

Frequently Asked Questions (FAQs)

Who can apply for a grant?

1. [What types of organisation do you fund?](#)
2. [Do you give grants for individual children and young people?](#)
3. [Some of the young people our organisation works with are older than 18 - can we still apply?](#)
4. [We have already raised \(or applied to another funder for\) part of the costs for the project. Can you fund the rest?](#)
5. [Our BBC Children in Need grant is coming to an end; can you continue to fund our project?](#)
6. [We already have a grant from BBC Children in Need; can we apply for another?](#)
7. [We are a new organisation; can we apply for a grant?](#)
8. [We are a local branch of a larger charity and one of our sister branches already has a grant; can we apply?](#)
9. [We have formed a partnership with another organisation to develop our project; can we apply?](#)

What do you give grants for?

1. [What types of project do you fund?](#)
2. [What do you look for in an application?](#)
3. [What do you mean by 'disadvantage'?](#)
4. [How much can we apply for?](#)
5. [How many years of funding can we apply for?](#)
6. [Can we apply for funding to cover the core running costs of our project or organisation?](#)
7. [Do you expect us to have match funding \(to have already raised half the project costs\)?](#)
8. [Can we apply for staffing costs such as salaries or sessional worker wages?](#)
9. [Do you fund work with parents?](#)
10. [Do you fund equipment or building work?](#)

When should we apply and what happens next?

1. [When should we apply?](#)
2. [How often can we apply?](#)
3. [We already have a grant from BBC Children in Need; when can we apply for another?](#)
4. [We want to run a project in the summer, when should we apply?](#)
5. [Can you help us with our application?](#)
6. [Can you check our application before we submit it?](#)
7. [What happens after we submit our Small Grant application?](#)
8. [What happens after we submit our Main Grant Initial Application form?](#)
9. [What happens after we submit our Main Grant Full application form?](#)
10. [Why do you have a two stage application process for Main Grants?](#)
11. [When will we hear whether or not you are going to give us a grant?](#)
12. [What happens if you award us a grant?](#)
13. [What happens if our application is turned down?](#)
14. [Can I get feedback if my application is turned down?](#)

What extra documents do we need to attach to my application form?

1. [What extra documents do we need to send in?](#)
 2. [What is a Governing Document?](#)
 3. [What do you need to see in my accounts?](#)
 4. [What is BBC Children in Need's policy on the level of reserves held by the organisations it funds?](#)
 5. [Can I send you my extra documents by post?](#)
 6. [We're asking you to fund some staffing costs; what extra information do we need to send you?](#)
 7. [We're asking you to fund some staffing costs for several workers; do I need to send you documents for all of them?](#)
 8. [We're asking you to fund some staffing costs; what do you need to see in the staffing documents?](#)
 9. [Can we send you extra documents like photos, case studies or reports?](#)
-

Help! I'm having trouble with my application

1. [Are the guidelines and application forms available in alternative formats?](#)
2. [Can I send you a paper copy of the application form in the post?](#)
3. [I am having some problems filling in the application form - can you help?](#)
4. [How can I attach documents to my online application form?](#)
5. [I need support to complete my application - how can I get an accessible version of the form?](#)
6. [I am unable to submit my application form.](#)
7. [I am trying to submit my application form but how do I make the red arrows disappear?](#)
8. [Red text has appeared saying "this field can hold up to 255 characters" even though I have fewer than 250 words in my answer and so I can't submit my application, why is this?](#)

WHO CAN APPLY FOR A GRANT?

What types of organisation do you fund?

We fund not-for-profit organisations who work with disadvantaged children and young people aged 18 years and under, living in the UK, the Isle of Man or the Channel Islands.

These include:

- Registered charities
- Voluntary organisations
- Schools
- Churches
- Community interest groups

We do not fund local government bodies, including councils at all levels, nor do we fund any NHS body.

If you are still unsure whether your group is able to apply for a grant please check our [A to Z Guidance](#) or [contact us](#).

[Return to Index](#)

Do you give grants for individual children and young people?

Grants for individual children and young people are available through our [Emergency Essentials Programme](#). This programme provides struggling families with items that meet children's most basic needs, such as a bed to sleep in, a cooker to give them a hot meal or clothing in a crisis.

