**The Smiles Fund, by Walkers and Comic Relief**

**Full proposal guidance**

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| **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.  To give as many organisations as fair a chance as possible, you can only submit one proposal to this 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.  Please note that this is a **one-stage application process**. You might see references to a two-stage process and see terms like Stage 1 and Stage 2 used in other places on our website when we are speaking generally about our application processes. For a breakdown of the process and key dates for this fund, please refer back to the specific funding opportunity page on the [website](https://www.comicrelief.com/funding/funding-opportunities/). |

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| **Application form** |
| When using the online form, it’s helpful to know the following:   * There are character limits for the answers to some questions. These are noted below, and they also appear clearly in the online form once you start typing in a text box. The form will not let you exceed the character limit. * The online form automatically saves your answers as you move between sections. But please be aware, if navigating away from the form, you will need to 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. * 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, using the Save and Resume function mentioned above. * The answers to some questions will determine whether you are subsequently asked additional questions. To make sure you supply us with the answers required to all questions, you should complete the application form in order. * Before you can submit, 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. * When you click submit, you will have the opportunity to review before confirming your application. If you need to edit a section before submitting, you can click ‘make a correction’ at the bottom of the application preview. If you want to print a copy of your application for your records, you can click ‘print’ at the bottom of the page. **You MUST click the confirm button** at the bottom of this page to finalise your submission. * You will receive your proposal ID in the acknowledgement email you receive upon submission.   The deadline for this programme is **11:00 (BST) on Wednesday 15th September 2021**. 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. Please get in touch with [fundinginfo@comicrelief.com](mailto:fundinginfo@comicrelief.com) if technical issues are preventing you from submitting your application before the deadline. |

## 1. Basic details

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P1 Declaration | **Privacy Policy** | To access the proposal form, you must confirm you have read and agree to the terms of the privacy policy | n/a |
| P1 Declaration | **Authority to Submit** | Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation. | n/a |
| P1 Declaration | **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. | n/a |
| P1 Declaration | **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 |
| P1 Basic details | **Title of your proposal** | Please provide a brief title for your proposal, excluding your organisation name. We will use this title whenever we refer to your proposal. | 80 characters |
| P1 Basic details | **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 |
| P1 Basic details | **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 |
| P1 Basic details | **Are you working with partner organisations who will be responsible for managing a share of the budget?** | Please tick Yes or No. | n/a |

## 2. Your Proposal

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

| **Page and Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P2 Change | **Please provide a brief summary of your proposal** | Please give us a clear 2-3 sentence proposal description here. We want to get a clear idea of the essence of your work, including the overall change(s) you are intending to achieve and who will benefit. Please be clear and concise and avoid the use of jargon. We do not need a detailed list of activities in this question or a description of the context. | 350 characters |
| P2 Change | **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.  Depending on the kind of work you do these changes could be for individuals, communities or organisations and could be about changes in capacity, attitudes, behaviour, structures, services, or policies.  For this funding opportunity, we want to hear about how your organisation understands the link between the arts and comedy and mental wellbeing and how your activities will contribute to intentional rather than incidental changes for the people involved. We want to understand why you have chosen specific activities within the context of using the arts and comedy to bring about social change. | 3500 characters |
| P2 People benefitting | **People benefitting directly**  Core target groups  Frontline workers  Other groups benefitting directly | Comic Relief is 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.  Comic Relief only asks 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 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 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).  By *other people benefiting directly* we mean people who will benefit from a one-off, initial or limited involvement with activities. They are likely to be from broader groups that you would be interacting with (community members, parents etc.), but, if you are claiming them as beneficiaries, we would still expect you to be collecting data to evidence the benefit you expect them to have gained from being involved with your work. For example you should not just include whole communities that have received a leaflet or who might have attended an event unless you have some way of gathering data that that involvement has resulted in change for all of these people. (This may not be feasible to do or it may not be a core focus of what your proposed activity is aiming to achieve – in which case you do not need to include those people in the beneficiary table).  You should also not include those who are assumed to benefit purely because of their relationship with someone who is directly benefitting, e.g. the family members of a person directly benefitting. For work influencing policy change, where you can show that the policy change has actually impacted on specific groups of people, then these people can be included under ‘other groups benefitting directly’. However, if people are only *assumed to benefit* from the policy change and this cannot be tracked in any meaningful way, then these people *should not* be included. We expect that the numbers of other groups benefitting directly will often be estimated. | 150 characters |
| P2 Approach | **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, community awareness raising and mobilisation, training e.g. of teachers or health staff, campaigning and policy influencing etc but please check specific guidance for the programme under which you are applying to check what activities are eligible.  Please note that this funding opportunity is designed to support early intervention and community-based activities rather than long-term support for acute mental health issues in a clinical setting. | 3500 characters |
| P2 Approach | **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.  We specifically want to understand why you have chosen specific activities within the context of using arts and comedy to being about social change.  If your work is using a Tech for Good approach, you’ll need to explain any user involvement or consultation to date, and any planned consultation or user-testing during the development of the product/technology. Also explain why this particular product/technology over any others. Please cite any piloting, scoping or prototyping you have already done, which help to demonstrate why your chosen approach will be effective, and any tangible developments already in place that will give us confidence that the work will be successful after funding. | 2100 characters |
| P2 Approach | **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 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) | 2100 characters |
| P2 Approach | **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 |
| P2 Approach | **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 |
| P2 Monitoring, evaluation and learning | **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.  Please also tell us if you have plans to share what you learn more widely, and the ways in which you intend to do this. | 2100 characters |

## 3. Your funding request

This section is for you to tell us what you are requesting from Comic Relief.

