

## **Strengthening digital capacity in the specialist sector: Full proposal guidance**

### **General guidance**

Please find the guidance for your 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.

Please find the **detailed eligibility criteria document at the end** of this guidance document. This includes fund-specific criteria and information from our [main eligibility criteria](#).

We understand that many small, specialist organisations struggle to find the time and capacity to explore the ways in which social tech could enhance and improve their service capacity and reach. We know the language of tech can also feel confusing initially. Please know we do not expect fully polished digital plans, we understand your organisation will be on a journey and we would like to support you on this. We will do our best to answer any queries (there are no bad questions) and we will hold also hold Q&A Zoom sessions (please see the Key Dates section of the [Ministry of Justice Specialist Fund webpage](#) for details). If you need technical support in completing the form, please contact: [fundinginfo@comicrelief.com](mailto:fundinginfo@comicrelief.com)

### **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. Character limits include spaces.

- The online form automatically saves your answers as you move between sections. But please be aware, if navigating away from the 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. **If you do not get an acknowledgement email when submitting your application**, contact [fundinginfo@comicrelief.com](mailto:fundinginfo@comicrelief.com)

The deadline for this programme is **12:00 (noon) (BST) Tuesday 20th July 2021**. 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](mailto:fundinginfo@comicrelief.com) if technical issues are preventing you from submitting your application before the deadline.

## 1. Basic details

| Subsection       | Question                      | Guidance   | Character count |
|------------------|-------------------------------|--|-----------------|
| P1 Declaration   | <b>Privacy Policy</b>         | To access the proposal form, you must confirm you have read and agree to the terms of the privacy policy   | n/a             |
| P1 Declaration   | <b>Authority to Submit</b>    | Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation.   | n/a             |
| P1 Declaration   | <b>Terms and Conditions</b>   | 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   | <b>Data Protection</b>        | 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 | <b>Title of your proposal</b> | Please provide a brief title for your proposal, excluding your organisation name. We will use this title whenever we refer to your proposal.   | 80 characters   |

| Subsection             | Question  | Guidance   | Character count |
|------------------------|---|--|-----------------|
| P1 Basic details       | <b>Has this work previously been funded by Comic Relief?</b>                      | <p>Please tick yes if Comic Relief has previously provided funding for this work.</p> <p>Please note that if we have previously funded this work, you will be asked to upload the latest final report you have carried out.</p>                              | n/a             |
| P1 Basic details       | <b>Has this work previously been funded by another funder (not Comic Relief)?</b> | <p>Please tick yes if this work has previously been funded by another funder.</p> <p>Please note that if the work has been previously funded, you will be asked to upload latest report of this work or any final evaluation you might have carried out.</p> | n/a             |
| P1 Activity Evaluation | <b>If this proposal is for existing work, please upload your final report</b>     | <p>If your activities have been previously funded, please upload your most recent final report about this work using the upload field, to give us a view of how the work has developed and its achievements.</p>   | n/a             |
| P1 Basic details       | <b>Are you using the following approach in your proposal?</b>                     | <p>Please tick Yes for Tech for Good.</p>  | n/a             |

| Subsection       | Question   | Guidance  | Character count |
|------------------|--|---|-----------------|
|                  |  |   |                 |
| P1 Basic details | <p><b>Please select the programme area(s) to which your proposal best fits. For more information about our programme areas, and our priorities within these programme areas, please visit our website.</b></p> | <p>Please select the programme area or areas to which your proposal best fits. For more information about our programme areas, and our priorities within these programme areas, please visit our <a href="#">website</a>.</p> |                 |
| P1 Basic details | <p><b>Are you working with partner organisations who will be responsible for managing a share of the budget?</b></p>   | <p>Please tick Yes or No. (If you are applying as one organisation alongside a digital development partner, please tick no.)</p>  | 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 Change           | <p><b>What are your internal service delivery ongoing issues or ‘pain points’ that you think improved digital infrastructure will help you solve?</b></p> | <p>Please cover:</p> <ul style="list-style-type: none"> <li>• How improved organisational digital capacity could positively impact service delivery or your services (e.g. an improved CRM system)</li> <li>• What you believe your organisational digital capability needs currently are, what operational areas need the most strengthening, and how you think the £70k would support you in this (acknowledging these priorities may change over the course of the programme)</li> <li>• Your hopes for this programme</li> </ul> <p>There are a wide range of eligible activities that this fund could cover (including both hardware and software costs) Funds will support activities, including core costs, which improve digital and remote capacity, provide continuity in support, and enhance future sustainability.</p> | 2100 characters |