As a result of these commitments, we do not accept applications from other organisations to provide general welfare funds to families and individuals unless an exceptional case can be made. For example, we might consider a case from an appropriate organisation seeking to make specialised types of grants (starter packs for young homeless people, for example) or from organisations who specialise in addressing the needs of specific disadvantaged communities.

If support is sought for a specific item to assist a child affected by illness an application must be made by an eligible organisation who must be able to answer any questions we might have about the child and the circumstances of his or her situation.

[Return to Index](#)

Some of the young people our organisation works with are older than 18 - can we still apply?

You can apply for funding from us as long as a significant majority of the children and young people benefiting from the project are aged 18 years and under. This age limit also applies to projects working with disabled young people.

We will only fund the costs associated with working with the young people aged 18 and under.

[Return to Index](#)

We have already raised (or applied to another funder for) part of the costs for the project. Can you fund the rest?

We are happy to part-fund projects. If you are applying for part of the costs towards your project, during the application and assessment process we are likely to ask you:

- How you intend to fund the rest of the costs.
- Which other funders you have applied to, if any.
- If you are waiting to hear a decision from other funders, when you are likely to hear.

[Return to Index](#)

Our BBC Children in Need grant is coming to an end. Can you continue to fund our project?

You can apply for another grant to continue running the same project. **You will be expected to provide clear evidence of how your project has made a difference to the children and young people you have worked with over the course of the previous grant.** We will also look back at your annual grant reports when assessing your application.

Being in receipt of a current grant offers no guarantee of further funding as each application will be considered on its own merits.

If you are successful, new grant funds would not be released until we are satisfied with the previous grant's final report, and you will need to start spending the new grant within 12 months of the date you are awarded it.

[Return to Index](#)

We already have a grant from BBC Children in Need. Can we apply for a second grant?

You can't have two Main Grants at the same time, or two Small Grants at the same time.

If you already have a Main Grant you can apply for a Small Grant **as long as it's for a different project, working with different children** from the one we are already funding. Likewise, if you already have a Small Grant you can apply for a Main Grant for a different project. Emergency Essentials grants are a bit different. These are for individual children and young people. If you have applied for one of these grants on behalf of a child or young person, that doesn't exclude your organisation from applying to our Main or Small Grants programme.

[Return to Index](#)

We are a new organisation; can we apply for a grant?

Yes. You will have to demonstrate that you have the ability to plan and deliver the project and that the activities or services you intend to run will make a difference to the lives of children and young people.

[Return to Index](#)

We are a local branch of a larger charity and one of our sister branches already has a grant; can we apply?

That depends on whether your sister branch is based in the same nation as you.

UK-wide charities can have one Main Grant and one Small Grant in each of the four nations (England, Northern Ireland, Scotland and Wales).

Within each nation our usual rules apply to local branches of a larger charity: the charity as a whole can only hold one Main Grant and one Small Grant at a time.

[Return to Index](#)

We have formed a partnership with another organisation to develop our project; can we apply?

Yes, we can fund applications from groups working in partnership but one organisation must take the lead to apply for and be responsible for the grant. Our usual rules will apply to that lead organisation: they may only have one Main and one Small Grant at a time, including the grant for the partnership project.

[Return to Index](#)

WHAT DO YOU GIVE GRANTS FOR?

What types of project do you fund?

We fund a very broad range of projects working with disadvantaged children and young people – too many kinds to list here! Please check our [A to Z Guidance](#) to see whether we support your type of project.

[Return to Index](#)

What do you look for in an application?

We support people that understand the needs of disadvantaged children and young people and places making a difference in their lives at the heart of all activity. We're looking for projects that:

- Take the initiative and show clearly how they will make a difference in children and young people's lives
- Address the challenges the children and young people face, build their skills and resilience, empower them and extend their choices in life
- Involve children and young people in the design, delivery and evaluation of their work
- Are keen to keep learning about their work so that their ability to make a difference in children and young people's lives can keep on improving

We expect organisations to:

- Have diverse sources of income and sound financial management

- Have a management committee or trustee board of no less than three unrelated people with a good range of experience

In our Small Grants programme we are looking for projects where a relatively small amount of money can make a big difference for children and young people. We are unlikely to fund applications for top up funding for salaries or larger projects where a small grant would only make a marginal impact on their success.

