Future Lookin' Good: Full proposal guidance

Congratulations on being invited to submit a stage 2 application.

Stage 2 applicants: Please do not change any content on the answers you've given already. You can change your budget if you've adapted it since Stage 1, but please keep the narrative in Stage 1 questions the same.

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.

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.

To give as many organisations as fair a chance as possible, you can only submit one proposal to the Future Lookin' Good 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

In the online application, there are character limits for the answers to some questions. These are noted below, and they are also clearly indicated in the online form that you will fill out.

Some questions in the online proposal form will also be marked as not applicable. These are not relevant to this funding programme, and it is not necessary to complete them. The sections that are not applicable are also noted below.

We are providing this guidance to allow you to start writing off-line, and to help your proposal planning. When using the online form, it will also be helpful to know the following:

- The online form automatically saves your answers as you move between sections. However, you can also choose to save your work using the save button at the end of each section.

- 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.
- The answers to some questions will determine whether you are subsequently asked additional questions. To make sure you supply us with the answers to all required questions you should complete the online questions and sections in order.
- Before you can submit your proposal successfully, 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. Be aware that Section 4 - Your organisation will only ever be 97% complete, this is the maximum score for this section and is ready for submission.

If you have difficulty, you can contact grantsinfo@comicrelief.com

You can print a copy of your proposal at any time using the print form options at the top of this page and at the top of each section.

We recommend you use Mozilla Firefox or Google Chrome browser to complete the online form.

Please note the key dates:

- Online applications open on: **Tuesday 10 March 2020**
- The application deadline is: **12 noon GMT Monday 30 March2020**

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.

Section 1. Basic details

1.1 Reference information

Question	Guidance	Character count
Reference information	You should use this proposal ID in all correspondence relating to your proposal.	n/a

1.2 Basic details

Question	Guidance	Character count

Proposal title	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
Has this work previously been funded by Comic Relief?	Please tick yes if Comic Relief has previously provided funding for this work. 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.	n/a
Has this work previously been funded by another funder (not Comic Relief)?	Please tick yes if this work has previously been funded by another funder. 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.	n/a
Are you working with partner organisations who will be responsible for managing a share of the budget?	Partners are defined as organisations who will be responsible for managing a share of the budget. 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. 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
(1.3) 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

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

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.

2.1 Change

Question	Guidance	Character count
How would you describe your project or service to a young person?	Completed at stage 1. Please do not edit.	N/A
If you want to, you can include a link to a 2 minute video summarising what you want us to fund	Completed at stage 1. Please do not change the video link submitted.	N/A
Please describe the people who would benefit and the problems they face in their lives	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. 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. Please be specific about which of the following target groups your project will target and their specific needs/challenges. • Young people experiencing homelessness or insecure housing • Young people at risk of, or with experience of the criminal justice system • Care leavers • Young carers • Young parents	3500 characters

Question	Guidance	Character count
What changes do you expect to see as result of your proposed work?	Tell us what changes you are aiming to bring about (i.e. your outcomes) for the people described in the previous question. 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. More specifically we are interested how the work of your project will have long-term impact on the young people you work with. How will your project help them to create a positive future where they can live with dignity and access not only basic housing, but the ability to create a happy home in which they feel safe and secure. We want to fund work that helps young people to create firm foundations, by addressing their needs through early intervention.	3500 characters

2.2 People benefitting

Question	Guidance	Character count
People benefitting directly Core target groups Frontline workers Other groups benefitting directly	We are 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. We only ask 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. 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	150 characters

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.

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.

By *core target groups* we want to know which of our five priority groups you will work with?
- Young people experiencing homelessness or insecure housing
- Young offenders, ex-offenders and those at risk of offending
- Care leavers
- Young carers
- Young parents – defined as young women and men who became or will become parents at 21 years old or younger

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.

By *frontline workers* 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).

2.3 Activities

Question	Guidance	Character count
What specifically will the you do to help people to address their identified problems?	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 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, training etc. Please be reminded that activities should contribute to the projects overall aim of helping young people create a positive future where they can live with dignity and access not only basic housing, but the ability to create a happy home in which they feel safe and secure. We want to fund work that helps young people to create firm foundations, by addressing their needs through early intervention.	3500 characters
Why do you think this approach will be effective?	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.	2100 characters
Who will be involved in delivering the work 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	2100 characters

	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)	
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
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 have the opportunity to 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 in itself be transformative.	1400 characters
What risks could this approach create for beneficiaries, staff or others in the community and how will these risks be mitigated?	Although activities aim to achieve positive social change, interventions can also generate additional risks to those involved. Risks can be particularly high when working with very vulnerable groups, working in settings with high levels of conflict or violence, or when undertaking activities that challenge existing norms and behaviours. We want to understand the types of risks you anticipate. When considering potential risks, you should consider risks for beneficiaries/service users, staff or members of the wider community generated by the work itself. It might include risks to the physical or emotional wellbeing of those involved as well as any potential risk of harm or abuse. Please describe how you have assessed the risks associated with the work, how you plan to monitor and manage these risks throughout.	1400 characters
In your feedback from Stage 1, you may have been asked to address a specific query or concern. If	Please respond to any queries raised after your Stage 1 application, relating back to specific comments given.	1400 characters

you have, please use this space to respond to that.		