| Page and Subsection | Question | Guidance  | Character count |
|---------------------|----------|---|-----------------|
|                     |          | <p>This programme will provide you with access to a digital-specific coaching and support, that will help you identify the right/ sustainable solutions in response to your most urgent internal needs within the limitations of the £70k budget, and work out what to spend your budget on.</p> <p>You don't need to answer this question with a detailed breakdown of what digital solutions you will buy: the time, space, and support to work out what you need will be a key part of this programme. We're more interested in your willingness to be open and engage with the digital coaching and support provided.</p> <p>Some organisations will be in different stages of digital maturity than others and we are expecting to fund a variety of organisations at different stages in their journey. Some organisations will come to the fund knowing what they need, while others will need support to understand what is available within the budget. Please avoid using jargon. In this question, we do <u>not</u> need a detailed list of the activities or a description of the context you operate in.</p> |                 |

| Page and Subsection | Question   | Guidance   | Character count |
|---------------------|--|--|-----------------|
| P2<br>Approach      | <b>Who will be involved in supporting and participating in this programme?</b> | <p>In this section, please name:</p> <ul style="list-style-type: none"> <li>- The project lead and their job title: <i>Ideal leads will have a strong understanding of your organisation's services, and be able to influence decision making e.g. changing the way a service is delivered</i></li> <li>- A senior sponsor at your organisation who will support this work, ensuring the oversight and resource needed to make it a success.</li> </ul> <p><i>(Applicants can include budget for all staff member's time on this project if necessary; please see the 'Budget' guidance section below)</i></p> | 2100 characters |



### 3. Your funding request

This section is for you to tell us what you are requesting from Comic Relief.

| Subsection                        | Question                                     | Guidance   | Character count |
|-----------------------------------|--|--|-----------------|
| P3 Where the work is taking place | <b>Where are you requesting funding for?</b> | <p>Please tell us where your work will be taking place. We would like to know the country and region.</p> <p>You can select more than one region by clicking 'add another response'.</p> <p>Please tick the box if the work is country-wide if you do not wish to add a Region because the work is being delivered across the whole country</p>  | n/a             |
| P3 Budget request                 | <b>Budget request</b>                        | <p><b>Six months is the maximum length of time</b> for investments within this fund. We are expecting payments to be made to successful applicants at the end of September 2021, and all funds must be spent by the end of March 2022.</p> <p>For this fund, you only need to complete the Year 1 column.</p> <p>Please tell us the total income under the following headings:</p> <ul style="list-style-type: none"> <li>• <b>Request to Comic Relief:</b> how much funding you will need from Comic Relief.</li> <li>• <b>Own contribution:</b> how much money your organisation itself will provide.</li> </ul> | n/a             |

| Subsection          | Question   | Guidance   | Character count |
|---------------------|--|--|-----------------|
|                     |  | <ul style="list-style-type: none"> <li>• <b>Unsecured from other funders:</b> how much income you expect to receive for this work from other funder's but have yet to formally secure from those funders.</li> <li>• <b>Secured from other funders:</b> how much income you have formally secured for this work from other funders.</li> </ul> <p>Please do not include the following in your amounts: decimals, text, £ or commas.</p>  |                 |
| P3 Budget breakdown | <p><b>Budget breakdown</b><br/>(Please complete all fields, adding a '0' where necessary.)</p> | <p>Please provide an indicative budget for the work you propose to fund through this grant. We understand it is unlikely you will have a full, detailed project budget at this stage. We recognise your plans are likely to adapt through your design phase and work with our supporting tech partner. Should you be successful, we will work closely with you to refine your budget further.</p> <p>Organisations can submit grant applications with a value of up to £70,000.</p> <p><b>Six months is the maximum length of time</b> for investments within this fund. We are expecting payments to be made to successful applicants at the end of September 2021, and all funds must be spent by the end of March 2022.</p> | n/a             |