Please refer to our online [A to Z Guidance](#) to make sure you don't waste time applying for things we don't fund. You will find valuable details on our policies here - some are relevant to every project (for example Child Protection) and some are important for certain types of project (for example counselling projects or projects seeking funding for equipment).

[Return to Index](#)

What do you mean by 'disadvantage'?

We define disadvantage as:

- Illness, distress, abuse or neglect
- Any kind of disability
- Behavioural or psychological difficulties
- Living in poverty or situations of deprivation

We expect that the significant majority of children to benefit from a grant application are disadvantaged. When applying you need to tell us about the children and young people your project is working with and describe how they are disadvantaged.

[Return to Index](#)

How much can we apply for?

Our Small Grants Programme is for grants up to and including £10,000 to support projects for one year.

Our Main Grants Programme is for grants over £10,000 per year to support projects for up to three years.

There is no upper limit for Main Grants but we make very few grants over a total of £120,000 and most grants are for much less. Each year we are asked for much more money than we are able to give. Requests for larger amounts are always more competitive.

We encourage you to apply for what you need to run your project successfully, as long as you can justify the costs involved. It is important to fully research the costs of running your project and it would be a good idea to speak to similar organisations providing similar services to help you to understand what costs are realistic.

How many years of funding can we apply for?

Small grants funding is available for one year only.

Main grants funding is available for up to three years.

However, holidays and residential projects are always limited to one year of funding at a time; see our [A to Z Guidance](#) for more detailed information.

Can we apply for funding to cover the core running costs of our project or organisation?

We will only fund **direct project costs**, that is, costs that relate clearly and directly to a project. These can include salaries, volunteer expenses, building hire costs and travel costs. In many cases project costs also include less delivery-focused aspects such as line management, administration, insurance and utilities.

We will not fund any overheads, sometimes referred to as management costs, to the organisation running the project. These are costs the organisation would be incurring with or without the project in place.

Do you expect us to have matching funding (to have already raised half the project costs)?

No, you can apply to us for your whole project costs.

If you are applying for part of the costs towards your project, we would like to know:

- The budget breakdown for the whole project, not just the costs you are asking us to fund.
- How you intend to fund the rest of the costs.
- Which other funders you have applied to, if any.
- If you are waiting to hear a decision from other funders, when you are likely to hear.

Can we apply for staffing costs such as salaries or sessional worker wages?

Yes, we accept applications for staffing costs as long as the roles are focused on making a difference to the lives of children and young people.

When applying for staffing costs please think about these things:

- Please ask for the salary you think the post deserves and not what you think BBC Children in Need will want to pay. BBC Children in Need wants to fund posts to succeed and expects the salary to be in line with similar posts across the sector.
- We prefer to fund new posts for a full three years.
- The costs for all salary posts should be detailed on your application form. If you are not completely sure about the costs, please involve your treasurer to make sure that these are correct.
- New posts need to be publicly advertised; consider whether you need to include recruitment costs as part of your application.
- Don't forget to include other costs associated with employing someone, such as National Insurance and pension contributions.
- Remember to allow for inflation in your costs.

If you are applying for a Main Grant, you will need to send us a job description, person specification and work plan for each post you're asking us to fund. In our Small Grants programme we are looking for projects where a relatively small amount of money can make a big difference for children and young people. We are unlikely to fund applications for top up funding for salaries or larger projects where a small grant would only make a marginal impact on their success.

The assessor will ask you about your organisation's skill to manage and support staff effectively.

Do you fund work with parents?

We will fund projects that support parents or which offer training in parenting skills as long as they are not aiming to enhance the experience of parents as an end in itself, but are working with parents as a means of improving the experience of children and young people. Projects will need to provide strong evidence of the difference the work makes to children.

[Return to Index](#)

Do you fund equipment or building work?

We have specific policies for these types of applications. Please see our [A to Z Guidance](#) for more detailed information.

[Return to Index](#)

WHEN SHOULD WE APPLY AND WHAT HAPPENS NEXT?

When should we apply?

We are open to applications all year round, but we have a number of deadline and award dates throughout the year. You can find these dates in our [Should I Apply Section for Main Grants](#), or our [Should I Apply section for Small Grants](#). The time of the deadline is always midnight.

If your application is successful you will have to start spending your grant within 12 months of the award date. So it's important that you don't apply too early to be able to spend your grant.

