**Start up form: Level 3**

Please refer to the ‘Guidance notes for completing the start up form’ before you complete this form.

In sections 1, 2 and 3, if you are happy with the information you provided in your application form then you can use that to complete these sections. However, if you feel that you need to edit, add to or change that information to better reflect your project’s aims and plans then please do so.

|  |  |
| --- | --- |
| Grant summary | |
| Grant ID: |  |
| Comic Relief programme area: | *Children Survive and Thrive/ Gender Justice / Safe Place to Be / Global Mental Health Matters / Other (please delete as appropriate)* |
| Organisation name *(grant holder)*: |  |
| Partner organisation(s) *(if applicable)*: |  |
| Project title: |  |
| Project location/s: |  |
| Project start date *(as specified in the COGs)*: |  |
| Duration of grant *(in months)*: |  |
| Total value of grant provided by Comic Relief (GBP): | £ |
| Contact person who submitted the form: |  |
| Date this form was submitted: |  |

1. **Project overview**

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| --- |
| * 1. Project summary - what your project will be doing (300 words max.) |
|  |
| * 1. What are the main opportunities for your project over the next year? (150 words max) |
|  |
| * 1. What are the main threats for your project over the next year? (150 words max) |
|  |
| * 1. How will you make the most of the opportunities and respond to the threats you’ve identified? (200 words max) |
|  |

1. **Changes you hope to see from your project**

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| * 1. Your outcomes for the grant (It is particularly important to refer to the guidance document here to ensure you are providing the right information) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Outcome 1 | | | | | | | | |
| Outcome description: | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | |
|  | Indicator  (30 words max.) | Baseline | Target | If indicator is about people: | | | | Data collection methods and frequency |
| Total number benefitting *(target-baseline)* | Males benefitting | Females benefitting | Gender defined differently benefitting |
| 1a |  |  |  |  |  |  |  |  |
| 1b |  |  |  |  |  |  |  |  |
| 1c |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | |
|  | Indicator | Change you expect to observe over the life of the project | | | | | | Data collection methods and frequency |
| 1d |  |  | | | | | |  |
| 1e |  |  | | | | | |  |
| 1f |  |  | | | | | |  |
| Outcome 2 | | | | | | | | |
| Outcome description: | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | |
|  | Indicator  (30 words max.) | Baseline | Target | If indicator is about people: | | | | Data collection methods and frequency |
| Total number benefitting (target-baseline) | Males benefitting | Females benefitting | Gender defined differently benefitting |
| 2a |  |  |  |  |  |  |  |  |
| 2b |  |  |  |  |  |  |  |  |
| 2c |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | |
|  | Indicator | Change you expect to observe over the life of the project | | | | | | Data collection methods and frequency |
| 2d |  |  | | | | | |  |
| 2e |  |  | | | | | |  |
| 2f |  |  | | | | | |  |
| Outcome 3 | | | | | | | | |
| Outcome description: | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | |
|  | Indicator  (30 words max.) | Baseline | Target | If indicator is about people: | | | | Data collection methods and frequency |
| Total number benefitting *(target-baseline)* | Males benefitting | Females benefitting | Gender defined differently benefitting |
| 3a |  |  |  |  |  |  |  |  |
| 3b |  |  |  |  |  |  |  |  |
| 3c |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | |
|  | Indicator | Change you expect to observe over the life of the project | | | | | | Data collection methods and frequency |
| 3d |  |  | | | | | |  |
| 3e |  |  | | | | | |  |
| 3f |  |  | | | | | |  |
| Outcome 4 | | | | | | | | |
| Outcome description: | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | |
|  | Indicator  (30 words max.) | Baseline | Target | If indicator is about people: | | | | Data collection methods and frequency |
| Total number benefitting *(target-baseline)* | Males benefitting | Females benefitting | Gender defined differently benefitting |
| 4a |  |  |  |  |  |  |  |  |
| 4b |  |  |  |  |  |  |  |  |
| 4c |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | |
|  | Indicator | Change you expect to observe over the life of the project | | | | | | Data collection methods and frequency |
| 4d |  |  | | | | | |  |
| 4e |  |  | | | | | |  |
| 4f |  |  | | | | | |  |
| Outcome 5 | | | | | | | | |
| Outcome description: | | | | | | | | |
| Number-based (quantitative) indicators | | | | | | | | |
|  | Indicator  (30 words max.) | Baseline | Target | If indicator is about people: | | | | Data collection methods and frequency |
| Total number benefitting (target-baseline) | Males benefitting | Females benefitting | Gender defined differently benefitting |
| 5a |  |  |  |  |  |  |  |  |
| 5b |  |  |  |  |  |  |  |  |
| 5c |  |  |  |  |  |  |  |  |
| Narrative-based (qualitative) indicators | | | | | | | | |
|  | Indicator | Change you expect to observe over the life of the project | | | | | | Data collection methods and frequency |
| 5d |  |  | | | | | |  |
| 5e |  |  | | | | | |  |
| 5f |  |  | | | | | |  |
| * 1. Is there anything specific that you would like to learn about through delivering this project? | | | | | | | | |
|  | | | | | | | | |
| 2.3 Data collection plan: You have identified the data collection methods you will be using for each indicator above. Here we would like you to provide a bit more detail about the types of tools you will be using, how many beneficiaries they will be used with, your overall plan for data collection and how you will analyse the data – both to track the progress against the project outcomes and indicators and to answer any specific learning questions you have | | | | | | | | |
|  | | | | | | | | |

1. **Numbers of people benefitting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3.1 Who and how many are benefitting directly from your project overall? You should only include those people that we can see in your outcomes and indicators above (i.e. those people that you will be able to show have benefitted from the information and data you are planning to collect) | | | | | |
| Type of people benefitting directly | Brief description of who this includes | Total number | Male | Female | Gender defined differently |
| Core target groups |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total number of people benefitting from core target groups |  |  |  |  |
| Frontline workers |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total number of frontline workers |  |  |  |  |
| Other groups benefitting directly |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total number of people benefitting from other groups |  |  |  |  |
| 3.2 How have you calculated these numbers? (200 words max.) Please provide a brief explanation about how you have calculated/estimated each group of beneficiaries above. | | | | | |
|  | | | | | |
| 3.3 Who else do you think might benefit from your project? (150 words max) If you would like to let us know about any other groups you think might benefit from your project please do so below (these might be indirect beneficiaries and/or those you are not tracking through your outcomes). We do not require specific numbers here. | | | | | |
|  | | | | | |
| 3.4 Within your core target groups, are there some groups who are more likely to be under-represented in accessing and benefitting from your project (hard to reach or particularly marginalised groups) and how do you plan to address this?: (250 words max) | | | | | |
|  | | | | | |

1. **Project activities for your first year**

|  |  |  |
| --- | --- | --- |
| 4.1 Activities for year 1: Please list the *main* project activities you plan to deliver in year 1 to progress towards your outcomes | | |
|  | Activity description *(including, if relevant, activity targets e.g. number of training sessions or number of events etc.)* | Number of people you intend to reach through these activities for year 1 |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

1. **Communications and information around your project**

|  |  |
| --- | --- |
| 5.1 Online and social media presence – Please let us know if you use any social media for your project or organisation (specify n/a if not applicable or you do not wish to share this with us). | |
| Website address |  |
| Blog address |  |
| Twitter account |  |
| Instagram account |  |
| Facebook page name |  |
| Other social media |  |