Tackling Violence Against Women and Girls 2019: 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 the Tackling Violence against Women & Girls programme, 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 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.

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
- 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 12 noon BST on Wednesday 4th September 2019. We will not accept late proposals and strongly urge that you resolve any issues with your proposal and submit it in advance of the deadline.

1. Basic details

Subsection	Question	Guidance	Character count
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/project previously been funded by Comic Relief?**	Tick yes if Comic Relief has previously provided funding for this work/project. 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/project previously been funded by another funder (not Comic Relief)?**	Please tick yes if this work/project has previously been funded by another funder. Please note that if the work has been previously funded, you will be asked to upload the evaluation or latest report of this work.	n/a
1.2 Basic details	**Has this work/project previously been funded by the Tampon Tax? (either through Comic Relief, or another funder)**	Please tick yes if this work/project has previously been funded by the Tampon Tax Fund (either through Comic Relief or another funder). Please note that if the proposed work has been previously funded by the Tampon Tax Fund (through Comic Relief's existing Tackling Violence Against Women and Girls or another Tampon Tax Fund funded programme) your proposed project will need to: include genuine new developments of previously funded projects; include new outcomes; and demonstrate a proven need for the proposed work.	

Subsection	Question	Guidance	Character count
1.2 Basic details	**Are you using any of the following approaches in your proposal:** Sport for Change□ Tech for Good□ Enterprise □	**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: • Below at 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 proposals for the UK: By enterprise approach, we mean requests for funding from organisations which trade to tackle social problems, so organisations that generate income from selling goods or services, but then reinvest all profits back into their business or local community, which help to tackle social issues. These organisations will have a clear social mission	n/a

Subsection	Question	Guidance	Character count
		set out in their governing documents and generate a significant proportion of their income through trade. For Community Interest Companies they must have an asset lock in place and all profits must be reinvested back into their social objectives.	
1.2 Basic details	**Are you working with partner organisations who will be responsible for managing a share of the project budget?**	Partners are defined as organisations who will be responsible for managing a share of the project budget. Please also note that if you are working with any government organisations, they should not be in receipt of any Comic Relief funds.	n/a
1.3 Project evaluation	**If this project is for existing work, please upload your evaluation or latest report**	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 project has developed and its achievements.	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.

The Department for Digital, Culture, Media and Sport (DCMS), as the ultimate grant funder, will own the intellectual property rights in all reports, materials, documents and other products produced in whole or in part using the Grant. Grantees will have an onward license, via [Open Government License](#) (OGL), to use the original intellectual property developed with the grant funding.

Subsection	Question	Guidance	Character count
2.1 Change	**Please provide a brief summary of your project**	Please give us a clear 2-3 sentence project description here. We want to get a clear idea of the essence of your work, including the overall change(s) your project is 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 project activities in this question or a description of the context.	350 characters
2.1 Change	**Describe the people who would benefit from this project and the problems they face in their lives**	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. 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. For this programme we are exclusively focusing on: • Women and girls	3500 characters

Subsection	Question	Guidance	Character count
		• Facing multiple disadvantage (as defined by The Commission) • At risk of / experiencing violence / abuse across one or more strands of violence against women and girls (VAWG) We understand multiple disadvantage as: • The overlapping experiences of VAWG, mental ill health and substance misuse • Which often result in women and girls facing common outcomes of poverty, contact with the criminal justice system, prostitution, removal of children, homelessness and poor educational outcomes. If you are working to a different definition of multiple disadvantage, please contact us to discuss. We understand VAWG as: • Child Sexual Exploitation • Coercive Control • Domestic Abuse • Harmful Practices (Female Genital Mutilation, Forced Marriage, so-called 'honour'-based violence) • Image-based sexual offending • Misogyny • Prostitution • Sexual harassment • Sexual violence & rape • Stalking • Trafficking	

Subsection	Question	Guidance	Character count
		Please note that there will be room to expand on this answer in Question 2.2.	
2.1 Change	**What changes do you expect to see as result of your project?**	Tell us what changes you are aiming to bring about (i.e. your outcomes) for the people described in the previous question. We want to know in what ways 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. 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. For this initiative, please bear in mind that the funding aims to focus on the needs of women and girls at risk of / experiencing VAWG and facing multiple disadvantage. Expected changes should be safe and realistic within the limited 12-15 month time frame and align with one or more of the programme's aims: • Maintain / improve support for women and girls who are experiencing or at risk of violence and abuse; • Expand reach and support for women and girls who face additional barriers in accessing services such as BAMER (Black, Asian Minority Ethnic and Refugee), older, LBTI (Lesbian, Bisexual, Trans and Intersex), and disabled communities. • Capture the lived experiences of women and girls to inform the design and delivery of services, practice and policy; • Coordinate cross sector partnerships to build more trauma-informed, joined-up care pathways that meet the holistic needs of women and girls.	3500 characters

