

London Together: Stage 1 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.

Please note that some questions in the form will be marked as not applicable as they are not relevant to your proposal, and you are not required to complete these.

To give as many organisations as fair a chance as possible, you can only submit one proposal to the London Together 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.

Application form

- In the online application, there are character limits for the answers to some questions. These are noted below, and they are also clearly indicated in the online form that you will fill out.
- Some questions in the online proposal form will also be marked as not applicable. These are not relevant to this funding programme, and it is not necessary to complete them. The sections that are not applicable are also noted below.

When using the online form, it's helpful to know the following:

- The online form automatically saves your answers as you move between sections. However, you can also choose to save your work using the save button at the end of each section.
- 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.
- The answers to some questions will determine whether you are subsequently asked additional questions. To make sure you supply us with the answers to all required questions you should complete the online questions and sections in order.
- Before you can submit your proposal successfully, 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. Be aware that **Section 4 - Your organisation** will only ever be 97% complete, this is the maximum score for this section and is ready for submission.

The deadline for this programme is **midday on Friday 13th March 2020**. 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.

London Together Overview:

Comic Relief and the Mayor of London launched the London Together fund in 2018. This is the third funding round of a three-year partnership. The London Together fund invests in sport for change projects that aim to improve social integration in London. We're seeking proposals that use sport for change as part of a solution to work towards one of the following aims: reducing social isolation and strengthening relationships between and within communities.

What we will fund:

- Organisations can apply for funding between 12 and 18 months. Funding decisions will be made in August 2020, with first payments made in September. You must be able to submit a final report to us by June 2022
- Applicants can apply for a minimum of £25,000 and a maximum of £150,000
- Projects must be delivered within the London boundary
- We will fund project costs. To help organisations ensure they request the full cost of delivering a service or project, we encourage organisations to include full cost recovery
- Projects must use a sport for change approach
- We will fund both tried and tested and new work – just tell us why you think it will be effective within the context of the London Together aims
- We will fund projects that provide regular opportunities to create sustained, meaningful relationships and opportunities for integration. We will therefore not fund one-off interventions or one-off community events that do not form part of a wider programme

We have identified some key principles for the funding call which we encourage you to take into consideration:

1. We expect organisations to be locally driven and well connected to their target communities.
2. We encourage organisations to apply in partnership for this fund. This could include: a. focusing on collaborative approaches rather than additions to each other's services; b. partnering with organisations who are able to influence at a structural level, c. taking approaches that encompass learning from each other
3. We want to work with organisations that share our commitment to learning.

Who can apply?

Please refer to Comic Relief's general [funding criteria](#). In addition:

- This is a sport for change funding call, therefore the lead applicant must not have an annual income of less than £75,000 or more than £10 million
- Organisations who currently hold London Together funding (as the lead partner) are unable to apply to this round (as the lead partner)

1. Basic details

Subsection	Question	Guidance	Character count
1.1 Reference information	Reference information	You should use this proposal ID in all correspondence relating to your proposal.	n/a
1.2 Basic details	Proposal title	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
1.2 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
1.2 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
1.2 Basic details	Are you using any of the following approaches in your proposal: Sport for Change <input type="checkbox"/> Social Tech <input type="checkbox"/>	Guidance on proposals involving Sport for Change By Sport for Change, we mean projects that aim to bring about positive social change for individuals and communities through the intentional use of sport and physical activity. Please see here for more information. Sport or physical activity should be part of a broader programme of work. We cannot fund projects which aim only to increase participation in sport, projects aiming to develop sporting excellence, individual athletes or sports teams or one-off sporting events. Refurbishment, upgrades to playing surfaces, or any other capital works associated with sporting provision will	n/a