| Subsection | Question | Guidance   | Character count |
|------------|----------|--|-----------------|
|            |          | <p>Please break down your costs using the sub-headings (explained below). We want to know the total costs against these sub-headings as well as the request to Comic Relief against them.</p> <p>For this fund, you only need to complete the Year 1 and Request from Comic Relief columns. Please put a zero, '0', in all other boxes.</p> <p><b>Salaries:</b> By this, we mean any amount of the funding which will be paid to staff to support the delivery of the budget. This may be for example a project co-ordinator or manager, or staff to support monitoring, evaluation and learning activities.</p> <p>Applicants can include budget for the senior staff member's time on this project as needed, as well as other internal stakeholders.</p> <p>Costs for digital development partners, freelancers or contractors to deliver certain aspects of the work should not be included here, but in Direct activity costs. Please note Comic Relief is a Living Wage Friendly Funder so we encourage UK sessional and salary costs to be calculated at this rate. For more information, see our <a href="#">FAQs</a>.</p> |                 |

| Subsection | Question | Guidance  | Character count |
|------------|----------|---|-----------------|
|            |          | <p>Please note it is important to budget adequately against staff time. The project lead will be expected to engage with the digital support on offer. We know other priorities often creep up, especially given the uncertain wider context, that will mean you will sometimes have less time to focus on your project. That way, if you lose a few hours on other priorities, you will still have sufficient time to focus on this work.</p> <p><b>Overheads:</b> These are the indirect costs needed each year to support the running of activity (such as office rent, telephone and internet access, audit fees or a contribution to salaries for those staff who do not work directly on the project - e.g. a Director or finance staff). Comic Relief supports full cost recovery; as well as funding project costs it will make a reasonable, proportionate contribution towards an organisation's overhead costs. Overhead costs included in the budget must be shown to be essential to the effective delivery of the proposed activities. There is no set formula, but organisations should be able to demonstrate clearly how they have arrived at the overhead costs and we will look at these in relation to the size of the organisation and scale of the work. If you have overheads relating to safeguarding of the people you work with, this can be included here.</p> <p><b>Direct costs:</b> These are the costs needed each year to implement the work. This might include: main activities (such as hardware purchases</p> |                 |

| Subsection | Question | Guidance   | Character count |
|------------|----------|--|-----------------|
|            |          | <p>or software upgrades), immediate operating costs, training of staff working directly on the activity (including safeguarding or other essential knowledge), maintenance of capital items and transport.</p> <p><b>Monitoring, evaluation and learning:</b> We know the importance of creating space to pause, reflect, learn and adapt in developing social tech solutions. Pivoting your work based on what data and evidence is telling you is a positive.</p> <p><b>Organisational development/capacity:</b> These costs, such as staff training, consultancy fees, IT software packages/training and system audit fees, should be directly related to making your organisation or your partner organisations more effective or accountable.</p> <p><b>Capital costs:</b> Comic Relief is willing to fund small capital items such as office furniture and computers. When high value items are being acquired, applicants are expected to have a procurement policy in place which represents good practice. We will not usually fund building costs, the purchase of vehicles, land or heavy equipment unless it can be clearly shown that such expenditure is proportionately small in relation to the overall budget and adequately justified as essential to the proposed activity.</p> |                 |

| Subsection                              | Question                           | Guidance  | Character count |
|---|------------------------------------|---|-----------------|
|   |                                    | <p><b>Safeguarding/Protection</b> - This can include (but is not limited to) costs for capacity building, policy development, a proportion of costs for specialist personnel, as well as costs associated with managing safeguarding/protection concerns.</p> <p>Please check our <a href="#">website</a> for information on capital expenditure, inflation and full cost recovery.</p> <p><b>Reclaimable VAT</b> - If you <u>expect</u> and plan to reclaim VAT against any of your spending, please do not include it in your budget.</p> |                 |
| P3<br>Expenditure<br>by<br>organisation | <b>Expenditure by organisation</b> | This question will only appear if you indicated in section 1 that you are working with partners to deliver your work.   | n/a             |