Subsection	Question	Guidance	Character count
2.2 People benefiting	**People benefiting directly** Core target groups Frontline workers Other groups benefiting directly	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 data and so we have written detailed guidance to help you answer this question. Please read the information below before completing your answers. 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. 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. By *core target groups* 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 regular involvement with activities. For example, these might be survivors of domestic abuse supported through services. By *frontline workers* 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).	150 characters

Subsection	Question	Guidance	Character count
		It is perfectly acceptable to have '0' in this category, depending on the type of activities and changes you want to see By *other people benefiting directly* 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). It is perfectly acceptable to have '0' in this category, depending on the type of activities and changes you want to see 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. 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 *assumed to benefit* from the policy change and this cannot be tracked in any meaningful way, then these people *should not* be included. We expect that the numbers of other groups benefitting directly will often be estimated. As explained above, the people we expect to benefit most from this funding are women and girls at risk of / experiencing VAWG, and who are facing multiple disadvantage (core target group). Your work may also benefit professionals and other frontline workers involved in directly	

Subsection	Question	Guidance	Character count
		delivering the project (frontline workers) or local policy makers and commissioners (other people benefitting) in terms of learning and collaboration.	
2.3 Approach	**What specifically will you do to help people address their identified problems?**	For this question, we want to know about the activities you will be carrying out to help the people you are trying to reach. The activities should link to the initiative aims (see Section 2.1 above). Be clear and precise, explaining the number/frequency of different activities where relevant. Think about the how, what, where and when of your project. We would expect you to have a project plan for your own purposes to assist the delivery of your work so tell us about the activities on that project plan. Please note, this fund's purpose is not awareness raising or campaigning. • Successful applicants can use Tampon Tax Funding to promote their project to potential beneficiaries, and to organisations and individuals which may refer beneficiaries to the project, i.e. successful applicants may raise awareness of the project and the services provided by that project. • However, the following cannot be funded by the Tampon Tax Fund: activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.	3500 characters

Subsection	Question	Guidance	Character count
2.3 Approach	**Why do you think this approach will be effective?**	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? 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? 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. For this initiative we want to see how your approach demonstrates an understanding of the gendered causes of violence against women and girls, and tackles its causes and/or consequences.	2100 characters
2.3 Approach	**Who will be involved in delivering the work and what will they do?**	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. substance misuse services, mental health support services)	2100 characters
2.3 Approach	**How were the people this work will benefit involved in**	One of the aims of this funding programme is to capture the lived experiences of women and girls to inform the design and delivery of services, practice and policy.	1400 characters

Subsection	Question	Guidance	Character count
	developing this work?	We believe activity developed in partnership with the people they aim to support will more effectively create positive social change. Please describe what role they played in defining the problems, desired changes and approaches you have outlined in your proposal. Tell us about the activities that were involved and how their output helped to shape the design of the proposal.	
2.3 Approach	**In delivering this work how will you get feedback from, listen to and respond to the people that you are trying to support?**	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. Moreover, the power to shape and lead activities, can in itself be transformative.	1400 characters
2.3 Approach	**What risks could this approach create for beneficiaries, staff or others in the community and how will these risks be mitigated?**	Although activities aim to achieve positive social change, interventions can also generate additional risks to those involved. Risks can be particularly high when working with very vulnerable groups, working in settings with high levels of conflict or violence, or when undertaking activities that challenge existing norms and behaviours. We want to understand the types of risks you anticipate. When considering potential risks, you should consider risks for beneficiaries/service users, staff or members of the wider community generated by the work itself. It might include risks to the physical or emotional wellbeing of those involved as well as any potential risk of harm or abuse. Please describe how you have assessed the risks associated with the work, how you plan to monitor and manage these risks throughout.	1400 characters

Subsection	Question	Guidance	Character count
2.3 Approach	**What market analysis has been carried out and what are the key opportunities and challenges it has highlighted? [ENTERPRISE APPLICATIONS ONLY]**	This question will only be asked if you have indicated that your project is taking an enterprise approach in section 1. Please provide: • Evidence of market demand for any product(s) or service(s) generated as a result of the project, 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; • Evidence of the scale of demand for that product (local, regional, international) and its potential value; • 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)	2100 characters
2.3 Approach	**Why do you think that this technology is the best means of addressing the need? [APPLICATIONS USING TECH ONLY]**	This question will only be asked if you have indicated that your project is taking a Tech for Good approach in section 1. You need to show why you believe that the way you are approaching your project is 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.	2100 characters