Subsection	Question	Guidance	Character count
		<p>also not be funded. You will be asked additional questions about your approach in section 2.</p> <p>Sport for Change must be selected here.</p> <p>Guidance on proposals involving Social Tech</p> <p>By Social Tech, we mean work which include substantial development of digital products or technology to create social change. Please do not select Tech for Good if your work includes general digital inclusion work such as training people in how to use or access technology. Under this approach, we generally will not fund the updating of websites or routine social media campaigns, or related staff or volunteer training. You will be asked additional questions about your approach in section 2.</p>	
1.2 Basic details	Are you working with partner organisations who will be responsible for managing a share of the budget?	<p>Partners are defined as organisations who will be responsible for managing a share of the budget.</p> <p>Please also note that if you are working with any government organisations, they should not be in receipt of any Comic Relief funds.</p>	n/a
1.3 Activity evaluation	If this proposal is for existing work, please upload your evaluation or latest report	<p>If your activities have been previously funded, please upload the most recent report or evaluation about this work using the upload field, to give us a view of how the work has developed and its achievements.</p>	n/a

2. Your Proposal

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

Please note that some questions in the form will be marked as not applicable as they are not relevant to your proposal, and you are not required to complete these.

Subsection	Question	Guidance	Character count
2.1 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
2.1 Change	If you want to, you can include a link to a 2 minute video summarising what you want us to fund	<p>This is optional and it will not disadvantage you if you do not supply a video.</p> <p>You should not attach the actual video file, but a link to youtube, vimeo or another online platform where your video can be accessed. <u>Please do not password protect the video. We reserve the right to not accept proposals where the video has been password protected.</u></p> <p>The film should be a maximum of 2 minutes long. Don't send us longer films, 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.</p> <p>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. Films should:</p> <ul style="list-style-type: none"> • State the name of the organisation (and any partners) and give a brief summary of what the work will involve • Describe how you'll go about the work and what it will achieve. 	

Subsection	Question	Guidance	Character count
2.1 Change	<p>Please describe the people who would benefit and the problems they face in their lives</p>	<p>We want to know who the people are who will benefit from your work (your main target groups or beneficiaries). Tell us where they live and what problems or challenges they face and explain a little about the context in which they are living. Your explanation should help us see the need for your work.</p> <p>You should demonstrate a good understanding of the context of the location(s) where the work will take place. We would like you to tell us about the causes of low social integration within your communities.</p> <p>You could describe the major factors – people and relationships, systems and structures, policies and processes – that are influencing the lives of these people, and the ways in which these factors are impacting on them. Please use relevant and up to date evidence where relevant.</p>	3500 characters
2.1 Change	<p>What changes do you expect to see as result of your proposed work?</p>	<p>Tell us what changes you are aiming to bring about (i.e. your outcomes) for the people/communities described in the previous question.</p> <p>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.</p> <p>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.</p> <p>Proposals should use sport for change as part of a solution to work towards one of the following: reducing social isolation and strengthening relationships between and within communities.</p> <p>1. Strengthening relationships between and within communities</p>	3500 characters

Subsection	Question	Guidance	Character count
		<p>We are looking to fund projects that use sport to increase trust between and within communities, challenge stereotypes and reduce prejudice. We are interested in funding approaches that:</p> <ul style="list-style-type: none"> - Support the development of positive and meaningful relationships within and between communities, with a focus on what different communities have in common, alongside a recognition of the value of diversity; - Aim to break down any barriers, divisions, prejudice and tensions within a geographical area or between groups and encourage respect and understanding; - Develop trust within and between communities; - Develop people's sense of belonging to their neighbourhoods; - Promote the inclusion of marginalised groups and individuals and advocate for structural changes to support these groups; - Create opportunities and/or spaces for people to identify social integration issues and come up with their own sport- or physical activity-led solutions to local issues. <p>2. Reducing social isolation</p> <p>We are interested in funding projects that:</p> <ul style="list-style-type: none"> - Provide individuals with a sense of belonging and identity to their local area and London; - Go beyond just bringing isolated and/or lonely Londoners together: for example, activities that build participants' confidence and skills, strengthen their connections with individuals, groups and the wider community, or shares knowledge about how to access other services and means of support; - Address the specific barriers preventing people from taking part in sport, participating in their community, and accessing services. Barriers might include cost, mental health problems, low English levels or accessibility and inclusivity of services; 	

