

# 'A Place to Belong: Every Step of the Way' Service Delivery Application Pathway FAQs

**Please note:**

- **For support with your application please refer to the application guidance.**
- **If you are experiencing technical issues, please get in touch by emailing [fundinginfo@comicrorelief.com](mailto:fundinginfo@comicrorelief.com). Please allow 3 working days for a reply.**

**This FAQ includes sections on:**

- Your proposal for funding
- Available funding, and the funding process.
- Eligibility to apply and be awarded funding.

## PROPOSALS

**Will you prioritise applications from organisations that specialise in providing holistic support to young people aged 16-25 in the UK, who are at immediate risk of, or experiencing homelessness?**

As stated in the call, we welcome applications that focus on holistic support to young people aged 16-25 in the UK, who are at immediate risk of, or experiencing homelessness. Support may be delivered by the applicant alone or in partnership.

**What do you mean by holistic support?**

Support services should be tailored to the diverse and intersecting needs of individuals, rather than limited to specialist support in only one or two areas. When referrals are made to other services, the young person should receive follow-up and continuous support. Organisations which specialise in one area of support can partner with others, but the proposal must clearly state how the combined efforts will result in holistic support tailored to individual needs.

**What do you mean by taking an intersectional approach?**

An intersectional approach to working with homeless youth recognises that a young person's experience of homelessness is not just about a lack of housing, but is shaped by the simultaneous, overlapping impact of multiple social identities (such as race, gender identity, sexual orientation, disability, and class) and the structural systems of oppression (such as racism, heterosexism, and poverty) that interact to create unique barriers and risks. Rather than treating "homeless youth" as a single, homogenous group, this approach shifts the focus from individual "choices" to systemic failures. It explores how institutions (housing, child welfare, police, healthcare) may inadvertently perpetuate harm through policies that do not account for diverse identities. Services should therefore work proactively to remove barriers for underserved young people, rejecting the idea of a 'one size fits all' methodology and provide inclusive, culturally competent support, so every young person can access the right help at the right time.

**Our organisation does not currently have an AJEDI (Anti-Racist, Justice, Equity, Diversity & Inclusion) framework, can we still apply?**

We are strongly encouraging all organisations working in the area of youth homelessness to consider and commit to AJEDI practice across the sector, rather than placing the burden solely on specialist organisations working with Global Majority communities. We

therefore welcome applications from organisations that already have an AJEDI framework (or similar) in place, as well as those who are at the early stages of this work or can demonstrate a strong commitment and readiness to begin.

**What if we do influencing work as well as service delivery?**

This it is not a requirement, however we welcome applications from organisations who work goes beyond service delivery.

**Will you fund early prevention work?**

Unfortunately, no. Although we recognise the importance of early prevention work, this particular programme is focusing on young people at immediate risk of, or already experiencing homelessness.

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

We welcome applications from single organisations or partners of two or maximum three organisations. Partners are entities working closely together to deliver the project, and who are each responsible for managing part of the budget. One lead partner is responsible to Comic Relief for submitting the proposal on behalf of all the partners, and the overall delivery, spending and reporting.

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

No, you will not have to submit a budget during the application process. If your proposal is successful, you will need to send a budget for approval as part of the start-up process. This will be a condition of funding before the first instalment of funds can be made.

**How much money can we apply for? If we apply for the maximum amount, is it looked upon unfavourably?**

We recommend that you apply for the level of funding based on the need within the communities you are working in and your ability to manage and distribute funds within the specified time frame. If you apply for the maximum amount, this would not be looked upon unfavourably. At Comic Relief, we usually state that you cannot request more than 60% of your organisation's latest annual income.

**Do you look for traditional KPI style data in your monitoring and evaluation?**

Please note: We will ask for this monitoring and evaluation information after funding is approved, and not as part of the proposal process.

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

This process should provide your organisation with its own information to track progress, and demonstrate results for internal and external audiences.

