

# BBC CHILDREN IN NEED

## Expression of Interest Form

### Eligibility Quiz

The following statements will confirm your eligibility for funding from BBC Children in Need. By completing this section you are confirming that you understand that the information provided will be checked and if it is found to be false or fraudulent, BBC Children in Need can decline your application, withdraw any funding and/or prohibit you from applying in the future. Please read the following statements carefully and tell us if they are true or false.

- 1. We are a not for profit organisation and we have a governing document which says so. By not for profit we mean; "Organisation is not for profit, or has a clear clause in its governing document ensuring all income is applied to the organisation's purposes and not distributed to members, shareholders or owners." Please refer to our [A to Z Guidance](#) for more information and support.**

*(Drop down)*

- True
- False

- 2. We are applying for funding to address the challenges that children and young people face, for example in relation to poverty or area disadvantage, education engagement, disability, family-related challenges, marginalised identities or nationalities, mental or physical health, personal harm.**

*(Drop down)*

- True
- False

- 3. We are applying for funding to work with children and young people aged up to 18. Please refer to our [frequently asked questions](#) to find out more about who we fund.**

*(Drop down)*

- True
- False

- 4. We have a Child Protection or Safeguarding Policy in our own name.**

*(Drop down)*

- True
- False

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5. We have a governing body, such as a Board of Trustees, with at least three members. Please refer to our [A to Z Guidance](#) for more information and support.

*(Drop down)*

- True
- False

6. We can provide a set of our most recent signed accounts in our organisation's name, which are signed and dated by a member of our governing body. If our accounts are more than 18 months old we can also provide a set of recent management accounts. If we are a new organisation we are able provide financial information using the Financial Template. Please see our [A to Z Guidance](#) for more details.

*(Drop down)*

- True
- False

7. Our project does not include any of the following:

- The promotion of religion
- To support individuals, or for fees or bursaries
- To provide pregnancy testing, advice, information and/or counselling on pregnancy choices
- For medical research or treatment
- For any element of work which occurs outside of the UK, excluding:
  - Applications from Northern Ireland which include trips or holidays to the Republic of Ireland
  - Applications from the Channel Islands
  - Applications from the Isle of Man
- For capital or building work
- For political activity or direct lobbying
- For awareness raising work with young people who are not directly disadvantaged by the issue we are focused on
- For holiday projects where there will be little involvement beyond paying for travel/accommodation

*(Drop down)*

- True
- False

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**8. We are not applying to fund work that has already taken place.**

*(Drop down)*

- True
- False

**9. As the organisation applying we will be responsible for managing and spending the grant (including salaries) and will not be transferring the grant to another organisation.**

*(Drop down)*

- True
- False

**10. We have a clear plan for the activities you intend to carry out and the differences these activities make for children and young people.**

*(Drop down)*

- True
- False

**11. We have read and we meet the [Minimum Standards for Grant-Making](#).**

*(Drop down)*

- True
- False

**Organisation Details:**

Please enter your organisation details. If there is information already here, please check that it is correct.

**1. Your Organisation Name**

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

*(Small text box)*

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

*(Small text box)*

**3. Organisation Address**



This should be the registered address for your organisation.

*(Text box)*

#### **4. Organisation Postcode**

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

*(Small text box)*

#### **5. What is your organisation's current yearly income?**

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

*(Drop down)*

- £0 to £10,000 a year
- £10,001 to £100,000 a year
- £100,001 to £1,000,000 a year
- £1,000,001 to £10,000,000 a year
- £10,000,001 or more a year

#### **6. What type of organisation are you?**

You can select multiple options here, if relevant. Please choose the option that best suits your organisation first.

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.

*(Two Drop downs)*

- Charitable incorporated organisation/Scottish charitable incorporated organisation
- Community Interest company
- Company limited by guarantee with clause in governing document preventing distribution of profit
- Housing association
- Industrial and provident community benefit society
- Other
- Registered charity
- Religious institution
- Special School
- Voluntary organisation/unregistered charity

#### **7. If you have selected "other" for the above question, please provide details here.**

*(Small text box)*



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

*(Small text box)*

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

*(Small text box)*

### **Primary Contact Details**

**10. First Name**

*(Small text box)*

**11. Last Name**

*(Small text box)*

**12. Applicant's Job Title/role in the organisation**

*(Small text box)*

**13. Daytime Telephone Number**

This should be the phone number you can be contacted on between 9am and 5pm, Monday to Friday. Please note that we will not call premium rate or international numbers

*(Small text box)*

**14. Email Address**

*(Small text box)*

**15. Please re-enter your email address**

*(Small text box)*

**16. Please tell us about any additional support you might need in completing a full application form or communicating with us.**

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:

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- Video calls rather than telephone calls if required
- Larger font format application form
- Interpreter support for assessment conversations

