



THE FUNDING OVERVIEW FORM

What is it for?

- To help us understand the context you work in, your ambitions in your funding,
- To document any updates or developments since your application
- To act as the common reference point for you and Comic Relief during your funding your project
- To form the basis of the more detailed annual reporting

The Funding Overview Form asks you to detail your outcomes, indicators and the number and groups of people you expect to benefit from this funding.

Comic Relief's approach to Monitoring, Evaluation and Learning (MEL)

Your Monitoring, Evaluation and Learning is owned by you, it's not just us as the donor. We ask that you focus on change and learning, not activities. Make sure you are realistic about what you can measure and what change you can make happen – achieving social change can be complex and untidy. Monitoring, Evaluation and Learning should be useful to continually evolve, adapt and enhance what you are doing.

Monitoring

Monitoring means tracking or measuring your work, including:

- Your activities
- Engagement with participants and the people benefitting
- Changes in peoples' knowledge, attitude, behaviour or state (mental or physical)

Evaluation

For evaluation we do not necessarily mean formal external evaluations. This can be reviewing your data to determine:

- What change has happened?
- What worked well/less well?
- How and why?

Learning

There's not much point in evaluating if you're not learning:

- What change has the work supported?
- How and why has change happened (or not)
- What does this mean for your delivery and others?

You can review information about Comic Relief's approach to MEL in this [video](#).

Changes you hope to see through the work being funded

In section 2 of the Funding Overview Form, Comic Relief is asking for information about how you plan to monitor, evaluate and learn from your work. This means defining your outcomes and indicators and the people you expect to achieve these outcomes. We ask you to share between 2-5 outcomes.

Outcomes

An outcome should...	Common mistakes are when outcomes...
Be realistic and achievable in the period that you're being funded	Describe activities rather than change
Be relevant to your work, so that activities will lead to outcomes	Describe more than one change
Use language that is easy to understand	Cover several different target groups
Define a single, broad change	Are not a likely result of the project's activities

You can review information about outcomes in this [video](#)

Below are examples of what outcomes could look like:

Outcome 1: People seeking asylum have greater access to holistic services to help them address essential needs and increase awareness of their rights.

Outcome 2: Women at the community level have increased collective power to organise, influence and demand change.

Outcome 3: The organisation has refined and strengthened internal processes that enables improved delivery for its service users

For flexible core funding, outcomes are likely to look quite different to project-based outcomes. These outcomes might be related to organisational development, more long term or systemic change. This could look like changes in decision making, organisational capacity, financial health, human resource, creativity and innovation, and adaptability. There might also be a connection to a specific service or delivery that core funding enables. Not everything can be

measured, and it certainly can't be measured in 5 outcomes. Developing these outcomes will mean taking a wider view of the difference your organisation is able to make.

It's important to remember that as Comic Relief we are not focused on pinning down our funded partners to their outcomes. We are interested as much in the developmental process of creating change, and not in trying to simplify or reduce change into unrealistic outcomes.

Outcomes can be revised annually during discussions between you and your Portfolio Manager. In Salesforce, old outcomes can be archived so they can still be viewed.

Indicators

We are asking for between two and five indicators for each outcome (qualitative and quantitative). Where possible, it is a good idea to have a combination of quantitative and qualitative indicators you could include, to give a rounded picture of the change you are expecting.

An indicator should...	Common mistakes are...
Outline a single, specific sign of change related to a specified outcome	Defining indicators which require additional or complex new data
Be measurable through data you can collect/have access to at baseline and endline	Using indicators which count activities, rather than measure real change
Not be used to define your activities – we're looking at change	Measuring a single dimension of an outcome rather than triangulating indicators
Consider different perspectives or types of change	

You will be able to revise these outcomes and indicators during discussions with your Portfolio Manager over the course of your funding. In Salesforce, old outcomes can be archived so they can still be viewed.

Below is an example of how a quantitative indicator and a qualitative indicator can be shown.

Quantitative

A quantitative indicator typically refers to a number or percentage.

Outcome 1: People seeking asylum have greater access to holistic services to help them address essential needs and increase awareness of their rights.

