

## **GENDER JUSTICE FUND: Full proposal guidance.**

**This funding opportunity is for intermediary organisations that redistribute funds to smaller organisations and groups within women's rights and/or feminist movements in Sierra Leone.**

### **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 the *Gender Justice Fund* focused on Sierra Leone (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 30<sup>th</sup> April**. 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

<b>Page &amp; Subsection</b>	<b>Question</b>	<b>Guidance</b>	<b>Character count</b>
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. 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	<b>For this proposal, are you working with partner organisations who will be responsible for managing a share of the budget?</b>	Please tick Yes or No.	n/a
P1 Basic details	<b>Has your organisation previously been funded by Comic Relief?</b>	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.

<b>Page and Subsection</b>	<b>Question</b>	<b>Guidance</b>	<b>Character count</b>
P2 Track record	<b>Please summarise the track record of your organisation in promoting gender justice in Sierra Leone.</b>	This funding opportunity is for intermediary organisations that redistribute funds to smaller organisations and groups within women's rights and/or feminist movements in Sierra Leone. The intermediary partners in the programme will need to offer core, multi-year, flexible funding to small organisations and groups. We believe that this will support actors to adapt to changing contexts whilst nurturing and strengthening their groups and networks both now and for the future.	2100 characters

P2 Change	<p><b>For us to understand the work of your organisation, can you please answer the following three questions:</b></p>	<p>We want to know what your priorities are as an organisation and how you currently work to support the women and girls' sector and/or the feminist movements in Sierra Leone. If your application is successful, we would like to work together with your organisations to decide on the priorities for the programme.</p> <p>Your explanation should help us see the need for your work.</p>	
	<p><b>1. What are your main priorities as an organisation over the next 3 years?</b></p>	As above	1750 characters
	<p><b>2. How do you currently support the women and girls' sector and/or the feminist movements in Sierra Leone?</b></p>	As above	1750 characters
P2 Approach	<p><b>How does your organisation work with and involve people with lived experience in the</b></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 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</p>	2100 characters

	<b>running of your organisation and developing its priorities and work?</b>	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.	
P2 Approach	<b>What is your grant making approach?</b>	We would like to understand the details of your current grant making approach to understand what your processes and systems are.	2100 characters
P2 Amount of funding	<b>How much funding are you applying for?</b>	You can apply for £250,000 to £1,000,000. You are <u>not</u> required to submit a budget at this stage of the application process.	n/a
P2 Duration of funding	<b>How long would you like the funding to last?</b>	Please select how long you would like this funding to last from the drop-down list. This funding opportunity is for 3 to 7 years. The duration of the funding will not form part of our decision to fund your organisations. We understand that long-term funding is needed for organisations operating in this space.	n/a
P2 Where the work is taking place	<b>Where is the work going to take place?</b>	Please tell us where your work will be taking place. We would like to know the country (Sierra Leone) 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 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	<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
P3 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.	n/a
P3 Your organisation	<b>If your organisation is not a registered charity, please upload your constitution /memorandum and articles of association</b>	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	<b>Registration number</b>	Please enter your organisation's registration number. Please do not add special characters, only add letters and numbers.	50 characters

P3 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.	255 characters
P3 Your organisations finances	<b>What was your organisation's income in your most recent full financial year?</b>	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	<b>Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?</b>	Please tick Yes or No. Please note that this information will not form part of our decision-making. If you do not have this policy and your funding is successful, we would like to work with you to ensure you have safe practice.	n/a
P3 Policies	<b>Do you have a diversity / equal opportunities policy?</b>	Please tick Yes or No. Please note that this information will not form part of our decision-making. If you do not have this policy and your funding is successful, we would discuss areas around diversity / equal opportunities with you.	n/a

#### 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	<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 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	<b>Partner contact name</b> <b>Partner contact email</b> <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
P4 Basic Partner details	<b>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?</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 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

P4 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
P4 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
P4 Basic Partner details	<b>Registration number</b>	Please provide the registration number of your partner organisation.	50 characters
P4 Partner finances	<b>Please provide the following figures for the organisation's most recent full financial year</b>	Please provide us with your partner organisation's income and expenditure for their most recent full financial 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
	<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

## 5. Contact details

<b>Page &amp; Subsection</b>	<b>Question</b>	<b>Guidance</b>	<b>Character count</b>
P5 Contact details	<b>First name</b>		40 characters
P5 Contact details	<b>Last name</b>		80 characters
P5 Contact details	<b>Email address</b>	Must be an email address.	80 characters
P5 Contact details	<b>Telephone number</b>	Please do not add special characters, only add numbers.	40 characters
P5 Organisation details	<b>Organisation name</b>	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	<b>Organisation address</b>		100 characters
P5 Organisation details	<b>Town/city</b>		40 characters

P5 Organisation details	<b>Country</b>	Select from the drop-down list.	n/a
P5 Organisation details	<b>Postal code</b>		15 characters
P5 Organisation details	<b>Organisation main email address</b>	Must be an email address.	80 characters
P5 Organisation details	<b>Organisation main telephone number</b>	Please do not add special characters, only add numbers.	20 characters