

Supporting & Sustaining Specialism: Full proposal guidance

General guidance

Please find the guidance for your 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 the Supporting & Sustaining Specialism 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.

We are holding four Question and Answer sessions via Zoom. If you have any questions about your proposal and the application process, please register for one of the following dates:

Session 1 (General):	Tuesday 16 th February 10am (GMT) Register HERE
Session 2 (Proposals reaching women facing multiple barriers):	Tuesday 23 rd February 1pm (GMT) Register HERE
Session 3 (Proposals from partnerships):	Thursday 25 th February 11am (GMT) Register HERE
Session 4 (General):	Tuesday 02 nd March 2pm (GMT) Register HERE

Please note that your submitting an application does not impose an obligation on Comic Relief to award you with any funding. Any award of funding to an organisation is conditional on many factors including an organisation being successful at shortlisting and assessment stages, Comic Relief finalising its grant agreement with the UK Department for Digital, Culture, Media and Sport (DCMS), Comic Relief's Social Impact Committee approving your proposal, your organisation passing our due diligence checks and entering into and meeting our conditions of funding.

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.

- You will receive your proposal ID in the acknowledgement email you receive upon submission. Please apply online at <https://www.comicrelief.com/funding/funding-opportunities/>

The deadline for this programme is **12 GMT (noon) on Friday 05th March 2021**. 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.

1. Basic details

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	n/a

Subsection	Question	Guidance	Character count
		take the time to read these to fully understand what to expect from Comic Relief once a proposal has been submitted.	
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, excluding your organisation name. We will use this title whenever we refer to your proposal.	80 characters
P1 Basic details	Has this work previously been funded by Comic Relief?	<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. In addition, if the proposed work has been previously funded by the Tampon Tax Fund (through Comic Relief's existing Tackling Violence Against Women and Girls programmes or another Tampon Tax Fund funded programme) your proposed project will need to: include genuine new developments of previously funded projects; including new outcomes; and demonstrate a proven need for the proposed work.</p>	n/a
P1 Basic details	Has this work previously been funded by another funder (not Comic Relief)?	<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. In addition, proposed work has been previously funded by the Tampon Tax Fund (through another funded program) your proposed project will need to: include genuine new developments of previously funded projects; including new outcomes; and demonstrate a proven need for the proposed work.</p>	n/a

Subsection	Question	Guidance	Character count
P1 Activity Evaluation	If this proposal is for existing work, please upload your evaluation or latest report	If your activities have been previously funded, please 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.	n/a
P1 Approaches	Are you using any of the following approaches in your proposal: Sport for Change <input type="checkbox"/> Social Tech <input type="checkbox"/>	Guidance on proposals involving Sport for Change 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. Sport or physical activity should be part of a broader programme of work. <ul style="list-style-type: none"> • For a list of eligible sports, please see Appendix 1 • Click this link for more information on using Sport for Change Guidance on proposals involving Tech for Good 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 in section 2.	n/a
P1 Basic details	Are you working with partner organisations who will be responsible	Please tick yes if you are working with partners to whom you will pay a share of the budget.	n/a

Subsection	Question	Guidance	Character count
	for managing a share of the budget?	Please note that if you are working with partner organisations on this proposal, you will be asked for further details in section 5.	

2. Your Proposal

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

Page and Subsection	Question	Guidance	Character count
P2 Change	Please provide a brief summary of your proposal	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	Please describe the people who would benefit and the problems they face in their lives	<p>We want to know who the people are who will benefit from your work (your main target groups or beneficiaries). In order to be eligible for this fund, proposals must benefit Black and minoritised women and girls.</p> <p>Tell us where they live and what problems or challenges they face, explain a little about the context in which they are living. Your explanation should help us see the need for your work.</p> <p>Proposals must respond to Black and minoritised women and girls who are experiencing, or at risk of, violence and abuse in order to be eligible for this fund. You may be working with a range of different communities or be focusing your work on a specific community (e.g. the East African community, the Bengali community). In addition, we are aware that there are gaps in funding to support:</p> <ul style="list-style-type: none"> • Women seeking asylum • Migrant women 	3500 characters

