

# **‘A Place to Belong: Every Step of the Way’ Systemic Change Application Pathway FAQs**

**Please note:**

- **For support with your application please refer to the application guidance.**
- **If you are experiencing technical issues, please get in touch by emailing [fundinginfo@comicroelief.com](mailto:fundinginfo@comicroelief.com).**

**This FAQ includes sections on:**

- Your proposal for funding
- Available funding, and the funding process.
- Eligibility to apply and be awarded funding.

## **PROPOSALS**

**Will you prioritise applications from organisations that have a demonstrable experience of advocating for policy change and challenging structural racism in housing and homelessness?**

We welcome applications from organisations that understand the link between racial justice and homelessness, and that have the ambition and experience to advance racial justice through influence and advocacy in the homelessness sector by challenging the systems and structures that create and sustain racial inequalities.

**Our organisation does not currently have an AJEDI (Anti-Racist, Justice, Equity, Diversity & Inclusion) framework, can we still apply?**

We are strongly encouraging all organisations working in the area of homelessness to consider and commit to AJEDI practice across the sector, rather than placing the burden solely on specialist organisations working with Global Majority communities. We therefore welcome applications from organisations that already have an AJEDI framework (or similar) in place, as well as those who are at the early stages of this work or can demonstrate a strong commitment and readiness to begin.

**Are there any restrictions on influencing work?**

Influencing can happen at local or national level, with the specific aim advocating for policy change and challenging structural racism in housing and homelessness

Please note: work funded by *A Place to Belong: Every Step of the Way* must follow government guidance on campaigning and political activity by charities, regardless of your organisation’s registration status. There is separate government guidance for [England and Wales](#), [Northern Ireland](#) and [Scotland](#).

**How can we apply as a partnership?**

We welcome applications from single organisations or partners of two or maximum three organisations. Partners are entities working closely together to deliver the project, and who are each responsible for managing part of the budget. One lead partner is responsible to Comic Relief for submitting the proposal on behalf of all the partners, and the overall delivery, spending and reporting.

**Do we need to submit a budget as part of this proposal?**

No, you will not have to submit a budget during the application process. If your proposal is successful, you will need to send a budget for approval as part of the start-up process. This will be a condition of funding before the first instalment of funds can be made.

**Do you look for traditional KPI style data in your monitoring and evaluation?**

Please note: We will ask for this monitoring and evaluation information after funding is approved, and not as part of the proposal process.

We may ask organisations to identify a small number of outcomes they would like to see as a result of the funding, and we encourage organisations to use their existing data where possible. Funded organisations identify indicators to demonstrate progress against outcomes. For core funding, your outcomes may be broad and speak to the wider work of your organisation.

This process should provide your organisation with its own information to track progress, and demonstrate results for internal and external audiences.

**Will funding be weighted to organisations with lower income levels?**

No, the *A Place to Belong: Every Step of the Way* funding call will not prioritise annual income levels as part of the approval process. Organisations need to have annual income from £200,000 to £10 million in order to apply.

**FUNDING****When will we find out if our proposal will be taken to the next stage?**

- Proposals will be shortlisted after the application deadline. You should be told the outcome of the shortlisting stage in early June.
- For shortlisted applications, we expect the funding decisions will be announced in late July.

**When will the funding start if our proposal is approved?**

There is no predefined start date. You will be able to propose a date that reflects when you will start allocating costs. This could be right after an offer letter is signed, or after some start-up and preparation steps e.g. recruitment of staff.

**How long will the funding last?**

From 36 to 84 months.

**What do you mean by flexible, core funding?**

Flexible, core funding is designed to support the good work of organisations, and not just projects.

- This could mean core funding of the organisation's annual budget to continue its good work, or funding to expand the work, or to add something new that amplifies the work or its results.
- As flexible funding, it can be allocated for expenses that are harder to fund, such as salaries of senior management or administration, or ongoing costs that are not covered by other grants.

Please note:

- Flexible, core funding has to be used for an agreed purpose, and in an agreed time period.
- Core funding is not the same as unrestricted funding, which you can put in a bank or investment and spend however you want.

Restrictions:

- In the case of *A Place to Belong: Every Step of the Way*, the funding is restricted for use over a period of three to seven years.
- As stated in the funding call, it is to be used for the overall purpose to advance racial justice through influence and advocacy in the homelessness sector by challenging the systems and structures that create and sustain racial inequalities.
- A budget will be proposed and agreed as part of the start-up process.
- Comic Relief is a flexible and responsive funder. During the life of the grant, the allocations of funding for specific costs can be adjusted following Comic Relief's process to modify budgets.

### **How much funding can we apply for?**

Up to £450,000.

### **If we ask for the maximum amount, will this be looked upon unfavourably?**

No. You should apply for the level of funding based on good work you can carry out and your organisation's ability to manage and use funds within the funding period.