Subsection	Question	Guidance	Character count
		You should also explain any user involvement or consultation to date, and any planned consultation or user-testing during the development of the product/technology. Please cite any piloting, scoping or prototyping you have already done, which help to demonstrate why your chosen approach will be effective, and any tangible developments already in place that will give us confidence that the project will be successful after funding.	
2.3 Approach	**How will sport be used to help deliver the changes that you are seeking to bring about? [APPLICATIONS USING SPORT ONLY]**	This question will only be asked if you have indicated that your project is taking a Sport for Change approach in section 1. For this question, please consider in your response: 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; 3. How you will engage the participants into the project (open access, targeted approach referrals etc.)? 4. How you will measure the change delivered by the work? Please note, 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 also not be funded.	2100 characters
2.4 Business case	**Please upload your business case (ENTERPRISE APPLICATIONS ONLY])**	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.	n/a

Subsection	Question	Guidance	Character count
2.5 Monitoring, evaluation and learning	**What will you track over time to show that these changes have taken place?**	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. This should also link to the indicators in your Monitoring, Evaluation and Learning (MEL) plan (section 2.6). 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. For example, if one change you want to see is more empowered women, able to make informed decisions about their lives, 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 responsibilities, their levels of confidence and the extent to which they feel they have taken charge of decisions affecting 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 draw out changes in confidence and whether they feel they are more in control of relevant decisions, done at the start, middle and end of the activities). Including an external evaluation is not mandatory – you can include one if you feel it is valuable for your work and learning. If you do decide to include one, please ensure you budget for it appropriately.	3500 characters

Subsection	Question	Guidance	Character count
2.5 Monitoring, evaluation and learning	**What do you want to learn from this and how would you use this learning?**	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. 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). 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, who you intend to share it with and what impact you hope this will achieve.	2100 characters
2.6	**n/a**	n/a	n/a

3. Your 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?**	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'. For UK activity, we would like to know the region as well as the country in which the work will take place.	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)**	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 delivers 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 a grant to last?**	Select the expected duration of your project from the drop-down list. For this programme, grants can be for a period of 12-15 months.	n/a
3.2 not applicable			

Subsection	Question	Guidance	Character count
3.3 Your budget request	**Your budget request**	For this initiative, grants can be for amounts between £50,000 and £250,000 (which would cover a period of 12-15 months). The yearly grant request cannot make up more than 40% of your organisation's projected annual income. Please tell us the total income for each year of the work under the following headings: • **Request to Comic Relief**: how much funding you will need from Comic Relief. • **Own contribution**: how much money your organisation itself will provide. • **Unsecured from other funders**: how much income you expect to receive for this work from other funder's but have yet to formally secure from those funders. • **Secured from other funders**: how much income you have formally secured for this work from other funders.	n/a
3.4 Your budget breakdown	**Your budget breakdown** (Please complete all fields, adding a '0' where necessary.)	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. **Check the programme guidance to check what costs/activities are eligible.**	n/a

Subsection	Question	Guidance	Character count
		This programme cannot accept applications that are majority core costs. However, we want to fund all of the costs associated with the work you are delivering, so please create your budget on a full cost recovery approach. Contribution to core costs can be included in the budget under this approach. **Salaries:** By this, we mean any amount of the funding which will be paid to staff to support the delivery of the budget. This may be for example a project co-ordinator or manager, or staff to support monitoring, evaluation and learning activities. Costs for freelancers or contractors to deliver certain aspects of the work should not be included here, but in Direct activity costs. Please note Comic Relief is a Living Wage Friendly Funder so we encourage UK sessional and salary costs to be calculated at this rate. For more information, see our FAQs. **Overheads:** These are the indirect costs needed each year to support the running of activity (such as office rent, telephone and internet access, audit fees or a contribution to salaries for those staff who do not work directly on the work – e.g. a Director or finance staff). Comic Relief supports full cost recovery; as well as funding project costs it will make a reasonable, proportionate contribution towards an organisation's overhead costs. Overhead costs included in the budget must be shown to be essential to the effective delivery of the proposed activities. There is no set formula, but organisations should be able to demonstrate clearly how they have arrived at the overhead costs and we will look at these in relation to the size of the organisation and scale of the work. If you have overheads relating to safeguarding of the people you work with, this can be included here.	