Subsection	Question	Guidance	Character count
		<p>- Positively influence individuals' behaviour, for example encouraging and enabling them to access health care when needed.</p>	
2.2 People benefitting	<p>People benefitting directly</p> <p>Core target groups</p> <p>Frontline workers</p> <p>Other groups benefitting directly</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>By <i>core target groups</i> 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</p>	150 characters

Subsection	Question	Guidance	Character count
		<p>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.</p> <p>By <i>frontline workers</i> 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).</p> <p>By <i>other people benefitting directly</i> 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).</p> <p>You should 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 <i>assumed to benefit</i> from the policy change and this cannot be tracked in any meaningful way, then these people <i>should not</i> be included. We expect that the numbers of other groups benefitting directly will often be estimated.</p>	

Subsection	Question	Guidance	Character count
2.3 Activities	What specifically will the you do to help people to address their identified problems?	<p>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.</p> <p>How will a typical participant interact with your project? Describe the journey you anticipate a beneficiary to take from when they first hear about your work right through to engagement, what a typical day/session will look like, and any follow-on support/referral they may receive (if applicable).</p> <p>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.</p> <p>Please note as per the initiative page on the website, sport for change must form part of your programme activity, and we will not fund one off interventions or one off community events that do not form part of a wider programme.</p>	3500 characters
2.3 Activities	How will sport be used to help deliver the changes that you are seeking to bring about?	<p>All applications to this initiative must be using a sport for change approach. Please make sure you have indicated that your project is taking a Sport for Change approach in section 1.</p> <p>For this question, please consider in your response:</p> <ol style="list-style-type: none"> 1. Why you have chosen the particular sport(s) and what value sport brings to the work. 2. The broader programme of work that will take place and how sport will be integrated; 	2100 characters

Subsection	Question	Guidance	Character count
		<p>3. How you will engage the participants (open access, targeted approach referrals etc.)? 4. How you will measure the change delivered by the work?</p> <p>Please note, we cannot fund organisations which aim only to increase participation in sport, or those aiming to develop sporting excellence, individual athletes or sports teams or one-off sporting events. Refurbishment, upgrades to playing surfaces, or any other capital works associated with sporting provision will also not be funded.</p>	
2.3 Activities	<p>Why do you think that this technology is the best means of addressing the need? [APPLICATIONS USING SOCIAL TECH ONLY]</p>	<p>This question will only be asked if you have indicated that your work is taking a Tech for Good approach in section 1. You need to show why you believe that the way you are approaching your activities are going to achieve the changes you intend, particularly in terms of meeting the needs of the people you want to reach. For example, we would like to know why you have chosen your product/technology and not another, and why you have chosen a specific platform or device over another. We want to know whether you're using the most appropriate and accessible technology for the people you want to reach and if the technology is sustainable in the future, allowing your organisation to meet future needs.</p>	2100 characters
2.3 Activities	<p>Who will be involved in delivering the work and what will they do?</p>	<p>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)</p>	2100 characters

3. Your funding request

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

Subsection	Question	Guidance	Character count
3.1 Where the work is taking place	Where are you requesting funding for?	<p>Please tell us where your work will be taking place. Please click on the arrows to expand the list and click on every level that applies, e.g. if the work will take place in Yorkshire, tick 'United Kingdom', 'England' and 'Yorkshire and the Humber'.</p> <p>For this initiative, projects must be delivered within the London boundary.</p>	n/a
3.1 Where the work is taking place	For UK work, please give up to four main location postcode/s (unless the work is being delivered entirely online)	If your proposal is for work in the UK, please specify postcodes which best reflect the locations and characteristics of the areas you will work in. This should be the full postcode, such as SE1 7TP, rather than SE1. If you deliver work across a locality, city or county, please provide postcodes within these which best represents the range of locations you work across. We use this information to understand the characteristics of the locations where you are working, such as whether it is urban or rural, its level of deprivation or where there are gaps in similar services. We also review the locations of all our applicants to understand where we are attracting applications from.	
3.1 Where the work is taking place	How long would you like the funding to last?	<p>Select the expected duration of your funding from the drop-down list.</p> <p>Funding will last between 12 and 18 months.</p>	n/a
3.2 Your Stage 1 request	Your Stage 1 request	<p>You can apply for a minimum of £25,000 and a maximum of £150,000.</p> <p>Please tell us how much you are applying for by year.</p>	n/a
3.3 Not applicable			
3.4 Not applicable			