### **What is the deadline for applications to this fund?**

12 noon on Tuesday, 30<sup>th</sup> April. If you are experiencing a technical difficulty that is preventing you from submitting by the deadline please get in touch with us as soon as possible by emailing [fundinginfo@comirelief.com](mailto:fundinginfo@comirelief.com).

### **What will be the next steps after submitting an application form?**

- If your proposal is shortlisted, your organisation will be asked to submit additional information regarding governance, finances, and approach to safeguarding.
- You will be invited to a meeting to find out more about your organisation, and to discuss your proposal.

### **Do you fund capital costs?**

Comic Relief will not support capital costs over 25% of the total funding request, and capital costs will need to have a strong link to the changes you are aiming to achieve.

## **ELIGIBILITY**

### **Are we able to apply for funding to cover our work on influencing and advocacy within the homelessness sector, if it is not the only focus of our organisation?**

Yes. If your organisation has demonstrable experience in advocating for policy change and addressing structural racism within housing and homelessness, you are eligible to apply. This does not need to be the sole focus of your organisation's work. However, you must be able to clearly evidence your track record in this area and demonstrate that the funding will be used to strengthen and advance this work.

### **Which countries does this funding apply to?**

This call is for organisations registered in the UK.

### **What annual income do organisations need to apply?**

Funding is available for organisations with annual income from £200,000 to £10 million. We will use the income shown on your most recent annual accounts submitted to the relevant authorities, or annual accounts in the process of being submitted at the time of the proposal deadline. This cannot be based on projected future income.

### **My organisation isn't a charity, can we still apply?**

We do fund organisations other than registered charities. Please note for other non-profit organisations (such as CIOs, CICs, or incorporated non-profits) the governing documents must clearly outline the organisation's social purpose, demonstrate that any profit or assets are used for this social purpose, and show that an asset lock is in place. We will ask for a copy of your governing documents as part of your application. Organisations that are eligible include:

- UK registered charity in England & Wales, Scotland or Northern Ireland
- Community interest company limited by shares or guarantees (CIC)
- UK Charitable incorporated organisation (CIO)
- Other type of registered non-profit organisation that uses its assets for a defined social purpose
- Company limited by guarantee or share using its assets for a defined social purpose
- Limited liability partnership using assets for a defined social purpose
- Co-operative society/friendly society
- UK constituted organisation or trust

Ineligible organisations include:

- Hospitals
- NHS Trusts
- Schools or colleges
- Statutory body, including local authorities
- Non-registered organisations, without a constitution
- Profit-making organisations, where profit goes to shareholder and no asset lock is in place

### **My organisation is in the process of becoming legally constituted, can we still apply?**

Comic Relief uses the last set of annual accounts submitted to the relevant authority as a basis for whether an organisation is eligible. So unfortunately, you are ineligible to apply if your organisation does not have annual accounts.

### **Can local authorities apply as either the lead applicant or as a partner?**

Unfortunately, no. Comic Relief does not fund the delivery of services that are normally the responsibility of governments. This also means that local authorities cannot be one of the partners included in a proposal.

### **My organisation currently receives Comic Relief funding, can we still apply?**

Yes, if your organisation still meets eligibility criteria for this fund.

### **Can we submit more than one proposal?**

To give as many organisations as possible a fair chance, you can only submit one proposal to the *A Place to Belong: Every Step of the Way* funding programme. You may, however, be listed as a partner on any number of other applications. If you have already submitted an application under the *Service Delivery* pathway, you cannot submit another under the *Systemic Change* pathway. We will only read one proposal from each lead applicant organisation

### **Can I still apply if my organisation does not meet the criteria in the eligibility questionnaire?**

In this case, unfortunately you cannot submit an application. We can only fund a organisations that meet our eligibility requirements, and we would not want you to spend time completing an application that will be rejected.

**We want to submit a partnership bid but the partner is not constituted, can we still apply?**

Your organisation can still apply, but you cannot include an organisation that does not have a formal constitution and does not meet other basic requirements including annual accounts. You could still work with that organisation through a separate contract, for instance for providing consultancy services.

**Is the income threshold of £200k-£10million a year mandatory for every organisation in a partnership application or does this only apply to the lead applicant?**

Our income criteria relates to the lead applicant, whose income needs to be at least £200,000 and up to £10 million. Partners do not need to meet this requirement.

However, please note that the income of several smaller organisations cannot be combined to meet the minimum of £200,000 annual income for the lead applicant.

All partners must meet all other eligibility criteria. Organisations that do not meet the eligibility criteria could still be involved through contracts, for example to provide specific consultancy services.

**We want to submit a partnership bid but the partner is not constituted, can we still apply?**

Your organisation can still apply, but you cannot include an organisation that does not have a formal constitution and does not meet other basic requirements including annual accounts. You could still work with that organisation through a separate contract, for instance for providing consultancy services.