The Global Majority Fund: Proposal Guidance

General Guidance:

Many thanks for your interest in *The Global Majority Fund*! The below guidance will help you as you complete your form. To give as many organisations as fair a chance as possible, you can only submit one proposal to *The Global Majority Fund* programme (although 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 other funding opportunities at Comic Relief 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 appear clearly in the online form once you start typing in a text box. ***The form will not let you exceed the character limit.***
- You can leave the form and return to add more information at a different time. The online form has a *'Save my progress and resume later'* option which appears at the top and the bottom of the form. You will be asked to connect your email address to the application and to create a password. Passwords must contain 8 or more characters, with at least 1 letter (a to z), 1 number (0 to 9), and 1 symbol (like '%', '$' or '!'). This will enable you to return to the form later to finish your application.
- **We strongly encourage you to draft your answers offline and copy and paste answers into the form. This will avoid you losing any of your work.**
- Please note, you can lose your work if the application form is open in two window tabs.
- Before you can move to the next section, 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.
- 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.
- 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 form 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 and submit your application to us.**

The deadline for this programme is:
30 November 2020 at Midday (GMT)

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.

Page 1 – Declaration and Basic Details:

Question	Guidance	Character Count
Declaration: Privacy Policy	To access the proposal form, you must confirm you have read and agree to the terms of the privacy policy. The privacy policy can be opened and read in a new window by right clicking the mouse button over *'Privacy Policy'* and selecting *'open link in new window'*.	N/A
Declaration: Authority to Submit	Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation.	N/A
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. The Terms & Conditions can be opened and read in a new window by right clicking the mouse over *'Terms & Conditions'* and selecting *'open link in new window'*.	N/A
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
Basic Details: Title of your Proposal	Please provide a brief title for your proposal, excluding your organisation name. We will use this title whenever we refer to your proposal.	80
Basic Details: Partnership working	Please confirm if you plan to work in partnership with another organisation to deliver this project. A 'partner' in this context means another entity you will be working closely with to deliver the project (**this does not include the organisations you would be distributing funding to**). We usually expect partnership working to have distinct roles and responsibilities when it comes to designing, delivering and managing grant funding to other organisations. They are usually responsible for managing part of the budget.	N/A

Page 2 – Your Proposal:

Question	Guidance	Character Count
Your Organisation: Background	Tell us about your organisation – How long have you been established? What's the aim of your organisation? What do you do? Do you deliver programmes? Advocacy? Organise convening spaces? Which specific community groups do you work with? Provide brief information about your experience in working with the people you want to help. We also want to know what you're most proud of in terms of your organisation's achievements and why you think your organisation will be able to deliver the work.	400
Your Organisation: % of your organisation locally led and managed	Please tell us what % of your organisation is locally led and managed by the communities you work with. In order to provide us with this this figure, we would ask you to: i. Calculate the total number of paid staff (full and part time) in the organisation and trustees/board members (this includes chairs, vice chairs, treasurers, committee members…etc. which are usually unpaid positions). ii. Of your paid staff, how many would be defined as 'senior' – this may be reflected in their title, organisational responsibilities or strategic oversight. Please add this number to the number of trustees/board members you have – which would typically be 'senior'. iii. Of the total number in (ii), how many of these individuals are from the communities you work with? Once you have this information, the figure can be calculated as follows: The number calculated in (ii) **÷** The number calculated in (iii) **X** 100 This will give you the **%** of your organisation that is **locally led** and **managed by the communities** you work with. **You only need to enter the number in this box, not the % symbol.** We understand that community representation at senior management level is only a partial indicator of organisations being locally led and managed. If you are invited to assessment, we will ask you how you determined this figure and discuss community-led involvement and participation in decision making in further detail.	NA