Subsection	Question	Guidance	Character count
3.5 Not applicable			
3.6 Not applicable			
3.7 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. Please add any explanatory notes that may support our understanding of how the budget will be managed. Click on Save/Add another to save each line and add additional lines for other partners.	n/a

4. Your organisation

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

Subsection	Question	Guidance	Character count
4.1 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
4.1 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
4.1 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	n/a

Subsection	Question	Guidance	Character count
		our policy regarding eligibility and any specific eligibility for the programme under which you are applying.	
4.1 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 with which you are legally connected, such as a sister or parent organisation.	n/a
4.1 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
4.2 Your organisation's 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 and the previous year.	

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.

Please note that some questions in the form will be marked as not applicable as they are not relevant to your proposal, and you are not required to complete these.

Subsection	Question	Guidance	Character count
5.1.1 Basic Partner details	Partner name	<p>If your organisation is already linked to a partner organisation on our system you will see them in the drop-down menu; please select their name from here. If it is not, please click 'Add a partner to this list' and follow the on-screen instructions to search for the organisation, or create as a new organisation record if they are not already registered with us.</p> <p>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.</p>	n/a
5.1.1 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?	<p>Once you have added the name of your partner organisation, you will be asked this question for each one.</p> <p>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.</p> <p>Alternatively, you can upload a video in the next question if preferable.</p>	2100 characters

Subsection	Question	Guidance	Character count
5.1.1 Basic Partner details	Alternatively, you may provide a link to a 3 minute video answering these questions	Instead of answering the previous question, you can provide us with a link to a three minute video which explains the purpose of your partner organisation, what they are most proud of in their organisation's history and why you think this organisation is best placed to help you deliver the work. You should not attach the actual video file, but a link to youtube or another online platform where your video can be accessed. Please note this should not be a generic video about your partner's work, but one which answers the specific questions asked in the previous question.	n/a
5.1.1 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
5.1.1 Basic Partner details	This partner organisation's legal status	Please select your partner organisation's legal status from the drop-down list.	n/a
5.1.1 Basic Partner details	Registration body	Please tell us which body your partner organisation is registered with.	n/a
5.1.1 Basic Partner details	Registration number	Please provide the registration number of your partner organisation.	n/a
5.1.1 Basic Partner details	Is this organisation affiliated with any other organisation?	Yes or no	n/a
5.1.1 Basic Partner details	Affiliated organisation name(s)		n/a
5.1.1 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

Subsection	Question	Guidance	Character count
5.1.2 Not applicable			
5.1.3 Partner finances	What was this organisation's income in their most recent full financial year?	Please provide us with your partner organisation's income.	n/a
	Add Partner	You can add additional partners by clicking on 'Add 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
6.1 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> <p>Organisation contact details</p> <p>Main address</p>	<p>These will pull through based on the name of the person who created the proposal, who is now the application contact.</p> <p>If these details have changed, you should go to the Contacts tab on your GEM dashboard and amend the details there before submitting this proposal.</p>	n/a

Please apply online at www.comicrelief.com/apply-for-a-grant

Subsection	Question	Guidance	Character count
	Main telephone number Main email address		
6.2 Declaration	Authority to submit	Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation.	n/a
6.2 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.	
6.2 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 tickboxes have been checked.	n/a