[Return to Index](#)

How often can we apply?

Usually we only accept one application from an organisation in any 12 month period, whether for a Main or a Small Grant, and whether the previous application was successful or not.

If you have recently had an application turned down you will have received an email telling you of the decision. That email will tell you the next date that you can apply to us.

[Return to Index](#)

We already have a grant from BBC Children in Need; when can we apply for another?

Whether you are applying for more funding for the same project, or for a totally different project, you can apply up to 12 months before the end of your current grant. During the assessment process, we will look for very clear evidence of the differences made to the lives of the disadvantaged children and young people you have worked with during the current grant. The new grant funds would not be released until we are satisfied with the previous grant's final report, and you will need to start spending the new grant within 12 months of the date you are awarded it.

If you already have a Main Grant you can apply for a Small Grant at any time, and likewise if you already have a Small Grant you can apply for a Main Grant at any time.

[Return to Index](#)

We want to run a project in the summer; when should we apply?

That depends on when you need to start your project. Bear in mind that we cannot fund projects that have already started spending before we have awarded a grant. If you are awarded a grant you must start spending the grant within 12 months of the date it was awarded.

You can find detailed information on application deadlines and decision dates in the [Should I Apply](#) sections of our website.

[Return to Index](#)

Can you help us with our application?

If you have any questions about your application you can contact our dedicated helpdesk on 0345 609 0015 or at pudseygrants@bbc.co.uk. Our helpdesk is open from 9am-5pm Monday to Friday. You can also contact your [local regional or national office](#).

We will do our best to answer any questions you may have but we are unable to help you write your application.

[Return to Index](#)

Can you check our application before we submit it?

We can't check applications before they are submitted. Your local CVS or funding advice service may be able to help.

If you have any questions about your application you can contact our dedicated helpdesk on 0345 609 0015 or at pudseygrants@bbc.co.uk. Our helpdesk is open from 9am-5pm Monday to Friday. You can also contact your [local regional or national office](#).

[Return to Index](#)

What happens after we submit our Small Grant application?

After you submit your Small Grant application you will receive an email confirming that we have received it. This email will give you more information about what happens next.

We will do a basic check to see if you have submitted all the information we need, if your organisation is suitable for our funding, and if you have applied for a project which we are able to fund.

We will then contact you to arrange an interview, usually by telephone, to help us to better understand your project. You will need to be available in the month after the deadline for this interview.

A decision about whether or not to give you a grant will be made in your local region or nation. You will be informed of the decision by email. You can find detailed information on when you can expect to hear a decision in the email confirming that we received your application.

You can find detailed information on application deadlines and decision dates in the [Should I Apply](#) section of our website.

[Return to Index](#)

What happens after we submit our Main Grant Initial Application form?

After you submit your Main Grant Initial Application form you will receive an email confirming that we have received it. This email will give you more information about what happens next.

A decision about whether or not to invite you to the next stage will be made in your local region or nation a couple of weeks after the deadline. You will be informed of the decision by email.

If your initial application is invited to the next stage you will need to complete a full application form. To be considered in the next round, you'll have a month to complete a full application. You will need to be available in the month after you submit your full application for a telephone assessment. Your referee will also need to be available during this time to provide a reference.

You can find detailed information on application deadlines and decision dates in the [Should I Apply](#) section of our website.

[Return to Index](#)

What happens after we submit our Main Grant Full application form?

If you are invited to submit a full application form you will receive an email giving you a link to the form and advising you of the deadline for submitting that form.

After you submit the form you will receive an email confirming that we have received it and giving you more information about what happens next.

We will do a basic check to see if you have submitted all the information we need and if your organisation is suitable for our funding.

You will then be contacted to arrange an interview with an independent assessor, usually by telephone, to help us to better understand your project.

Your application will be considered by a voluntary committee in your region or nation who will recommend to our trustees whether or not to give you a grant.

Our Board of Trustees will make the final decisions and you will be informed of the decision by email. You can find detailed information on when you can expect to hear a decision in the [Should I Apply](#) section of our website and in the email confirming that we received your full application.

[Return to Index](#)

Why do you have a two stage application process for Main Grants?

We want our application processes to be a good experience for all applicants. Having two stages in the Main Grants process means we can tell some applicants much earlier that they are not going to get a grant. This saves them having to fill in a long form with lots of information and then wait a long time for a decision, only to be disappointed.

