

## **Improving Mental Health and Wellbeing in Kenya: 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.

**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 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 under this mental health funding programme. However, you can apply to multiple Comic Relief 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.

We are providing this guidance to allow you to start writing off-line, and to help your proposal planning. When using the online form, it will also be 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.

If you have difficulty, you can contact [grantsinfo@comicrelief.com](mailto:grantsinfo@comicrelief.com)

You can print a copy of your proposal at any time using the print form options at the top of this page and at the top of each section

We recommend you use Mozilla Firefox or Google Chrome browser to complete the online form.

The deadline for this programme is **midday (UK time) on Friday 18<sup>th</sup> October 2019**. We will **not** accept late proposals and strongly urge that you resolve any issues with your proposal as early as possible and submit it in advance of the deadline.

## 1. Basic details

Subsection	Question	Guidance	Character count
1.1 Reference information	<b>Reference information</b>	You should use this proposal ID in all correspondence relating to your proposal.	n/a
1.2 Basic details	<b>Proposal title</b>	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	<b>Has this work previously been funded by Comic Relief?</b>	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 relating to this work or a mid-term or final evaluation you might have carried out.	n/a
1.2 Basic details	<b>Has this work previously been funded by another funder (not Comic Relief)?</b>	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 the latest report relating to this work or any mid-term or final evaluation you might have carried out.	n/a

Subsection	Question	Guidance	Character count
1.2 Basic details	<p><b>Are you using any of the following approaches in your proposal:</b></p> <p>Sport for Change <input type="checkbox"/></p> <p>Social Tech <input type="checkbox"/></p> <p>Enterprise <input type="checkbox"/></p>	<p>We anticipate that most applications to this programme will <u>not</u> apply any of these three approaches, however, if one or more of these are approaches are part of your programming, please read further guidance in Appendix 1.</p>	n/a
1.2 Basic details	<p><b>Are you working with partner organisations who will be responsible for managing a share of the budget?</b></p>	<p>In this section, partners are defined as organisations who will be responsible for managing a share of the budget.</p> <p>If you plan to work in partnership with other organisations that <u>will not</u> manage any budget, e.g. government partners or sector networks, please make this clear in your answers under Section 2.</p> <p>If you are working with any government agencies or bodies, they should not be in receipt of any Comic Relief funds.</p>	n/a
1.3 Activity evaluation	<p><b>If this proposal is for existing work, please upload your evaluation or latest report</b></p>	<p>If your activities have been previously funded, please upload the most recent report or evaluation relating to this work using the upload field. This helps Comic Relief understand how the work has developed and its achievements and challenges to date.</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	<b>Please provide a brief summary of your proposal</b>	<p>Please provide a clear 2-3 sentence description of your proposal here.</p> <p>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 answer or a description of the context.</p>	350 characters
2.1 Change	<b>If you want to, you can include a link to a 2 minute video summarising what you want us to fund</b>	<p>Please do <u>not</u> send any videos as part of your application. Any videos that are submitted will not be viewed.</p>	
2.1 Change	<b>Please describe the people who would benefit and the problems they face in their lives</b>	<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 understand the need for your work.</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.</p> <p>Please use relevant and up to date evidence to support your answer.</p>	3500 characters

Subsection	Question	Guidance	Character count
		<p>We expect the people who will benefit from this programme in Kenya may include (but not be limited to):</p> <ul style="list-style-type: none"> <li>• people experiencing mental health conditions or psychosocial disabilities and their families and communities</li> <li>• health workers and service providers</li> <li>• policy makers and Government of Kenya stakeholders</li> <li>• leaders in the community, schools and workplaces</li> </ul>	
2.1 Change	<p><b>What changes do you expect to see as result of your proposed work?</b></p>	<p>Tell us what changes you are aiming to bring about (i.e. your outcomes) for the people 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 intend to benefit.</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>Your application must demonstrate how you are contributing to the overall programme outcomes:</p> <ol style="list-style-type: none"> <li>1. Civil society and representative groups tackle stigma and discrimination associated with mental health conditions and psychosocial disabilities.</li> <li>2. People living with mental health conditions and psychosocial disabilities have improved access to quality mental health services in line with human rights approaches.</li> <li>3. Civil society organisations and representative groups working in the mental health sector have improved organisational capacity.</li> </ol> <p>Please describe the activities you will undertake to contribute to Outcome 1 and/or 2. We expect all proposals to contribute to Outcome 3.</p>	3500 characters