Subsection	Question	Guidance	Character count
		Direct costs: These are the costs needed each year to implement the work. This might include: main activities (such as training or workshops), immediate operating costs, training of staff working directly on the activity (including safeguarding or other essential knowledge), maintenance of capital items and transport (such as vehicle fuel and maintenance).	
		Monitoring, evaluation and learning: 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 any mid-term and final reviews and evaluations and for any monitoring and learning visits.	
		Please note external evaluations are not mandatory – however, if you decide to include one as part of your proposal then please ensure you budget sufficiently for this to be a useful and effective piece of work.	
		Organisational development/capacity: These costs, such as staff training, consultancy fees, IT software packages/training and system audit fees, should be directly related to making your organisation or your partner organisations more effective or accountable.	
		Capital costs: Within this programme, we cannot fund capital projects or items of capital expenditure which exceed the lead organisation's capital de minimis.	
		Safeguarding/Protection – Comic Relief allows you to include a budget line for safeguarding & protection. This can include (but is not limited to) costs for capacity building, policy development, a proportion of costs for specialist	

Subsection	Question	Guidance	Character count
		personnel, as well as costs associated with managing safeguarding/protection concerns. Please check our website for information on capital expenditure, inflation and full cost recovery.	
3.5 Your budget template	**Please upload your completed budget template**	You must provide a detailed budget using **our financial template**. You may not submit the budget using your own template. 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 here. See the templates for guidance on how to complete these. Please note that proposals not submitted using the correct template will not be considered.	n/a
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 experiencing. 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 well. This funding is for women's organisations so please tell us how you meet the following criteria: • Work from a feminist and / or women's rights perspective; • Led by women (i.e. the majority of the senior leadership and board are women); • Promote the rights of women and girls as your primary mission; • Call for structural change to achieve gender equality.	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 our [policy](#) regarding eligibility.	n/a
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 that is legally connected, such as a sister or parent organisation.	n/a
4.1 Your organisation	**How many people work for your organisation?**	We define 'full time equivalent' as 35 hours per week.	n/a

Subsection	Question	Guidance	Character count
	Paid staff (full-time equivalent) Part-time paid staff Sessional paid staff Volunteers (full-time equivalent)		
4.2 not applicable			
4.3 Your organisation's finances	**Please provide the following figures for the organisation's most recent full financial year, and the previous year**	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	**Please upload your most recent year's signed annual accounts**	We expect that in most cases your accounts will have been subject to external verification, either from an auditor or an independent examiner. Should your proposal be recommended for an assessment we will check that the level of this verification is appropriate to the size and structure of your organisation. We will take the requirements of your regulatory body as our guide here. For example, if your organisation is a charity registered in England and Wales we expect that your organisation's accounts have been subject to the level of verification required by the Charity Commission for England and Wales for an organisation of your size and structure. Following this we recognise that in some circumstances (for example, if your organisation is very small or new) it will not be appropriate for your accounts to have been subject to external verification. Where this is the case please use the space provided to upload an alternative form of accounts (for example, an annual statement which has not been subject to external scrutiny).	n/a
4.5 Management accounts	**Please upload your most recent set of**	By management accounts, we mean your latest income and expenditure report showing your organisation's current financial position. This should not be more than 3 months out of date.	n/a

Subsection	Question	Guidance	Character count
	management accounts	Your management accounts can be submitted in any format, and do not need to be prepared externally, but should provide Comic Relief with a current picture on how your organisation is doing financially against your planned expectations for the current financial year. The combination of annual accounts and management accounts provides key historical and current financial and governance information, allowing us to assess your organisation's capacity to manage a grant from Comic Relief.	
4.6 Accounts verification	**Details of the accountant/auditor who verified your most recent accounts**	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. 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'.	n/a
4.7 Board member details	**Board members details**	Please provide the requested details of your trustees/board members. Please note this information is to help us with our compliance checks on your organisation as well as helping us to assess the organisation's capacity to manage the funding. The postcode and date of birth details will not be shared outside of Comic Relief. Please make sure that these details are up to date with your regulatory body (e.g. the Charity Commission for England and Wales) as we will check the information provided in your proposal against their records.	n/a
4.8 Keeping people safe	**How could the work you are proposing expose beneficiaries, staff or community**	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.	n/a

Subsection	Question	Guidance	Character count
	members to risk of harm, abuse or exploitation? What will you do to reduce the risk of harm?	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. 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. Please only focus on risks of harm to individuals. Do not include risks to your ability to deliver the project itself.	
4.8	**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?**	Please describe the different ways that staff/volunteers and beneficiaries/service users can report concerns about the safety or poor practice to your organisation. 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.	n/a
4.8	**Please give an example of an incident where your organisation had to take action to protect the safety and welfare of someone connected with your work. What actions did you take?**	Please describe a specific case where your organisation has had to take action to protect a beneficiary/service user from harm, abuse or exploitation. Alternatively, you can give an example of actions taken to tackle harassment or abuse of a staff member or volunteer. 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. Please **do not** include the names or identifying details of anyone involved. We are interested in actual lived practice. Please do not simply describe your policies and procedures.	

