**Frequently Asked Questions (FAQs) for Comic Relief’s Community Justice Fund**

Live Date: **12pm Tuesday 02nd April 2024** (until 12pm (BST) Thursday 02nd May 2024)

|  |
| --- |
| **Please note:*** **For support with your application please refer to the eligibility questionnaire and application guidance.**
* **If you are experiencing technical issues in relation your submission, please get in touch by emailing: fundinginfo@comicrelief.com (please allow up to three working days for a response)**
 |

This FAQs document includes sections on:

* **APPLICATION FORM**
* **PROPOSAL PRIORITIES**
* **ELIGIBILITY CRITERIA**
* **NEXT STEPS**

**APPLICATION FORM**

**Can I still apply if my organisation does not meet the criteria in the eligibility questionnaire?**

If you have completed the eligibility questionnaire [**here**](https://comicrelief.tfaforms.net/wfnx34K)and you do not meet the requirements, unfortunately you are unable to apply. We can only fund an organisation that meets our general eligibility criteria and funding call criteria. We would not want you to spend time completing an application that will be rejected.

**How do I access the application form**

When you submitted your eligibility questionnaire, it should have automatically re-directed you to the online application form (via your browser), on the next page. We do not have a direct link to the application form. If you cannot find your application, you can either start the process again via the eligibility form or you use the **‘Save and Resume’** function where a link is sent to you via email to access the application form already in progress.

If navigating away from the online form, IMPORTANT: Please 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.

**Does the character count include spaces?**

Yes. The character count on the application form does include spaces and you can find the character count for each question, if applicable, on the online form and the full proposal guidance **here** .

**PROPOSAL PRIORITIES**

**What do you mean by Led By and For?**

Ahead of launching this funding opportunity, we consulted with a group of community experts to develop a working definition within this funding call. For the purpose of this funding call, we define Led By and For organisations as *‘Organisations led by and for communities facing long-term systemic injustices, discrimination and exclusion, with a particular emphasis on advancing racial justice and gender justice’.*

To be eligible for this fund we are looking for organisations who have a governing body and leadership team whose members are at least 75% reflective of the community (ties) you serve.

**Are we still able to apply for this fund to cover our work in relation to racial justice and/ or gender justice, if it is not the only focus of our organisation?**

This funding opportunity is designed to support organisations that mostly or entirely focus on racial justice and/ or gender justice. We recognise communities lead intersectional lives, and any community-work is likely to be cross-cutting across a number of social areas. Within your proposal you can tell us how your organisation has a track record in and prioritises racial and/ or gender justice alongside any other social issues. If your organisation does not focus on racial justice and/ or gender justice your application will not be considered.

We appreciate, these groups may not be the sole beneficiaries of your organisation and/ or work.

**How can we apply as a partnership?**

We welcome applications from single organisations or partners of two or three organisations. Partners are entities working closely together to deliver work, and who are each responsible for managing part of the budget.

One lead partner is responsible to Comic Relief for submitting the proposal on behalf of all the partners, and the overall delivery, spending and reporting. All partners must meet the eligibility criteria (please also see below on income criteria for partners) and must meet the ‘led by and for’ criteria. Organisations that do not meet the eligibility criteria could still be involved through contracts, for example to provide specific consultancy services.

**Do we need to submit a budget as part of this proposal?**

No, you will not have to submit a budget during the application process. If your proposal is shortlisted and progresses to the next stage, we will discuss this with you further.

If your proposal is approved for funding, you will need to propose a budget as part of the start-up process. This will be a condition of funding before the first instalment of funds can be made.

**Do you look for reporting against traditional Key Performance Indicators (KPI’s) within your monitoring and evaluation?**

We will ask for monitoring and evaluation information if and after funding is approved, and not at this stage.

During the start-up process we ask organisations to identify a small number of outcomes they would like to see as a result of the funding, and we encourage organisations to use their existing data to build on where possible. Funded organisations will be asked to identify indicators to demonstrate progress against outcomes. For core funding, your outcomes may be broad and speak to the wider work of your organisation.

**ELGIBILITY CRITERIA**

**What do you mean by flexible, core funding?**

As per our funding commitments, we will actively support core and flexible funding. We want to continue to support the sector’s transition away from an undue reliance on short term, highly restrictive project funding. Flexible, core funding is designed to support the overall good work of organisations, and not just projects. For this funding opportunity we are looking to make investments in organisations whose current work focuses on racial justice and/ or gender justice in these areas.