Your Organisation: Local leadership and management	We'd like you to tell us why it is important to you, to be locally led and managed by the communities you work with. Was being locally led always the plan for your organisation or did this accidentally happen? What impact does this have on the relationships with the community groups you work with? Why is being locally led important to your community groups in terms of understanding issues? By being locally/community led, what has this enabled you to achieve? What insights has it given you?	2100
Criteria: Community & Geographical reach	Please tell us about the reach and spread of the organisations in your network. What types of organisations are they? Are they community groups? Charities? Are they working across specific themes e.g. gender, mental health, housing…etc? Your organisation will need to have a presence and/or networks as a minimum, at a [county level](#) to onward grant to. Which county(ies) would you seek to work in? Why have these specific county(ies) been chosen?	2100
Criteria: Community-led Development	Tell us how you will ensure the communities you work with shape the services and types of programmes you deliver. Is your work guided by the local community? How do you capture their input and feedback? How do you involve them in these processes? Are they leading these processes or just consulted? How do you check that the programmes delivered meet their needs? How much power and influence does the local community have over the decisions you make? Please use examples in your answers.	2100
Criteria: Learning culture	Tell us about the experience you have of measuring change in projects. What type of tools and approaches have you used in the past to collect, store and analyse relevant data? Was the community involved in leading this process? Why is Monitoring, Evaluation & Learning (MEL) important to your organisation? Provide us with an example where you have used results from an evaluation or any other learning process to change the way you do design or deliver programmes. How did you involve the community in this process?	2100
Criteria: Inclusion & Diversity	What does inclusion and diversity mean to your organisation? How do you embed principles of inclusion and diversity: - In your programmes - across your organisation and - in the community?	2100
Criteria: Systems and grant making experience	Please share with us your previous grant making experiencing. In your answer, please include information such as: the type of funding (trusts, foundations, government…etc.) you have distributed and managed previously; describing in brief the process of distributing funding such as the application process and	2100

	how your ensured decision making was fair and equitable. How did you manage these investments and what systems (finance, safeguarding…etc.) did you implement to reduce risk?	
Criteria: Who you will work with	Please tell us the community groups you plan to work with. Please be specific – we are not expecting you to work with everyone. For example, if your work is focussed specifically with the Somali community, if you provide Gender Based Violence support to Black women or work to connect South Asian communities – please do tell us. We just need the groups – no further information about why you have chosen to work with them is not needed here.	400
Criteria: Impact of Covid-19 on your community	Please explain to us the impact of Covid-19 on the communities you work with – for example, if you're proposing to work with Black West African communities, are there any issues or hardships these communities have specifically faced that have been magnified due to Covid-19? What are these? What has been the direct and indirect impact of these issues? What has been the impact of Covid-19 in the regions you propose to work in. Please include any evidence that is available – even if they are local studies or your own research (avoid using nation-wide statistics – unless you are proposing to work nationally!) What are the current gaps in service provision for the community or in this region? How will your work seek to address some of the gaps you have identified?	2100

Page 3 – Your Funding Request:

Question	Guidance	Character Count
Where the work is taking place: Country & Region	Please select the country(ies) you propose to work in. Click on the drop-down box and this will then allow you to select the specific country you aim to work in (choice of England, Northern Ireland, Scotland and Wales). If you plan to work in more than one country, you have the option to *'Add another response'* (bottom right-hand corner of the question box). If you are proposing to undertake work in England, please select the 'region' you intend to work in from the drop-down tab. Only one region can be selected at a time. To add a further region, please select *'Add another response'* (bottom right-hand corner of the question box). This will need to be repeated for all regions. If you are proposing to undertake work in Northern Ireland, Scotland or Wales, please select 'N/A' from the region drop down list.	NA
Where the work is taking place: County	Please add the counties you propose to work in, separating each county with a comma. For reference, a full list of counties can be found HERE.	400
Budget Request:	Here we would like you to share with us a top line budget. If you are successful in securing funding, we will ask you for a more detailed budget breakdown. For now, please provide the following information: **Total value of grants to be made:** This is the total 'grants fund' that will be available to organisations to apply for when you launch your own funding call. This does not include any other administrative costs that will be spent by you to make and manage these grants – just the total fund available for organisations to apply for. **Administration cost:** This is the cost incurred by you (and your partner if applicable) to deliver this programme. This can include a proportion of staff time, a contribution towards office expenses, any resources that you may need to purchase (databases/software) to manage the grants, monitoring, evaluation and learning costs…etc. Any costs involved in making and managing grants can be included here. Due to donor restrictions this is capped at 10% of the 'total value of grants to be made' fund. For example, if 'total value of grants to be	NA