Page and Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none"> • Women with no recourse to public funds • Disabled women* • Young women • Older women <p>Your proposal can be used to meet any area of need, including these above, and we encourage proposals reaching women facing multiple barriers to social justice.</p> <p>*We recognise that disability user led organisations are most likely to be reaching Black and minoritised disabled survivors of violence and abuse so if you are a disability organisation reaching Black and minoritised women survivors of Violence against Women and Girls we would be interested to hear from you.</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>	
P2 Change	What changes do you expect to see as result of your proposed work?	<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>	3500 characters

Page and Subsection	Question	Guidance	Character count
		<p>To be eligible for this fund, changes should link to one or both programme outcomes:</p> <ul style="list-style-type: none"> • Improve access to quality services and support for Black and minoritised women and girls who are experiencing, or at risk of, violence and abuse. • Improve understanding of the needs of and effective responses to violence and abuse against Black and minoritised women and girls. <p>Please note, expected changes should be safe and realistic within the 15-month time frame.</p>	
P2 People benefitting	<p>People benefitting</p> <p>Core target groups</p> <p>Frontline workers</p> <p>Other groups benefitting directly</p>	<p>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 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 direct 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</p>	1500 characters (per group of people benefitting)

Page and Subsection	Question	Guidance	Character count
		<p>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 abuse supported through services, young people supported to complete their education, or people supported through skills and services to improve their financial situation.</p> <p>Proposals must benefit Black and minoritised women and girls who are experiencing, or at risk of, violence and abuse in order to be eligible for this fund.</p> <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</p>	

Page and Subsection	Question	Guidance	Character count
		<p>gathering data that that involvement has resulted in change for all of these people. (This may not be feasible, 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	What specifically will you do to help people to address their identified problems?	<p>For this question, we want to know about the activities you will be carrying out to help the people you are trying to reach.</p> <p>Activities should link to one or both programme outcomes:</p> <ul style="list-style-type: none"> • Improve access to quality services and support for Black and minoritised women and girls who are experiencing, or at risk of, violence and abuse. • Improve understanding of the needs of and effective responses to violence and abuse against Black and minoritised women and girls. <p>Be clear and precise, explaining the number/frequency of different activities where relevant. 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>	3500 characters

Page and Subsection	Question	Guidance	Character count
		<p>Please note:</p> <ul style="list-style-type: none"> • Successful applicants can use Tampon Tax Funding to promote their project to potential beneficiaries, and to organisations and individuals which may refer beneficiaries to the project, i.e. successful applicants may raise awareness of the project and the services provided by that project. • However, the following cannot be funded by the Tampon Tax Fund: activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action. 	
P2 Approach	Why do you think this approach will be effective?	<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> <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 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>	2100 characters

Page and Subsection	Question	Guidance	Character count
P2 Approach	Why do you think that this technology is the best means of addressing the need? [APPLICATIONS USING SOCIAL TECH ONLY]	<p>This question will only be asked if you have indicated that your work is taking a Tech for Good approach in section 1.</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	How will sport be used to help deliver the changes that you are seeking to bring about? [APPLICATIONS USING SPORT ONLY]	<p>This question will only be asked if you have indicated that your work is taking a Sport for Change approach in section 1. For this question, please consider in your response:</p> <ol style="list-style-type: none"> 1. Why you have chosen the particular sport(s) and what value sport brings to the work. 2. The broader programme of work that will take place and how sport will be integrated; 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>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>	2100 characters

Page and Subsection	Question	Guidance	Character count
P2 Approach	Who will be involved in delivering the activities and what will they do?	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).	2100 characters
P2 Approach	How were the people this work will benefit involved in developing this work?	We believe activity developed in partnership with the people they aim to support will more effectively create positive social change. Please describe what role they played in defining the problems, desired changes and approaches you have outlined in your proposal. Tell us about the activities that were involved and how their output helped to shape the design of the proposal.	1400 characters
P2 Approach	In delivering this work how will you get feedback from, listen to and respond to the people that you are trying to support?	Ensuring that the people involved in this work can provide regular, meaningful input is a critical part of the feedback process, allowing approaches to be strengthened and improved. Moreover, the power to shape and lead activities, can be transformative.	1400 characters

3. Your funding request

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

Subsection	Question	Guidance	Character count
P3 Where the work is taking place	Where are you requesting funding for?	Please tell us where your work will be taking place. England is the only country eligible for this fund, but you can specify region(s).	n/a

