

# ESSENTIAL FOR ALL APPLICANTS

BBC Children in Need expects all grant applications to reflect these core principles

- Being focused on outcomes for children and young people
- Addressing disadvantage
- Safeguarding children
- Enabling participation by children and young people
- Avoiding statutory overlap or substitution

## **Being focused on outcomes for children and young people**

We fund projects *focused on differences made to the lives of* disadvantaged children and young people. For this reason, applicants must provide clear evidence that disadvantaged children and young people:

- will be the primary beneficiaries of the project; and,
- will experience positive changes in their lives from the activities or services provided.

## **Addressing disadvantage**

We expect projects to focus on addressing issues of disadvantage affecting children and young people. 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 a clear majority of children to benefit from a grant are experiencing disadvantage. When applying you need to tell us about the children and young people your project is working with and describe how the disadvantages they experience affect their lives.

It is also important for applicants to describe how they reach the disadvantaged children and young people who can benefit most from the project, especially as some of these may be harder to reach.

## **Safeguarding (Working with Children)**

Organisations must provide evidence that they will protect children and young people while in their care and support them to develop. You will need to demonstrate the following points within the application and during your assessment:

- Your organisation has its own safeguarding and child protection policy and procedures, which everyone, including children and young people in your organisation knows about and uses in their day to day work. This should include having a named person responsible for

child protection within your organisation.

- You undertake the appropriate checks for all staff, volunteers and management committee working directly with or with access to children and young people or information about children and young people.
- You ensure all staff, volunteers and management committee members receive working with children training which is relevant to their role and updated on a regular basis.
- You take appropriate steps to ensure that children and young people in your care are safe, e.g. by conducting risk assessments for activities, by ensuring supervisory staff hold relevant qualifications, by providing adequate training to volunteers.

All of these measures should help to make sure that the child or young person in your care will have a good experience when taking part in your project.

Please be aware that your approach to safeguarding children will be explored further during assessment, should you reach this stage.

Children and young people are at the centre of the work of BBC Children in Need and we believe that all children have the right to protection from harm. We recognise our responsibility to safeguard the welfare of all children and young people we work with, by a commitment to practice which protects them.

BBC Children in Need is not and cannot be expert in child protection but we work alongside the NSPCC, Safe Network and other leading organisations to promote best practice in safeguarding children and young people. Good child protection and safeguarding is achieved through establishing a positive organisational culture and a number of complementary procedures and checks.

Please refer to the [NSPCC](#) website for safeguarding children in the voluntary and community sector, paying particular attention to the [Are they safe?](#) resource or the core safeguarding [Standards](#) . If you have any questions or require further guidance, you can contact the Safe Network enquiry service if you are in England or the NSPCC offers a Consultancy Service for organisations to access across the UK.

### **Enabling participation of children and young people in the project**

When making an application, you need to show:

- How you have taken children and young people's views into account about the work you plan to do and the differences in their lives you hope it will lead to
- How consultation and involvement will occur on an ongoing basis throughout the life of the project
- How children and young people who are involved in running or managing aspects of the project will be supported where appropriate.

We know that there may be reasons why some projects may only offer limited consultation; however applicants will need to be able to clearly explain why this is the case.

### **Avoiding statutory overlap or substitution**

BBC Children in Need does not provide funding for the relief of statutory responsibilities. We can

consider applications for additional services that are clearly beyond statutory responsibility and organisations are expected to show that this is the case in their applications.

## **A TO Z POLICIES AND GUIDANCE**

The following is an A to Z of policy and guidance information for applicants.

We want to make sure that you don't waste time applying for things we don't fund. You will find valuable details on our expectations here - some are relevant to every project (for example safeguarding) and some are important for certain types of project (for example counselling projects or projects seeking funding for equipment).

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### **Awareness Raising**

We do not consider applications for general awareness-raising or educational work about issues. This refers to projects aimed at a general population of children or young people. Before we can consider awareness-raising projects they need to show that they are specifically targeted at children and young people who are already disadvantaged by the issue or at particular risk of being disadvantaged by it. (Examples might include awareness-raising focused on issues such as sexual abuse, domestic violence and alcohol or drug use, etc).

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### **Buildings, Playgrounds, Sports Pitches etc.**

We do not consider applications of more than £20,000 for any form of building work. This includes construction, renovation or conversion of new buildings, existing premises, playgrounds, sports pitches etc.

We will only consider applications for building work of £20,000 or less where the amount requested from us will complete the total cost of the project enabling the building work to commence.

There are several key issues to be aware of when applying for a grant.