*(Text box)*

**17. 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](#).**

*(Check box)*

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

## Alternate Contact Details

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

**18. First Name**

*(Small text box)*

**19. Last Name**

*(Small text box)*

**20. Email**

*(Small text box)*

**21. Please re-enter the email address**

*(Small text box)*

**22. Job Title/role in the organisation**

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(Small text box)

## Chair Contact details

### 23. First Name

(Small text box)

### 24. Last Name

(Small text box)

### 25. Email

(Small text box)

### 26. Please re-enter the email address

(Small text box)

## Application:

### This Application

### 27. Will the proposed work only benefit children and young people aged 18 and under?

(Drop down)

- Yes
- No

### 28. 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 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](#).

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*(Five drop downs – Select from local authorities in the below nations/regions)*

- Central
- London
- North
- South East
- South West
- Northern Ireland
- Scotland
- Wales

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

If your work takes place in more than one area, **please select the main area first**. You can add more areas after this. By "main area", we mean the area in which you will carry out the most work. Please select the Local Authority area where the majority work will be undertaken. For example, if the majority of the work will take place in Brighton, you will select Brighton and Hove Council. If you are unsure of your local authority area you can check [here](#).

*(Five drop downs – Select from local authorities in the below nations/regions)*

- Central
- London
- North
- South East
- South West
- Northern Ireland
- Scotland
- Wales

## **30. Which fund would you like to apply to?**

Please refer to the definitions outlined on our website [here](#). We may speak to you further if we feel your application might fit better in a different programme.

*(Drop down)*

- Core Grant
- Project Grant

## **31. What size of grant do you intend to apply for from BBC Children in Need per year?**

Although your budgets might not be confirmed yet, please select the option that fits best at this stage. The minimum we will consider per year is £1,000.

*(Drop down)*

- Small grant (£1000 to £15,000 a year)
- Medium grant (£15,001 to £30,000 a year)
- Large grant (over £30,000 a year)



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## **32. What is the total amount of money that you want BBC Children in Need to fund?**

This needs to be the amount you want to apply for altogether, not a yearly amount. At this stage, the figure can be an estimate if it's not been finalised yet. Grants can be for up to three years and the minimum you can apply for is £3,000 overall (£1,000 per year minimum). The maximum you can apply for in total is £120,000. The maximum you can apply for per year is £40,000.

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

## **33. 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.

*(Drop down)*

- 1 years
- 2 years
- 3 years

## **34. 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.

*(Three drop downs)*

- **Area disadvantage:**
  - Local deprivation
  - Low community safety
  - Isolated location
  - Other
- **Behaviour or education engagement issues:**
  - Offending behaviour
  - Education barriers
  - Missing or excluded from education
  - Not in education / employment barriers (16+)
  - Other
- **Disabled children:**
  - Learning difficulty
  - Learning disability
  - Multiple or profound disabilities
  - Autism Spectrum
  - Physical disabilities
  - Blind and partially sighted
  - Deaf and hearing loss
  - Other

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- **Family-related challenges:**
  - Domestic Abuse
  - Family breakdown
  - Parental capacity issues
  - Parent in prison
  - Parental mental ill health
  - Parental substance / alcohol misuse
  - Young carers
  - Teenage parents
  - In care or experience of care
  - Families experiencing multiple challenges
  - Bereavement
  - Sibling with illness /disabled
  - Other family circumstances
- **Household poverty & housing difficulties:**
  - Household poverty
  - Material deprivation
  - In crisis
  - Homelessness, insecure and unsuitable housing
  - Other
- **Marginalised identities or nationalities:**
  - Gypsy, Roma & Traveller communities
  - Sexual Identity
  - Gender Identity
  - Faith groups
  - Black, Asian and ethnic minority
  - Migrant communities
  - Refugees and asylum seeking children and young people
  - Unaccompanied minors
  - Other marginalised group
- **Mental health and emotional wellbeing:**
  - Mental health issues
  - Emotional wellbeing issues
  - Other
- **Personal harm:**
  - Emotional abuse
  - Physical abuse / violence
  - Sexual violence
  - Child sexual exploitation
  - Criminal exploitation & gangs
  - Bullying
  - Neglect
  - Intimate partner abuse
  - Other personal harm
- **Physical Health:**
  - Life limiting conditions
  - Life threatening conditions
  - Long standing illness

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- Personal health risks
- Other medical condition / health issue
- **Other (please specify below)**

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

*(Small text box)*

**36. 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. If you are applying for core funding, please tell us about the children and young people your organisation supports.

*(Text box - maximum 300 words)*

**37. What knowledge or experience does your organisation have in working with the children and young people supported with this funding?**

Please tell us more about how you have supported children and young people with the issues and barriers outlined above 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.

*(Text box - maximum 300 words)*

**38. How do you plan to use this funding?**

If you are applying for **project funding**, please tell us more about the work that you will deliver to support and engage the children and young people you hope to work with.

If you are applying for **core funding**, please describe how this funding will be spent to help you to strengthen your organisation and therefore better support children and young people.