Indicator: Percentage of people seeking asylum report knowledge about available services

- 70% people seeking asylum report increased knowledge
- Data collection methods could include a baseline and endline survey

Outcome 2: Women at the community level have increased collective power to organise, influence and demand change.

Indicator: Number of co-developed advocacy plans and collective actions taken and implemented by women

- 12 collective actions and 2 advocacy plans have been adopted and implemented by women.
- Data collection methods could include an endline survey, meeting notes, registry.

Outcome 3: The organisation has refined and strengthened internal processes that enables improved delivery for its service users

Indicator: Number and percentage of service users increases following changes to internal processes

- 25% increase in service users reached
- Data collection methods could include a service attendance registry.

Qualitative

A qualitative indicator typically refers to a text format and examples of what you expect to see.

Outcome 1: People seeking asylum have greater access to holistic services to help them address essential needs and increase awareness of their rights.

Indicator: People seeking asylum share **examples** of how and why they have accessed services

- Examples may include having better understanding of how to access the services, accessing the right services according to their need, feeling listened to and cared about.
- Data collection methods could include Focus Group Discussions, Key Informant Interviews, Case Studies and Stories of Change.

Outcome 2: Women at the community level have increased collective power to organise, influence and demand change.

Indicator: Women share **stories** of collaborating and organising with others that lead to cases of influencing and demanding change

- Stories explain how women have collaborated and organised and how this has led to advocacy events and moments. These will show the women's experience from their own perspective. Stories will speak to how women

have found their agency, and demonstrate how different factors have influenced them, which is expected to include the specific activities from the project.

- Data collection methods could include Focus Group Discussions, Key Informant Interviews, Case Studies and Stories of Change.

Outcome 3: The organisation has refined and strengthened internal processes that enables improved delivery for its service users

Staff members share **examples** of how the refined and strengthened internal processes are improving delivery for service users

- Examples and stories from staff member using the internal processes showcasing how the strengthened internal processes helped improve support delivery and/or service users' experience.
- Data collection methods could include Focus Group Discussions, Key Informant Interviews, Case Studies and Stories of Change.

You can review information about indicators in this [video](#).

People benefitting

To support our ability to monitor and report on our own reach and impact, we ask you to tell us who and how many people are benefitting from your work. These could be groups of people, such as communities, eg. young mothers, asylum seekers, staff and/or frontline workers (please be as specific as possible), that you expect to directly experience change due to this funding.

People benefitting directly	People benefitting indirectly
<p>Someone achieving a measurable change as a result of having directly engaged with your activities (i.e. you can demonstrate that they are achieving one or more of your outcomes)</p> <p>Examples</p> <ul style="list-style-type: none"> • A woman who is at risk of domestic violence demonstrates improved knowledge on her rights and support available to her as a result of using your services. • A volunteer is better able to support service users having completed training in safeguarding. 	<p>Someone who didn't meaningfully participate in your activities, but did experience a change indirectly (which may be difficult to measure)</p> <p>Example</p> <ul style="list-style-type: none"> • A parent or caregiver of a young person with a disability who is not taking part in the activities for young people with disabilities, but is likely to benefit regardless.

If we are providing core funding as a percentage of your organisation's income, you can **state a proportion of the total number of people benefitting from your organisation's work according to this percentage**, e.g. if 1,000 people have benefitted from your organisation's work over the past year, and Comic Relief funding accounted for 30% of your organisation's income over the past year, you can say that 300 people have benefitted.

Please do not include the numbers of people benefitting indirectly, nor the number of people benefitting from advocacy or campaigning work (but you may want to include an outcome and indicator/s to measure the impact of this type of work). There is a specific section in the Funding Overview Form for you to tell us about the number of people benefitting indirectly or through advocacy and campaign work.

