



'How to' Funding Guide

Specific to:

BBC Children in Need (Small grants)

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SECTION 1 – INTRODUCTION

IRFU (Ulster Branch) have developed this 'How to' funding guide as a resource to provide a succinct support mechanism for Clubs wishing to apply for grant funding. Each 'How to' funding guide has been developed for a specific grant programme, details of which are within the document.

Disclaimer

IRFU (Ulster Branch) have developed this resource in good faith and have endeavoured to ensure that the information contained within is accurate at date of production. Clubs are responsible for ensuring that information contained within their own submission meets the up to date requirements of the grant programme.

SECTION 2 – OVERVIEW

Grant Programme Name: **Children in Need (Small grants)**

Link to Grant Programme website: <http://www.bbc.co.uk/programmes/b008dk4b/features/grants>

Introduction

The BBC Children in Need Small Grants programme is open to charities and not-for-profit organisations (including sports clubs) applying for any amount up to and including £10,000 for one year.

Grants are provided for organisations working with children and young people of 18 years and under experiencing **disadvantage** through:

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

BBC Children in Need fund organisations working to combat this disadvantage and to make a real difference to children and young people's lives.

Deadlines:

See the table below for more information. There are 5 deadlines throughout the year.

Application Deadline	What Happens Next	When is the Decision Due?
1 st April	If the application is eligible you will need to be available in the month after the deadline for a telephone assessment. Your referee will also need to be available that month to provide a reference.	Early June
1 st June		Early August
1 st September		Early November
1 st December		Early February
1 st February		Early April

Amount

Organisations can apply for any amount up to and including **£10,000** for one year.



What grants are NOT provided for:

- Work which statutory bodies (such as schools or local authorities) have a duty to fund
- Building projects applying to Children in Need for more than £20,000
- Projects which promote religion
- Trips or projects abroad
- Medical treatment or research
- Pregnancy testing or advice, information or counselling on pregnancy choices
- Awareness-raising work, except where it is targeted at those children or young people most at risk.
- Bursaries, sponsored places, fees or equivalent
- Individuals (unless an eligible organisation is applying on their behalf)
- Organisations that apply on behalf of other organisations, for example, PTA's applying on behalf of schools
- General appeals or endowment funds
- Budget shortfalls or debt repayments
- Projects where the grant expenditure is due to start before the grant award date (retrospective funding)
- Projects unable to start within 12 months of the grant award date
- Unspecified expenditure
- Organisational overheads or running costs which the organisation would incur whether the project was running or not, however, support costs incurred as a direct result of running a project will be considered.

Refer to the online A-Z Guidance to make sure you don't waste time applying for things that will not be funded. Follow this link for the guidance -

<http://www.bbc.co.uk/programmes/b008dk4b/features/cin-grants-small-index>

How to apply

Read through the guide to 'planning your project' at the following link. This provides very useful information and will help your Club develop a strong application.

<http://www.bbc.co.uk/programmes/b008dk4b/profiles/planning-your-project>

Application forms are submitted using the **online application system** which can be accessed by following this link and clicking on the 'application form' box -

<http://www.bbc.co.uk/programmes/b008dk4b/features/cin-grants-small-index>

Additional information, i.e. supporting documents, should be submitted via the online application system also.



Supporting documents

All Clubs must submit the following supporting documents with their application form, via the online application system:

- **Most recent set of annual accounts**
 - If your most recent accounts are more than 18 months old you must also provide draft accounts which provide a more recent update.
- **Governing document**, e.g. constitution

Notes

If your Club currently has a grant from Children in Need, you can apply for further funding providing your current grant is coming to an end within the next 12 months.

Refer to the FAQs section for advice and other information:

<http://www.bbc.co.uk/programmes/b008dk4b/features/cin-grants-small-index>

SECTION 3 – KEY POINTS

The following section outlines the key points for your Club to consider when completing the main questions in the application form. *Please do not complete your answers in this document – this is for guidance only. The official small grants application form can be found on the BBC Children In Need website by following the link on page 5 of this document.*

Please do not copy and paste content from this document into your application form. This is simply to provide examples and guidance only. Your answers should be relevant to your project and the needs of the children/young people you are working with.

Small Grants Form - Main Questions and associated Answers

Please describe the disadvantages experienced by the children and young people you work with, and how they are affected (max 200 words).

- Use the Club's experience and local knowledge to describe the challenges and deprivation that the children and young people face e.g. anti-social behaviour, crime, unemployment, religious/political tensions, poor educational attainment, behavioural difficulties, family issues, disabilities etc. The use of local case studies such as media reports is also good to provide a reality and to show evidence.
- Make use of statistics from NISRA (Northern Ireland Statistics and Research Agency) which represent multiple deprivation relating to an address or postcode (if you are unsure of how to gain statistics from NISRA, contact David Johnston, Club & Community Development Officer)
- Make use of statistics from the PSNI Statistics website
- Include how the disadvantage experienced by the children and young people has an impact upon them, e.g. depression, anxiety, poor health, low confidence, lack of respect/trust for others, negative attitudes, no enjoyment/fun, lonely etc.

