**Guidance**

Thank you for your interest in applying to the BBC Merseyside *Open Doors* scheme, part of the BBC’s Community Doorway. Please read the information below and return your completed application to us at BBC Radio Merseyside (see **contact information** below for contact details)

**Editorial Exclusions:**

It is important that the BBC is clearly seen to maintain editorial independence and due impartiality. For this reason we would not seek to build partnerships with political parties, lobby groups, religious organisations or organisations which deal with matters of controversial public policy and/or overtly campaign on matters of public policy. We cannot agree to BBC staff supporting organisations’ media campaigns.

The BBC has restrictions on how it is able to resource, support and/or facilitates staff fundraising, merchandise sales and other forms of endorsement for external charitable causes. The BBC does not corporately allow staff time and resources to be used in this way for causes other than our own charities, for example BBC Children in Need; Comic Relief, with whom we have a long-standing and unique broadcast partnership; and, in exceptional cases, recognised national causes, such as the Poppy Appeal, where there is a public acceptance that the BBC would be expected to support the cause.

As the aim is to benefit organisations and audiences through expertise and skills, the BBC will not pay charges to partner charities. If it is your organisation’s policy to charge for your services then please note that your application will not be considered.

Partnerships of this kind do not imply BBC endorsement for a particular cause or endorsement of one charitable cause over another. Undertaking such a partnership will not in any way influence or facilitate greater editorial coverage for our partners.

**Application deadlines and event dates:**

The deadline is **midnight on Friday 28th April 2017**. Any applications received after this time will not be considered.

The one-day event will be held at BBC Radio Merseyside on **Monday 15th May** **10.00 – 17.00**. Only successful applicants can attend – any changes of attendees from your organisation must be agreed with the event organiser, Mairead Smyth.

**Contact information:**

If you need assistance making an application, please do contact us. You can return your form via email or post.

**Call:** 0151 708 6161 (Tuesday – Friday).

**Email**: mairead.smyth@bbc.co.uk (Tuesday – Friday).

**Address:** BBC Radio Merseyside, 31 College Lane, Liverpool, L1 3DS.