#### Ownership:

- We will not consider applications to fund facilities where improvement adds to the capital value of statutory owned property, such as schools and hospitals.
- We will not consider applications to fund the development of a building and/or land that you do not securely own or lease.
- You should have a plan for meeting the future revenue costs of the building including repairs and maintenance.

#### Planning:

- You must have planning permission for the work or permission under the lease.
- Accessibility and health and safety regulations must be considered in development.
- You must provide plans and estimates on request.

#### Consultation:

- You must provide evidence of children and young people being involved in the design and development of the project.

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### **Bursaries and Sponsored Places**

We do not consider applications to provide bursaries or to sponsor or subsidise places for disadvantaged children or young people where the normal fee charged by the organisation is unaffordable for them. Examples might include requests from fee-charging organisations that provide drama classes, playgroups, sports coaching etc where the request is to subsidise places for one or more disadvantaged children because the fee is prohibitive for them.

We will consider applications from organisations where the majority of children they are providing for are disadvantaged, and which do not charge a prohibitive fee.

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### **Charitable Incorporated Organisation (CIO) & Scottish Charitable Incorporated Organisation (SCIO)**

Charitable Incorporated Organisations are eligible to apply and should be registered with the Charity Commission or OSCR in Scotland in the same way as charities. The documentation you need to provide in each nation is the same as is required for charities.

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## Charity Registration

In England and Wales, voluntary and community organisations with income over £5,000 in the preceding year must be registered with the Charity Commission.

If you are a registered charity in England or Wales, you don't need to send your governing document to us as we will access it directly from the Commission's website.

If you are a registered charity in Northern Ireland or Scotland, we still require you to send us a copy of your governing document.

For more information refer to the [Charity Commission](#), the [Office for Scottish Charity Regulator](#) or [The Charity Commission for Northern Ireland](#)

See also Community Interest Companies (CICs)

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## Child Care (including Crèches)

We consider projects with a child care element, including crèches, **only** when the focus is on providing a quality developmental experience for the children themselves. We do not consider applications for child care where this is to facilitate training or employment for a parent.

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## Churches

When submitting supporting documentation with an application, churches are expected to provide:

- A document confirming your legal status
- A document detailing how project decisions are/will be made (we expect this to involve more than one person).
- A document detailing how financial decisions are made (we expect this to involve more than one person)

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## Community Interest Companies (CICs)

We will consider applications from properly constituted and registered CICs which:

- have three or more unrelated directors
- have an 'asset lock clause' to ensure that funds or assets can only be transferred to a named organisation or cause with charitable objects aligned to the applicant
- are CLG's (Companies Limited by Guarantee, as opposed to Companies Limited by Shares)

This means that Community Interest Companies must be set up and registered as such with Companies House, and able to provide a registration number. A copy of the Memorandum and Articles of Association must be supplied with applications. The applicant must make the case that the work is directly focused on the needs and aspirations of children and young people over and above the business needs of the company. As part of this, applications should show how the project responds to a clearly identified need and how the views of children

and young people have been taken into account

Here are links to some useful information from the Office of the Regulator of Community Interest Companies

<https://www.gov.uk/government/publications/community-interest-companies-how-to-form-a-cic>

<https://www.gov.uk/government/publications/community-interest-companies-business-activities>

For information on the other types of Registered Companies we will consider applications from, please refer to the [Social Enterprise](#) section of this guidance

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## Computers and Internet

If you have a website or enable children and young people to access computers or the internet from your premises, including via smartphones, you will be asked about your 'acceptable use policy' during assessment regardless of whether or not such use is part of the project for which you are requesting funding

An 'acceptable use policy' details the way that the IT facilities can and cannot be used and all users are expected to sign up to it before gaining access. The policy should include ground rules for safe and responsible use of internet, email, chat rooms, messaging and social networking by the young people and describe the sanctions for misuse. This includes how usage will be monitored and misuse identified. The policy should also describe the measures that the organisation is taking to ensure the children and young people's safety on the internet. It is important that this is relevant to the organisation and age appropriate.

We expect your website to be fully accessible, easy to read and appropriate to the age of its users and where appropriate, you should show how children and young people have been involved in its design.

You must fully consider the following:

- Children and young people should not be identifiable or contactable from information on the website
- Photos should be used with care and with permission from the child and parent/carer
- Social networking sites and facilities should adhere to good practice guidelines, which might include reporting, access, registration, conduct, and moderation standards and practices
- Children and young people using the internet via your equipment or premises should be sufficiently aware of and equipped with the skills to recognise and deal with internet dangers. , This is usually achieved through training and information sessions and clear procedures for reporting inappropriate behaviour.

For more information refer to [Childnet International](#) and [Kid Smart](#).