Subsection	Question	Guidance	Character count
		<p>Please tick the box at the top of this section if the work is country wide. You will then not need to add a region.</p> <p>You can select more than one region by clicking 'add another response'.</p>	
P3 Duration	How long would you like the funding to last?	<p>Select the expected duration of your funding from the drop-down list.</p> <p>Proposals can only be for a maximum of 15 months of service delivery from July 2021 to September 2022. The minimum term of a project should be 12 months.</p>	n/a
P3 Budget request	Budget request	<p>Please tell us the total income for each year of the work under the following headings:</p> <ul style="list-style-type: none"> • Request to Comic Relief: how much funding you will need from Comic Relief. • Own contribution: how much money your organisation itself will provide. • Unsecured from other funders: how much income you expect to receive for this work from other funder's but have yet to formally secure from those funders. • Secured from other funders: how much income you have formally secured for this work from other funders. <p>Please note you only need to complete Year 1 and/or Year 2 as we are only seeking proposals for 12- 15 months of service delivery.</p>	n/a
P3 Budget breakdown	Budget breakdown (Please complete all fields, adding a '0' where necessary.)	<p>Please break down your costs using these sub-headings. We want to know the total costs against these sub-headings as well as the request to Comic Relief against them. All boxes should be completed, even those requiring</p>	n/a

Subsection	Question	Guidance	Character count
		<p>a 'zero'. The system automatically totals the figures you enter. These should be headline figures, and we will ask for your detailed budget separately.</p> <p>Salaries: By this, we mean any amount of the funding which will be paid to staff to support the delivery of the budget. This may be for example a project co-ordinator or manager, or staff to support monitoring, evaluation and learning activities. Costs for freelancers or contractors to deliver certain aspects of the work should not be included here, but in Direct activity costs. Please note Comic Relief is a Living Wage Friendly Funder so we encourage UK sessional and salary costs to be calculated at this rate. For more information, see here.</p> <p>Overheads: These are the indirect costs needed each year to support the running of activity (such as office rent, telephone and internet access, audit fees or a contribution to salaries for those staff who do not work directly on the work – e.g. a Director or finance staff). Comic Relief supports full cost recovery; as well as funding project costs it will make a reasonable, proportionate contribution towards an organisation's overhead costs. Overhead costs included in the budget must be shown to be essential to the effective delivery of the proposed activities. There is no set formula, but organisations should be able to demonstrate clearly how they have arrived at the overhead costs and we will look at these in relation to the size of the organisation and scale of the work. If you have overheads relating to safeguarding of the people you work with, this should be recorded in the separate Safeguarding & Protection sub-heading.</p> <p>Direct activity costs: These are the costs needed each year to implement the work. This might include: main activities (such as training or workshops), immediate operating costs, essential training of staff working directly on the activity (safeguarding training should be recorded under the separate Safeguarding & Protection sub-heading), maintenance of capital items and transport (such as vehicle fuel and maintenance).</p>	

Subsection	Question	Guidance	Character count
		<p>Monitoring, evaluation and learning: These are the costs involved with monitoring, evaluation and learning (MEL). Include costs related to designing your MEL system; collecting data (e.g. baseline and endline data exercises, as well as on-going data collection); storing data, including costs for data management systems; analysing and summarising data; applying lessons learnt and sharing learning. You should include costs to support any mid-term and final reviews and evaluations and for any monitoring and learning visits. Please note external evaluations are not mandatory – however, if you decide to include one as part of your proposal then please ensure you budget sufficiently for this to be a useful and effective piece of work.</p> <p>Organisational sustainability: These costs should be directly related to supporting the sustainability of your organisation or your partner organisations. Examples of how you might choose to spend these funds include:</p> <ul style="list-style-type: none"> • Upskill existing staff, improve core functions such as IT, Marketing and Communications or Fundraising, or employ a business development expert to develop an improved operating and strategic model; • Access support to build strategic thinking and longer-term planning within your organisation; • Improve Monitoring, Evaluation & Learning, including impact assessment and evidence generation; • Improve internal systems, processes and policies; and/or • Access support to improve the financial position of your organisation, particularly to develop new funding streams and/or diversify income. <p>For this fund, you are encouraged to maximise this element of the budget, as follows:</p> <ul style="list-style-type: none"> • Allocate up to 25% of your budget to organisational development if you are applying for a total grant under £100,000; 	

Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none"> Allocate up to 10% of your budget to organisational development if you are applying for a total grant of over £100,000. <p>Please note should your proposal be shortlisted for the next stage; we will ask you to complete a detailed Organisational Strengthening Plan.</p> <p>Capital costs: Comic Relief is willing to fund small capital items such as office furniture and computers. When high value items are being acquired, applicants are expected to have a procurement policy in place which represents good practice. We will not fund the purchase of buildings or land with this fund and will not usually fund building costs, the purchase of vehicles or heavy equipment unless it can be clearly shown that such expenditure is proportionately small in relation to the overall budget and adequately justified as essential to the proposed activity.</p> <p>Safeguarding & Protection – Comic Relief allows you to include a budget line for safeguarding & protection. This can include (but is not limited to) costs for capacity building, policy development, a proportion of costs for specialist personnel, as well as costs associated with managing safeguarding / protection concerns.</p> <p>Please check our website for information on capital expenditure, inflation and full cost recovery.</p> <p>Reclaimable VAT – If you <u>expect</u> and plan to reclaim VAT against any of your spending, please do not include it in your budget.</p> <p>Please note you only need to complete Year 1 and/or Year 2 as we are only seeking proposals for 12- 15 months of service delivery.</p>	
P3 Budget template	Please upload your completed budget template	You must provide a detailed budget using our financial template. You may <u>not</u> submit the budget using your own template.	n/a

Subsection	Question	Guidance	Character count
		<p>There are two versions of the financial template, one for proposals with partners and one for those without partners. Both are available on our website here. See the templates for guidance on how to complete these.</p> <p>Please note that proposals submitted using the incorrect template will not be considered.</p>	
P3 Expenditure by organisation	Expenditure by organisation	<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. ‘A’ indicates applicants and ‘P’ indicates partner.</p> <p>You can add partners by clicking the ‘add another response’ button.</p>	n/a

4. Your organisation

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

Subsection	Question	Guidance	Character count
P4 Your organisation	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?	<p>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.</p> <p>To be eligible for this fund, your organisation must be able to demonstrate that it is a ‘by and for’ women’s organisations with alignment to the below elements:</p> <ul style="list-style-type: none"> Mission: You promote the rights of <u>Black and minoritised women and girls</u> as your primary mission; 	2100 characters

Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none"> • Approach: Your approach reflects an understanding of the ways in which sexism and racism (and possibly also class discrimination, heterosexism, ableism) interact to minoritise women and girls. Your activities are likely to call on shared theoretical frameworks, such as Black Feminism. • Leadership: Your organisation is led and managed by Black and minoritised women: they must represent <i>at least</i> 75% of the senior management team and trustees. You recognise the value of lived experience of Violence Against Women and Girls (VAWG) in the staff team and it is included across the organisation. • Change: You are committed to structural change to achieve social justice. Your work to affect structural change will be visible both within your own organisation and your external influencing. <p>Your organisation recognises the value of lived experience of VAWG in the staff team and enable it to shape your approach.</p> <p>In addition, briefly tell us the way in which you plan to be able to support the sustainability of your organisation or your partner organisations.</p>	
P4 Your organisation	Date your organisation was established	Please enter the date your organisation was established: DD/MM/YYYY If you do not know the exact date your organisation was established, please give an approximate date.	n/a
P4 Your organisation	Legal status	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 policy regarding eligibility and any specific eligibility for the programme under which you are applying.	n/a
P4 Your organisation	Registration number	Please enter your organisation's registration number	50 characters

Subsection	Question	Guidance	Character count
P4 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.	n/a
P4 Your organisation	How many people work at your organisation? 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. Please also provide us with your organisation's total reserves and unrestricted reserves for this year. 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 to meet your objectives.	n/a
P4 Your organisation's finances	Please upload your most recent year's signed 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.	n/a