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P3 Where the work is taking place | **Where are you requesting funding for?** | Please tell us where your work will be taking place. We would like to know the country and region. You can select more than one region by clicking ‘add another response’. Please click on the button ‘Is this country wide’ if you do not wish to add a Region because the work is being delivered across the whole country. | n/a |
| P3 Duration | **How long would you like the funding to last?** | Select the expected duration of your funding from the drop-down list.  Please check the specific guidance for the programme under which you are applying to confirm minimum and maximum durations. | n/a |
| P3 Budget request | **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 |
| P3 Budget breakdown | **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.  **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](http://www.comicrelief.com/grants/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 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](https://www.comicrelief.com/funding/application-process) for information on capital expenditure, inflation and full cost recovery.  **Reclaimable VAT – If you expect and plan to reclaim VAT against any of your spending, please do not include it in your budget.** | n/a |
| P3 Expenditure by organisation | **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. ‘A’ indicates applicants and ‘P’ indicates partner | n/a |

## 4. **Your organisation**

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

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P4 Your organisation | **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 |
| P4 Your organisation | **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 |
| P4 Your organisation | **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](http://www.comicrelief.com/grants/policies) regarding eligibility and any specific eligibility for the programme under which you are applying. | n/a |
| P4 Your organisation | **Registration number** | Please enter your organisation’s registration number | 50 characters |
| P4 Your organisation | **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 |
| P4 Your organisation | **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 |
| P4 Your organisations finances | **What was your organisation’s income in your most recent full financial year?** | Please provide us with your organisation’s income and expenditure for your most recent full financial year in GBP. 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 |
| P4 Your organisations finances | **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 |
| P4 Your organisations finances | **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 |
| P4 Accounts verification | **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 on P4, 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 |
| P4 Board member details | **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 |
| P4 Keeping people safe | **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. | 1400 characters |
| P4 Keeping people safe | **If someone was concerned about the safety or welfare of anyone connected with your work, how would they report this concern? How do you encourage reporting?** | 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 responds to the concerns and what measures are in place to ensure the protection of those who raise concerns. | 1400 characters |
| P4 Keeping people safe | **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. | 1400 characters |
| P4 Keeping people safe | **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 |
| P4 Keeping people safe | If yes, please provide details |  | 1400 characters |
| P4 Policies | **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 or gaps in your policy, we can support you to develop and improve these. | n/a |
| P4 Policies | **Please upload your organisation's safeguarding policy** |  | n/a |
| P4 Policies | **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. | n/a |
| P4 Policies | **Please upload your organisation's Diversity policy** |  | n/a |
| P4 | **Please upload your constitution / memorandum and articles of association** |  | n/a |

## 5. **Your partner**

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.

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P5 Basic Partner details | **Partner name** | 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. | 255 characters |
| P5 Partner contact | 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 |
| P5 Basic Partner details | **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?** | 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. | 2100 characters |
| P5 Basic Partner details | **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 |
| P5 Basic Partner details | **This partner organisation’s legal status** | Please select your partner organisation’s legal status from the drop-down list. | n/a |
| P5 Basic Partner details | **Registration number** | Please provide the registration number of your partner organisation. | 50 characters |
| P5 Basic Partner details | **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 |
| P5 Partner finances | **Please provide the following figures for the organisation's most recent full financial year, and the previous year** | 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 committed legally or contractually for a specific use but are free to be designated by your partner organisation in furtherance of their objectives. | n/a |
| P5 Partner accounts | **Please upload this organisation's most recent set of accounts (signed)** |  | n/a |
| P5 Partner compliance and financial assessment | **Please upload the compliance and financial assessment for this partner. The template is available** [**here**](https://www.comicrelief.com/sites/default/files/downloads/cr_grants_applying_Partner-finance-and-compliance-assessment.docx)**.** | 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 another partner’. You will be asked the same questions as above for each partner. | n/a |

## 6. **Declaration and Contact details**

| **Page & Subsection** | **Question** | **Guidance** | **Character count** |
| --- | --- | --- | --- |
| P6 Contact details | First name  Last name  Email address  Telephone number | Please provide us with your contact details. | n/a |
| P6 Organisation details | Organisation name  Organisation address  Town/city  Country  County  Postal code  Organisation main email address  Organisation main telephone number | Please provide us with your organisation’s contact details. | n/a |