Subsection	Question	Guidance	Character count
2.2 People benefitting	<p><b>People benefitting directly</b></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 – and our funding partners - accurately shows what has been achieved and with whom.</p> <p>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 <b>direct</b> 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 will collect) 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 – 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 focuses 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 people with mental health issues or psychosocial disabilities supported through service provision.</p>	150 characters

Subsection	Question	Guidance	Character count
		<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 benefiting 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 in your proposal).</p> <p>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.</p> <p>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.</p> <p>We expect that the numbers of other groups benefitting directly will often be estimated.</p>	

Subsection	Question	Guidance	Character count
2.3 Activities	<p><b>What specifically will the you do to help people to address their identified problems?</b></p>	<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.</p> <p>Be clear and precise, explaining the number/frequency of different activities where relevant.</p> <p>Think about the how, what, where and when of your work.</p> <p>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.</p> <p>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>We don't intend to be prescriptive, but examples of the kind of activities Comic Relief might fund under this programme, by Outcome/activity area, could be:</p> <ol style="list-style-type: none"> <li>1. <b>Tackle stigma and discrimination associated with mental health conditions and psychosocial disabilities.</b> Funding might include research to understand the context of stigma and discrimination in communities in more depth, co-ordinated public awareness campaigns, promoting mental health awareness in the media, raising awareness amongst generalist healthcare workers about mental health, advocacy work with people who can champion mental health as an issue, holding government to account for existing commitments, investing in models of prevention that could be replicated and using creativity to tackle stigma and discrimination.</li> <li>2. <b>Improve access to quality mental health services in line with human rights approaches, for people living with mental health conditions and psychosocial disabilities.</b> Funding might include</li> </ol>	3500 characters

Subsection	Question	Guidance	Character count
		<p>research to better understand the gaps, examples of good practice, developing standard operating procedures, promoting quality assurance and monitoring, review of current policies and practice, professional development and support for practitioners, training at community level, support for new collaborations, support groups advocating for quality services, community support for livelihoods and social integration to support adherence to care and mainstreaming interventions.</p> <p>3. <b>Improved organisational capacity of Civil society organisations and representative groups working in the mental health sector.</b> Funding might include support to organisations to identify their own capacity needs, core support for organisations to give flexibility and resilience, support for organisations to attend relevant fora and share learning with others, support to build systems and structures and build governance and resource mobilisation capacity.</p>	
2.3 Activities	<b>Why do you think this approach will be effective?</b>	<p>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?</p> <p>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?</p> <p>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.</p>	2100 characters

Subsection	Question	Guidance	Character count
2.3 Activities	<p><b>What market analysis has been carried out and what are the key opportunities and challenges it has highlighted?</b>  <b>[ENTERPRISE ONLY]</b></p>	<p>This question will only be asked if you have indicated that your work is taking an enterprise approach in section 1. (We are not expecting applications to use this approach).</p> <p>Please provide:</p> <ul style="list-style-type: none"> <li>• Evidence of market demand for any product(s) or service(s) generated as a result of the work, which might be paid for by members of the public or the communities served. Examples include agricultural produce, manufactured items (e.g. solar lamps), sanitation services, water and so on;</li> <li>• Evidence of the scale of demand for that product (local, regional, international) and its potential value;</li> <li>• Assessment of potential market competitiveness (i.e. who else is providing a similar service or product, competitors' price, reliability, proof of commercial viability and so on)</li> </ul>	2100 characters
2.3 Activities	<p><b>Why do you think that this technology is the best means of addressing the need?</b>  <b>[APPLICATIONS USING SOCIAL TECH ONLY]</b></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. (We are not expecting applications to use this approach).</p> <p>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><b>How will sport be used to help deliver the changes that you are seeking to bring</b></p>	<p>This question will only be asked if you have indicated that your work is taking a Sport for Change approach in section 1. (We are not expecting applications to use this approach).</p>	2100 characters