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## **Continuation Funding**

Organisations currently in receipt of funding from us can expect to be contacted prior to the end of the current grant in order to discuss options for the future. Being in receipt of a current grant offers no guarantee of further funding as each application will be considered on its own merits.

If organisations holding a grant from us do re-apply for further funding, there will be a strong expectation that they will provide convincing evidence of the differences the grant has made to the lives of disadvantaged children and young people.

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## **Counselling Projects**

We expect all organisations offering formal, professional counselling to consider the following when planning and running their projects:

- the employment of professionally qualified counsellors who have experience working with young people, who access appropriate clinical supervision with experienced supervisors, and who take part in regular, relevant continuing professional development
- delivery of accessible counselling in an appropriately private but safe setting (for both the clients and the counsellors)
- being seen as a non stigmatising service within the community
- working within current legislation and guidance, offering confidentiality within usual ethical and safeguarding (or child protection) limits
- responding flexibly as far as possible to local needs in respect of diversity and practicality (e.g. disability and language)
- working with and alongside other services and agencies in a collegial manner, whilst maintaining appropriate levels of confidentiality
- membership of a professional body (such as the British Association for Counselling and Psychotherapy) and as such adhering to an established ethical framework and complaints procedure
- employing counsellors whose personal qualities will mean that they are approachable, have good listening skills and a manner that encourages a climate for safe and trusting relationships.

If services are to be delivered by colleagues who are not fully qualified, then these workers must be monitored and supervised very closely by more experienced and qualified staff, and there must

be systems in place to ensure safety for clients, workers, and the service.

Please note: We are unlikely to fund projects:

- taking place during school time (we expect projects to take place before or after school, during lunch or in the holidays)

For more information refer to [BACP](#) (British Association for Counselling and Psychotherapy).

See also [Schools](#) and [School Time Projects](#)

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## **Disability**

BBC Children in Need recognises the social model of disability where it is understood that there is an unequal relationship within a society in which the needs of people with impairments are often not given enough consideration and this can result in social exclusion. As a result of the barriers disabled children and young people face, they may also experience other disadvantages such as poverty, isolation, reduced access to leisure and friendship, illness and restricted opportunities.

We want our funds to support disabled children and young people in ways that:

- Improve their choice and opportunity
- Enhance their abilities
- Encourage independence
- Build their confidence and self esteem
- Involve disabled young people and adults as positive role models
- Counter negative attitudes and barriers to participation
- Recognise the needs of families and carers.

We will not fund:

- Projects that reinforce negative stereotypes of disabled children and young people.

We expect organisations to comply with the [Equalities Act \(2010\)](#).

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## **Early Years (including Children's Centres)**

When applying to us for work with young children you will need to provide details about how your project is outside national and local statutory commitments. Applicants also need to show how the project they are applying for is for the primary benefit of disadvantaged children rather than their parents.

Applications may be considered from voluntary organisations providing services within children's centres that are otherwise led by local authorities and in which the voluntary sector partner is taking the lead.

See also [Child Care & Crèches](#)

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## Equipment

We do not fund the purchase of equipment that will become the property of, or for the use of a statutory body, such as a school or hospital.

When applying for funding for equipment, you will be expected to detail:

- how children and young people will be the main users or will directly benefit
- why the equipment is needed for the project
- how issues such as insurance, secure storage and shelf-life have been considered
- how you have shopped around to get the best value for money
- why purchasing equipment is better than hiring or borrowing
- who will have access to the equipment when not in use by the project?

Where equipment is purchased for an individual child or young person to use, BBC Children in Need prefers that the item remain the property of the group not the individual. When an item is bespoke or not reusable we are comfortable that it becomes the assumed property of the child or young person.

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## Full Cost Recovery

Full cost recovery involves paying the total costs of a project, including a proportion towards the overhead costs of the organisation running the project.

BBC Children in Need does not adopt the full cost recovery model. We will not fund 'notional' costs relating to the wider organisation, and will only fund direct project costs.

See also [Project Costs](#)

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## Governing Document or Constitution

A governing document outlines an organisation's rules, objectives and how they make decisions. This document is often called a constitution. For Community Interest Companies it is called a Memorandum and Articles of Association.

See also [Charity Registration](#)

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## **Holidays and Residential**

We fund holidays, trips and outings only where these can be shown to be an effective way of addressing the needs of the children and young people involved.

Where holidays or other residential experiences are the main feature of the application we will fund for only one year at a time. This is due to the high importance of having up-to-date safeguarding policies for these types of projects.

We do consider two and three year requests where a residential element is one part of a wider range of activities. Successful grantees will be required to provide us with annual updates of their safeguarding policy.