## 4. Your organisation

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

| Subsection           | Question  | Guidance  | Character count |
|----------------------|---|---|-----------------|
| P4 Your organisation | <p><b>What is the purpose of your organisation and what are you most proud of in your history?</b></p> <p><b>Why is your organisation well placed to carry out this work?</b></p> | <p><b>1. Your organisation:</b></p> <p>Please tell us about your organisation:</p> <ul style="list-style-type: none"> <li>• What you do</li> <li>• Who you work with</li> <li>• Where you work</li> <li>• Your experience of working with the people you want to help</li> <li>• A summary of the problems they are dealing with</li> <li>• What you're most proud of in terms of your organisation's achievements</li> <li>• And finally, why you think your organisation will be able to manage and deliver your funded work</li> </ul> <p><b>2. Representation</b></p> <p>To be eligible for this fund, your organisation must be able to demonstrate that your organisation is a 'by/with and for' organisation with alignment to the below elements:</p> <p><b>i. Mission</b></p> <p>You promote the rights of survivors / victims who experience additional injustice, due to being from communities facing racial inequality, disabled</p> | 2100 characters |

| Subsection | Question | Guidance   | Character count |
|------------|----------|--|-----------------|
|            |          | <p>people and / or LGBTQ+ as your primary mission. You will also be able to demonstrate a track record of delivering the majority of their support to people from these backgrounds.</p> <p><b>ii. Approach</b></p> <p>Your approach reflects an understanding of the ways in which sexism, racism, ageism, class discrimination, hetero sexism and ableism interact. You will have a proven understanding of how to navigate the social and cultural contexts of survivors and victims from these groups.</p> <p><b>iii. Leadership</b></p> <p>You recognise the value of lived experience of the people you work with and this is demonstrably included across your organisation. You have systems of accountability to the people you serve and they are centred in strategy development and decision making (this will look different for different organisations, so please tell us how you do this).</p> <p>Trustee and staff make-up (majority made up of your users) could be one example of the way you might demonstrate this. Other ways might be annual strategy meetings where strategy is set with users with accountability mechanisms built in to ensure delivery against this.</p> <p><b>Iv. Change</b></p> <p>You are committed to structural change to achieve social justice. Your work to affect structural change will be visible both within your own organisation and your external influencing. Your organisation recognises the value of lived experience in the staff team and enables it to shape your approach.</p> |                 |



| Subsection           | Question  | Guidance  | Character count |
|----------------------|---|---|-----------------|
|                      |   | In addition, briefly tell us the way in which you plan to be able to support the sustainability of your organisation or your partner organisations.   |                 |
| P4 Your organisation | <b>Date your organisation was established</b>                       | 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             |
| P4 Your organisation | <b>Legal status</b>   | Please select your organisation's legal status from the drop-down list and complete registration number details if applicable. Please make sure you check our <a href="#">policy</a> regarding eligibility and any specific eligibility for the programme under which you are applying. | n/a             |
| P4 Your organisation | <b>Registration number</b>  | Please enter your organisation's registration number  | 50 characters   |
| P4 Your organisation | <b>Is your organisation affiliated with any other organisation?</b> | 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.  | n/a             |

| Subsection                     | Question   | Guidance   | Character count |
|--------------------------------|--|--|-----------------|
| P4 Your organisation           | <p><b>How many people work for your organisation?</b></p> <p>Paid staff (full-time equivalent)<br/>Part-time paid staff<br/>Sessional paid staff<br/>Volunteers (full-time equivalent)</p> | We define 'full time equivalent' as 35 hours per week.   | n/a             |
| P4 Your organisations finances | <p><b>What was your organisation's income in your most recent full financial year?</b></p>   | Please provide us with your organisation's income and expenditure for your most recent full financial year. 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             |
| P4 Your organisations finances | <p><b>Please upload your most recent year's signed annual accounts</b></p>   | We expect that in most cases your accounts will have been subject to external verification, either from an auditor or an independent examiner. Should your proposal be recommended for an assessment we will check that the level of this verification is appropriate to the size and structure of your organisation. We will take the requirements of your regulatory body as our guide here. For example, if your organisation is a charity registered in England and Wales we expect that your organisation's accounts have been subject to the level of verification | n/a             |