2.4 is no applicable

2.5 Monitoring, evaluation and learning

Question	Guidance	Character count
What will you track over time to show that these changes have taken place?	For the changes you have described in section 2.1, we would expect you to be tracking specific steps towards these changes or signs that these changes are happening. Please let us know how you will be able to tell whether the process of change is happening, what you will be tracking to show this and why, and how you will do this (what tools and approaches you will use to collect, store and analyse relevant data, whether you will be carrying out an evaluation). We would always encourage the inclusion of direct beneficiary feedback as part of tracking the change that is happening. For example, if one change you want to see is more empowered young people able to make informed decisions about their lives, we would expect you to explain the different elements you see being involved in achieving this change and which you will track e.g. their knowledge of the options and services available to them and their uptake of these services, their understanding of their rights and responsibilities, their levels of confidence and the extent to which they feel they have taken charge of decisions affecting their lives. Some of this information will be quantitative and more regularly collected (e.g. uptake of services), some may be more descriptive and qualitative and might happen at widely spaced periods as the change might take time to happen (e.g. focus group discussions or individual interviews to draw out changes in confidence and whether they feel they are more in control of relevant decisions, done at the start, middle and end of the activities). Including an external evaluation is not mandatory for Comic Relief – you can include one if you feel it is	3500 characters

	valuable for your work and learning. If you do decide to include one, please ensure you budget for it appropriately.	
What do you want to learn from this and how would you use this learning?	What you want to learn from this work could relate to the overall changes you intend to make, your understanding of how changes happen, what works and why or why not, or it could be about gaining a more in-depth understanding of a very specific process or implementation approach.

Tell us what learning you want to generate through this work and why, and how this builds on your existing knowledge (from monitoring data, evaluation findings or wider evidence from other organisations or from relevant research).

Learning is only useful when it can be put into practice, so please also tell us here how you intend to use the learning you will get from this. | 2100 characters |

2.6 is not applicable

Section 3. Your funding request

In this section we would like you to tell us what you are requesting from Comic Relief.

3.1 Where the work is taking place

Question	Guidance	Character count
Where are you requesting funding for?	Please note for this initiative we are only accepting proposals for work in the UK.

Please tell us where the work will take place.
Please click on the arrows to expand the list and click on every level that applies.

We would like to know the region where the work will take place, e.g. if it will be in Yorkshire, select: 'United Kingdom', 'England' and 'Yorkshire and the Humber' | n/a |
| **For UK work, please give up to four main location postcode/s (unless the work is being** | For work in the UK, please specify postcodes which best reflect the locations and characteristics of the areas you will work in. This should be the full postcode, such as SE1 7TP, rather than SE1. If your organisation will deliver work across a locality, city or county, please provide | n/a |

Question	Guidance	Character count
delivered entirely online)	postcodes within these that give the best indication of the range of locations. We use this information to understand the characteristics of the locations where you are working, such as whether it is urban or rural, its level of deprivation or where there are gaps in similar services. We also review the locations of all our applicants to understand the areas from where we are attracting applications.	
How long would you like the funding to last?	Select the expected duration of your funding from the drop-down list. N.B: The Future Looking Good Programme will only fund projects for between 18 and 36 months	n/a

3.2 is not applicable

3.3 Your budget request

Question	Guidance	Character count
Your budget request	Please tell us the total income for each year of the work under the following headings: • **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.	n/a

3.4 Your budget breakdown

Question	Guidance	Character count
Your budget breakdown (Please complete all fields, adding a '0' where necessary.)	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 a 'zero'. The system automatically totals the figures you enter. These should be headline figures, and we will ask for your detailed budget separately. Check the programme guidance to check what costs/activities are eligible. We understand that your grant management request may change as you finalise the details of your project but please be as accurate as possible, with your current planned activities in mind. Please be reminded that your total grant request to Comic Relief should be between £100,000 – £200,000. As per our eligibility guidelines, your annual request cannot be greater than 40% of your previous year's turnover. **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 our FAQs. **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	n/a

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 can be included here.

Direct 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, training of staff working directly on the activity (including safeguarding or other essential knowledge), maintenance of capital items and transport (such as vehicle fuel and maintenance).

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.

Organisational development/capacity: These costs, such as staff training, consultancy fees, IT software packages/training and system audit fees, should be directly related to making your organisation or your partner organisations more effective or accountable.

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 usually fund building costs, the purchase of vehicles, land 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.

	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. Please check our website for information on capital expenditure, inflation and full cost recovery. **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.**	

3.5 Your budget template

Question	Guidance	Character count
Please upload your completed budget template	You must provide a detailed budget using our financial template. You may not submit the budget using your own template. 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. Please note that proposals not submitted using the correct template will not be considered.	n/a

3.6 is not applicable

3.7 Expenditure by organisation

Question	Guidance	Character count
Expenditure by organisation	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. Please add any explanatory notes that may support our understanding of how the budget will be managed. Click on Save/Add another to save each line and add additional lines for other partners.	n/a

Section 4. Your organisation
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This section is for you to tell us more about your organisation.