We will not give grants directly to residential centres wanting to secure funding for children and young people to attend their centres. We will only provide funding to organisations with an established working relationship with children and young people.

We only fund trips and holidays within the UK. The one exception is Northern Ireland where trips or holidays to the Republic of Ireland may be considered.

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## **Homelessness**

Due to wide statutory responsibilities in this area, we do not expect to fund accommodation for homeless children or families except in very exceptional cases. We may, however, support activities within accommodation centres that specifically address the issues and needs of the children. We also recognise that a case may be made by applicants for us to consider funding refuge accommodation for young people who have run away.

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## **Individual Children**

Although we do not accept applications to our Main and Small Grants Programmes from individual children or their families, our [Emergency Essentials programme](#) provides grants to individual children and young people living with severe poverty, a lack of the basic facilities which most of us take for granted and additional pressures such as domestic violence, disability or poor health in the family.

The programme provides items that meet children's most basic needs such as a bed to sleep in, a cooker to give them a hot meal, clothing (in a crisis) and other items and services that are critical to children's wellbeing. The programme is administered by Buttle UK which, through its network of frontline partner agencies, is able to reach families who need the programme most.

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.

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### **Legal Aid**

We do not consider full funding for posts that undertake casework attracting any legal aid. If applying for such posts, please show any legal aid funding received in relation to the previous year's casework. For years two and three of such requests, applicants need to state how much legal aid they will potentially receive and, therefore, how much of a contribution to the post they are requesting from us.

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### **Local Authorities and NHS bodies**

We will not consider applications from local government bodies. This includes councils at all levels.

We will not consider applications from statutory health bodies. This includes NHS primary or secondary care bodies, hospitals, PCT's, SHA's and equivalents, for example, Health and Social Care Trusts, NHS Boards and Health Trusts.

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### **Medical Aids and Equipment**

We will not fund medical aids or equipment where there is a statutory responsibility. This includes the purchase of specialised medical equipment for a hospital.

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### **Mentoring and Befriending Projects**

We expect all organisations applying for mentoring and befriending projects to consider the following when planning and running their projects:

- a clear link between your project aims and the benefits identified for individual clients/volunteers
- a process for client referral/eligibility incorporating good equal opportunities practice
- a robust recruitment and selection process for volunteers
- robust procedures in place for the screening of volunteers and arrangements for safeguarding clients and volunteers (including appropriate checks, references, risk assessments, training, insurance, confidentiality statement, consent forms)
- a good and consistent process for matching your clients with volunteers and arrangements in place for dealing with relationships that turn out to be unsuitable

- ensuring that initial training and preparation for volunteers is in place alongside ongoing support
- ensuring that there is/will be a documented process in place for monitoring the progress of relationships.

Organisations working in this area may want to consider attaining the Approved Provider Standard, a national benchmark for organisations providing volunteer mentoring or befriending.

For more information refer to the [Mentoring and Befriending Foundation](#)

If your organisation is applying for a Volunteer Co-ordinator post please ensure you provide a role description for the volunteers.

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### **Minibuses**

We consider applications for minibuses but these grants are rare and applicants will need to provide a strong case for the outcomes for children and cost-effectiveness. You will need to evidence the following:

- why the organisation needs to own instead of hire a minibus
- how much you expect to use the minibus, and how much of that use will be by disadvantaged children and young people
- how insurance, secure storage, running and maintenance costs will be paid
- how the vehicle will have the necessary accessibility for all potential users
- how all safety requirements, such as seat belts and fire extinguishers, comply with the law.

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### **National Organisations**

National organisations are those that provide or aim to provide services to the whole of England, Wales, Scotland or Northern Ireland or any combination of these.

Independent branches of national organisations (i.e. those which have their own constitution, their own management committee and are fully responsible for their own finances) are treated as separate organisations and we can accept applications from each branch.

Non-independent branches of UK-wide organisations, which have a presence in more than one nation, are eligible to submit an application to each nation.

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## Partnership Work

Some organisations may decide to work together and adopt a joint approach; however, any application to us must be made by an organisation which has a legal entity. So one organisation in the partnership needs to be nominated as the lead organisation and make the application. That organisation will be legally accountable for managing the grant and reporting back, for project delivery, including the management of any workers funded by the project, and for ensuring that the project achieves its stated outcomes.

Applications from partnerships are subject to the same guidance as other applications with regard to the status of the applicant body.

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## Playgroups and Playschemes

Most playgroups and playschemes for children under the age of eight years must be registered unless the law says they are not required to do so.

We will not fund projects of these types that should be registered and are not.