	made' is £250,000; the maximum amount you can claim for administration costs would be 10% of this (£25,000). *Note: If you decide to apply for the full 10% as part of your application, this will not be looked upon negatively by Comic Relief.* **Contribution to applicant's organisational development:** This is an allocation for your organisation (and your partner if applicable) to invest in your own internal systems, processes or training to strengthen your organisation and its staff/volunteers so your organisation can continually grow and develop. This contribution can be used to help manage this programme, but this is not essential. It can be used to invest in some of those 'wish list' items that you always wanted to invest in for your organisation but lacked the funds. This can include things like: safeguarding training, investment in accountancy software, training for staff, upgrading computers, recruitment of consultants to support you with specific areas of work you'd like to develop/grow, extending the contracts of fixed term staff…etc. This isn't an exhaustive list and the possibilities are huge. We don't need to know at this stage how you'd like to spend this, just how much you would like. This will be determined by your own needs. Due to donor restrictions this is capped at 10% of the 'total value of grants to be made' fund (do not include the administrative costs). For example, if 'total value of grants to be made' fund is £170,000; the maximum amount you can claim for organisational development costs would be 10% of this (£17,000). *Note: If you decide to apply for the full 10% as part of your application, this will not be looked upon negatively by Comic Relief.* **Request to Comic Relief:** This is the total sum of: - Total value of grants to be made; - Administration costs; - Contribution to applicant's organisational development.	
Additional support or resource required:	Please share with us any additional help or resources required from Comic Relief to help you deliver the proposed programme. This could be where you might feel you need additional guidance in certain areas such as financial oversight of projects, or guidance around how to ensure grant making processes are fair and transparent.	2100

	We would encourage you to reflect on the different processes that may be involved to make and manage grants on our behalf (launching a funding call, designing an application form, making decision, due diligence checks, contracts, monitoring, evaluation and learning…etc.) and consider where you have previous experience and where you may have gaps or feel less confident. *This absolutely isn't a test and it's important for you to be honest with us – if you need support or guidance, this does not automatically exclude you from funding. It just means Comic Relief better understands the support you require if you are successful.*	

Page 4 – Your Organisation:

Question	Guidance	Character Count
Legal Status	Please select your organisation's legal status from the drop-down list. **Please double check the specific organisation eligibility criteria for The Global Majority Fund under which you are applying.**	NA
Registration Number	Please enter your organisation's registration number.	255
Date your Organisation was established	When you click on the box, a calendar will appear. Please select the date using this. At the top of the calendar (where the month is displayed) you will see arrows. A single arrow (< or >) changes the month. A double arrow (<< or >>) changes the year.	NA
Is your organisation affiliated with any other organisation?	By affiliated, we mean any organisation that is legally connected, such as a sister or parent organisation. If you answer yes, you will be asked to enter the name of the organisation(s) to which it is affiliated (limited to 80 characters).	NA
Your organisation's finances	We require financial information for your organisation's most recent full financial year. By this we mean the last full set of annual accounts that you have available to you. We expect that in most cases, your accounts will have been subject to external verification, either from an auditor or an independent examiner. **Financial year:** The year that the accounts relate to. **Income:** Please provide us with your organisation's income for your most recent full financial year in £ GBP. This would be the total of restricted and unrestricted Income for the full financial year. **Expenditure:** Please provide us with your organisation's expenditure for your most recent full financial year in £ GBP. This would be the total restricted and unrestricted expenditure for the full financial year. **Total Reserves:** The total restricted and unrestricted net assets for the financial year.	NA

	Unrestricted Reserves: Reserves which are not committed legally or contractually for a specific use but are free to be designated by your organisation in order to meet your objectives with no legal or contractual restrictions.	
Upload your annual accounts	Please upload your recent set of full annual accounts. 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 required by the Charity Commission for England and Wales for an organization of your size and structure.	NA
Upload your management accounts	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. 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. Please do not worry if your management accounts show significant dips in income. We are seeing this a lot as a result of the deepening impact of Covid-19 and if you are shortlisted, we will provide you with a space during your assessment to discuss the financial position of your organisation in further detail.	NA
Upload your memorandum & articles of association	Please upload your Memorandum & Articles of Association. A 'memorandum of association' is the legal statement agreeing to form the company. The 'articles of association' are the written rules about running the company agreed by the directors and the company secretary.	NA
Policies: Safeguarding policy/ child	Please indicate if you have a Safeguarding policy/ child protection policy/ protection of vulnerable adults' policy.	NA

protection policy/ protection of vulnerable adults' policy	If you select **YES**, please upload this. 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. 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.	
Policies: Diversity Policy	Please indicate if you have a diversity policy. If you select **YES**, please upload this. Comic Relief is committed to the principles of equality and diversity. We therefore expect all organisations we fund 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.	NA