Subsection	Question	Guidance	Character count
	<p><b>about?</b>  <b>[APPLICATIONS USING SPORT ONLY]</b></p>	<p>For this question, please consider in your response:</p> <ol style="list-style-type: none"> <li>1. Why you have chosen the particular sport(s) and what value sport brings to the work.</li> <li>2. The broader programme of work that will take place and how sport will be integrated;</li> <li>3. How you will engage the participants (open access, targeted approach referrals etc.)?</li> <li>4. How you will measure the change delivered by the work?</li> </ol> <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.</p> <p>Refurbishment, upgrades to playing surfaces, or any other capital works associated with sporting provision will also not be funded.</p>	
2.3 Activities	<p><b>Who will be involved in delivering the work and what will they do?</b></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.</p> <p>Your answer should include any partners named in your application (i.e. those organisations managing budget), and may also include other organisations involved (e.g. government partners, or networks) but not in direct receipt of Comic Relief funding.</p>	2100 characters
2.3 Activities	<p><b>How were the people this work will benefit involved in developing this work?</b></p>	<p>We believe activities developed in partnership with the people they aim to support will be more effective in creating positive social change.</p> <p>Please describe what role people with lived experience of mental health issues, and/or representative groups, have played in defining the problems, desired changes and approaches you have outlined in your proposal.</p>	1400 characters

Subsection	Question	Guidance	Character count
2.3 Activities	<b>In delivering this work how will you get feedback from, listen to and respond to the people that you are trying to support?</b>	<p>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.</p> <p>Moreover, the power to shape and lead activities, can in itself be transformative.</p>	1400 characters
2.3 Activities	<b>In your feedback from Stage 1, you may have been asked to address a specific query or concern. If you have, please use this space to respond to that.</b>	Not applicable.	1400 characters
2.4 Business case	<b>Please upload your business case (if relevant)</b>	<p>If you are using an enterprise approach for your proposal, please upload a copy of the business case you have prepared. This should include details of who will control/manage/ own any enterprises receiving support; who will earn money from those enterprises and how remuneration will be determined; assets and inputs that will be acquired using Comic Relief funding and policies for how these would be used. (We are not expecting applications to use this approach).</p>	n/a
2.5 Monitoring, evaluation and learning	<b>What will you track over time to show that these changes have taken place?</b>	<p>For the changes you have described in section 2.1, we would expect you to be tracking specific steps towards these changes or signs that these changes are happening. You do <u>not</u> need to provide a MEL plan for this application (section 2.6).</p> <p>Please let us know how you will be able to tell whether the process of change is happening, what you will be tracking to show this and why, and how you will do this (what tools and approaches you will use to collect, store and analyse relevant data, whether you will be carrying out an evaluation). We would always encourage the inclusion of direct beneficiary feedback as part of tracking the change that is happening.</p>	3500 characters

Subsection	Question	Guidance	Character count
		<p>For example, if one change you want to see is that people are able to access quality, affordable, mental health services, we would expect you to explain the different elements you see being involved in achieving this change and which you will track e.g. their knowledge of the options and services available to them and their uptake of these services, their understanding of their rights and the resulting changes in their lives. Some of this information will be quantitative and more regularly collected (e.g. uptake of services), some may be more descriptive and qualitative and might happen at widely spaced periods as the change might take time to happen (e.g. focus group discussions or individual interviews to understand whether services are quality and easy and affordable to access, done at the start, middle and end of the activities).</p> <p>Including an external final evaluation is mandatory for projects co-funded by Comic Relief and DFID. Please ensure you budget for it appropriately.</p>	
2.5 Monitoring, evaluation and learning	<b>What do you want to learn from this and how would you use this learning?</b>	<p>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.</p> <p>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).</p> <p>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.</p>	2100 characters
2.6 Monitoring, evaluation and learning plan	<b>Please upload your monitoring, evaluation and learning plan</b>	You do <u>not</u> need to provide a MEL plan for this application.	n/a

Please apply online at [www.comicrelief.com/apply-for-a-grant](http://www.comicrelief.com/apply-for-a-grant)

