

Tech for Good: Full proposal guidance

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.

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 **midday on Friday 12th February 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.

1. Basic details

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	n/a

Subsection	Question	Guidance	Character count
		take the time to read these to fully understand what to expect from Comic Relief once a proposal has been submitted.	
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.	100 characters
P1 Basic details	Has this work previously been funded by Comic Relief?	<p>Please tick yes if Comic Relief has previously provided funding for this work.</p> <p>Please note that if we have previously funded this work, you will be asked to upload the latest final report you have carried out.</p>	n/a
P1 Basic details	Has this work previously been funded by another funder (not Comic Relief)?	<p>Please tick yes if this work has previously been funded by another funder.</p> <p>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.</p>	n/a

Subsection	Question	Guidance	Character count
P1 Activity Evaluation	If this proposal is for existing work, please upload your final report	If your activities have been previously funded, please upload your most recent final report about this work using the upload field, to give us a view of how the work has developed and its achievements.	n/a
P1 Basic details	Are you using any of the following approaches in your proposal: Sport for Change <input type="checkbox"/> Social Tech <input type="checkbox"/> Enterprise <input type="checkbox"/>	<p><u>Please tick Social Tech.</u></p> <p>Guidance on proposals</p> <p>By social tech, we mean work which include substantial development of digital products or technology to create social change. As outlined in the initiative page, we will not fund general digital inclusion work such as training people in how to use or access technology. We will also not fund the updating of websites or routine social media campaigns, or related staff or volunteer training, large scale capital costs, although these activities can form part of a wider proposal.</p> <p>Guidance on proposals involving Sport for Change</p> <p>Comic Relief's Sport for Change approach is designed to bring about positive social change for individuals and communities through the intentional use of sport and physical activity. This will be relevant if your proposal includes sport or physical activity that will be used to bring about positive social change under this funding programme.</p>	n/a

Subsection	Question	Guidance	Character count
		<p>Sport or physical activity should be part of a broader programme of work. For further details please see:</p> <ul style="list-style-type: none"> • Below at P2: "How will sport be used to help deliver the changes that you are seeking to bring about?" • Click this link for more information on using Sport for Change <p>Guidance on proposals involving Enterprise</p> <p>For proposals for the UK: By enterprise approach, we mean requests for funding from organisations which trade to tackle social problems, so organisations that generate income from selling goods or services, but then reinvest all profits back into their business or local community, which help to tackle social issues. These organisations will have a clear social mission set out in their governing documents and generate a significant proportion of their income through trade. For Community Interest Companies they must have an asset lock in place and all profits must be reinvested back into their social objectives.</p>	
P1 Basic details	Please select the programme area(s) to which your proposal best fits. For more information about our	<p>Please select the programme area or areas to which your proposal best fits. For more information about our programme areas, and our priorities within these programme areas, please visit our website.</p>	

Please apply online at <https://www.comicrelief.com/funding/funding-opportunities/>

Subsection	Question	Guidance	Character count
	programme areas, and our priorities within these programme areas, please visit our website.		

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	<p>Please give us a clear description of the work you want to do and explain why it's needed.</p> <p>We want to have a good idea of your proposal, including a summary of the work, who your users are, and how you think a digital approach could help.</p> <p>You may choose to present the problem statement you are aiming to tackle with a digital solution, as well as an overview of key user needs: for an example of a worked problem statement with user needs, please see this link to an explainer from the Catalyst's digital development funding round in 2020.</p> <p>Please avoid using jargon. In this question, we do <u>not</u> need a detailed list of the activities or a description of the context.</p>	350 characters