[Return to Index](#)

When will we hear whether or not you are going to give us a grant?

We usually make decisions on Main Grants within about 4 months of the application deadline date. We usually make decisions about Small Grants within about two months of the application deadline date. Some applicants will hear much earlier if they are not going to get a grant.

You can find more detailed information on when you can expect to hear a decision on our [Should I Apply Section for Main Grants](#), or the [Should I Apply Section for Small Grants](#).

[Return to Index](#)

What happens if you award us a grant?

If your application is successful you will receive an email informing you of the decision. That email will give you more information on what happens next.

There may be some conditions on your grant: some changes you have to make or things you have to tell us before we can give you the funds.

You will have to start spending the money within 12 months of the date of the email informing you of the decision.

[Return to Index](#)

What happens if our application is turned down?

If your application is turned down you will receive an email informing you of the decision. That email will give you some brief reasons why your application was turned down. The email will also tell you when you can next apply.

[Return to Index](#)

Can I get feedback if my application is turned down?

The email telling you your application has been turned down will give you some brief reasons why your application was unsuccessful. If you would like more feedback, please contact [your local national or regional office](#).

[Return to Index](#)

WHAT EXTRA DOCUMENTS DO I NEED TO ATTACH TO MY APPLICATION FORM??

Small Grants Programme - What extra documents do we need to send in?

Here is a table detailing the documents required for different organisations

Organisation	Accounts	Constitution or Governing document	Notes or Alternative Documents
Registered Charity – England or Wales	Yes	No	Notes Accounts should cover a 12 month period & be no older than 18 months*
Registered Charity – Northern Ireland or Scotland	Yes	Yes	Notes Accounts should cover a 12 month period & be no older than 18 months*
Other organisations (CIC, Voluntary organisation etc.)	Yes	Yes	Notes Accounts should cover a 12 month period & be no older than 18 months*
School	No	No	<ol style="list-style-type: none"> 1. A document confirming your legal status 2. A document detailing how financial decisions are made (please state how this will be applied to the project you are requesting a grant for) 3. A document detailing how project decisions are made (please make sure this applied to the project that you are applying for) 4. Confirmation that a school fund account exists for grant money to be paid into
Church	No	No	<ol style="list-style-type: none"> 1. A document confirming your legal status 2. A document detailing how project decisions are/will be made (we expect this to involve more than one person). 3. A document detailing how financial decisions are made (we expect this to involve more than one person)

* If your most recent accounts are more than 18 months old you must also provide your most recent set of Management Accounts, showing:

- income and expenditure over the last 12 months, and any
- income brought forward
- income due to be carried forward.

Main Grants Programme - What extra documents do we need to send in?

When you submit your Initial Application Form we do not require any additional documents. If you are invited to our second stage, we require the following documents....

Organisation	Accounts	Constitution or Governing document	Notes or Alternative Documents	If you are applying for any staff costs you will need to supply:
Registered Charity – England or Wales	Yes	No	Notes Accounts should cover a 12 month period & be no older than 18 months*	

Registered Charity – Northern Ireland or Scotland	Yes	Yes	Notes Accounts should cover a 12 month period & be no older than 18 months*	<ul style="list-style-type: none"> • Project Budget Form (one form with all the staffing costs). This blank form will be sent to you as an attachment if you are invited to the second stage • For each job you are asking us to fund please submit all of the following: <ul style="list-style-type: none"> - Job description (example) - Person specification (example) and - Work Plan covering the first year of the role (example)
Other organisations (CIC, Voluntary organisation etc.)	Yes	Yes	Notes Accounts should cover a 12 month period & be no older than 18 months*	
School	No	No	<ol style="list-style-type: none"> 1. A document confirming your legal status 2. A document detailing how financial decisions are made (please state clearly how this will be applied to the project you are requesting a grant for) 3. A document detailing how project decisions are made (please make sure this applied to the project that you are applying for) 4. Confirmation that a school fund account exists for grant money to be paid into 	
Church	No	No	<ol style="list-style-type: none"> 1. A document confirming your legal status 2. A document detailing how project decisions are/will be made (we expect this to involve more than one person). 3. A document detailing how financial decisions are made (we expect this to involve more than one person) 	

* If your most recent accounts are more than 18 months old you must also provide your most recent set of Management Accounts, showing:

- income and expenditure over the last 12 months, and any
- income brought forward
- income due to be carried forward.

