

Re-Rooted: Safety and security for refugees & asylum seekers: Full proposal guidance.

General guidance

Please find the guidance for the programme below. Please read this guidance carefully, and be sure the answers you give clearly address the key points these questions are seeking to draw out from your response.

To give as many organisations as fair a chance as possible, you can only submit one proposal to *Re-Rooted: Safety and security for refugees & asylum seekers* funding programme (though you can be named as a partner on any number of applications).

Please be aware we will never read more than one proposal per organisation. However, you can apply to multiple funding programmes at the same time.

Application form

When using the online form, it's helpful to know the following:

- There are character limits for the answers to some questions. These are noted below, and they also appear clearly in the online form once you start typing in a text box. The form will not let you exceed the character limit.
- Please be aware, if navigating away from the online form, you will need to use the Save and Resume function at the top of each page. This will send you an email with a link to resume the form. This link will be different to the original one used to access the form from the website.
- Please note, you can lose work if it's open in two window tabs.
- You can leave the form and return to add more information at a different time, using the Save and Resume function mentioned above.
- The answers to some questions will determine whether you are subsequently asked additional questions. To make sure you supply us with the answers required to all questions, you should complete the application form in order.
- Before you can submit, our system checks whether you have completed all mandatory sections and questions. The system will flag any unanswered questions to you when you attempt to submit.

- When you click submit, you will have the opportunity to review before confirming your application. If you need to edit a section before submitting, you can click 'make a correction' at the bottom of the application preview. If you want to print a copy of your application for your records, you can click 'print' at the bottom of the page. **You MUST click the confirm button** at the bottom of this page to finalise your submission.
- You will receive your proposal ID in the acknowledgement email you receive upon submission.

The deadline for this programme is **12:00pm noon (BST) on 26th March**. We will not accept late proposals and strongly urge that you resolve any issues with your proposal and submit it in advance of the deadline. Please get in touch with fundinginfo@comicrelief.com if technical issues are preventing you from submitting your application before the deadline.

1. Basic details

Page & Subsection	Question	Guidance	Character count
P1 Declaration	Privacy Policy	To access the proposal form, you must confirm you have read and agree to the terms of the privacy policy	n/a
P1 Declaration	Authority to Submit	Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation.	n/a
P1 Declaration	Terms and Conditions	Please tick to confirm you have read and accepted the terms and conditions of making a grant proposal to Comic Relief. It is important to take the time to read these to fully understand what to expect from Comic Relief once a proposal has been submitted.	n/a
P1 Declaration	Data Protection	Please tick to confirm you have understood how Comic Relief will share personal data. Please note proposals cannot be submitted unless these tick boxes have been checked.	n/a
P1 Basic details	Title of your proposal	Please provide a brief title for your proposal. You can be creative or simply title it with your organisation name + 'core funding proposal'. We will use this title whenever we refer to your proposal.	80 characters
P1 Basic details	For this proposal, are you working with partner organisations who will be responsible for managing a share of the budget?	Please tick Yes or No.	n/a

Page & Subsection	Question	Guidance	Character count
P1 Basic details	Has your organisation previously been funded by Comic Relief?	Please tick yes if Comic Relief has previously provided funding to your organisation.	n/a

2. Your Proposal

This section is for you to give us more detail on your proposal.

Page and Subsection	Question	Guidance	Character count
P2 Track record	If you were to tell the general public a positive story about the people who are benefitting from your work, or the change that's being brought about, what would that be? You can include one strong example, or a couple of examples if you wish.	Please share one, or more than one, example of positive change that's been brought about by the work of your organisation. This should illustrate how your organisation has successfully supported and/or created improved outcomes for refugees and asylum seekers in the UK.	2100 characters
P2 Track record	Please summarise the track record of your organisation in working with refugees and asylum seekers in the UK.	This funding opportunity is for organisations who have a successful track record in providing services and support for refugees and asylum seekers in the UK and/or doing influencing and advocacy work for improved outcomes for refugees and asylum seekers in the UK. We want to understand how your organisation has been supporting these groups in the UK and for what	2100 characters