Page and Subsection	Question	Guidance	Character count
P2 Change	Please provide a link to a 3 minute video summarising what you want us to fund.	<p>You should <u>not</u> attach the actual video file, but a link to youtube or another online platform where your video can be accessed.</p> <p><u>Please note that your submitted video will remain private, and we will always ask for your permission to share it. You can upload it to Youtube as 'Unlisted' to keep it private to those with the link, DropBox, Google Drive, or any online storage platform, as long as it is accessible to those with a link.</u></p> <p>The video should be a <u>maximum of 3 minutes long</u>. Don't send us longer videos, as they won't be watched. The content of the film is more important than the quality. We are very happy with films created on phones or using basic software, by teams working remotely.</p> <p><u>Please note this should not be a generic video about your organisation's work, but one which specifically tells us about how you would use this funding.</u></p> <p>This is the visual version of a traditional written application form making a strong case for funding. It won't require any professional editing skills. It can be made on your phone or laptop, can be a 'talking head' and simply needs to help the funders understand your solution and approach in your own words.</p>	

Page and Subsection	Question	Guidance	Character count
		<p>It is entirely up to you if you or your team want to be in the video, it can be graphic, animated or involve other visual aids to showcase your work.</p> <p>Films should explain your proposal and its strengths, and highlight the reasons why it should be supported.</p> <p>Remember we are looking to fund projects that seek to find digital solutions that will ultimately deliver better services and improve outcomes for users and beneficiaries.</p> <p>We do not intend to specify exactly how the video should look, however here are suggestions for areas to cover and areas we are using to assess applications:</p> <ul style="list-style-type: none"> • Introducing your team, who will work on the project. Remember that the project lead will need to be engaged in the wrap-around programme of support, taking part in programme milestones and sharing learning regularly • Defining the social problem, issue or challenge you are addressing, and who will benefit from your approach. • An overview of what early stage scoping and concept testing work you have done so far, including with users, and key take-aways and insights from this work. There will still be room and space to build on this work in the first few 	

Page and Subsection	Question	Guidance	Character count
		<p>months of Tech for Good if you're successful, so please don't worry if these are not completely validated. You can also tell us about anything you don't know and need to research too.</p> <ul style="list-style-type: none"> • Being clear why you think a tech or digital solution is the best way forward for dealing with the identified problem, and why it would be meaningful in your organisation. We are looking for evidence that you're thinking about a best solution to the needs identified, whether that's developing something new, or re-using an off the shelf product. • Demonstrating what you think the product or service might look like by the end of the 9 month funding timeline, taking into account any existing user research and analysis you have undertaken. (We know digital development takes time, so please feel free to be realistic in your assessment of this. Tell us about how this would fit into your wider areas of work at your organisation. • Tell us about any market scanning you've done in this area and what your service would/ does add to what's available. <p>Please remember that you must have and retain the written permission of anyone who appears in your video.</p>	

Page and Subsection	Question	Guidance	Character count
		If you have accessibility requirements and you would prefer not to create/submit a video, please upload a PDF attachment, or a link to an audio file, covering the above points.	
P2 Approach	Who will be involved in delivering the work and what will they do?	<p>In this section, please name:</p> <ul style="list-style-type: none"> - The project lead and their job title: <i>Ideal leads will have a strong understanding of your organisation's services, and be able to influence decision making e.g. changing the way a service is delivered.</i> - A senior sponsor at your organisation who will support this work, ensuring the oversight and resource needed to make it a success. <i>This sponsor must attend at least 3 check-in sessions over the nine-month funding period, as well as be engaged in onboarding and offboarding at the beginning and end of the grant.</i> <p><i>(Applicants can include budget for the senior staff member's time on this project if necessary; please see the 'Budget' guidance section below for recommended time allocations for each member of staff)</i></p>	2100 characters

Please apply online at <https://www.comicrelief.com/funding/funding-opportunities/>

Page and Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none">- Please also tell us if you have a digital partner in this section, and if so, who they are.	