Subsection	Question	Guidance	Character count
		Following this we recognise that in some circumstances (for example, if your organisation is very small or new) it will not be appropriate for your accounts to have been subject to external verification. Where this is the case please use the space provided to upload an alternative form of accounts (for example, an annual statement which has not been subject to external scrutiny).	
P4 Your organisation's finances	Please upload your most recent set of management accounts	<p>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.</p> <p>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. The combination of annual accounts and management accounts provides key historical and current financial and governance information, allowing us to assess your organisation's capacity to manage a grant from Comic Relief.</p>	n/a
P4 Accounts verification	Details of the accountant/auditor who verified your most recent accounts	<p>Please provide the requested details of the person who verified your most recent accounts, such as your auditor or independent examiner. These will help us carry out compliance checks as part of our assessment process.</p> <p>As per the guidance for question on P4 (most recent annual accounts), we recognise that in some circumstances it will not be appropriate for your accounts to have been subject to external verification. In such cases please use this space to tell us the name of the person who prepared the accounts. Fields that are no longer relevant can be marked as 'Not applicable' and the question on whether the qualification is still relevant should be marked as 'no'.</p>	n/a
P4 Board member details	Board members details	Please provide the requested details of your trustees/board members. Please note this information is to help us with our compliance checks on your organisation as well as helping us to assess the organisation's capacity to manage the funding.	n/a

Subsection	Question	Guidance	Character count
		Please make sure that these details are up to date with your regulatory body (e.g. the Charity Commission for England and Wales) as we will check the information provided in your proposal against their records.	
P4 Keeping people safe	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?	<p>Although projects aim to achieve positive social change, they can also result in unintended harm to those connected with the work. Risks can arise from your staff/volunteers, your operations/activities and/or from the reaction of communities and others to the work you are doing.</p> <p>Your answer should describe any unintended harms that might arise from your work - physical, sexual or emotional harm, as well as exploitation and other forms of abuse. It may include risks to beneficiaries/service users, to staff/volunteers as well as potential harm within the communities you are working in.</p> <p>You should explain any actions you will take to reduce the risk of harm, and how you will monitor this throughout the lifetime of the grant.</p> <p>Please only focus on risks of harm to individuals. Do not include risks to your ability to deliver the project itself.</p>	1400 characters
P4 Keeping people safe	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?	<p>Please describe the different ways that staff/volunteers and beneficiaries/service users can report concerns about the safety or poor practice to your organisation.</p> <p>Please explain how different stakeholders are made aware of the different reporting channels, who receives and responds to the concerns and what measures are in place to ensure the protection of those who raise concerns.</p>	1400 characters
P4 Keeping people safe	Please give an example of an	Please describe a specific case where your organisation has had to take action to protect a beneficiary/service user from harm, abuse or exploitation.	1400 characters

Subsection	Question	Guidance	Character count
	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?	<p>Alternatively, you can give an example of actions taken to tackle harassment or abuse of a staff member or volunteer.</p> <p>Your answer should briefly outline the protection concern and then describe the actions taken to address it. Your answer should explain the role your organisation played in ensuring protection as well as engagement with other stakeholders in the response.</p> <p>Please <u>do not</u> include the names or identifying details of anyone involved.</p> <p>We are interested in actual lived practice. Please do not simply describe your policies and procedures.</p>	
P4 Keeping people safe	Has your organisation ever been subject to an investigation by any authority, regulatory body or other investigatory organisation?	Yes/No	n/a
P4 Keeping people safe	If yes, please provide details	<p>Comic Relief requires applicants to provide details of investigations by any authority, regulatory body or other investigatory organisation. Investigations may be in relation to safeguarding, fraud, maladministration, theft or the conduct and governance of your organisation.</p> <p>The existence of an investigation would not necessarily prevent Comic Relief from funding your project. However, failure to provide a full and accurate answer to this question would prejudice the success of your application.</p>	1400 characters
P4 Policies	Do you have a safeguarding policy / child protection	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	n/a

Subsection	Question	Guidance	Character count
	policy / protection of vulnerable adults policy?	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.	
P4 Policies	Please upload your organisation's safeguarding policy		n/a
P4 Policies	Do you have a diversity policy?	Comic Relief is committed to the principles of equality and diversity. We therefore expect all organisations we fund (including international partners funded through a UK-based organisation) 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.	n/a
P4 Policies	Please upload your organisation's Diversity policy		n/a
P4	Please upload your constitution / memorandum and articles of association		n/a

5. Basic partner details

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.