For more information refer to [Ofsted \(for England\)](#); [Care Inspectorate \(for Scotland\)](#); [Care and Social Services Inspectorate for Wales](#); your local [Health and Social Care Trust \(for Northern Ireland\)](#).

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## Pregnancy

We do not fund projects for pregnancy testing; or advice, information or counselling on pregnancy choices.

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## Project Costs

BBC Children in Need 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 paying with or without the project in place. (This is either as full cost recovery or any apportionment to the wider organisation.)

See also [full cost recovery](#)

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## Rare Medical Conditions

Applications from organisations supporting children and young people with rare medical conditions

should provide an external referee who is a medical practitioner with experience of working with the condition and knowledge of the work of the organisation and the specific project.

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## Referees

Your referee must be someone who is external to your organisation. He or she should be someone who knows your organisation in a professional capacity but who is not a part of it. It is essential that the referee has a good understanding of the project you are applying for, as they will be asked to discuss your application if it goes through to assessment.

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## Religious Organisations

We consider applications from faith-based organisations but we do not fund the promotion of religion or any activity that involves proselytising.

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## Respite Care

We consider applications from projects offering respite care to the family of a disabled child or young person. But as the core provision of respite care is a statutory responsibility, you will need to provide a clear reason why we have been asked to fund this activity.

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## School-time Projects

We expect projects to take place before or after school, during lunch or in the holidays. Unless a very exceptional case can be made, we are **unlikely to fund** projects:

- which take place during school time
- where children or young people are being taken out of class to attend.

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## Schools

We consider applications from schools but do not consider:

- Activities or services that schools have a statutory responsibility to provide, i.e. the curriculum or activities related to it
- Improvements to a school building or grounds

- The purchase of equipment that will be used within curriculum time.

Instead of submitting a constitution schools must provide:

- A document confirming your legal status
- A document detailing how financial decisions are made (please state how this will be applied to the project you are requesting a grant for)
- A document detailing how project decisions are made (please make sure this applied to the project that you are applying for)
- Confirmation that a school fund account exists for grant money to be paid into

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## School Exclusions

Projects working with children and young people excluded from schools should be able to clearly demonstrate how our funding:

- does not replace statutory funding - which we expect to follow the child
- will be additional to statutory responsibilities
- enables a quality of experience which is different to what statutory authorities are responsible for providing.

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## Sessional Staff

We recognise the need to engage sessional staff for the purposes of delivering specific forms of project or activity for children and young people, for example, short term or one-off holiday play schemes. However we believe that, where possible, it is more likely to produce good outcomes for children if organisations offer fixed-term contracts to cover projects.

All main grant applications which involve an element of staffing costs (including sessional staff, tutors, coaches, employees, contractors, freelancers, play workers, artists, therapists) must provide a job description, person specification and first year work plan for each different post requested.

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## Social Enterprises

We will consider applications from properly constituted and registered Social Enterprises and Companies Limited by guarantee which:

- are registered with Companies House and have three or more unrelated directors
- have a dissolution clause in their memorandum and articles to ensure that funds or assets can only be transferred to an organisation or cause with charitable objects aligned to the applicant
- are CLG's (Companies Limited by Guarantee, as opposed to Companies Limited by Shares)

This means that Social Enterprises and Companies Limited by Guarantee must be set up and registered as such with Companies House, and able to provide a registration number. A copy of the Memorandum and Articles of Association must be supplied with applications. The applicant must make the case that the work is directly focused on the needs and aspirations of children and young people over and above the business needs of the company. As part of this, applications should show how the project responds to a clearly identified need and how the views of children and young people have been taken into account. For Community Interest Companies please refer to [this](#) section in the document

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### **Support for Parents**

We consider 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. Very clear evidence of outcomes for children needs to be provided.

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### **Staff Training**

Staff training can be considered when the link to better outcomes for children and young people can be clearly evidenced. Training will not be funded when it is primarily to enhance an individual's professional development.

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### **Volunteer Expenses**

Legally, volunteer expenses must only be paid for expenditure which is actually incurred, for example, when refunding a bus ticket or the cost of petrol. Expenses should not be an allowance or fixed fee for volunteering, as this may be viewed as pay, which is subject to National Insurance and tax.

For more information refer to [Volunteering England](#), [Volunteering Wales](#), [Volunteer Scotland](#) or [Volunteer Now](#) (in Northern Ireland).

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### **Women's Refuges**

We do not fund children's workers in women's refuges in Scotland as it is covered by statutory provision.

In Wales we will fund work in refuges only if it can be demonstrated that the provision is additional to the Welsh Government's agreed statement of the core provision which children can expect.

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