

## **Levelling the Field – Enabling women and girls to reach their full potential through sport**

### **Stage 1 guidance**

#### **General guidance**

Please find the guidance for this funding call 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 Levelling the Field funding programme (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.
- 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.

The deadline for this programme is **09.00 BST on Monday 14<sup>th</sup> September 2020**. 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.

### **Levelling the Field – Enabling women and girls to reach their full potential through sport:**

In 2017, the Scottish Government and Comic Relief launched Levelling the Field. This is the second round of funding. Levelling the Field uses sport to address social issues experienced by the most minoritised women and girls in Malawi, Rwanda and Zambia in order to develop essential life skills, foster confidence and improve their self-esteem. This round of Levelling the Field will contribute to women and girls gaining the power they need to make decisions about their lives and challenge inequalities within their contexts. It will also build on the strengths and learning from the existing partnership to maximise the impact of our investments and will facilitate collaboration across the Sport for Change and Women and Girls sectors. We're seeking proposals that use Sport for Change to work towards a minimum of one of the following aims: 1) ensuring women and girls are safe, equal and respected, and 2) promoting women and girls decision-making power and inclusion.

#### **What we will fund:**

- Organisations can apply for funding for a minimum of 12 months to a maximum of 36 months. Funding decisions will be made in April 2021, with first payments made in May. You must be able to submit a final report to us by the end of May 2024 at the latest.
- Applicants can apply for a minimum of £50,000 and a maximum of £200,000.
- Projects must be delivered in Malawi, Rwanda or Zambia.
- We will fund project costs. To help organisations ensure they request the full cost of delivering a service or project, we encourage applicants to ensure proportional overhead and administrative costs are also included.
- Projects must use a [Sport for Change](#) approach.
- We will fund both tried and tested and new work – just tell us why you think it will be effective within the context of the Levelling the Field aims.
- We will fund projects that contribute to sustained social outcomes for women and girls. We will not fund one-off interventions or one-off community events that do not form part of a wider programme.

#### **We have identified some key principles for the funding call which we encourage you to take into consideration:**

1. We recognise that few organisations have expertise in both Sport for Change and Women and Girls programming. Partnership working is therefore encouraged.
2. As well as using Sport for Change approaches, proposals should clearly demonstrate how gender considerations have been made in the project design.
3. We want to work with organisations that share our commitment to learning.

### Who can apply?

Please refer to Comic Relief's general [funding criteria](#). In addition:

- This funding call is open to both existing Comic Relief funded partners and new applicants. However, applicants should be aware that Comic Relief will always prioritise applications led by organisations that are registered in the country where the work will take place.
- The lead applicant must not have an annual income of less than £75,000 or more than £10 million.

### 1. Declaration and basic details

Page & 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.	100 characters

Page & 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 report of this work or any final evaluation you might have carried out.</p>	
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 evaluation or latest report</b>	<p>If your activities have been previously funded (by Comic Relief or another funder), you will be asked to upload the most recent report or evaluation 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	<p><b>Are you using any of the following approaches in your proposal:</b></p> <p>Sport for Change <input type="checkbox"/></p> <p>Social Tech <input type="checkbox"/></p>	<p><b>As this is a Sport for Change funding call, Sport for Change has been automatically selected. Applications not using a Sport for Change methodology will be ineligible.</b></p> <p><b>Guidance on proposals involving Sport for Change</b></p> <p>Comic Relief's Sport for Change approach is designed to bring about positive social change for individuals and communities through the intentional use of sport and physical activity. This will be relevant if your proposal includes sport or physical activity that will be used to bring about positive social change under this funding programme.</p>	