**Will funding be weighted to organisations with lower income levels?**

No, the *A Place to Belong: Every Step of the Way* funding call will not prioritise annual income levels as part of the approval process. Organisations need to have annual income from £200,000 to £10 million in order to apply.

**FUNDING**

**When will we find out if our proposal will be taken to the next stage?**

- Proposals will be shortlisted after the application deadline. You should be told the outcome of the shortlisting stage in early June.
- For shortlisted applications, we expect the funding decisions will be announced in late July.

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

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

**How long will the funding last?**

From 36 to 60 months.

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

Flexible, core funding is designed to support the good work of organisations, and not just projects.

- This could mean core funding of the organisation's annual budget to continue its good work, or funding to expand the work, or to add something new that amplifies the work or its results.
- As flexible funding, it can be allocated for expenses that are harder to fund, such as salaries of senior management or administration, or ongoing costs that are not covered by other grants.

Please note:

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

Restrictions:

- In the case of *A Place to Belong; Every Step of the Way*, the funding is restricted for use over a period of three to five years.
- As stated in the funding call, it is to be used for the overall purpose of providing holistic support to young people aged 16-25 in the UK, who are at immediate risk of, or experiencing homelessness.
- A budget will be proposed and agreed as part of the start-up process.
- Comic Relief is a flexible and responsive funder. During the life of the grant, the allocations of funding for specific costs can be adjusted following Comic Relief's process to modify budgets.

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

Up to £200,000.

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

No. You should apply for the level of funding based on good work you can carry out and your organisation's ability to manage and use funds within the funding period.

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

12 noon BST Thursday 30<sup>th</sup> April. If you are experiencing a technical difficulty that is preventing you from submitting by the deadline please get in touch with us as soon as possible by emailing [fundinginfo@comicrelief.com](mailto:fundinginfo@comicrelief.com).

**What will be the next steps after submitting an application form?**

- If your proposal is shortlisted, your organisation will be asked to submit additional information regarding governance, finances, and approach to safeguarding.
- You will be invited to a meeting to find out more about your organisation, and to discuss your proposal.

### **Do you fund capital costs?**

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

## **ELIGIBILITY**

### **Are we able to apply for funding to cover our work in youth homelessness if it is not the only focus of our organisation?**

Yes, if your organisation does specialise in supporting young people, aged 16-25 who are at risk of, or experiencing homelessness in the UK. They don't need to be the sole beneficiaries of your organisation's work. You should be able to explain your track record in delivering holistic support services, and that these funds will be used for the overall purpose of supporting young people, aged 16-25 experiencing or at risk of homelessness.

### **Which countries does this funding apply to?**

This call is for organisations registered in the UK, and that currently specialise in supporting young people, aged 16-25 who are at risk of, or experiencing homelessness in the UK.

### **Which geographical areas are eligible for this funding?**

This funding is for organisations in the UK, currently working in at least one of these specified areas:

North East England  
 North West England  
 Yorkshire & Humber  
 East Midlands  
 West Midlands  
 East of England  
 South West England

To be eligible, organisations must already have **established** work in one of the listed areas. Proposals from organisations operating outside these areas will NOT be considered, even if you intend to expand into a listed area in the future. If you are unsure which region your work falls under, please refer to the table at the end of this document.

### **My organisation is registered outside the eligible areas but delivers work within them. Can we still apply?**

Yes. If your organisation's main office is outside the eligible areas but you have a dedicated service with a strong track record and clear experience working in at least one of the specified areas, you can still apply.

### **What annual income do organisations need to apply?**

Funding is available for organisations with annual income from £200,000 to £10 million. We will use the income shown on your most recent annual accounts submitted to the relevant authorities, or annual accounts in the process of being submitted at the time of the proposal deadline. This cannot be based on projected future income.