Page and Subsection	Question	Guidance	Character count
		length of time. Please mention any key successes that we should be aware of.	
P2 Change	This funding opportunity is for organisations that provide services and support for refugees and asylum seekers in the UK and/or that are undertaking influencing and advocacy work focusing on safer routes and improved outcomes for people affected. Is your organisation doing one or both of these activities?	(drop down list: services and support; influencing and advocacy; both)	n/a
P2 Change	For applications for organisations providing services and support for refugees and asylum seekers: This funding is to be used for flexible, core funding to further	We want to know who the people are who benefit from your work (your main target groups or beneficiaries). Tell us where they live and what problems or challenges they face, and explain a little about the context in which they are living. Your explanation should help us see the need for your work. Tell us what changes you are aiming to bring about for the people described. We want to know in what way the activities or services you provide will bring about change for the better in the lives of the people who you work with. Depending on the kind of work you do these changes could be for individuals, communities or organisations.	3500 characters

Page and Subsection	Question	Guidance	Character count
	<p>your work over the next 3 - 5 years. To describe what you will be supporting, can you please answer the following questions:</p> <p>--Who do you expect to reach?</p> <p>--What do you expect to do?</p> <p>--Where do you expect to do this?</p>		
<p>P2 Change</p>	<p>For applications for organisations undertaking influencing and advocacy work focusing on safer routes and improved outcomes for refugees and asylum seekers:</p> <p>If you plan to undertake influencing and advocacy work, please explain your priorities:</p> <p>--Who do you expect to influence?</p>	<p>If you plan to undertake influencing and advocacy work with the support of this funding, we want to know what type of change you hope to bring about and among what groups. Depending on the kind of work you do these changes could be about changes in capacity, attitudes, behaviour, systems, structures, services, processes, policies, or legislation. We want to know what activities you currently do or plan to do to bring about these changes.</p>	<p>3500 characters</p>

Page and Subsection	Question	Guidance	Character count
	<p>--What do you expect to do? --What changes do you hope to bring about?</p>		
P2 Approach	<p>How will your work be relevant to one or both of the following priority areas: --Service delivery to meet multiple needs of refugees and asylum seekers --Influencing work at the local or national level that is based on evidence of need among refugees and asylum seekers</p>	<p>We want to know how the work you're proposing to do will be relevant to one or both of the key priority areas of the programme. For this funding programme, proposals for service delivery should be holistic, offering wrap-around support to better meet multiple needs of refugees and/or asylum seekers. This can be delivered by the applicant organisation alone, or in partnership with others.</p> <p>If you plan to carry out influencing work, this could take place at the local or national level. Influencing work should be based on evidence of real need among refugees and asylum seekers. This can include evidence from service delivery carried out by your organisation or other organisations, or existing or new research.</p>	3500 characters
P2 Approach	<p>How does your organisation work with and involve people with lived experience in the running of your organisation and developing its priorities and work?</p>	<p>We believe activities developed in collaboration with the people they aim to support will more effectively create positive social change. Please describe what role individuals with lived experience of forced migration to the UK play in running your organisation and/or developing the priorities and work of your organisation. Tell us about the types of roles people with lived experience have in your organisation and how their input is integrated into the development of your activities or services. This could also include any plans you might have for reinforcing good practice in the organisation.</p>	2100 characters

Page and Subsection	Question	Guidance	Character count
P2 Amount of funding	How much funding are you applying for?	You can apply for up to £200,000. You are <u>not</u> required to submit a budget at this stage of the application process.	n/a
P2 Duration of funding	How long would you like the funding to last?	Please select how long you would like this funding to last from the drop-down list. This funding opportunity is for between 3 and 5 years.	n/a
P2 Where the work is taking place	Where is the work going to take place?	Please tell us where your work will be taking place. We would like to know the country and region. If the work is country-wide you do not need to add a region, just leave the 'Region' field blank. If you need to add more than 1 country or region, click 'Add another response' as many times as required.	n/a

3. Your organisation

This section is for you to tell us more about your organisation.