* Influencing and advocacy focusing on improved outcomes for the communities you support.
* Early intervention and support for communities, that influence practice, systems and behaviour change.
* Or a combination of both.

Flexible, core could mean core funding of the organisation’s annual budget to continue its good work, or funding to expand the work, or to add something new that amplifies the work or its results.

As flexible funding, it can be allocated for expenses that are harder to fund, such as salaries of senior management or administration, or ongoing costs that are not covered by other grants.

Please note: Flexible, core funding has to be used for an agreed purpose, and in an agreed time period. Core funding is not the same as unrestricted funding, which you can put in a bank or investment and spend however you want.

**Which geographical priority areas does this funding apply to?**

This funding opportunity is for organisations and movements in the UK, registered and working in at least one of these specified areas; Northeast of England, Wales, West Midlands and/ or Yorkshire and the Humber. Proposals from organisations registered in and delivering proposed work outside of these areas will NOT be considered.

**What are the thresholds for annual income?**

To be eligible for this funding opportunity, organisations must have an annual income of between £75,000 and £500,000 in the last financial year. We will use the income shown on your most recent annual accounts submitted at the time of the application being submitted and to the relevant authorities (e.g. Charity Commission).

**Is the minimum annual income threshold of £75,000 mandatory for every organisation in a partnership application or does this only apply to the lead applicant?**

Our income criteria relate to the lead applicant, whose income needs to be between

£75,000 and £500,000 to be eligible for funding. Partners do not need to fit this income criteria.

If the lead applicant’s income is between £75,000 and £500,000, but the partner

organisation/s falls outside of this threshold is fine. However, the income of several smaller organisations cannot be combined to meet the £75,000 minimum.

**How much funding can we apply for?**

Funding is available between £200,000 and £450,000. Unfortunately, proposals outside of these amounts will NOT be considered.

**If we ask for the minimum/ maximum amount, will this be looked upon favourably/ unfavourably?**

No. You should apply for the level of funding based on the need and the work you can carry out. In addition, you should consider your organisation’s ability to manage and use funds within the funding period. The actual amount requested by the organisation will not be used to guide funding decisions.

**How long will the funding last?**

This funding opportunity is available from 3 to 5 years (36 - 60 months). Unfortunately, proposals outside of these timeframes will NOT be considered. The proposed duration will not be used to guide funding decisions.

**Do you fund capital costs?**

Comic Relief will not support capital costs over 25% of the total funding request, and capital costs will need to have a strong link and rationale to the changes your organisation is aiming to achieve.

**My organisation is in the process of becoming legally constituted, can we still apply?**

Comic Relief uses the most recent set of annual accounts submitted to the relevant authorities (e.g. Charity Commission) as a basis for whether an organisation is eligible. Unfortunately, you are ineligible to apply if your organisation does not have annual accounts.

**My organisation currently receives Comic Relief funding, can we still apply?**

Yes, you can apply as long as your organisation meets the eligibility criteria for this funding opportunity.

**Can we send more than one proposal?**

To give organisations as fair a chance as possible, you can only submit one proposal to each funding call (though you can be named as a partner on any number of applications). Please be aware that we will never read more than one proposal per lead applicant/ organisation.

**We want to submit a partnership bid but the partner is not constituted, can we still apply?**

Your organisation can still apply, but you cannot include an organisation that does not have a formal constitution and does not meet other basic requirements including annual accounts. You could still work with that organisation through a separate contract, for instance for providing consultancy services.

**NEXT STEPS**

**What is the deadline for applications to this fund?**

This funding opportunity will close at 12 noon BST on Thursday 2 May 2024. Unfortunately, submissions outside of this date/ time will NOT be considered.

If you are experiencing a technical difficulty that is preventing you from submitting by the deadline, please get in touch with us as soon as possible by emailing fundinginfo@comicrelief.com. Please allow at least three working days for us to respond to your email.

**What happens after I submit an application form?**

Following the closing date/ time we will review all eligible proposals and we expect you will be informed of the outcome by or before Friday 24 May 2024.

If your proposal is shortlisted, your organisation will be asked to submit additional information regarding governance, finances and financial management, and approach to safeguarding. Your proposal will progress to the ‘getting to know you’ meeting, where we will use our time together to understand more about the way you work. We expect the funding decisions will be announced in early July.

**When will the funding start if our proposal is approved?**

There is no predefined start date. You will be able to propose a date that reflects when you will start allocating costs. This could be right after an offer letter with conditions of funding is signed, or after some start-up and preparation steps e.g. kick off and/ or recruitment of staff.