Subsection	Question	Guidance	Character count
P5 Partner details	Partner name Contact First Name Contact Last Name Partner Contact Email Partner Contact Job Title	<p>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.</p> <p>Please provide us with the name of the main contact person at your partner organisation, their email address and their job title.</p>	710 characters
P5 Partner details	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?	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 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
P5 Legal status & registration	This partner organisation’s legal status	Please select your partner organisation’s legal status from the drop-down list.	n/a
P5 Legal status & registration	Registration number	Please provide the registration number of your partner organisation.	n/a
P5 Partner details	Is the partner organisation affiliated	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.	n/a

Subsection	Question	Guidance	Character count
	with any other organisation?		
P5 Partner details	How many people work for this organisation? 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
P5 Partner finances	Please provide the following figures for this organisation's most recent full financial year	Please provide us with your partner organisation's income and expenditure for their most recent full financial 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
P5 Partner accounts	Please upload this organisation's most recent set of accounts (signed)		n/a
P5 Partner compliance and financial assessment	Please upload the compliance and financial assessment for this partner. The	We expect all applicants working with partners to have undertaken sufficient and robust due diligence on their partners. Please complete our financial and compliance assessment for each partner and upload with your proposal.	n/a

Subsection	Question	Guidance	Character count
	template is available here .		
	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

6. Contact details

Subsection	Question	Guidance	Character count
P6 Contact details	<p>If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal</p> <p>First name</p> <p>Last name</p> <p>Email address</p> <p>Telephone number</p>	Please provide us with your contact details.	n/a
P6 Organisation details	<p>Organisation name</p> <p>Organisation address</p> <p>Town/city</p>	Please provide us with your organisation's contact details.	

Please apply online at <https://www.comicrelief.com/funding/funding-opportunities/>

Subsection	Question	Guidance	Character count
	Country		
	County		
	Postal code		
	Organisation main email address		
	Organisation main telephone number		

7. Submitting your application

When you click the '**Submit**' button at the bottom of page 6, you will be taken through to another window, to review and confirm your answers. You can also print/save your application at this stage:

Please review your response and confirm.

You **MUST** click the **confirm button** at the bottom of this page to finalise your response. If you want to print this page for your record, you may do it now.

You must click the '**Confirm**' button at the bottom of this page to finalise the submission of your application:

Confirm

 [Make a correction](#)

 [Print this page](#)

If after pressing the '**Confirm**' button, you are not redirected to a thank you window, but instead get an error like the one below. Please email fundinginfo@comicrelief.com with your organisation name, title of your application & screenshot or copy the text of the error message. Your application has been created at this stage, but a system error has stopped it from processing fully.



Please review the error(s) below.

- 22. Create ContentVersion - One of these fields must be set: PathOnClient, ContentUrl.

Supporting & Sustaining Specialism Application

Page: **1** 2 3 4 5 6

☐ Save my progress and resume later | [Resume a previously saved form](#)

Declaration & Basic details

Before you apply to us, please read the Comic Relief privacy policy, and our terms and conditions of applying.

Appendix. 1 – List of eligible sports: The following sports are considered eligible for Comic Relief funding. If you want us to fund a sport or activity that is not on this list please contact us before submitting your proposal at fundinginfo@comicrelief.com. We reserve the right to not consider proposals for sports or activities not included on this list.

- aikido
- American football
- angling
- archery
- athletics
- Australian rules football
- badminton
- baseball
- basketball
- baton twirling
- biathlon
- bobsleigh
- boccia
- bowling
- bowls
- boxing
- camogie
- canoeing
- caving
- Chinese martial arts
- cricket
- croquet
- curling
- cycling
- dance
- darts
- dodgeball
- dragon boat racing
- equestrian
- exercise and fitness
- fencing
- floorball
- football
- Gaelic football
- goalball
- golf
- gymnastics
- handball
- highland games
- hockey
- hurling
- ice hockey
- ice skating
- judo
- ju-jitsu
- kabbadi
- karate
- kendo
- kite surfing
- korfbal
- lacrosse
- luge
- modern pentathlon
- motor cycling
- motor sports
- mountaineering
- netball
- orienteering
- polo
- rambling
- real tennis
- roller sports
- rounders
- rowing
- rugby league
- rugby union
- sailing
- sand & land yachting
- shinty
- shooting
- skateboarding
- skeleton
- snowsport
- softball
- sombo
- squash
- stoolball
- sub aqua
- surfing
- swimming
- table tennis
- taekwondo
- tang soo do
- tennis
- triathlon
- ultimate frisbee
- volleyball
- walking
- water skiing
- weightlifting
- wheelchair basketball
- wheelchair rugby
- wrestling
- yoga