

## Proposal Form –Full Application

### 1. Basic details

1.1. Reference information	
Organisation name	
Proposal ID	
Scheme name	

1.2. Basic details	
Title of your proposal	
Has this work previously been funded by Comic Relief?	Yes No
Are you using any of the following approaches in your proposal?	Sport for Change Social Tech
Are you working with partner organisations who will be responsible for managing a share of the budget?	Yes No

1.3. Activity evaluation	
If this proposal is for existing work, please upload your evaluation or latest report. If you have answered yes to this work having been funded by Comic Relief or another funder, you must supply an evaluation or report.	Share document

## 2. Your proposal

<b>2.1. Change</b>
Please provide a brief summary of your proposal (350 characters including spaces)
If you want to, you can include a link to a 2 minute video summarising what you want us to fund
Please describe the people who would benefit and the problems they face in their lives (3500 characters including spaces)
What changes do you expect to see as result of your proposed work? (3500 characters including spaces)

<b>2.2. People benefitting</b>		
Types of people benefitting	Who is included in this figure? (1500 characters including spaces)	Total number of people
Core target groups		
Front line workers		
Other groups benefitting directly		

<b>2.3. Approach</b>
What specifically will you do to help people to address their identified problems?(3500 characters including spaces)
Why do you think this approach will be effective?(2100 characters including spaces)
Why do you think that this technology is the best means of addressing the need? (SOCIAL TECH APPROACH ONLY)
How will sport be used to help deliver the changes that you are seeking to bring about? (SPORT FOR CHANGE APPROACH ONLY) (2100 characters including spaces)
Who will be involved in delivering the activities and what will they do? (2100 characters including spaces)

How were the people this work will benefit involved in developing this work?(1400 characters including spaces)
In delivering this work how will you get feedback from, listen to and respond to the people that you are trying to support? (1400 characters including spaces)
What risks could this approach create for beneficiaries, staff or others in the community and how will these risks be mitigated? (1400 characters including spaces)
In your feedback from Stage 1, you may have been asked to address a specific query or concern. If you have, please use this space to respond to that. (1400 characters including spaces)

<b>2.4. Monitoring, evaluation and learning</b>
What will you track over time to show that these changes have taken place? (3500 characters including spaces)
What do you want to learn from this work and how would you use this learning? (2100 characters including spaces)

<b>2.5. Monitoring, evaluation and learning plan</b>	
Please upload your monitoring, evaluation and learning plan	Share document

### 3. Your funding request

<b>3.1. Where the work is taking place</b>	
Where are you requesting funding for?	
For international work please give the district(s). Please separate with a comma if there is more than one	
For work taking place in the UK please give up to four main location postcode/s (unless the work is being delivered entirely online)	
How long would you like the funding to last?	

<b>3.2. Not applicable</b>
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<b>3.3. Your budget request</b>						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Total cost						
Request to Comic Relief						
Own contribution						
Unsecured from other funders						
Secured from other funders						

<b>3.4. Your budget breakdown</b>								
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Request from Comic Relief	Notes
Salaries								
Overheads								
Direct activity costs								
Monitoring, evaluation and learning								
Organisational development/capacity								
Capital costs								
Total								

<b>3.5. Your budget template</b>	
Please upload your completed budget template	Share document

**3.6. Not applicable**

<b>3.7. Expenditure by organisation</b>								
Organisation (applicant or partner)	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Request from Comic Relief	Notes

## 4. Your organisation

<b>4.1. Your organisation</b>	
What is the purpose of your organisation and what are you most proud of in your history? Why is your organisation well placed to carry out this work?	
Date your organisation was established	
Legal status	
Registration body	
Registration number	
Is your organisation affiliated with any other organisation?	Yes No
Affiliated organisation name(s)	
How many people work at your organisation	
Paid staff (full-time equivalent)	
Part-time paid staff	
Sessional paid staff	
Volunteers (full-time equivalent)	