The more information you can include, the better.

Please describe the role children and young people play in planning and delivering your project (max 200 words).

Children in Need want to see that the children and young people involved in the project have some sort of proactive role in the planning and delivery of the project. This involvement could include for example:

- XX RFC operates for the benefits of the children and young people it caters for and as such, all projects and activities are tailored to meet the needs of these children and young people.



- Networking, interfacing and consulting with the children and young people on a weekly basis has contributed towards the design and delivery methods of this project.
- Volunteers at the Club continuously consult with local young people and are aware of their specific needs and issues
- Our Club has consulted with the parents of the children and young people and received input via this indirect method of communication.
- During Clubs activities, the Club volunteers informally consult with the children and young people to gauge their views and opinions regarding the direction the project should take.
- Whilst expert facilitators/coaches will be leading the project, the children and young people will be given certain roles and responsibilities, such as filling up water bottles, placing equipment and assisting in the co-ordination and delivery of some of the activities.
- Some of the young people could manage the project budget, with assistance from adult volunteers.
- We have targeted the contribution of children and young people in the planning and delivery of this project as much as is realistically possible.

Please describe the activities or services you are asking us to fund (max 200 words).

This question provides you with an opportunity to tell Children in Need exactly what your project will do. You need to give as many specific details as possible associated with your project. Examples of information you could include:

- Exactly what activities will take place – detailed description
- Include the duration of project, start and end dates, frequency (once/week, twice/month etc), who the target participants are, participant age groups etc
- Project location
- Include the numbers of participants that will take part in the project.
- Who will be delivering each type of activity
- What resources are you applying for to enable the activities to take place

These activities should be designed to address the disadvantages of the children and young people as described in the first Question.

How will these activities or services address the disadvantages the children and young people are experiencing (max 200 words)?

This question lets you explain how the activities within your project are best suited to deal with the disadvantage the children and young people are facing (as per the first Question).

The answer here will be specific to the needs of the participants as well as the activities that will be delivered throughout the project.



For example, if you have identified that two of the main needs of the children and young people are anti-social behaviour and drug & alcohol abuse, and assuming the project involves a drug & alcohol awareness workshop and a programme of rugby activities, try to explain what positive impact a drug and alcohol awareness workshop will have and how taking part in the rugby activities will help to reduce anti-social behaviour, i.e, by channelling aggression, providing an alternative motivation and direction for the participants, gain respect for others and improve dedication and self-discipline.

You have told us about the activities you plan to run. Please describe the three most important differences these activities will lead to in the lives of the children and young people you work with (max 150 words for each difference).

Example Difference

Through planning the project and managing the budget, the young people will become more confident in putting their views across and making decisions which will help them to live more independently.



SECTION 4 – EXAMPLE PROJECTS

Example Project 1

Developing opportunities for disadvantaged children and/or young people to take part in rugby through coaching sessions once/twice per week for xx weeks of the year.

Activities could include fundamental movement exercises, basic rugby skills, general physical activity based games and small sided games.

Example costs could include facility hire, equipment essential for the delivery of the project such as balls, bibs, cones, hurdles, ladders etc, first aid kits, coaching fees for the duration of the project.

Project aims to use the values of rugby union to promote the personal and social development of the young participants, improve their general health and well-being, increasing their quality of life and indirectly improve their educational capacity.

(Make sure the project outcomes link with the identified needs that the project is aiming to target).

Example Project 2:

Coaching camps over some of the School Holiday periods, e.g. Easter, Summer, Halloween. These camps could include physical activity sessions relating to rugby, Game of Three Halves linking with local Clubs, team-building and inclusive games activities, rugby techniques etc.

Upon completion of the camps, project leaders could take the participants for a trip to a local facility (e.g. swimmers, ten pin bowling, crazy golf etc) for further team-building and personal development activities that will build upon the relationships formed during the camps and enable participants to enjoy activities that they would usually not be able to take part in as a result of financial strain.

Example costs could include coaching fees, essential equipment, costs towards the trips and refreshments.



Example project 3:

12 week coaching programme focussing on health, well-being and active participation throughout the summer. Activities could also include nutritional workshops, drug & alcohol awareness workshops, suicide awareness workshops etc.

The programme could finish with a family fun-day to recognise achievements of the participants, including multi-sport activities, face painters, bouncy castle, BBQ etc.

Outcomes of the project are to encourage healthier lives, good mental health, personal capacity building, sustainable healthy eating habits, encourage team work and social interaction and promote community cohesion.

Costs could include facility hire, refreshments, equipment, resources for the family fun day, and facilitator costs to deliver workshops.

(Again, remember to make sure the project outcomes link with the identified needs that the project is aiming to target).

Note - The list of example projects above is not exhaustive. If you require clarification on a project idea, please contact David Johnston (IRFU Ulster Branch, Club & Community Development Officer) via phone or email.

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