**Community Justice Fund: Full proposal guidance.**

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| **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 Community Justice Fund (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. |

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| **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 note that character limits include spaces. * We strongly suggest that you save an offline version of your answers, in case of technical difficulties, although a copy of your completed proposal will be sent to you. * 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 |

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| * 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 2 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, although please note, we endeavour to respond to your queries within three working days. |

## 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 tick to confirm you have authority to submit this proposal on behalf of the applicant organisation. | n/a |
| P1 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. | n/a |
| P1 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 |
| 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 | **Has your organisation previously been funded by Comic Relief?** | 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.

| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
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| Track record 1 | **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? You can include one strong example, or a couple of examples if you wish.** | Please share one, or more than one, example of positive change that’s been brought about by the work of your organisation. This should illustrate the impact your organisation has had addressing long-term systemic injustices, discrimination, and exclusion faced by global majority communities and/or based on gender. | 2100 |

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| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
| Track record 2 | **Please describe how your organisation's work specifically addresses long-term systemic injustices, discrimination, and exclusion based on their ethnicity and/or gender AND share an example of your work.** | This opportunity is for organisations who work specifically to address long-term systemic injustices, discrimination, and exclusion faced by global majority communities and/or based on gender. This could be lobbying government, working to change attitudes and behaviours through campaigning or group work, or influencing and advocacy work for improved outcomes for marginalised people. We want to understand how your organisation works to address these, how it has been supporting your communities and over what length of time. Please mention any key successes that we should be aware of.  In your response, consider addressing the following points:   * How your organisation's mission and activities prioritise addressing systemic inequalities related to gender and race. * Strategies employed to challenge and dismantle systemic barriers and discriminatory practices that perpetuate gender and racial injustices. * Examples of successful initiatives or ongoing projects that have made tangible progress in advancing gender and racial justice. * Partnerships or collaborations with other organisations, stakeholders, or affected communities to amplify efforts and drive systemic change in gender and racial justice. | 3000 characters |

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| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
| Leadership and Decision Making | **Please describe how your organisation's leadership structure and decision-making processes centre the voices, perspectives, and and needs of global majority communities and/or those experiencing exclusion based on their gender AND how your work involves elements of co-production/creation?** | We are looking for organisations who are truly led by and for and take a 360 approach to decision- making. For the purpose of this funding call, we define led by and for organisations as *‘Organisations led by and for communities facing long-term systemic injustices, discrimination and exclusion, with a particular emphasis on advancing racial justice and gender justice.’* More specifically organisations must have a governing body and leadership team where at least 75% of its members are from the communities they serve.  In your response, consider addressing the following points:   * The demographic of your organisation's leadership team, including representation from the communities you serve. * Strategies in place to ensure meaningful participation of community members in decision-making processes and programme development. * How you consider and involve intersectional experiences in your work * Efforts to address racial and gender disparities within your organisation, such as anti-racism and anti-sexism policies, diversity training, and inclusive hiring practices. * Any partnerships or collaborations with grassroots organisations, advocacy groups, or community leaders to advance racial and gender justice goals. * Plans for reinforcing good practice in the organisation. * Examples of community-driven initiatives, consultations, or forums where community members have been directly involved in shaping programmes, policies, or strategic priorities. * Evidence of community ownership or leadership in programme design, implementation, and evaluation, including partnerships with local organisations or grassroots initiatives. | 4000 characters |

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| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
| Change & Approach | **This funding is to be used for flexible, core funding to further your work over the next 3 - 5 years.**  **Please help us to understand the work we will be supporting:**  **What do you expect to do and how will you achieve this?**  **Who do you expect to reach or influence?**  **What changes do you hope to bring about?** | We want to know who will benefit from your work, how and why. It would be great to understand your ambitions and how you would like to allocate this funding if you are successful.  It would be good to understand the geographical context of where you are working. What have you been doing already and how will our support help you to strengthen/amplify this?  We are very serious when we say we are looking to fund core/flexible costs so if your application is to simply cover organisational costs – what would this enable you to do?  If you are planning to build on service provision or activities, what changes you are aiming to bring about for the communities/people described? Why is this important? How does this connect back to reducing inequalities faced by the communities?  These changes could be about changes in capacity, attitudes, behaviour, systems, structures, services, processes, policies, or legislation. We want to know what activities you currently do or plan to do to bring about these changes. | 3500 characters |
| P2 Amount of funding | **How much funding are you applying for?** | You can apply for funding between £200,000 and £450,000 (GBP). You are not required to submit a budget at this stage of the application process. | n/a |

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| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
| 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.  (drop down, one selection only)   * 36 months (3 years) * 42 months * 48 months (4 years) * 54 months * 60 months (5 years) | n/a |
| P2 Where the work is taking place | **Where is the work going to take place?** | This funding call is only open to organisations registered in the UK and working in Northeast England, Wales, West Midlands and Yorkshire and the Humber. Please tell us where your work will be taking place   * Northeast England * Wales * West Midlands and * Yorkshire and the Humber | n/a |
| P2 Where the work is taking place | **Please list the postcode you expect work to take place in.** | Please list the postcodes if known. If you are not working in specific postcodes, please write ‘Unknown' | 200 characters |

## 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 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 | **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 | **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?** | 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 | **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. 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 |

## 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** | 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 | **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, their email address and their job title. | n/a |
| P4 Basic Partner details | **Date this organisation was established** | 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 | **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 Partner finances | **Please provide the following figures for the organisation's most recent full financial year, and the previous year** | Please provide us with your partner organisation’s income and expenditure for their most recent full financial year and the previous 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 |
|  | **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** |
| --- | --- | --- | --- |
| 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 |