Page & Subsection	Question	Guidance	Character count
P3 Your organisation	Date your organisation was established	Please enter the date your organisation was established. If you do not know the exact date your organisation was established, please give an approximate date.	n/a
P3 Your organisation	Legal status	Please select your organisation's legal status from the drop-down list and complete registration number details if applicable.	n/a

Page & Subsection	Question	Guidance	Character count
P3 Your organisation	If your organisation is not a registered charity, please upload your constitution /memorandum and articles of association	If your organisation is not a registered charity, your governing documents must outline the organisations social purpose, demonstrating that any profit or assets are used for this purpose, and show that an asset lock is in place.	Upload
P3 Your organisation	Registration number	Please enter your organisation's registration number. Please do not add special characters, only add letters and numbers.	50 characters
P3 Your organisation	Is your organisation affiliated with any other organisation?	If you answer yes, you will be asked to enter the name of the organisation(s) to which it is affiliated. By affiliated, we mean any organisation that is legally connected, such as a sister or parent organisation.	255 characters
P3 Your organisations finances	What was your organisation's income in your most recent full financial year?	Please provide us with your organisation's income and expenditure for your most recent full financial year in GBP. Please also provide us with your organisation's total reserves and unrestricted reserves for these years. By unrestricted reserves, we mean reserves which are not committed legally or contractually for a specific use but are free to be designated by your organisation in to meet your objectives.	n/a
P3 Policies	Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?	Please tick Yes or No.	n/a
P3 Policies	Do you have a diversity / equal	Please tick Yes or No.	n/a

Page & Subsection	Question	Guidance	Character count
	opportunities policy?		

4. Your partner

If you are working with a partner organisation/s who will be managing part of the budget, this section is for you to tell us more about them. If you are not working with partner organisations then this section is not applicable to you.

Page & Subsection	Question	Guidance	Character count
P4 Basic Partner details	Partner name	To remind you, partners are defined as organisations who will be responsible for managing a share of the budget. Please do not include small community based organisations, community health structures, savings groups etc. unless they will be responsible for managing part of the budget. Please also note that if you are working with any government organisations, they should not be in receipt of any Comic Relief funds.	255 characters
P4 Partner contact	Partner contact name Partner contact email Partner contact job title	Please provide us with the name of the main contact person at your partner organisation, their email address and their job title.	n/a
P4 Basic Partner details	What is the purpose of this organisation and what is it most proud of in its history? Why is this organisation best placed to carry out this work?	Please provide us with some more information about your partner organisation – what they do, who they work with, where they work. Provide information about their experience in working with the people you want to help, and the problems they are dealing with. We also want to know what they are most proud of in terms of their organisation’s achievements and why this partner organisation will be able to help you deliver your work.	2100 characters

Page & Subsection	Question	Guidance	Character count
P4 Basic Partner details	Date this organisation was established	Please enter the date your partner organisation was established. If you do not know the exact date it was established, please give an approximate date.	n/a
P4 Basic Partner details	This partner organisation's legal status	Please select your partner organisation's legal status from the drop-down list.	n/a
P4 Basic Partner details	Registration number	Please provide the registration number of your partner organisation.	50 characters
P4 Partner finances	Please provide the following figures for the organisation's most recent full financial year, and the previous year	Please provide us with your partner organisation's income and expenditure for their most recent full financial year and the previous year. Please also provide us with their total reserves and unrestricted reserves for these years. By unrestricted reserves, we mean reserves which are not committed legally or contractually for a specific use but are free to be designated by your partner organisation in furtherance of their objectives.	n/a
	Add Partner	You can add additional partners by clicking on 'Add another partner'. You will be asked the same questions as above for each partner.	n/a

5. Declaration and Contact details

Page & Subsection	Question	Guidance	Character count
P5 Contact details	First name		40 characters
P5 Contact details	Last name		80 characters
P5 Contact details	Email address	Must be an email address.	80 characters
P5 Contact details	Telephone number	Please do not add special characters, only add numbers.	20 characters
P5 Organisation details	Organisation name	Input your organisations full name. If you have previously applied to Comic Relief or receive funding, please use the same name spelling.	255 characters
P5 Organisation details	Organisation address		100 characters
P5 Organisation details	Town/city		40 characters
P5 Organisation details	Country	Select from the drop-down list.	n/a
P5 Organisation details	Postal code		15 characters
P5 Organisation details	Organisation main email address	Must be an email address.	80 characters
P5 Organisation details	Organisation main telephone number	Please do not add special characters, only add numbers.	20 characters