| Subsection                     | Question   | Guidance   | Character count |
|--------------------------------|--|--|-----------------|
|                                |  | <p>required by the Charity Commission for England and Wales for an organization of your size and structure.</p> <p>Following this we recognise that in some circumstances (for example, if your organisation is very small or new) it will not be appropriate for your accounts to have been subject to external verification. Where this is the case please use the space provided to upload an alternative form of accounts (for example, an annual statement which has not been subject to external scrutiny).</p>  |                 |
| P4 Your organisations finances | <b>Please upload your most recent set of management accounts</b> | <p>By management accounts, we mean your latest income and expenditure report showing your organisation's current financial position. This should not be more than 3 months out of date.</p> <p>Your management accounts can be submitted in any format, and do not need to be prepared externally, but should provide Comic Relief with a current picture on how your organisation is doing financially against your planned expectations for the current financial year. The combination of annual accounts and management accounts provides key historical and current financial and governance information, allowing us to assess your organisation's capacity to manage a grant from Comic Relief.</p> | n/a             |

| Subsection               | Question  | Guidance  | Character count |
|--------------------------|---|---|-----------------|
| P4 Accounts verification | <b>Details of the accountant/auditor who verified your most recent accounts</b> | <p>Please provide the requested details of the person who verified your most recent accounts, such as your auditor or independent examiner. These will help us carry out compliance checks as part of our assessment process.</p> <p>As per the guidance above, we recognise that in some circumstances it will not be appropriate for your accounts to have been subject to external verification. In such cases please use this space to tell us the name of the person who prepared the accounts. Fields that are no longer relevant can be marked as 'Not applicable' and the question on whether the qualification is still relevant should be marked as 'no'.</p> | n/a             |
| P4 Board member details  | <b>Board members details</b>  | <p>Please provide the requested details of your trustees/board members. Please note this information is to help us with our compliance checks on your organisation as well as helping us to assess the organisation's capacity to manage the funding.</p> <p>Please make sure that these details are up to date with your regulatory body (e.g. the Charity Commission for England and Wales) as we will check the information provided in your proposal against their records.</p>   | n/a             |
| P4 Keeping people safe   | <b>How could the work you are</b>   | Although projects aim to achieve positive social change, they can also result in unintended harm to those connected with the work. Risks can  | 1400 characters |

| Subsection                    | Question  | Guidance  | Character count        |
|-------------------------------|---|---|------------------------|
|                               | <p><b>proposing expose beneficiaries, staff or community members to risk of harm, abuse or exploitation? What will you do to reduce the risk of harm?</b></p> | <p>arise from your staff/volunteers, your operations/activities and/or from the reaction of communities and others to the work you are doing.</p> <p>Your answer should describe any unintended harms that might arise from your work - physical, sexual or emotional harm, as well as exploitation and other forms of abuse. It may include risks to beneficiaries/service users, to staff/volunteers as well as potential harm within the communities you are working in.</p> <p>You should explain any actions you will take to reduce the risk of harm, and how you will monitor this throughout the lifetime of the grant.</p> <p>Please only focus on risks of harm to individuals. Do not include risks to your ability to deliver the project itself.</p> |                        |
| <p>P4 Keeping people safe</p> | <p><b>If someone was concerned about the safety or welfare of anyone connected with your work, how would they report</b></p>                                  | <p>Please describe the different ways that staff/volunteers and beneficiaries/service users can report concerns about the safety or poor practice to your organisation.</p> <p>Please explain how different stakeholders are made aware of the different reporting channels, who receives and responds to the concerns</p>  | <p>1400 characters</p> |

