

Start up form guidance notes: Level 1

Now that you have been awarded Comic Relief funding, the start-up form provides an opportunity for you to refine and build on the information you gave us in your application. It should set out clearly what you will be doing with this grant, what you expect to achieve and who it will benefit.

Once agreed with your Comic Relief Grant Manager, the start-up form will become the basis for your reporting back to us for the duration of the grant. We will ask you to tell us about your progress and learning in every 12 months, alongside a shorter update every 6 months.

As well as helping us manage our grants, we will also use the information and data we receive from your reports to help us understand and communicate the difference our funding makes with the public and our funding partners.

We understand that circumstances can change and learning will emerge over the lifetime of a grant. You will be able to adjust the start-up form to reflect such changes during the grant once discussed and agreed with your Comic Relief Grant Manager.

In sections 1, 2 and 3, if you are happy with the information you provided in the 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

Complete the table in the summary section and refer to your Conditions of Grant document to ensure that the Grant ID, start date and total value of the grant are entered accurately.

1. Project Overview

1.1. Project summary

Please provide a concise overview of what your project will be doing. This should be able to give someone new to the project a clear understanding of the main elements and aims of the project.

2. Changes you hope to see from your project

2.1. Main changes you expect to see from this project

Please tell us the key changes you expect to see as a result of this grant. These may be direct changes to the lives of individuals or communities, or may be changes in organisational and institutional policies, approaches and practices. Please be as specific as you can about what these expected changes are, and make sure they are realistic in relation to the grant and activities you will be doing.

3. Numbers of people benefitting directly from your project

3.1. Who and how many are benefitting directly from your project overall?

Comic Relief only asks projects to report on the numbers of direct beneficiaries from your project. By this we mean people who are directly involved in the activities you will be carrying out with the grant, and who you are confident will have benefitted from that involvement.

We have three categories of people benefitting directly which are explained below.

Please note it is perfectly acceptable to have '0' in any of the categories – the categories you use will depend on the type of activities and changes you want to see from the grant:

	Core target groups	Frontline workers	Other groups benefitting directly
Definition	<ul style="list-style-type: none"> • Main groups of people your project is focussed on supporting • Have intensive involvement in the project's activities • You should be able to count them accurately 	<ul style="list-style-type: none"> • People who actively take part in the project interventions because they work with the core target groups in a paid or voluntary capacity • Receive some form of training/support/guidance from the project to enable them to support the core target groups 	<ul style="list-style-type: none"> • Groups who benefit from one-off or limited involvement in project activities • Numbers probably based on a confident estimate • You must have some information to show whether they have benefitted (not just assume they are benefitting)
Examples	<ul style="list-style-type: none"> • Young people participating in skills training • Women supported to lead awareness raising activities 	<ul style="list-style-type: none"> • Paid staff of local organisation or volunteers trained to carry out project activities • Teachers who the project have trained 	<ul style="list-style-type: none"> • Community members with improved awareness of their rights around a specific issue the project is working on <p><u>BUT</u> the above would only be included if you are collecting information that shows these changes are happening</p>

• **Brief description of who this includes**

For each category of people benefitting please describe the groups you are including in this.

Please be as specific as you can in defining who they are, including:

- What kind of age range they may be (children, young people, older people – as defined in the context you work in)
- Their characteristics (e.g. excluded from school, those experiencing mental health issues etc.)
- An indication of how they are benefitting (e.g. accessing services, improved financial situation, increased awareness etc.)

Please provide numbers for the total, male, female and those who define their gender differently where this is possible (for many projects we realise that the 'gender defined differently' category may not be data you are capturing or may not be appropriate or feasible to capture in your project context, in which case just leave the column blank).

3.2. How have you calculated these numbers?

Please give us a brief overview of how you have calculated the beneficiary numbers in each group.

4. Project activities for your first year

4.1. What activities do you plan to carry out over the first year of your project?

Please provide us with a brief narrative of the key activities that you will be doing over the first 12 months of your grant. These should describe the main components of your work that are integral to being able to achieve the changes you expect to see (e.g. training sessions, community forums, awareness activities etc.). We are not looking for project administration/management activities such as recruitment of staff, establishment of project office, purchase of materials etc.