### 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	<b>Where are you requesting funding for?</b>	<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 Nairobi, tick 'Africa, South of Sahara', 'Kenya' and 'Nairobi', or if the work will take place in Yorkshire, tick 'United Kingdom', 'England' and 'Yorkshire and the Humber'.</p> <p>For International activity, we would like to know the country, and region if possible. Use the arrows to expand the list and select the region/country once revealed.</p>	n/a
3.1 Where the work is taking place	<b>For international work please give the district(s). Please separate with a comma if there is more than one</b>	Use the District space to tell us the district(s) in which the work will take place, and separate your answers by commas.	
3.1 Where the work is taking place	<b>How long would you like the funding to last?</b>	<p>Select the expected duration of your funding from the drop-down list.</p> <p>Your funding application should be for a minimum of 2 years (24 months) and a maximum of 3.5 years (42 months).</p>	n/a
3.2 not applicable			
3.3 Your budget request	<b>Your budget request</b>	Please tell us the total income for each year of the work under the following headings:	n/a

Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none"> <li>• <b>Request to Comic Relief:</b> how much funding you will need from Comic Relief. You must apply for a grant of a minimum of £100,000 and a maximum of £750,000 from Comic Relief.</li> <li>• <b>Own contribution:</b> how much money your organisation itself will provide. This is optional.</li> <li>• <b>Unsecured from other funders:</b> how much income you expect to receive for this work from other funders but have yet to formally secure from those funders. This is optional.</li> <li>• <b>Secured from other funders:</b> how much income you have formally secured for this work from other funders. This is optional.</li> </ul>	
3.4 Your budget breakdown	<p><b>Your budget breakdown</b> (Please complete all fields, adding a '0' where necessary.)</p>	<p>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.</p> <p><b>Salaries:</b> By this, we mean any amount of the funding which will be paid to staff to support the delivery of the project. 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.</p> <p>Expatriate salaries and costs may not be included in budgets.</p> <p><b>Overheads:</b> 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).</p>	n/a

Subsection	Question	Guidance	Character count
		<p>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>Overhead costs should also mainly be from implementing organisations, not regional or UK-based offices.</p> <p>This funding programme intends to support funded partners to invest in their own organisations, to build their resilience and to ensure they remain in a strong position after the grant comes to an end. Given this, Comic Relief's contribution to overhead costs would be expected to reduce over the life of the grant. (Please also see Organisational Development/Capacity below).</p> <p><b>Direct costs:</b> These are the costs needed each year to implement the work. This might include: main activities (such as training, workshops or events), 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><b>Monitoring, evaluation and learning:</b> 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 a final evaluation and for any monitoring and learning visits. Please ensure you budget sufficiently for this to be a useful and effective piece of work.</p>	

Subsection	Question	Guidance	Character count
		<p>This funding programme intends to support mental health stakeholders in Kenya to share their learning with one another and have space and time to collaborate and work together. While such activities will likely be funded by Comic Relief centrally, do consider how you might like to collaborate with peer funded partners and include any related costs in your budget.</p> <p><b>Organisational development/capacity:</b>            This funding programme intends to support funded partners to invest in their own organisations, to build their resilience and to ensure they remain in a strong position after the grant comes to an end. We expect all applicants to consider their need for organisational capacity building and include some activities and budget dedicated to building their capacity. Consider what's needed to make your organisation more effective or accountable, and/or what is needed to enhance the financial sustainability of your organisation.</p> <p>Investing in your core costs (including overhead and staff costs) may be part of your approach to strengthening your organisation and your partners.</p> <p>Alternatively, funding for capacity building could cover one of the following, if appropriate:</p> <ul style="list-style-type: none"> <li>• Funding to train staff on financial management and improve your, or your partners' financial systems and policies.</li> <li>• Funding to train staff on collecting and analysing quantitative and qualitative mental health data.</li> <li>• Research to generate and collate data, or make data on mental health accessible through an open source platform, to enable grantees to monitor and evaluate this initiative and help generate useful learning for future use by others.</li> <li>• Funding to train staff or source external support to improve your, or your partners', policy, systems and practice of "safeguarding", or keeping vulnerable people safe (further detail below).</li> </ul>	