Guidance for each question of the Funding Overview Form

Question	Guidance for grant holders
1.1 This is what you told us you would like to do with the funding in your original funding application	This is generated directly from your proposal.
If you believe you need to amend or update this, please use the text box below to explain what you would like to amend or update, and why, for our approval. (max. 1200 characters, approx. 200 words)	We know that plans can change so this is an opportunity to let us know. We will review this and discuss these changes with you. There may be times when this needs approval (in the case when a change is material).
1.2 What are the main opportunities for this work over the grant period? For example, what is happening both inside your organisation, and outside in the wider operating environment, that might support or augment this work? (max. 1200 characters, approx. 200 words)	This is an opportunity to give us a better understanding about the wider context that is complementary or supportive of your work.
1.3 What are the main challenges for this work over the grant period? For example, what is happening both inside your organisation, and outside in the wider operating environment, that might create difficulties for this work? (max. 1200 characters, approx. 200 words)	This is an opportunity to give us a better understanding about the wider context that may lead to challenges to your work.
2.1 What are the changes you would like to see by the end of this grant, as a direct result of this funding? ('outcomes'). You can write between two to five statements, each one describing a single change.	See more detailed guidance on how to develop outcomes above. Note that you are not required to submit 5, but up to 5.

<p>2.2 For each outcome, what information will you use to understand if these changes are happening? ('indicators')</p> <p>You can write between two to five indicators for each outcome.</p>	<p>See more detailed guidance on how to develop indicators above.</p> <p>Note that you are not required to submit 5, but up to 5.</p>
<p>2.3 Please describe the main activities you plan to deliver with this funding, in order to create the changes (outcomes) that you have stated above. (max. 1800 characters, approx. 300 words)</p>	<p>We are asking for you to describe the main activities that you are planning to deliver, that you expect will lead to the changes (outcomes) that you have shared with us. As these are the main activities, this description may not be exhaustive. With core flexible funding, it might be more relevant to include core functions that the funding will cover.</p>
<p>2.4 To support our ability to monitor and report on our own reach and impact, we ask you to tell us who and how many people are benefitting from your work.</p> <p>Please list the target groups that you expect to directly benefit from this work.</p>	<p>These could be groups of people, such as communities, eg. young mothers, asylum seekers, etc. (please be as specific as possible), staff and/or frontline workers, that you expect to directly experience change due to this funding.</p>
<p>In order for us to better understand and use 'people benefitting' numbers, please tell us how many people you expect to directly benefit through the work being funded by the end of the funding period.</p>	<p>Here we are asking for one number. Please review the guidance in the form for avoiding double counting at the annual and final report stage; how to calculate this number for core funding; and a request to please not include people indirectly benefitting from your funding.</p>
<p>How will you measure this number, and will you be able to provide evidence of how you have reached it (if required at a later date)? (max. 900 characters, approx. 150 words)</p>	<p>Here we are asking for your methodology for how you calculated the number of people benefitting. We need to understand this so we have integrity in the figures we use.</p>
<p>Please list those indirect beneficiaries, groups or other stakeholders here, and state why they are important to your work. You don't need to estimate how many of these people or groups you expect to be reached by your work, but you may want to mention it in your outcomes and indicators.</p>	<p>We are asking for a list of those indirectly benefitting from the work. These are groups who may not be directly involved in activities or services that you provide, but would still benefit. See the examples given below.</p>
<p>2.5 Please complete a budget template for your intended use of your Comic Relief funding for our approval.</p>	<p>You do not need to submit a budget template as this has already been submitted.</p>
<p>2.6 FOR UK FUNDING ONLY WHERE COMIC RELIEF FUNDS ARE SUPPORTING STAFF SALARIES: If you are based in the</p>	<p>Note that in the word doc version there is no tick box but in Salesforce there will be.</p>

<p>UK and are supporting staff salaries with this funding, please tick this box if you are aligned with the latest Living Wage rates (see www.livingwage.org.uk) in calculating these salaries.</p>	
<p>3.1 Please share anything else about your organisation, context or ambitions for your Comic Relief funding that you haven't already been able to share in response to the questions above. This will help us understand more about you, your work and the dynamics of our partnership so we can better support you. (max. 1500 characters, approx. 250 words)</p>	<p>This is an opportunity to share anything else that you haven't been able to.</p>
<p>4. Our accountability and communications</p>	<p>This section is for information only. You will be asked for more information at annual reporting.</p>

Contact us

Contact your Portfolio Manager at Comic Relief if you have any question about the Funding Overview Form.