[Return to Index](#)

What is a governing document?

A governing document outlines an organisation's rules, objectives and how they make decisions. This document is often called a constitution.

If you are a school or church your governing documents may be different. Please check our [A to Z Guidance](#) for more information about what you should send us.

[Return to Index](#)

What do you need to see in our accounts?

We need different types of accounts from different types of organisation:

- A **new organisation** may only be able to provide a very small document showing projected income and expenditure. This is appropriate for a new organisation and shows planning. It should demonstrate how you expect the organisation and the project to grow over the next year.
- From **an organisation with income less than £25,000** we would expect to receive a small document highlighting income and expenditure and any balance sheet items.
- From **an organisation with income over £25,000 but less than £1 million** we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces. Audited accounts will be needed if total assets (before liabilities) exceed £3.26 million and the organisation's gross income is more than £250,000.
- From **an organisation with income over £1 million** we would expect to receive externally audited accounts. This is likely to be a reasonable-sized document with a detailed Trustee report and notes to accounts.

If your most recent accounts are more than 18 months old you must also provide your most recent set of Management Accounts, showing;

- income and expenditure over the last 12 months
- any income brought forward
- income due to be carried forward.

[Return to Index](#)

What is BBC Children in Need's policy on the level of reserves held by the organisations it funds?

We look to fund organisations which are financially secure, and therefore a level of reserves of between three and 12 months is normally considered appropriate. If an organisation has more than 12 months reserves, we may consider that an organisation has sufficient funds to deliver the project themselves.

However, we have a space on our application form for an organisation to explain any large reserves, if for example an organisation is building up reserves prior to a planned expansion. Please use the application form to give us any further information regarding your finances.

[Return to Index](#)

Can I send you my extra documents by post?

We prefer to receive electronic versions of documents as it saves us a lot of time and money that could be better spent making grants!

If you are having trouble attaching your documents to the online form you can email them to us at pudseygrants@bbc.co.uk. Please make sure you include your organisation's name so that we can match your documents with your application form.

If you are still unable to send us electronic versions of your extra documents please contact our helpdesk on **0345 609 0015** or email pudseygrants@bbc.co.uk

[Return to Index](#)

We're asking you to fund some staffing costs; what extra information do we need to send you?

If you are applying for a Small Grant we won't need any extra documents relating to your staffing costs.

If you are applying for a Main Grant we will need extra information from you if you are applying for any wages, fees or salaries for people working on your project. This includes money paid to employees, contractors, freelancers, sessional workers, tutors, play workers, artists, therapists, coaches etc.

For each person whose staffing costs you are applying for you must send us:

- A job description
- A person specification
- A work plan covering the first year

If you are applying for staffing costs for a Volunteer Co-ordinator you must also send us role descriptions for the volunteers.

[Return to Index](#)

We're asking you to fund some staffing costs for several workers; do I need to send you documents for all of them?

Small Grants applicants do not need to provide any salary documents if applying for staffing costs.

If you are applying for any staffing costs as part of a Main Grant you will need to send a job description, person specification and first year work plan for **each different person** you are applying for. This includes anyone who you will be paying to deliver part of your project or to carry out tasks as part of your application.

[Return to Index](#)

We're asking you to fund some staffing costs; what do you need to see in the staffing documents?

You should make sure that your **job description** includes:

- The title of the position you are applying for
- Main purpose and scope of the job. (Please provide a brief couple of sentences summarising the purpose of the job and an outline of what you want the role to achieve)

- Duties and key responsibilities (please provide a breakdown of tasks under the main areas of work)
- Who in your organisation will manage this role?
- Will the person in the role be managing anyone?
- Will the person in the role be responsible for the BBC Children in Need budget?

Remember that the documents should reflect the size and scope of the role being applied for.

Here is an [example](#) of the information you should include in a job description, and a possible layout.

You should make sure that your **person specification** outlines the criteria the post holder will need to fulfil. You may wish to describe these under the following headings:

- Skills and abilities
- Experience
- Knowledge

Here is an [example](#) of the information you should include in a person specification, and a possible layout.

