

Six month update: Guidance only

Our six month update is a light touch check in which ensures that you and Comic Relief have a shared understanding of how your grant is progressing. It is also an important prompt for you to make sure that you have let us know about any changes to your organisation or the project.

We aim to provide you with our feedback on progress to date within four weeks of receiving your update.

1. Project update

Please summarise what you have done in the past six months and whether you feel you are on track with delivery of your project (200 words)

Here we are looking for a short summary of the main activities you have delivered in the previous six months and whether these are line with what you expected to do. We appreciate projects rarely run to plan so we are looking for an honest summary of progress and any change in plans to take account of this – you have space below to tell us more about particular successes or challenges.

If you are currently significantly under or overspent (by 20% or more) against expectations you should flag this here.

What have been your key successes in the past six months? (200 words)

We are always interested in understanding what has worked particularly well or better than originally envisaged so please let us know of any particular successes here.

What challenges have you faced? How have you addressed – or how do you plan - to address these? (200 words)

We know all organisations will face challenges in delivering their work and we value how our grant holders respond and adapt to these challenges. Here we are looking for a short summary of any issues which are affecting the funded work and how you are addressing, or expect to address, these.

Is there anything else you would like to tell us about? (100 words)

If there is anything you would like to tell us about your project or organisation which isn't covered under these three responses or in the checklist below please let us know here.

2. Keeping us informed

We understand that over the lifetime of any grant you're likely to encounter a range of unexpected issues.

As part of our conditions of grant we ask grant holders to let us know immediately when significant issues arise, so we can work to support you. You should do this as soon as issues come up. However, every six months, we also ask all grant holders to answer the simple questions below to ensure significant issues aren't missed.

Comic Relief has a lot of experience in supporting grantees through changes and challenges so there may be ways we can help you minimise the effect these changes have on your grant. If you flag anything which we need to follow up on, then your grant owner will get in touch.

Statement
<p>Has your organisation experienced any negative publicity?</p> <p>As you are an organisation managing and responsible for Comic Relief funds, any negative publicity could also reflect on Comic Relief as a funder. It is helpful for us to be forewarned of this so that we can prepare for any enquiries we may receive.</p> <p>When you report any negative publicity to us, it is helpful to understand what the publicity is related to and whether you think there could be any adverse impact on our funded work.</p>
<p>Are you aware of any allegations that any part of your funding has been misused?</p> <p>We take allegations or suspicions of misuse of funding very seriously and it is important that these are relayed to Comic Relief whenever they are received by our grant holders. We have a dedicated Risk and Compliance manager who will check with you how you are managing any such suspicions and allegations.</p> <p>When you report these to us it is helpful for us to understand briefly what the allegations relate to and what steps you have taken to investigate these.</p>
<p>Have there been any changes to your Trustees or your senior management team?</p> <p>We recognise that people may move on from organisations during the period of a grant. We ask for Trustee information and details of senior management when you apply for a grant from Comic Relief and this information supports our due diligence checks; consequently, we need to understand when this information changes.</p>
<p>Have there been any significant changes to key staff working on your grant (particularly where the post/s are funded by Comic Relief)?</p> <p>As above, we understand that people move on from organisations. If key staff have moved on who are working on your project this may affect impact on delivery of the project and we want to understand how you are managing that change to limit any impact.</p>
<p>Have there been any changes to your organisation's finances (or those of any partner organisations for the grant) which could impact on the delivery of the funded work? (for example, loss of important income source, deficit in previous financial year, unexpected costs incurred)</p> <p>We understand that organisations may from time to time experience financial difficulties; it is important we understand if one of our grant holders is facing these difficulties as it may impact on the funded work.</p>

By partner organisation we mean an organisation managing a share of the project budget.

Have legal proceedings been instigated against your organisation or any partner organisations for the grant?

Legal actions against an organisation could potentially have an impact on our funded work. It is helpful for us to know the circumstances of the action, the timeline for this and any potential impact you know of on your organisation or on our funded work.

By partner organisation we mean an organisation managing a share of the project budget.

Has your organisation, or any partner organisations for the grant, experienced any safeguarding incidents?

Comic Relief defines a safeguarding incident in this context as any incident concerning a member of staff or volunteer that has led to a referral to a relevant authority or any practice in your project that has resulted in contact with a relevant authority because of safeguarding concerns.

The majority of Comic Relief’s grant holders will be working with children or vulnerable adults. We consider the strength and appropriateness of safeguarding policies and procedures when we assess grant proposals and we will seek evidence throughout the life of the grant that safeguarding policies and procedures are embedded in the culture of your organisation.

Throughout the life of the grant it is a requirement of Comic Relief that you inform us of any safeguarding incident (as per our definition), what actions have been taken, which agencies have been involved and the outcome of the incident, including what steps have been taken to address any weaknesses in the existing system.

By partner organisation we mean an organisation managing a share of the project budget.

Have you made any serious incident reports to statutory regulators (for instance, to the Charity Commission, Registrar of Companies, Office of the Scottish Charity Regulator, Information Commissioner’s Office, the Fundraising Regulator or any NGO regulator)?

If your organisation has a regulatory body (a public authority or government agency responsible for overseeing particular types of organisations or areas of work), you will be required to inform them of any serious incidents which have affected your organisation. These may have an impact on our funded work so we ask you to give us a summary of these here and how you are addressing any weaknesses in systems which may have led to the incident.

Some examples of regulatory bodies (and requirements for serious incident reporting) for UK based organisations are given below – this list is not exhaustive.

Charity Commission for England and Wales: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Office of the Scottish Charity regulator: <http://www.oscr.org.uk/charities/managing-your-charity/notifiable-events>

Charity Commission for Northern Ireland: [see link here.](#)

Information Commissioner’s Office: <https://ico.org.uk/for-organisations/report-a-breach/>