| Subsection             | Question  | Guidance   | Character count |
|------------------------|---|--|-----------------|
|                        | <b>this concern? How do you encourage reporting?</b>  | and what measures are in place to ensure the protection of those who raise concerns.   |                 |
| P4 Keeping people safe | <b>Please give an example of an incident where your organisation had to take action to protect the safety and welfare of someone connected with your work. What actions did you take?</b> | <p>Please describe a specific case where your organisation has had to take action to protect a beneficiary/service user from harm, abuse or exploitation. Alternatively, you can give an example of actions taken to tackle harassment or abuse of a staff member or volunteer.</p> <p>Your answer should briefly outline the protection concern and then describe the actions taken to address it. Your answer should explain the role your organisation played in ensuring protection as well as engagement with other stakeholders in the response.</p> <p>Please <b>do not</b> include the names or identifying details of anyone involved.</p> <p>We are interested in actual lived practice. Please do not simply describing your policies and procedures.</p> | 1400 characters |
| P4 Keeping people safe | <b>Has your organisation ever been subject to an investigation</b>  | <p>Yes/No</p> <p>If yes, please provide details</p>  | 1400 characters |

| Subsection                    | Question  | Guidance   | Character count |
|-------------------------------|---|--|-----------------|
|                               | <p><b>by any authority, regulatory body or other investigatory organisation?</b></p>                                | <p>Comic Relief requires applicants to provide details of investigations by any authority, regulatory body or other investigatory organisation. Investigations may be in relation to safeguarding, fraud, maladministration, theft or the conduct and governance of your organisation.</p> <p>The existence of an investigation would not necessarily prevent Comic Relief from funding your project. However, failure to provide a full and accurate answer to this question would prejudice the success of your application.</p> |                 |
| <p>P4 Keeping people safe</p> | <p>If yes, please provide details</p>   |  |                 |
| <p>P4 Policies</p>            | <p><b>Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?</b></p> | <p>Comic Relief has a strong commitment to protecting the safety and welfare of everyone connected with the work we fund. We expect all organisations to have relevant and up-to-date policies and procedures to prevent harm and abuse and respond to any concerns.</p> <p>Our priority is to ensure that the organisations we fund have safe practices in place. If we identify any weaknesses or gaps in your policy, we can support you to develop and improve these.</p>  |                 |

| Subsection  | Question  | Guidance  | Character count |
|-------------|---|---|-----------------|
| P4 Policies | <b>Please upload your organisation's safeguarding policy</b>                    |   | n/a             |
| P4 Policies | <b>Do you have a diversity policy?</b>  | Comic Relief is committed to the principles of equality and diversity. We therefore expect all organisations we fund (including international partners funded through a UK-based organisation) to either have an equality/diversity policy in place or to have plans to develop these in the immediate future. We can support organisations to develop these policies as part of their grant from Comic Relief. |                 |
| P4 Policies | <b>Please upload your organisation's Diversity policy</b>                       |   | n/a             |
| P4          | <b>Please upload your constitution / memorandum and articles of association</b> |   | n/a             |



## 5. Your partner

If you are working with a partner organisation/s who are 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.

| Subsection                     | Question  | Guidance   | Character count |
|--------------------------------|---|--|-----------------|
| P5 Basic<br>Partner<br>details | <b>Partner name</b>   | 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 are 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  |
| P5 Partner<br>contact          | <b>Partner contact name</b><br><br><b>Partner contact email</b><br><br><b>Partner contact job title</b> | Please provide us with the name of the main contact person at your partner organisation, their email address and their job title.  | n/a             |
| P5 Basic<br>Partner<br>details | <b>What is the purpose of this organisation and what is it most proud of in its</b>                     | 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  | 2100 characters |

| Subsection               | Question  | Guidance   | Character count |
|--------------------------|---|--|-----------------|
|                          | <b>history? Why is this organisation best placed to carry out this work?</b>  | 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. |                 |
| P5 Basic Partner details | <b>Date this organisation was established</b>   | 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             |
| P5 Basic Partner details | <b>This partner organisation's legal status</b>   | Please select your partner organisation's legal status from the drop-down list.  | n/a             |
| P5 Basic Partner details | <b>Registration number</b>  | Please provide the registration number of your partner organisation.   | 50 characters   |
| P5 Basic Partner details | <b>How many people work for this organisation?</b><br>Full-time equivalent<br>Part-time equivalent<br>Sessional workers | We define 'full time equivalent' as 35 hours per week.   | n/a             |