Page & subsection	Question	Guidance	Character count
		<p>Sport or physical activity should be part of a broader programme of work.            For further details please see:</p> <ul style="list-style-type: none"> <li>• Page 2: “How will sport be used to help deliver the changes that you are seeking to bring about?”</li> <li>• Click <a href="#">this link</a> for more information on using Sport for Change</li> </ul> <p><b>Guidance on proposals involving Social Tech</b></p> <p>By Tech for Good, we mean work which include substantial development of digital products or technology to create social change. Please do not select Tech for Good if your work includes general digital inclusion work such as training people in how to use or access technology. Under this approach, we generally will not fund the updating of websites or routine social media campaigns, or related staff or volunteer training. You will be asked additional questions about your approach on page 2.</p>	
P1 Basic details	<b>Are you working with partner organisations who will be responsible for managing a share of the budget?</b>	<p>Partners are defined as organisations who will be responsible for managing a share of the budget.</p> <p>For those working in an International context, please do not include small community-based organisations, school management committees, savings groups unless they are responsible for managing part of the budget.</p> <p>Please also note that if you are working with any government organisations, they should not be in receipt of any Comic Relief funds.</p>	n/a

## 2. Your Proposal

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

Page & subsection	Question	Guidance	Character count
P2 Change	<b>Please provide a brief summary of your proposal</b>	Please give us a clear 2-3 sentence proposal description here. We want to get a clear idea of the essence of your work, including the overall change(s) you are intending to achieve and who will benefit. Please be clear and concise and avoid the use of jargon. We do not need a detailed list of activities in this question or a description of the context.	350 characters
P2 Change	<b>If you want to, you can include a link to a 2-minute video summarising what you want us to fund</b>	<p>This is totally optional, and it will not disadvantage you if you do not supply a video.</p> <p>You should not attach the actual video file, but a link to YouTube, Vimeo or another online platform where your video can be accessed. <u>Please do not password protect the video. We reserve the right to not accept proposals where the video has been password protected.</u></p> <p>The film should be a maximum of 2 minutes long. Don't send us longer films, as they won't be watched. The content of the film is more important than the quality. We are very happy with films created on phones or using basic software.</p> <p>Please note this should not be a generic video about your organisation's work, but one which specifically tells us about how you would use this funding. Films should:</p> <ul style="list-style-type: none"> <li>• State the name of the organisation (and any partners) and give a brief summary of what the work will involve</li> <li>• Describe how you'll go about the work and what it will achieve.</li> </ul>	

Page & subsection	Question	Guidance	Character count
P2 Change	<p><b>Please describe the people who would benefit and the problems they face in their lives</b></p>	<p>We want to know who the people are who will benefit from your work (your main target groups or beneficiaries). Tell us where they live and what problems or challenges they face and explain a little about the context in which they are living. Your explanation should help us see the need for your work. Please indicate the specific district(s).</p> <p>You should demonstrate a good understanding of the context of the location(s) where the work will take place. <b>We would like you to tell about the challenges women and girls face in relation to your proposed work and in line with the aims of the fund.</b></p> <p>You could describe the major factors – people and relationships, systems and structures, policies and processes – that are influencing the lives of these people, and the ways in which these factors are impacting on them. Please use relevant and up to date evidence where relevant.</p>	3500 characters
P2 Change	<p><b>What changes do you expect to see as result of your proposed work?</b></p>	<p>Tell us what changes you are aiming to bring about (i.e. your outcomes) for the people described in the previous question.</p> <p>We want to know in what way the activities or service you want to provide will bring about change for the better in the lives of the people who you work with.</p> <p>Depending on the kind of work you do these changes could be for individuals, communities or organisations and could be about changes in capacity, attitudes, behaviour, structures, services, or policies.</p> <p>Proposals should use Sport for Change to work towards one of the following aims: 1) ensuring women and girls are safe, equal and respected, and 2) promoting women and girls' decision-making power and inclusion.</p>	3500 characters

