conversations about risk and ensuring they know what to do to keep themselves and others safe

*(Text box - maximum 250 words)*

**81. Please describe the training and qualifications staff and volunteers are required to have to meet the specific needs of the children and young people you work with.**

For example, this might include information about:

- Youth Work qualifications
- Personal Care training
- Autism Awareness training
- Any training that staff and volunteers receive to meet the needs of children and young people.

*(Text box - maximum 250 words)*

**82. If you are delivering work in Wales, have you considered the need for a Welsh speaking provision/service in your area? How will you ensure these needs are met?**

*(Text box - maximum 250 words)*

## **Additional Questions**

**83. 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.**

We would like to make our application process as accessible as we can.

Please let us know what could help. Here are some examples of what we could offer:

- Video calls rather than telephone calls if required
- Interpreter support for assessment conversations

*(Read only)*

84. 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 [our privacy notice](#).

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

*(Check box)*

**85. Please could you share how long it has taken you to complete this form.**

Please could you share how long it has taken you to complete this form. This information will help us to inform our future application form design. It will not be used to make a decision about your application.

*(Drop down)*

- Under 1 hour
- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 5 hours
- 6 hours
- 7 hours
- 8 hours
- 9 hours
- Over 10 hours

**86. If you chose over 10 hours, please specify**

*(Small text box)*

## **Declaration**

**Applicant's Declaration**

**87. 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.**

*(Two tick boxes)*

- 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.
- 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.

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