| Subsection                                     | Question   | Guidance   | Character count |
|--|--|--|-----------------|
|  | Volunteers   |  |                 |
| P5 Partner finances                            | <b>Please provide the following figures for the organisation's most recent full financial year, and the previous year</b>      | 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             |
| P5 Partner accounts                            | <b>Please upload this organisation's most recent set of accounts (signed)</b>  |  | n/a             |
| P5 Partner compliance and financial assessment | <b>Please upload the compliance and financial assessment for this partner. The template is available <a href="#">here</a>.</b> | We expect all applicants working with partners to have undertaken sufficient and robust due diligence on their partners. Please complete our financial and compliance assessment for each partner and upload with your proposal.   | n/a             |
|  | <b>Add Partner</b>   | 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             |

## 6. Contact details

| Subsection              | Question  | Guidance  | Character count |
|-------------------------|---|---|-----------------|
| P6 Contact details      | First name<br>Last name<br>Email address<br>Telephone number  | Please provide us with your contact details.                | n/a             |
| P6 Organisation details | Organisation name<br>Organisation address<br>Town/city<br>Country<br>County<br>Postal code<br>Organisation main email address<br>Organisation main telephone number | Please provide us with your organisation's contact details. |                 |

# Ministry of Justice Specialist Fund – Eligibility Criteria

## Comic Relief Core Eligibility Criteria

Comic Relief have core eligibility criteria across all of our investments, outlined in detail at <https://www.comicrelief.com/funding/eligibility-criteria/>

In summary, applicants must:

- Be a registered charity, or have a clear social purpose and be able to demonstrate that any profit or assets are used for this social purpose.
- Have an annual income of between £75,000<sup>1</sup> and £10 million.
- Not apply for more than 40% of organisational annual income.

In line with Comic Relief's Social Change Strategy, we also expect funded partners to be:

- **Mission aligned** – they share our aspiration of a just world free of poverty and whose works fits with our core issues.
- **Ready to accelerate** – We prioritize those who are seeking long term funding to deliver and scale their solutions. We fund small or start-up organisations through local partners.
- **People centred** – our partners should demonstrate commitment to putting the people they seek to serve at the heart of their decision-making. This means that we work with organisations that can evidence input from, and accountability to those they work on behalf of.
- **Risk aware** – We seek partners who have robust governance and financial management in place, whose programme delivery reflects value for money, and who have the highest standards in safe-guarding their staff and beneficiaries.
- **Learning-led** – We want to work with organisations that have a culture which values evidence, are committed to continual improvement and that share what they learn with others.

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<sup>1</sup> £75,000 is Comic Relief's minimum threshold for annual income. In the case of partnerships, the minimum threshold only applies to the lead applicant. Additional delivery partners can have an annual income lower than the minimum threshold.

- **Storytellers** – We believe that telling stories can change the world and we want to build partnerships which allow us to tell compelling stories about the issues we work on.

In addition, we welcome partnership bids with one lead partner and additional delivery partners.

**Comic Relief does not fund:**

- Activities which evangelise or proselytise
- Organisations which adopt a partisan political stance or activities which are party political.
- Organisations that advocate the use of violence to campaign or influence public opinion.
- One-off conferences or workshops
- General appeals
- Individual and group sponsorship
- Work where the long-term institutional care of children or young people is a preferred way of working over the longer-term
- The delivery of services that are normally government's responsibility

## **Ministry of Justice Specialist Fund Additional Criteria**

This fund will build the capacity of smaller, specialist organisations supporting survivors / victims of domestic abuse and sexual violence who are led by / with and for<sup>2</sup> communities facing racial inequality, disabled people or LGBTQ+ communities. Funds will support activities which improve digital and remote capacity, provide continuity in support, and enhance future sustainability.