4.1 Your organisation

Question	Guidance	Character count
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?	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
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
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
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
How many people work for 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

4.2 is not applicable

4.3 Your organisation's finances

Question	Guidance	Character count
Please provide the following figures for the organisation's most recent full financial year, and the previous year	Please provide us with your organisation's income and expenditure for your most recent full financial year and the previous year. 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

4.4 Annual Accounts

Question	Guidance	Character count
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. 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).	n/a

4.5 Management accounts

Question	Guidance	Character count
Please upload your most recent set of management accounts	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. 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.	n/a

4.6 Accounts verification

Question	Guidance	Character count
Details of the accountant/auditor who verified your most recent accounts	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. As per the guidance for question 4.4, 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'.	n/a

4.7 Board member details

Question	Guidance	Character count
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. 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.	n/a

4.8 Keeping people safe

Question	Guidance	Character count
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?	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. 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. 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. Please only focus on risks of harm to individuals. Do not include risks to your ability to deliver the project itself.	n/a
If someone was concerned about the safety or welfare of anyone connected with your work, how	Please describe the different ways that staff/volunteers and beneficiaries/service users can report concerns about the safety or poor practice to your organisation. Please explain how different stakeholders are made aware of the different reporting channels, who receives and	n/a

would they report this concern? How do you encourage reporting?	responds to the concerns and what measures are in place to ensure the protection of those who raise concerns.	
Please give an example of an incident where your organisation had to take action to protect the safety and welfare of someone connected with your work. What actions did you take?	Please describe a specific case where your organisation has had to take action to protect a beneficiary/service user from harm, abuse or exploitation. Alternatively, you can give an example of actions taken to tackle harassment or abuse of a staff member or volunteer. 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. Please **do not** include the names or identifying details of anyone involved. We are interested in actual lived practice. Please do not simply describing your policies and procedures.	
Has your organisation been ever been subject to an investigation by any authority, regulatory body or other investigatory organisation?	Yes/No If yes, please provide details 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. 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.	1400 characters
If yes, please provide details		
Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?	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 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	

Question	Guidance	Character count
	or gaps in your policy, we can support you to develop and improve these.	
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.	

4.9 Constitution/ memorandum and articles of association

Question	Guidance	Character count
Please upload your constitution/memorandum and articles of association		n/a

4.10 is not applicable

4.11 Safeguarding policy

Question	Guidance	Character count
Please upload your organisation's safeguarding policy		n/a

4.12 is not applicable

Section 5. Your partner
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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.

5.1 Your Partner

Question	Guidance	Character count
Partner name	If your organisation is already linked to a partner organisation on our system you will see them in the drop-down menu; please select their name from here. If it is not, please click 'Add a partner to this list' and follow the on-screen instructions to search for the organisation, or create as a new organisation record if they are not already registered with us. 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
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?	Once you have added the name of your partner organisation, you will be asked this question for each one. 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. Alternatively, you can upload a video in the next question if preferable.	2100 characters

Alternatively, you may provide a link to a 3 minute video answering these questions	Instead of answering the previous question, you can provide us with a link to a three minute video which explains the purpose of your partner organisation, what they are most proud of in their organisation's history and why you think this organisation is best placed to help you deliver the work. You should not attach the actual video file, but a link to youtube or another online platform where your video can be accessed. Please note this should not be a generic video about your partner's work, but one which answers the specific questions asked in the previous question.	n/a
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
This partner organisation's legal status	Please select your partner organisation's legal status from the drop-down list.	n/a
Registration body	Please tell us which body your partner organisation is registered with.	n/a
Registration number	Please provide the registration number of your partner organisation.	n/a
How many people work for this organisation? Full-time equivalent Part-time equivalent Sessional workers Volunteers	We define 'full time equivalent' as 35 hours per week.	n/a
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
Please provide the following figures for the organisation's most recent full	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	n/a

Question	Guidance	Character count
financial year, and the previous year	committed legally or contractually for a specific use but are free to be designated by your partner organisation in furtherance of their objectives.	
Please upload this organisation's most recent set of accounts (signed)		n/a
Please upload the compliance and financial assessment for this partner. The template is available here.	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
Add Partner	You can add additional partners by clicking on 'Add partner'. You will be asked the same questions as above for each partner.	n/a

Section 6. Declaration and Contact details

Question	Guidance	Character count
If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal First name Last name Email address Telephone number	These will pull through based on the name of the person who created the proposal, who is now the application contact. If these details have changed, you should go to the Contacts tab on your GEM dashboard and amend the details there before submitting this proposal. If these details have changed, before submitting this proposal you should email grantsinfo@comicrelief.com with the information about the new contract details.	n/a

Question	Guidance	Character count
Organisation contact details Main address Main telephone number Main email address		
Authority to submit	Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation.	n/a
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.	
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

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 <u>contact us before submitting your proposal</u> at <u>grantsinfo@comicrelief.com</u>. 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
- korfball
- 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