Page & subsection	Question	Guidance	Character count
		<p><b>1. Ensuring women and girls are safe, equal and respected.</b> We are looking to fund projects that enable women and girls to live free from harm, and with access to crucial support. We are interested in funding projects that:</p> <ul style="list-style-type: none"> <li>• Increase positive gender roles</li> <li>• Ensure healthy relationships are understood and promoted</li> <li>• Challenge sociocultural norms that perpetuate violence against women and girls*</li> <li>• Integrate with existing services, referral pathways and access to justice mechanisms</li> <li>• Create safe spaces for women and girls in vulnerable situations to access support and information</li> <li>• Engage communities in advocacy and lobbying campaigns</li> </ul> <p><i>* Any applicants proposing work which address violence against women and girls <b>must</b> demonstrate their track record of work in this space and be able link into appropriate support services and referral pathways.</i></p> <p><b>2. Promoting women and girls' decision-making power and inclusion.</b> We want to see women and girls with access to information, knowledge and services to increase their ability to make informed decisions about their futures, and better enable them to lead the lives they choose. We are interested in funding approaches that:</p> <ul style="list-style-type: none"> <li>• Address power imbalances and reduce gender stereotypes</li> <li>• Increase opportunities for women and girls to access education, employment and training and lobby for more inclusive and accessible systems</li> <li>• Increase social inclusion of women (beyond the sporting activity)</li> <li>• Promote sexual and reproductive health and family planning</li> </ul>	
P2 People benefitting	<b>People benefitting directly</b>	Comic Relief is asking you to provide further detail about the people who will benefit directly from your work in this way because we have to make	150 characters



Page & subsection	Question	Guidance	Character count
	<p>Core target groups</p> <p>Frontline workers</p> <p>Other groups benefitting directly</p>	<p>sure that the data we report back to the public accurately shows what has been achieved and with whom. We know that this may not be the usual way in which you break down your people benefitting data and so we have written detailed guidance to help you answer this question. Please read the information below before completing your answers.</p> <p>Comic Relief only asks about the numbers of <b>direct</b> beneficiaries from your proposed activity. By this we mean people who would be directly involved in the activities and who you would be able to show (through the data that you would be collecting) have experienced a change by being involved in this work.</p> <p>When calculating the number of people benefitting directly you should be realistic about what change you think is feasible over the time span and activities you are proposing. Very often applications are overly ambitious in the numbers they estimate would benefit directly – we would prefer you to provide more realistic and accurate numbers (even if that means smaller numbers) than over-estimated, exaggerated numbers that you will have no way of evidencing from your proposal. We will review these figures and how realistic they are as part of the assessment process.</p> <p>It is perfectly acceptable to have '0' in any of the categories of people benefitting directly – the categories you use will depend on the type of activities and changes you want to see.</p> <p>By <i>core target groups</i> we mean the main groups of people your proposal focusses on. They will directly benefit from an activity and are typically involved on a one-to-one or group basis i.e. they have an intensive and/or regular involvement with activities. For example these might be survivors of domestic violence supported through services, young people supported to complete their education, or people supported through skills and services to improve their financial situation.</p>	

Page & subsection	Question	Guidance	Character count
		<p>By <i>frontline workers</i> we mean people who will actively take part in interventions because they work with or support the core target group(s), whether in a paid or voluntary capacity, e.g. counsellors, health workers, teachers. They will generally be given training, support or other forms of guidance to enable them to support those from the core target group(s).</p> <p>By <i>other people benefiting directly</i> we mean people who will benefit from a one-off, initial or limited involvement with activities. They are likely to be from broader groups that you would be interacting with (community members, parents etc.), but, if you are claiming them as beneficiaries, we would still expect you to be collecting data to evidence the benefit you expect them to have gained from being involved with your work. For example you should not just include whole communities that have received a leaflet or who might have attended an event unless you have some way of gathering data that that involvement has resulted in change for all of these people. (This may not be feasible to do or it may not be a core focus of what your proposed activity is aiming to achieve – in which case you do not need to include those people in the beneficiary table).</p> <p>You should also not include those who are assumed to benefit purely because of their relationship with someone who is directly benefitting, e.g. the family members of a person directly benefitting. For work influencing policy change, where you can show that the policy change has actually impacted on specific groups of people, then these people can be included under ‘other groups benefitting directly’. However, if people are only <i>assumed to benefit</i> from the policy change and this cannot be tracked in any meaningful way, then these people <i>should not</i> be included. We expect that the numbers of other groups benefitting directly will often be estimated.</p>	
P2 Approach	<b>What specifically will you do to help people</b>	For this question, we want to know about the activities you will be carrying out to help the people you are trying to reach. Be clear and	3500 characters