A **Work Plan** is required for all posts, both new and existing, and should detail the activities and planned achievements for the first year of funding. Your work plan should bring your job description and person specification to life.

Use it to tell us what the person you are (or will be) employing is going to spend their time doing over the year.

Your plan needs to show us:

- The activities the post holder will be doing and when they will be doing them over the year
- Key training and personal development for the post holder
- The key achievements as they progress through the year

The work plan can be written in a variety of ways and should be in a format that best suits your organisation and is helpful to your planning.

Please ensure that, whichever format you use, you show the activities clearly as a plan over the course of the year.

Here is an [example](#) of the information you should include in a work plan, and a possible layout. Please make sure the detail in the work plan is appropriate for the post you are applying for; a part-time post working a few hours a week will usually require a less detailed work plan than a full-time post.

[Return to Index](#)

Can we send you extra documents like photos, case studies or reports?

We prefer it if you don't send us more information than we have asked for when you are applying for a grant. This helps us to process more quickly the very high number of applications that we receive.

When you are contacted for an interview, usually by telephone, you can talk to the assessor about any extra documents you might like to show them.

[Return to Index](#)

HELP! I'M HAVING TROUBLE WITH THE ONLINE APPLICATION SYSTEM

Are the guidelines and application forms available in alternative formats?

If you have any special requirements relating to our grant application form and guidelines, please contact our helpdesk on **0345 609 0015** or email pudseygrants@bbc.co.uk.

[Return to Index](#)

Can I send you a paper copy of my application form in the post?

No, for a number of years now we have only accepted applications online. This allows us to process the very high numbers of applications that we get as quickly and efficiently as possible.

[Return to Index](#)

I am having some problems filling in the application form - can you help?

If you are having technical problems with your application form, please contact our helpdesk on **0345 609 0015** or at pudseygrants@bbc.co.uk. Our helpdesk is open from 9am-5pm Monday to Friday. You can also contact your [local regional or national office](#).

[Return to Index](#)

How can I attach documents to my online application form?

1. Save an electronic version of your documents to your computer somewhere you can easily find.
2. Choose the name of the relevant document in the drop-down box (e.g. job description)
3. Click 'Browse' to look through the folders on your computer, and select the file from where it is saved
4. Once the file is selected, click on 'OK'
5. The file path (this is the name of the document and the folder it is kept in) will appear in the box below. Click 'Upload' and the document will start to attach

6. When uploaded, your document should be listed as an attachment at the bottom of the attachments page of the online form
7. Repeat this for all the documents
8. Click on 'SUBMIT'

If you are having any technical problems with your application form, please contact the helpdesk on **0345 609 0015** or email pudseygrants@bbc.co.uk. Our helpdesk is open 9am-5pm Monday to Friday.

[Return to Index](#)

I need support to complete the application. How can I get an accessible version of the form?

We can support you to complete an application, please contact the Helpdesk on **0345 609 0015**, which is open from 9am-5pm Monday to Friday, or you can email pudseygrants@bbc.co.uk.

[Return to Index](#)

Your online application system won't let me submit my application form.

You will only be able to submit your application form if you have answered all the questions and attached the documents we need.

Some of the questions have word limits and others have specific instructions on how to answer (for example when you have to give number answers you should not use any punctuation). If you haven't followed these instructions red arrows will appear when you try to submit your application to show you where the problems are. Once you have addressed these problems click on the update button at the bottom of the screen and you should be able to submit your application.

If you are still having problems please call the helpdesk on **0345 609 0015** which is open from 9am-5pm Monday to Friday, or you can email pudseygrants@bbc.co.uk.

[Return to Index](#)

I am trying to submit my application form but how do I make the red arrows disappear?

To correct this problem you need to click on the 'update' button which should then clear the arrows. If you continue to have problems please call the BBC Children in Need helpdesk on **0345 609 0015** or email pudseygrants@bbc.co.uk.

[Return to Index](#)

Red text has appeared saying "this field can hold up to 255 characters" even though I have fewer than 250 words in my answer and so I can't submit my application, why is this?

This question counts characters rather than words and so each individual letter, space and item of punctuation will count towards your 255 character limit. Therefore you probably have too many letters in your answer. If you continue to have problems please call the BBC Children in Need helpdesk on **0345 609 0015** or email pudseygrants@bbc.co.uk.

[Return to Index](#)