2.5 Additional information

Question	Guidance	Character count
What areas of technology will your project cover? (tick all that apply)	<p>We want to know the type of tech you think your proposed project/service will primarily be based on.</p> <p>We understand you will need to try some different forms of tech whilst the project unfolds. So please tick any that apply but do avoid ticking as many as possible to cover all potential options.</p> <p>If you are proposing to re-use an existing product, please still tick the most applicable type of tool from the list below.</p> <p>Mobile (eg App) Desktop publishing Software Directory Sharing Social media Open source Chat Machine learning/artificial intelligence</p>	n/a

	Producing content Other:	
What approaches does your project take to solving the problem? (tick all that apply)	Please tell us how you think your tech solution will actually deal with the social problem you are tackling Providing information/advice Providing a service Peer support/connecting users Training/education Directory/search Reporting Other:	
Which of these groups will use your project? (tick all that apply)	Please select the people who your proposed new digital product / service is aimed at. Beneficiaries/service users Frontline practitioners/professionals General public Volunteers Organisations Other:	

3. Your funding request

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

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 tick the box if the work is country-wide if you do not wish to add a Region & District because the work is being delivered across the whole country	n/a
P3 Budget request	Budget request	<p>Please tell us the total income under the following headings:</p> <ul style="list-style-type: none"> • 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. 	n/a

Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none"> Secured from other funders: how much income you have formally secured for this work from other funders. 	
P3 Budget breakdown	Budget breakdown (Please complete all fields, adding a '0' where necessary.)	<p>Please break down your costs using the sub-headings at the bottom of this section. 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.</p> <p>Please provide a budget for this work. Organisations can submit grant applications with a value of up to £70,000.</p> <p>We expect that this funding will cover:</p> <ul style="list-style-type: none"> - The cost of staff working on the project, and other direct eligible costs associated with it at your organisation. Please note it is important to budget adequately against staff time, as the project lead will be expected to engage with the digital support on offer, play back and share learnings at regular check in points, and work closely with the contracted digital partner to define and develop their digital solution. Previous social tech project leads have committed from 1.5 – 2 days to the programme. 	n/a

Subsection	Question	Guidance	Character count
		<p>We know other priorities often creep up, especially given the uncertain wider context, that will mean you will sometimes have less time to focus on your project. If possible, we recommend you 'protect' at least two days a week for this work – that way, if you lose a few hours on other priorities, you will still have sufficient time to focus on this work.</p> <ul style="list-style-type: none"> - The cost of a digital agency or expert who will work with you on this project. If you don't have one at this stage, you will be provided with support to find one once/ if you are successful. These costs should feature in the 'Direct costs' section below. <p>We recognise and understand that for those without digital partners at this stage, the next phase of the budget will need to be developed in further detail on the basis of work done in discovery and so the rest of your budget can reflect this and be less well defined and detailed, with the cost of the digital partner estimated. Costs spent on digital partners will vary across organisations and projects, but in general one to two thirds of your budget should be spent on agencies if you are contracting external support.</p> <p>If you are applying as one organisation alongside a digital development / tech partner, please use the financial template for projects without partners.</p>	

Subsection	Question	Guidance	Character count
		<p>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.</p> <p>Applicants can include budget for the senior staff member's time on this project as needed, as well as other internal stakeholders.</p> <p>Costs for digital development partners, 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.</p> <p>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</p>	

Subsection	Question	Guidance	Character count
		<p>project – 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.</p> <p>Direct costs: These are the costs needed each year to implement the work. This might include: contracting to your external digital agency/ partner, 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).</p> <p>Monitoring, evaluation and learning: We know the importance of creating space to pause, reflect, learn and adapt in developing social tech solutions. Pivoting your work based on what data and evidence is telling you is a positive.</p> <p>The technical support agency will work with the cohort to facilitate ongoing reflection and adaptation sessions, with the programme being set up to</p>	

Subsection	Question	Guidance	Character count
		<p>facilitate learning and adaptation, and with this in mind, we will not fund external evaluations as part of this project.</p> <p>We will support you to give consideration to how you will monitor progress throughout the project and consider what success will look like at certain points along the journey.</p> <p>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.</p> <p>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.</p> <p>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</p>	

Subsection	Question	Guidance	Character count
		<p>personnel, as well as costs associated with managing safeguarding/protection concerns.</p> <p>Please check our website for information on capital expenditure, inflation and full cost recovery.</p> <p>Reclaimable VAT – If you <u>expect</u> and plan to reclaim VAT against any of your spending, please do not include it in your budget.</p>	
P3 Budget template	Please upload your completed budget template	<p>You must provide a detailed budget using our financial template. You may not submit the budget using your own template.</p> <p>There are two versions of the financial template, one for proposals with partners and one for those without partners.</p> <p>If you are applying as one organisation alongside a digital partner, please use the financial template for projects without partners.</p> <p>Both are available on our website here, if you scroll down. See the templates for guidance on how to complete these.</p> <p>Please note that proposals not submitted using the correct template will not be considered.</p>	n/a