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<sup>2</sup> Services delivered by grassroots providers with leadership and staff predominately made up of those from the minoritised and marginalised groups they are designed to support. These providers will have a proven understanding of how to navigate the social and cultural contexts of victims and survivors from these groups. They will also be able to demonstrate a track record of delivering the majority of their support to victims from these backgrounds.

In addition to the core criteria above, the following criteria has been proposed for the Ministry of Justice Specialist Fund:

**1. Organisation led by / with and for survivors of domestic abuse and sexual violence who are facing racial inequality, disabled people or LGBTQ+.**

To be eligible for this fund, your organisation must be able to demonstrate that your organisations is a 'by / with and for' organisation with alignment to the elements below.

i. Mission

You promote the rights of survivors / victims who experience additional injustice, due to being from communities facing racial inequality<sup>3</sup>, disabled people and / or LGBTQ+ as your primary mission. You will also be able to demonstrate a track record<sup>4</sup> of delivering the majority of their support to people from these backgrounds.

ii. Approach

Your approach reflects an understanding of the intersectional ways in which sexism, racism, ageism, class discrimination, hetero sexism and ableism interact. You will have a proven understanding of how to navigate the social and cultural contexts of survivors and victims from these groups.

iii. Leadership

You recognise the value of lived experience of the people you work with and this is demonstrably included across your organisation. You have systems of accountability to the people you serve and they are centred in strategy development and decision making (this will look different for different organisations, so please tell us how you do this). Trustee and staff make-up (majority made up of your users) could be one example of the way you might demonstrate this. Other ways might be annual strategy meetings where strategy is set with users with accountability mechanisms built in to ensure delivery against this.

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<sup>3</sup> Including support for migrant survivors and those without recourse to public funds.

<sup>4</sup> A track record could include evidence from the purpose of your Memorandum and Articles of Association, Mission and Vision; case studies from beneficiaries, examples of current / past programmes etc. We do not have a predefined list but prefer individual organisations to share their story in their own words.

iv. Change

You are committed to structural change to achieve social justice. Your programme works to affect structural change will be visible both within your own organisation and where relevant in your external influencing. Your organisation recognises the value of lived experience in the staff team and enables it to shape your approach.

**2. Organisation demonstrates capacity and openness to engage with the mentoring support offered, introducing them to digital ways of working.**

**3. Organisations demonstrate commitments to the principles & expectations of the programme including:**

- Senior buy-in and commitment to working in an iterative way.
- Clarity on who the internal lead working on the project will be (we know that having one person 'owning' this process is valuable).
- Willingness to be open about the strengths / weaknesses of digital<sup>5</sup> skills within the applicant organisation.
- Clear explanation of how the fund could free up staff time to engage in the capability building function of the fund.
- Evidence as to how the work will lead to sustainable change in how they work.

We welcome applications which address barriers to receiving support and accessing services for survivors.

*If the fund is oversubscribed and more organisations meet the above criteria than there are funds available to support we will additionally seek to create a balanced portfolio across the three areas of specialism included within this fund, geographically.*

*N.B. Priority may be given to those organisations not currently in receipt of government funding.*

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<sup>5</sup> What do we mean by 'digital'? The term 'digital' is as much about the culture and practice of digital as it is about digital technologies and hardware. While the fund will focus on the latter, the technical delivery partner will work with the organisations to introduce them to digital ways of working (working openly and collaboratively) and its capabilities (basing design decisions on evidence and testing with users).



## Investment Focus

We will offer up to 25 grants that respond to the varying states of digital readiness in the sector:

These could include:

- Core costs connected to digital capability transformation (e.g. internal training, post to embed digital, CRM system strengthening).
- Internal hardware purchases and software upgrades.
- Related to the above, development of digital capacity to enable organisations to offer real-time services, improved support and reach more potential service users.
- Website updates to facilitate beneficiary access & strengthening referral pathways if appropriate.
- Technical coaching and implementation support around the re-use or adaptation of existing technology into their service or organisation where this is suitable.
- Scoping user needs.
- Specific technical assistance where time allows in the fund e.g. digital designers and consultants, developers.

We would want to support an approach that both prioritises survivor identity characteristics and has good reach to increase the number of those able to access support.