Subsection	Question	Guidance	Character count
		<ul style="list-style-type: none"> <li>• Core funding to cover running costs of an organisation where organisational reserves are low.</li> <li>• Funding to allow CSOs to identify their own capacity needs.</li> </ul> <p><b>Capital costs:</b> 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><b>Safeguarding/Protection</b> – Comic Relief allows you to include a budget line for safeguarding &amp; 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.</p> <p>Please check our <a href="#">website</a> for information on capital expenditure, inflation and full cost recovery.</p>	
3.5 Your budget template	<b>Please upload your completed budget template</b>	<p>You must provide a detailed budget using the Comic Relief financial template. You may <u>not</u> submit a 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. Both are available on our website <a href="#">here</a>. 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
3.6 not applicable			

Subsection	Question	Guidance	Character count
3.7 Expenditure by organisation	<b>Expenditure by organisation</b>	<p>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.</p> <p>Click on Save/Add another to save each line and add additional lines for other partners.</p>	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	<b>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?</b>	<p>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 challenges they are experiencing.</p> <p>We also want to know what you're most proud of in terms of your organisation's achievements and why you think your organisation is well placed to manage and deliver the work you are proposing.</p>	2100 characters
4.1 Your organisation	<b>Date your organisation was established</b>	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	<b>Legal status</b>	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 <a href="#">policy</a> regarding eligibility and any specific eligibility for the programme under which you are applying.	n/a

Subsection	Question	Guidance	Character count
4.1 Your organisation	<b>Is your organisation affiliated with any other organisation?</b>	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
4.1 Your organisation	<b>How many people work for your organisation?</b> 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 not applicable			
4.3 Your organisation's finances	<b>Please provide the following figures for the organisation's most recent full financial year, and the previous year</b>	Please provide us with your organisation's income and expenditure for your most recent full financial year and the previous 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
4.4 Annual accounts	<b>Please upload your most recent year's signed annual accounts</b>	<p>We expect that in most cases your accounts will have been subject to external verification, either from an auditor or an independent examiner.</p> <p>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.</p> <p>Following this we recognise that in some circumstances (for example, if your organisation is 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</p>	n/a

Subsection	Question	Guidance	Character count
		space provided to upload an alternative form of accounts (for example, an annual statement which has not been subject to external scrutiny).	
4.5 Management accounts	<b>Please upload your most recent set of management accounts</b>	<p>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.</p> <p>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.</p>	n/a
4.6 Accounts verification	<b>Details of the accountant/auditor who verified your most recent accounts</b>	<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 4.4, 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
4.7 Board member details	<b>Board members details</b>	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. The postcode and date of birth details will not be shared outside of Comic Relief. We expect all applicants not based in the UK to have their own local governance structure.	n/a

Subsection	Question	Guidance	Character count
		<p>Please make sure that these details are up to date with your regulatory body as we will check the information provided in your proposal against their records.</p>	
4.8 Keeping people safe	<p><b>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?</b></p>	<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>	n/a
4.8	<p><b>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?</b></p>	<p>Please describe the different ways that staff/volunteers and beneficiaries/service users can report concerns about safety or poor practice to your organisation.</p> <p>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.</p>	n/a
4.8	<p><b>Please give an example of an incident where your organisation had to take action to</b></p>	<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.</p> <p>Alternatively, you can give an example of actions taken to tackle harassment or abuse of a staff member or volunteer.</p>	

Subsection	Question	Guidance	Character count
	<p><b>protect the safety and welfare of someone connected with your work. What actions did you take?</b></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 <b>do not</b> include the names or identifying details of anyone involved.</p> <p>We are interested in actual lived practice. Please do not simply describe your policies and procedures.</p>	
4.8	<p><b>Has your organisation ever been subject to an investigation by any authority, regulatory body or other investigatory organisation?</b></p>	<p>Yes/No</p> <p>If yes, please provide details</p> <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>	1400 characters
4.8	<p>If yes, please provide details</p>		
4.8	<p><b>Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?</b></p>	<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>	

Subsection	Question	Guidance	Character count
4.8	<b>Do you have a diversity policy?</b>	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.	
4.9 Constitution/ memorandum and articles of association	<b>Please upload your constitution/memorandum and articles of association</b>		n/a
4.10 Organisation development plan	<b>Please upload your organisation development plan</b>	Please upload a copy of your organisation development plan using our template, available <a href="#">here</a> .	n/a
4.11 Safeguarding policy	<b>Please upload your organisation's safeguarding policy</b>		n/a
4.12 Additional documents	<b>Registration document Evidence of trustees e.g. board meeting minutes Evidence of accountant qualifications</b>	We require these additional documents to support our compliance checks on your organisation.	