Page & subsection	Question	Guidance	Character count
	<p><b>address their identified problems?</b></p>	<p>precise, explaining the number/frequency of different activities where relevant.</p> <p>How will a typical participant interact with your project? Describe the journey you anticipate a beneficiary to take from when they first hear about your work right through to engagement, what a typical day/session will look like and any follow-on support/referral they may receive (if applicable).</p> <p>Think about the how, what, where and when of your work. We would expect you to have a plan for your own purposes to assist the delivery of your work so tell us about the activities on that plan. Activities can vary from workshops, 1:1 support sessions, research, developing and improving services or products, community awareness raising and mobilisation, training e.g. of teachers or health staff, campaigning and policy influencing etc.</p> <p><b>Please note as per the initiative page on the website, Sport for Change must form part of your programme activity, and we will not fund one-off interventions or one-off community events that do not form part of a wider programme.</b></p>	
P2 Approach	<p><b>Why do you think this approach will be effective?</b></p>	<p>Tell us why you think your approach and activities will result in the changes you want to achieve. On what basis did you choose the approach described in this application, i.e. what factors did you consider in coming to your decision? For example, did you look at the evidence to support different approaches, and/or their relative cost-effectiveness? Are they tried and tested, or a new way of doing things? Does your organisation support any specific sector priorities or government policies and plans? Tell us about any research or consultation you may have done or any evidence or learning you have from previous projects, or from other similar activities carried out by others, to support the approach and activities you have chosen.</p>	2100 characters

Page & subsection	Question	Guidance	Character count
		<p>If your work is using a Tech for Good approach, you'll need to explain any user involvement or consultation to date, and any planned consultation or user-testing during the development of the product/technology. Also explain why this particular product/technology over any others. Please cite any piloting, scoping or prototyping you have already done, which help to demonstrate why your chosen approach will be effective, and any tangible developments already in place that will give us confidence that the work will be successful after funding.</p>	
P2 Approach	<p><b>Why do you think that this technology is the best means of addressing the need?</b></p>	<p><b>This question will only be asked if you have indicated that your work is taking a Tech for Good approach on page 1.</b></p> <p>You need to show why you believe that the way you are approaching your activities are going to achieve the changes you intend, particularly in terms of meeting the needs of the people you want to reach. For example, we would like to know why you have chosen your product/technology and not another, and why you have chosen a specific platform or device over another. We want to know whether you're using the most appropriate and accessible technology for the people you want to reach and if the technology is sustainable in the future, allowing your organisation to meet future needs.</p>	2100 characters
P2 Approach	<p><b>How will sport be used to help deliver the changes that you are seeking to bring about?</b></p>	<p><b>All applications to this initiative must be using a Sport for Change approach. Please ensure Sport for Change is selected in section 1.</b></p> <p>For this question, please consider in your response:</p> <ol style="list-style-type: none"> <li>1. Why you have chosen the particular sport(s) and what value sport brings to the work.</li> <li>2. The broader programme of work that will take place and how sport will be integrated;</li> </ol>	2100 characters

Page & subsection	Question	Guidance	Character count
		<p>3. How you will engage the participants (open access, targeted approach referrals etc.)?                      4. How you will measure the change delivered by the work?</p> <p>Please note, we cannot fund organisations which aim only to increase participation in sport, or those aiming to develop sporting excellence, individual athletes or sports teams or one-off sporting events. Refurbishment, upgrades to playing surfaces, or any other capital works associated with sporting provision will also not be funded.</p>	
P2 Approach	<b>Who will be involved in delivering the work and what will they do?</b>	<p>Tell us more about the different organisations involved in the work and their respective roles and responsibilities. We want to know who will be delivering the activities you have described above in order to have a better understanding of how the funding will be managed and how you will successfully deliver the changes you want to achieve. Your answer should include any partners named in your application (i.e. those organisations managing budget), but may also include other organisations involved but not in direct receipt of Comic Relief funding (e.g. consultancies, contractors)</p>	2100 characters