Subsection	Question	Guidance	Character count
4.8	**Has your organisation ever been subject to an investigation by any authority, regulatory body or other investigatory organisation?**	Yes/No If yes, please provide details 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. 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.	1400 characters
4.8	If yes, please provide details		
4.8	**Do you have a safeguarding policy / child protection policy / protection of vulnerable adults policy?**	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. 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.	
4.8 Policies	**Do you have a diversity policy?**	Comic Relief is committed to the principles of equality and diversity. We therefore expect all organisations we fund 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.	n/a
4.9 Constitution/ memorandum and articles of association	**Please upload your constitution/memorandum and articles of association**		n/a

Subsection	Question	Guidance	Character count
4.10	**n/a**		
4.11 Safeguarding policy	**Please upload your organisation's safeguarding policy**		n/a
4.12 Additional documents	**n/a**		

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 launch initiative or proposal, and you are not required to complete these.

Subsection	Question	Guidance	Character count
5.1.1 Basic Partner details	**Partner name**	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. To remind you, partners are defined as organisations who will be responsible for managing a share 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.	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?**	Once you have added the name of your partner organisation, you will be asked this question for each one. 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 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.	2100 characters
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

Subsection	Question	Guidance	Character count
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	**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
5.2 Partner contact	**Partner contact name** **Partner contact email** **Partner contact job title**	Please provide us with the name of the main contact person at your partner organisation, their email address and their job title.	n/a
5.3 Partner finances	**Please provide the following figures for the partner organisation's most recent full financial year, and the previous year**	Please provide us with your partner organisation's income and expenditure for their most recent full financial year and the previous year. Please also provide us with their total reserves and unrestricted reserves for these years. By unrestricted reserves, we mean reserves which are not committed legally or contractually for a specific use but are free to be designated by your partner organisation in furtherance of their objectives.	n/a
5.4 Partner accounts	**Please upload this organisation's most**		n/a

Subsection	Question	Guidance	Character count
	recent set of accounts (signed)		
5.5	**n/a**		
5.6 Partner compliance and financial assessment	**Please upload the compliance and financial assessment for this partner. The template is available here.**	We expect all applicants working with international partners to have undertaken sufficient and robust due diligence on their partners. **Please complete our financial and compliance assessment for each partner and upload with your proposal**.	n/a
	Add Partner	You can add additional partners by clicking on 'Add 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	**If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal** First name Last name Email address Telephone number	These 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. If these details have changed, before submitting this proposal you should email grantsinfo@comicrelief.com with the information about the new contract details.	n/a

Subsection	Question	Guidance	Character count
	Organisation contact details Main address 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

Appendix. 1 – List of eligible sports

The following sports are considered eligible for Comic Relief funding. If you want us to fund a sport or activity that is not on this list please contact us before submitting your proposal at grantsinfo@comicrelief.com. We reserve the right to not consider proposals for sports or activities not included on this list.

- aikido
- American football
- angling
- archery
- athletics
- Australian rules football
- badminton
- baseball
- basketball
- baton twirling
- biathlon
- bobsleigh
- boccia
- bowling
- bowls
- boxing
- camogie
- canoeing
- caving
- Chinese martial arts
- cricket
- croquet
- curling
- cycling
- dance
- darts
- dodgeball
- dragon boat racing
- equestrian
- exercise and fitness
- fencing
- floorball
- football

- Gaelic football
- goalball
- golf
- gymnastics
- handball
- highland games
- hockey
- hurling
- ice hockey
- ice skating
- judo
- ju-jitsu
- kabbadi
- karate
- kendo
- kite surfing
- korfball
- lacrosse
- luge
- modern pentathlon
- motor cycling
- motor sports
- mountaineering
- netball
- orienteering
- polo
- rambling
- real tennis
- roller sports
- rounders
- rowing
- rugby league
- rugby union

- sailing
- sand & land yachting
- shinty
- shooting
- skateboarding
- skeleton
- snowsport
- softball
- sombo
- squash
- stoolball
- sub aqua
- surfing
- swimming
- table tennis
- taekwondo
- tang soo do
- tennis
- triathlon
- ultimate frisbee
- volleyball
- walking
- water skiing
- weightlifting
- wheelchair basketball
- wheelchair rugby
- wrestling
- yoga