Please ensure you link your answer back to the children and young people you support.

*(Text box - maximum 300 words)*

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

Please only tick these boxes if your application will fund work that directly addresses these areas. Do not tick this box if your work doesn't directly address these areas, even if there are children and young people attending who have experienced these challenges. If you are applying for core funding and your organisation doesn't deliver work in these areas in its output, please do not tick the boxes.

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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.**

*(Tick boxes)*

- **Befriending/Mentoring Activity**

We define mentoring or befriending as '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'. Only organisations that are providing a formal and structured arrangement are required to tick this box

- **Residential/Overnight Stay**

We define a residential as an overnight stay for one or more nights.

- **Counselling/Therapy Work**

we define this as any type of structured therapy intervention, such as, but not limited to, counselling, group therapy, play therapy, art therapy and drama therapy. Only organisations that are offering formal, professional counselling or therapy are required to tick this box.

- **Child Sexual Exploitation (CSE) Work**
- **Child Criminal Exploitation (CCE) Work**
- **Serious Youth Violence Work**

## **Diversity, Equity and Inclusion:**

### **Diversity, Equity and Inclusion Questions**

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 though 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:

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- better understand who's applying for funding
- try to reach certain groups more.

## **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 though 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.

## ***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.

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

#### **40a. 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

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people self-identify with, which may be related to their national/geographical origin, skin colours, and other identities.

*(Drop down)*

- Yes
- No
- Prefer not to say

**40i. If you answered yes, please tell us who they are by choosing one category from this list.**

*(Drop down)*

- **Black / African / Caribbean / Black British:**
  - Black British
  - African
  - Caribbean
  - Any other Black / African / Caribbean background
- **Mixed:**
  - White and Black
  - White and Asian
  - Any other mixed / multiple ethnic background
- **Asian / Asian British:**
  - Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Chinese
  - Any other Asian background
- **Other group experiencing ethnic or racial inequity:**
  - Arab
  - Jewish
  - Gypsy, Roma and Traveller communities
  - Any other ethnic group

**40b. Disabled people?**

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

*(Drop down)*

- Yes
- No
- Prefer not to say

**40i. If you answered yes, please tell us who they are by choosing one category from this list.**

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*(Drop down)*

- Multiple physical impairments
- Mobility impairments
- Visual impairment, partial sight or sight loss
- Deaf, hard of hearing or hearing loss
- Speech impairment
- Mental Health
- Learning disability
- Learning difficulty
- Neurodiverse
- Long-standing illness or health condition
- Other type of disability or impairment

#### **40c. Women and girls?**

Those who identify and live as women and girls.

*(Drop down)*

- Yes
- No
- Prefer not to say

#### **40d. LGBTQ+ people?**

Lesbian, Gay, Bisexual and Trans + people.

*(Drop down)*

- Yes
- No
- Prefer not to say

#### **40i. If you answered yes, please tell us who they are by choosing one category from this list.**

*(Drop down)*

- Bisexual men
- Bisexual women
- Gay men
- Lesbian/gay women
- Trans men
- Trans women
- Non-binary people
- LGBTQ+ people
- Other

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

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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.

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

**41a. 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.

*(Drop down)*

- Yes
- No
- Prefer not to say

**41i. If you answered yes, please tell us who they are by choosing one category from this list.**

*(Drop down)*

- **Black / African / Caribbean / Black British:**
  - Black British
  - African
  - Caribbean
  - Any other Black / African / Caribbean background
- **Mixed:**
  - White and Black
  - White and Asian
  - Any other mixed / multiple ethnic background
- **Asian / Asian British:**
  - Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Chinese
  - Any other Asian background



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- **Other group experiencing ethnic or racial inequity:**
  - Arab
  - Jewish
  - Gypsy, Roma and Traveller communities
  - Any other ethnic group

## **41b. Disabled people?**

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

*(Drop down)*

- Yes
- No
- Prefer not to say

**41i. If you answered yes, please tell us who they are by choosing one category from this list.**

*(Drop down)*

- Multiple physical impairments
- Mobility impairments
- Visual impairment, partial sight or sight loss
- Deaf, hard of hearing or hearing loss
- Speech impairment
- Mental Health
- Learning disability
- Learning difficulty
- Neurodiverse
- Long-standing illness or health condition
- Other type of disability or impairment

## **41c. Women and girls?**

Those who identify and live as women and girls.

*(Drop down)*

- Yes
- No
- Prefer not to say

## **41d. LGBTQ+ people?**

Lesbian, Gay, Bisexual and Trans + people.

*(Drop down)*

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- Yes
- No
- Prefer not to say

**41i. If you answered yes, please tell us who they are by choosing one category from this list.**

*(Drop down)*

- Bisexual men
- Bisexual women
- Gay men
- Lesbian/gay women
- Trans men
- Trans women
- Non-binary people
- LGBTQ+ people
- Other

## **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

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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).

## Declaration

### Applicant's Declaration

**1. 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](#).