Page 5 – Basic Partner Details:

(Note this page will only display if you have indicated on page one that you are planning to work in partnership with another organisation to deliver the proposed work. If you made a mistake and need to change your answer, on the top right-hand corner of the application, you can see 'Page' followed by a series of numbers. You can select 'page 1' and change your answer).

Question	Guidance	Character Count
Partner details: Partner Name	Please add the legal name of the partner here. To remind you, *'partners'* are defined as organisations who will be responsible for managing a share of the budget. Please do not list 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.	80
Partner details: Contact First Name **Partner details: Contact Last Name** **Partner details: Contact Email** **Partner details: Contact Job Title**	Please provide us with details of the main contact person at your partner organisation. This includes their full name, their email address and their job title. This would be the main person who has worked with you to develop this application.	NA
Partner details: Partner history	Please share with us further information about your relationship with the proposed partner organisation. Please break your answers down into two sections: **Partner History:** We would like to hear from you how long you have worked together? The types of programmes/initiatives you have collaborated on? What expertise and experience do your organisation and the partner organisation have that makes you a good 'fit' to work together on this proposed work? **Roles and Responsibilities:** Outline the roles and responsibilities of each organisation to manage this partnership (again, think of some of the key processes e.g. grant making, grant management, monitoring, evaluation and learning…etc.). How would you propose to	2100

manage the budget between you? How would allocations around administration and organisational development costs be split between you?

Page 6 – Contact Details:

Question	Guidance	Character Count
Contact details: First Name	Please provide us with details of the main contact person for this application. Please insert their first name.	80
Contact details: Last Name	Please insert last name.	80
Contact details: Email address	Please insert a valid email address	80
Contact details: Telephone number	Please add the best telephone number to reach you.	NA
Organisation details: Organisation Name	Please add the full legal name of your organisation.	80
Organisation details: Organisation address - building name/number and street	Please provide your full registered address.	NA
Organisation details: Town/City	Please provide your town/city where your organisation is legally registered.	NA
Organisation details: Country	Select **'United Kingdom'** from the drop-down list.	NA
Organisation details: County	Please add the county where your office is based	NA
Organisation details: Postal code	Please provide the full postal code for your legally registered address.	NA
Organisation details: Organisation main email address	Please provide the best organisation address to reach you. In communication with you, we usually email both the lead contact for this proposal and the organisational email address to ensure communication does not get missed. Therefore, where possible, try and provide an alternative email address to that of the lead contact.	80

| Organisation details: Organisation main telephone number | Please provide the best organisation telephone number to reach you. Where possible, try and provide an alternative telephone number to that of the lead contact so we have more than one telephone number to contact you on.

We recognise during Covid-19 – many organisations continue to work from home and central telephone numbers may not be monitored, therefore please feel free to include the best number to reach you on –mobile telephone numbers are fine. | NA |

Submission:

Once you are ready to submit your form, please click **'SUBMIT'.**

This will give you the option to review your answers and confirm you want to submit your application **(note: your application hasn't been submitted yet until you select 'CONFIRM'!)**

During the review of your application, if you notice any mistake, it's not too late to make any edits. If you scroll to the end of the form, you will see the option *'Make a correction'* which allows you to go back to the form and edit any sections.

The form will not allow you to submit until you have completed the information required. If any information is missing, the form will tell you where the information is. If this happens, please return to your application and complete the required information.

You will also see the option *'Print this page'* which allows you to print OR save a copy of your application form. If you click this option, under *'Destination'* the drop-down box also gives you the option to save the form as a PDF document for your records as well as print.

Once you are satisfied with your application and ready to submit please select **confirm**.

Good luck and we look forward to receiving your application!

Don't forget, if you have any queries when completing the form, we have Zoom Q&As scheduled (see website for up to date dates and how to register).

You can also email us on: fundinginfo@comicrelief.com

Please allow up to 48 hours for a response.