Subsection	Question	Guidance	Character count
P3 Expenditure by organisation	Expenditure by organisation	<p>This question will only appear if you indicated in section 1 that you are working with partners to deliver your work. Again, please note that if you are a single organisation contracting a digital partner for their services this does not mean you are working in partnership. Their costs should be reflected in the 'Direct costs' section.</p> <p>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</p>	n/a

4. Your organisation

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

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

Subsection	Question	Guidance	Character count
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 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	255 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

Subsection	Question	Guidance	Character count
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. 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	<p>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.</p> <p>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).</p>	n/a
P4 Your organisations finances	Please upload your most recent set of	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.	n/a

Subsection	Question	Guidance	Character count
	management accounts	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.	
P4 Accounts verification	Details of the accountant/auditor who verified your most recent accounts	<p>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.</p> <p>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'.</p>	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.	n/a

Subsection	Question	Guidance	Character count
		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.	
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?	<p>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.</p> <p>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.</p> <p>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.</p> <p>Please only focus on risks of harm to individuals. Do not include risks to your ability to deliver the project itself.</p>	1400 charcters
P4 Keeping people safe	If someone was concerned about the safety or welfare of anyone connected	Please describe the different ways that staff/volunteers and beneficiaries/service users can report concerns about the safety or poor practice to your organisation.	1400 charcters

Subsection	Question	Guidance	Character count
	with your work, how would they report this concern? How do you encourage reporting?	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.	
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?	<p>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.</p> <p>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.</p> <p>Please do not include the names or identifying details of anyone involved.</p> <p>We are interested in actual lived practice. Please do not simply describing your policies and procedures.</p>	1400 charcters
P4 Keeping people safe	Has your organisation been ever been subject to an investigation by any authority, regulatory	<p>Yes/No</p> <p>If yes, please provide details</p>	1400 characters

Subsection	Question	Guidance	Character count
	body or other investigatory organisation?	<p>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.</p> <p>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.</p>	
P4 Keeping people safe	If yes, please provide details		
P4 Policies	Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?	<p>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.</p> <p>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.</p>	
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	

Subsection	Question	Guidance	Character count
		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.	
P4 Policies	Please upload your organisation's Diversity policy		n/a
P4	Please upload your constitution / memorandum and articles of association		n/a
P4 Additional documents	Registration document Evidence of trustees e.g. board meeting minutes Evidence of accountant qualifications		

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.

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.	80 characters
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

Subsection	Question	Guidance	Character count
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.	n/a
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 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 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

Subsection	Question	Guidance	Character count
P5 Partner accounts	Please upload this organisation's most recent set of accounts (signed)		n/a
P5 Partner organisation development plan	Please upload the organisation development plan for this partner. The template is available here	<p>We expect all applicants working with international partners to support those partners with their organisational development and capacity building. Therefore, we ask that you provide an organisational development plan for each partner, using the template in the link.</p> <p>Please note that we only require an OD plan for partners who will be delivering activities in an international setting. You should not submit an OD plan if you are applying for a UK grant.</p>	n/a
P5 Partner compliance and financial assessment	Please upload the compliance and financial assessment for this partner. The template is available here.	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

Subsection	Question	Guidance	Character count
P6 Contact details	<p>If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal</p> <p>First name</p> <p>Last name</p> <p>Email address</p> <p>Telephone number</p>	Please provide us with your contact details.	n/a
P6 Organisation details	<p>Organisation name</p> <p>Organisation address</p> <p>Town/city Country</p> <p>County Postal code</p> <p>Organisation main email</p>	Please provide us with your organisation's contact details.	

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Subsection	Question	Guidance	Character count
	address Organisation main telephone number		

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