## 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	<b>Partner name</b>	<p>If your organisation is already linked to a partner organisation on our online grant-management 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 and implementing some of the activities. 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	<b>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?</b>	<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 challenges they are experiencing. 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, and complement your strengths.</p>	2100 characters

Subsection	Question	Guidance	Character count
5.1.1 Basic Partner details	<b>Date this organisation was established</b>	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	<b>This partner organisation's legal status</b>	Please select your partner organisation's legal status from the drop-down list.	n/a
5.1.1 Basic Partner details	<b>Registration body</b>	Please tell us which body your partner organisation is registered with.	n/a
5.1.1 Basic Partner details	<b>Registration number</b>	Please provide the registration number of your partner organisation.	n/a
5.1.1 Basic Partner details	<b>How many people work for this organisation?</b> Full-time equivalent Part-time equivalent Sessional workers Volunteers	We define 'full time equivalent' as 35 hours per week.	n/a
5.1.2 Partner contact	<b>Partner contact name</b>  <b>Partner contact email</b>  <b>Partner contact job title</b>	Please provide us with the name of the main contact person at your partner organisation, their email address and their job title.	n/a
5.1.3 Partner finances	<b>Please provide the following figures for the organisation's most recent full financial year, and the previous year</b>	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
5.1.4 Partner accounts	<b>Please upload this organisation's most recent set of accounts (signed)</b>		n/a
5.1.5 Partner organisation development plan	<b>Please upload the organisation development plan for this partner. The template is available <a href="#">here</a></b>	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.	n/a
5.1.6 Partner compliance and financial assessment	<b>Please upload the compliance and financial assessment for this partner. The template is available <a href="#">here</a>.</b>	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
	<b>Add Partner</b>	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	<b>If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal</b>  First name	These contact details will pull through based on the name of the person who created the proposal, who is now the application contact.  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.	n/a

Subsection	Question	Guidance	Character count
	Last name Email address Telephone number Organisation contact details Main address Main telephone number Main email address	If these details have changed, before submitting this proposal you should email <a href="mailto:grantsinfo@comicrelief.com">grantsinfo@comicrelief.com</a> with the information about the new contract details.	
6.2 Declaration	<b>Authority to submit</b>	Please tick to confirm you have authority to submit this proposal on behalf of the applicant organisation.	n/a
6.2 Declaration	<b>Terms and conditions</b>	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	<b>Data protection</b>	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

## **Appendix 1: Subsection 1.2 – Further Guidance (optional)**

### **Guidance on proposals involving Sport for Change**

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.

Sport or physical activity should be part of a broader programme of work.

For further details please see:

- Section 2.3: "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

### **Guidance on proposals involving Tech for Good**

By Tech for Good, 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.

### **Guidance on proposals involving Enterprise**

For international proposals: By enterprise approach, we mean requests for funding which will support an enterprise(s) in some form. Comic Relief's definition of enterprise is broad, ranging from an individual smallholder farmer or petty trader to a large scale multinational business. Typically our support to enterprises will be for the provision of training to employees or suppliers from disadvantaged backgrounds but in exceptional cases we may also consider funding working capital or the acquisition or production of tangible or intangible assets and inputs. Applicants using this approach would need to clearly demonstrate a strong alignment between the support being requested for the enterprise and its expected social impact on disadvantaged or marginalised individuals. Applicants will need to demonstrate transparent governance, accountability and social impact monitoring structures of the enterprises and that any assets acquired using Comic Relief funds will be used in line with our charitable purpose. In addition, we would expect a clear plan for transitioning the enterprise(s) receiving support from grant funding to more conventional commercial lending, i.e. loans. You will be asked additional questions about your approach in section 2.