### **My organisation isn't a charity, can we still apply?**

We do fund organisations other than registered charities. Please note for other non-profit organisations (such as CIOs, CICs, or incorporated non-profits) the governing documents must clearly outline the organisation's social purpose, demonstrate that any profit or assets are used for this social purpose, and show that an asset lock is in place. We will ask for a copy of your governing documents as part of your application. Organisations that are eligible include:

- UK registered charity in England & Wales, Scotland or Northern Ireland
- Community interest company limited by shares or guarantees (CIC)
- UK Charitable incorporated organisation (CIO)
- Other type of registered non-profit organisation that uses its assets for a defined social purpose
- Company limited by guarantee or share using its assets for a defined social purpose
- Limited liability partnership using assets for a defined social purpose
- Co-operative society/friendly society
- UK constituted organisation or trust

Ineligible organisations include:

- Hospitals
- NHS Trusts
- Schools or colleges
- Statutory body, including local authorities
- Non-registered organisations, without a constitution
- Profit-making organisations, where profit goes to shareholder and no asset lock is in place

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

Comic Relief uses the last set of annual accounts submitted to the relevant authority as a basis for whether an organisation is eligible. So unfortunately, you are ineligible to apply if your organisation does not have annual accounts.

**Can local authorities apply as either the lead applicant or as a partner?**

Unfortunately, no. Comic Relief does not fund the delivery of services that are normally the responsibility of governments. This also means that local authorities cannot be one of the partners included in a proposal.

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

Yes, if your organisation still meets eligibility criteria for this fund.

Please note the *Service Delivery application pathway is not open to current partners in the Every Step of the Way: Safe and Supported Beyond Homelessness programme.*

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

To give as many organisations as possible a fair chance, you can only submit one proposal to the *A Place to Belong: Every Step of the Way* funding programme. You may, however, be listed as a partner on any number of other applications. If you have already submitted an application under the *Systemic Change* pathway, you cannot submit another under the *Service Delivery* pathway. We will only read one proposal from each lead applicant organisation

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

In this case, unfortunately you cannot submit an application. We can only fund a organisations that meet our eligibility requirements, and we would not want you to spend time completing an application that will be rejected.

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

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

**Is the income threshold of £200k-£10million a year mandatory for every organisation in a partnership application or does this only apply to the lead applicant?**

Our income criteria relates to the lead applicant, whose income needs to be at least £200,000 and up to £10 million. Partners do not need to meet this requirement.

However, please note that the income of several smaller organisations cannot be combined to meet the minimum of £200,000 annual income for the lead applicant.

All partners must meet all other eligibility criteria. Organisations that do not meet the eligibility criteria could still be involved through contracts, for example to provide specific consultancy services.

**How do you define regions?**

Please refer to the table below. If you're unsure about the geographical restrictions in this funding programme, please contact [fundinginfo@comirelief.com](mailto:fundinginfo@comirelief.com). Please allow at least 3 days for a reply.

Region	County
North East	County Durham
North East	Tyne and Wear
North East	Northumberland
North West	Cumbria
North West	Lancashire
North West	Merseyside
North West	Greater Manchester
North West	Cheshire
Yorkshire and the Humber	East Riding of Yorkshire
Yorkshire and the Humber	North Yorkshire
Yorkshire and the Humber	South Yorkshire
Yorkshire and the Humber	West Yorkshire
East Midlands	Derbyshire
East Midlands	Nottinghamshire
East Midlands	Leicestershire
East Midlands	Lincolnshire
East Midlands	Northamptonshire
East Midlands	Rutland
West Midlands	West Midlands
West Midlands	Staffordshire

West Midlands	Warwickshire
West Midlands	Worcestershire
West Midlands	Herefordshire
West Midlands	Shropshire
East of England	Bedfordshire
East of England	Hertfordshire
East of England	Essex
East of England	Cambridgeshire
East of England	Norfolk
East of England	Suffolk
South West	Gloucestershire
South West	Bristol
South West	Somerset
South West	Wiltshire
South West	Dorset
South West	Devon
South West	Cornwall