<b>4.2. Not applicable</b>
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<b>4.3. Your organisation's finances</b>				
Please provide the following figures for the organisation's most recent full financial year, and the previous year				
Year	Income	Expenditure	Total reserves	Unrestricted reserves

<b>4.4. Annual accounts</b>	
Please upload your most recent year's signed annual accounts	Share document

<b>4.5. Management accounts</b>	
Please upload your most recent set of management accounts	Share document

<b>4.6. Accounts verification</b>	
Details of the accountant/auditor who verified your most recent accounts	
First name	
Last name	
Accountancy/audit firm	
Address 1	
Address 2	
Address 3	
Town/city	

Postcode	
Telephone number	
Email address	
Relevant professional body and qualification	
Qualification number	
Is membership current?	Yes No

<b>4.7. Board member details</b>		
First name	Last name	Role and experience

<b>4.8. Keeping people safe</b>	
How could the work you are proposing expose beneficiaries, staff or community members to risk of harm, abuse or exploitation? What will you do to reduce the risk of harm?	
If someone was concerned about the safety or welfare of anyone connected with your work, how would they report this concern? How do you encourage reporting?	
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?	
Has your organisation been ever been subject to an investigation by any authority, regulatory body or other investigatory organisation?	Yes No
If yes, please provide details	
Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?	Yes No
Do you have a diversity policy?	Yes No

<b>4.9. Constitution/memorandum and articles of association</b>	
Please upload your constitution/memorandum and articles of association	Share document

<b>4.10. Organisation development plan (if applicable)</b>	
Please upload your organisation development plan (if applicable)	Share document

<b>4.11. Additional documents (if applicable – for non-UK applicants)</b>

Registration document	Share document
Evidence of trustees e.g. board meeting minutes	Share document
Evidence of accountant qualifications	Share document

## 5. Your partners

<b>5.1. Basic partner details</b>	
Partner name	
What is the purpose of this organisation and what is it most proud of in its history? Why is it well placed to carry out this work?	
Date this organisation was established	
Legal status	
Registration body	
Registration number	
Is this organisation affiliated with any other organisation?	Yes No
Affiliated organisation name(s)	
How many people work for this organisation	
Paid staff (full-time equivalent)	
Part-time paid staff	
Sessional paid staff	
Volunteers (full-time equivalent)	

<b>5.2. Partner contact</b>	
Partner contact name	
Partner contact email	
Partner contact job title	

<b>5.3. Partner finances</b>				
Please provide the following figures for the organisation's most recent full financial year, and the previous year				
Year	Income	Expenditure	Total reserves	Unrestricted reserves

<b>5.4. Partner accounts</b>	
Please upload this organisation's most recent year's signed annual accounts	Share document

<b>5.5. Partner organisation development plan (if applicable)</b>	
Please upload the organisation development plan for this partner. The template is available <a href="#">here</a> .	Share document

<b>5.6. Partner compliance and financial assessment</b>	
Please upload the compliance and financial assessment for this partner. The template is available <a href="#">here</a> .	Share document

**Please copy and complete above boxes for any additional partners.**

## 6. Declaration and contact details

<b>6.1. Contact details</b>	
First name	
Last name	
Email address	
Telephone number	
Organisation contact details	
Main address	
Main telephone number	
Main email address	

<b>6.2. Declaration</b>	
If you cannot confirm these three points then you will be unable to submit your proposal	
Authority to submit	
I confirm that the organisation named on this proposal has given me authority to submit this proposal on its behalf	
Terms and conditions	
I confirm that I have read and accepted the Terms & Conditions of making a grant proposal to Comic Relief	
Data protection	
You confirm that you have (a) obtained permission from any individuals whose personal data you are providing to Comic Relief relating to your proposal and (b) ensured that you and they understand that such personal data will be used by Comic Relief as part of our proposal evaluation and completion of our due diligence checks carrying out fraud prevention checks (including via the fraud detection organisation CIFAS, of which Comic Relief is a member).	