**Every Step of the Way: Safe & Supported Beyond Homelessness**

**Full proposal guidance**

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| **General guidance** |
| 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 Every Step of the Way funding programme (though you can be named as a partner on any number of applications).  Please be aware we will not read more than one proposal per organisation. However, you can apply to multiple funding programmes at the same time. |

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| **Application form** |
| When using the online form, it’s helpful to know the following:   * Some questions have **character limits** as noted below, and which also appear in the online form once you start typing in a text box. The form will not let you exceed the character limit. * To avoid problems, you may want to **start by** **writing your answers offline** and paste them into the form. Please allow time for uploading, and the possibility of further editing to fit within the character limits. * 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** 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 **3:00pm (BST) on 7th May, 2024**. 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

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P1 Declaration | **Privacy Policy** | To access the proposal form, you must confirm you have read and agree to the terms of the privacy policy | n/a |
| P1 Declaration | **Authority to Submit** | Please confirm you have authority to submit this proposal on behalf of the applicant organisation. | n/a |
| P1 Declaration | **Terms and Conditions** | Please 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 | **Data Protection** | Please 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 | **Title of your proposal** | 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 | **For this proposal, are you working with partner organisations who will be responsible for managing a share of the budget?** | Please tick Yes or No. | n/a |
| P1 Basic details | **Please provide a brief summary of your organisation** | Please briefly describe your organisation and its work | 600 characters |

## 2. Your Proposal

This section is for you to give us more detail on your proposal.

| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P2 Track record | **If you were to tell the general public a positive story about the people who are benefitting from your work, or the change that’s being brought about, what would that be?** | Please share an example of positive change that’s been brought about by the work of your organisation. This should illustrate how your organisation has successfully supported and/or created improved outcomes for young people aged 16-25 who are at immediate risk of, or are experiencing homelessness. | 1500 characters |
| P2 Track record | **Please summarise the track record of your organisation in supporting young people aged 16-25 in the UK who are at immediate risk of, or experiencing homelessness** | This funding opportunity is for organisations who have a successful track record in providing services and support for young people in the UK (aged 16-25) who are at immediate risk of, or experiencing homelessness. We want to understand how your organisation has been supporting these groups in the UK and for what length of time. Please mention any key successes that we should be aware of. | 2100 characters |
| P2 Change | **This opportunity is for organisations that provide holistic services and support for young people (aged 16-25) who are at immediate risk of, or experiencing homelessness.**  **Flexible, core funding can be used to further your work** **for 3 to 5 years. To describe what you will be supporting, please answer these questions:**  **--Who do you expect to reach?**  **--What do you expect to do?**  **--Where do you expect to do this?**  **--** **Of the work you are proposing to do, what is tried and tested, and what will be new to your organisation or partnership?** | Please tell us about the people who benefit from your work (your target groups or beneficiaries). Tell us where they live, the problems or challenges they face, and the context in which they are living. This should help us see the need for your work. Tell us what changes you are aiming to bring about for the people described.  We want to know how activities or services you provide will have positive impacts on the lives of the people you work with.  Depending on your work, changes could also include challenging public attitudes towards youth homelessness and/or reducing stigma and discrimination that young people face. |  |
| P2 Approach | **How will your work be relevant to the provision of holistic support services to young people aged 16-25, who are at immediate risk of, or experiencing homelessness.** | For this funding programme, proposals for service delivery should be tailored, inclusive and accessible to remove barriers and better meet the multiple and diverse needs of young people at immediate risk of, or experiencing homelessness. This can be delivered by the applicant organisation alone, or in partnership with others. | 2100 characters |
| P2 Approach | **How will your work be relevant to the involvement of young people with lived experience** **in the running of your organisation and developing its priorities and work?** | We believe activities developed in collaboration with the people they aim to support will more effectively create positive change. Please describe the role of young people with lived experience of homelessness or at risk of homelessness in running your organisation, and/or developing your organisation’s priorities and work. | 2100 characters |
| P2 Amount of funding | **How much funding are you applying for?** | You can apply for up to £200,000. You are not required to submit a budget at this stage of the application process. If your proposal is successful, you will need to send a budget for approval as part of the start-up process. | n/a |
| P2 Duration of funding | **How long would you like the funding to last?** | Please select how long you would like this funding to last from the drop-down list. This funding opportunity is for between 3 and 5 years. | n/a |
| P2 Where the work is taking place | **Where is the work going to take place?** | We would like to know the country 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 country or 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 | **Date your organisation was established** | Please enter the date. If you do not know the exact date your organisation was established, please give an approximate date. | n/a |
| P3 Your organisation | **Legal status** | Please select your organisation’s legal status from the drop-down list and complete registration number details if applicable. | n/a |
| P3 Your organisation | **If your organisation is not a registered charity, please upload your constitution /memorandum and articles of association** | If your organisation is not a registered charity, your governing documents must outline the organisation’s 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 | **Registration number** | Please enter your organisation’s registration number. Please do not add special characters, only add letters and numbers. | 50 characters |
| P3 Your organisation | **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. | 255 characters |
| P3 Your organisations finances | **What was your organisation’s income in your most recent full financial year?** | Please provide us with your organisation’s income and expenditure for your most recent full financial year in GBP. | n/a |
| P3 Your organisations finances | **(Optional)**  **Further information about annual income** | Use this space if you want to explain the annual income from your last annual accounts, for instance any relevant changes since they were signed. | 255 characters |
| P3 Policies | **Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?** | Please tick Yes or No. | n/a |
| P3 Policies | **Do you have a diversity / equal opportunities policy?** | Please tick Yes or No. | 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 | **Partner name** | 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.  Do not include planned contracted services, e.g consultants whose work will be managed through the procurement of external services.  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 | **Partner contact name**  **Partner contact email**  **Partner contact job title** | Please provide us with the name of the main contact person at your partner organisation(s), their email address and their job title. | n/a |
| P4 Basic Partner details | **What is the purpose of the partner organisation? Why are they best placed to carry out this work?** | Please tell us about your partner organisation(s) – what they do, who they work with, where they work. Explain their experience in working with the people you want to support, and the key issues you will be addressing. We also want to know why this partner organisation will be able to help you deliver your work. | 2100 characters |
| P4 Basic Partner details | **Date this organisation was established** | Please enter the date. If you do not know the exact date it was established, please give an approximate date. | n/a |
| P4 Basic Partner details | **This partner organisation’s legal status** | Please select your partner organisation’s legal status from the drop-down list. | n/a |
| P4 Basic Partner details | **Registration number** | Please provide the registration number of your partner organisation. | 50 characters |
| P4 Basic Partner details | **Add Partner** | 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. **Declaration and Contact details**

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
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| P5 Contact details | **First name** |  | 40 characters |
| P5 Contact details | **Last name** |  | 80 characters |
| P5 Contact details | **Email address** | Must be an email address. | 80 characters |
| P5 Contact details | **Telephone number** | Please do not add special characters, only add numbers. | 20 characters |
| P5 Organisation details | **Organisation name** | 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 | **Organisation address** |  | 100 characters |
| P5 Organisation details | **Town/city** |  | 40 characters |
| P5 Organisation details | **Country** | Select from the drop-down list. | n/a |
| P5 Organisation details | **Postal code** |  | 15 characters |
| P5 Organisation details | **Organisation main email address** | Must be an email address. | 80 characters |
| P5 Organisation details | **Organisation main telephone number** | Please do not add special characters, only add numbers. | 20 characters |