### 3. Your funding request

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

Page & subsection	Question	Guidance	Character count
P3 Where the work is taking place	<b>Where are you requesting funding for?</b>	<p><b>For this initiative, projects must be delivered in Malawi, Rwanda or Zambia.</b></p> <p>Please tell us where your work will be taking place. We would like to know the country and region. You can select more than one region by clicking 'add another region'.</p> <p>Please click on the button 'Is this country wide' if you do not wish to add a Region &amp; District because the work is being delivered across the whole country.</p>	n/a
P3 Where the work is taking place	<b>How long would you like the funding to last?</b>	<p>Select the expected duration of your funding from the drop-down list.</p> <p>Funding is available for a minimum of 12 months and a maximum of 36 months.</p>	n/a
P3 Budget request	<b>Budget request</b>	<p>Please tell us how much you are applying for by year.</p> <p>You can apply for a minimum of £50,000 and a maximum of £200,000.</p>	n/a
P3 Expenditure by organisation	<b>Expenditure by organisation</b>	<p>This question will only appear if you indicated in section 1 that you are working with partners to deliver your work. Please tell us how much money each partner is responsible for – both the total amount (broken down by year) and the amount of the Comic Relief grant.</p> <p>'A' indicates applicants and 'P' indicates partner.</p>	n/a

Page & subsection	Question	Guidance	Character count
		Click on 'Add another response' to save each line and add additional lines for other partners.	

#### 4. Your organisation

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

Page & subsection	Question	Guidance	Character count
P4 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?</b>	Tell us about your organisation – what you do, who you work with, where you work. Provide information about your experience in working with the people you want to help, and the problems they are dealing with. 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 manage and deliver your funded work.	2100 characters
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	255 characters

Page & subsection	Question	Guidance	Character count
P4 Your organisation	<b>Is your organisation affiliated with any other organisation?</b>	Yes or no. 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 with which you are legally connected, such as a sister or parent organisation.	n/a
P4 Your organisation	<b>How many people work for your organisation?</b> Paid staff (full-time equivalent) Part-time paid staff Sessional paid staff Volunteers (full-time equivalent)	We define 'full time equivalent' as 35 hours per week.	n/a
P4 Your organisation's 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



## 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.

**Please note that some questions in the form will be marked as not applicable as they are not relevant to your proposal, and you are not required to complete these.**

Page & subsection	Question	Guidance	Character count
P5 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 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.	n/a
P5 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
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

Page & subsection	Question	Guidance	Character count
P5 Basic Partner details	<b>Registration number</b>	Please provide the registration number of your partner organisation.	n/a
P5 Basic Partner details	<b>Is this organisation affiliated with any other organisation?</b>	Yes or no. 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 with which your partner is legally connected, such as a sister or parent organisation.	n/a
P5 Basic Partner details	<b>How many people work for this organisation?</b> Full-time equivalent Part-time equivalent Sessional workers Volunteers	We define 'full time equivalent' as 35 hours per week.	n/a
P5 Partner finances	<b>What was this organisation's income in their most recent full financial year?</b>	Please provide us with your partner organisation's income in GBP.	n/a
	<b>Add Partner</b>	You can add additional partners by clicking on 'Add another partner' at the bottom of the page. You will be asked the same questions as above for each partner.	n/a

## 6. Contact details

Page & subsection	Question	Guidance	Character count
P6 Contact details	First name Last name Email address Telephone number	Please provide us with your contact details.	n/a

Please apply online at [www.comicrelief.com/apply-for-a-grant](http://www.comicrelief.com/apply-for-a-grant)

<b>Page &amp; subsection</b>	<b>Question</b>	<b>Guidance</b>	<b>Character count</b>
P6 Organisation details	Organisation name Organisation address Town/city Country County Postal code Organisation main email address Organisation main telephone number	Please provide us with your organisation's contact details.	n/a