Tackling Violence Against Women and Girls: Full proposal guidance

General guidance
Please find the guidance for your initiative 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 funding initiative or proposal, and you are not required to complete these.

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. 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 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. 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 this form

Please note that there are character limits for the answers to some questions; where relevant you can find these on the online form and they are also noted in the guidance below in the final column.

Please also check our website for details of deadlines for each funding initiative. |

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 evaluation or latest report of this work. You can find more information about our policy on continuation funding on our policies page.	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. Please also note that if the proposed work has been previously funded by the Tampon Tax Fund 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.	n/a

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** By Sport for Change, we mean projects that use sport as a tool for social change. So, where sport is part of a broader programme of work. By 'programme of work' we mean other activities that are seen as part of a coordinated approach to a social issue or concern that supports or links to the sporting activity. This might be workshops, educational sessions, awareness raising, work experience, volunteering, mentoring etc. 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. You will be asked additional questions about your approach in section 2. **Guidance on proposals involving Tech for Good** By Tech for Good, we mean projects which include substantial development of digital products or technology to create social change. Please do not select Tech for Good if your project 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 projects in the UK: By enterprise approach, we means requests for funding from organisations which trade to tackle social problems, so organisations that generate income from selling goods or services, but	n/a

Subsection	Question	Guidance	Character count
		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 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 project has 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 launch initiative or proposal, and you are not required to complete these.

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 project, 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
	I**f you wish, you may also provide a link to a 2 minute video summarising what you want us to fund**	If you choose to do this, you should not attach the actual video file, but a link to YouTube, Vimeo or another online platform where your video can be accessed. <u>Please do not password protect the video. We reserve the right to not accept proposals where the video has been password protected.</u> The film should be a maximum of 2 minutes long. Don't send us longer films, as they won't be watched. The content of the film is more important than the quality. We are very happy with films created on phones, or using basic software. Please note this should not be a generic video about your organisation's work, but one which specifically tells us about how you would use this funding. Films should:	n/a

Subsection	Question	Guidance	Character count
		• State the name of the organisation (and any partners) and give a brief summary of what the work will involve • Describe how you'll go about the work and what it will achieve.	
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 project (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. We are particularly interested to understand how these aspects link to the causes and consequences of violence against women. Your explanation should help us see the need for your project. 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 initiative we are exclusively focusing on women and girls who are *at risk of experiencing violence and also have multiple and complex needs*. This may include women and girls who: are homeless, use drugs and/or are disabled, and/or from BAMER and LBTI groups. It also includes older women. However this list isn't exhaustive and you can propose additional core beneficiary groups. If you do so, please be sure to provide adequate explanation and evidence for why you believe that the group fits the focus of the initiative. Please note that there will be room to expand on this answer in Question 2.2.	3500 characters
2.1 Change	**What changes do you expect to see**	Tell us what changes you are aiming to bring about (i.e. your project outcomes) for the people described in the previous question.	3500 characters

Subsection	Question	Guidance	Character count
	as result of your project?	We want to know in which ways the activities or service you want to provide will bring about change for the better in the lives of the people who use your project. Changes could be for individuals, communities or organisations and could be about changes in capacity, attitudes, behaviour, structures and services. For this initiative, please bear in mind that the funding aims to focus on the causes and the consequences of violence against women. This may include preventing violence before it starts, and/or providing resources and support to protect those who are at particular risk. Please also consider the aims of this initiative, to: •Enable organisations to better support women within the target group •Showcase how women's lived experience can inform the design and delivery of services, practice and policy •Provide opportunities for projects to try out new ways and models of working; for example by acting earlier; building community assets or using digital approaches •Enable cross sector partnerships to work together to provide high quality support •Support approaches that can provide learning for organisations across the sector •Improve access to support for women with complex needs in less well served communities. This may include women and girls who: are homeless, use drugs and/or are disabled, and/or from BAMER and LBTI groups. It also includes older women	
2.2 People benefiting	**People benefiting** Core target groups	Comic Relief is asking about this because we must accurately report to the public on what has been achieved with the funding, and with whom.	150 characters

Subsection	Question	Guidance	Character count
	Frontline workers Other groups benefiting directly	We know that you may not usually break down your data this way, so we have provided detailed guidance to help you answer this question. Please do read it before completing your answers. When calculating the number of people benefiting (in each or some of the following categories) you should be realistic. We will review these figures as part of the later assessment process. By *core target groups* we mean people who will directly take part in the work funded, who are identified as key target group(s) by the project. They will directly benefit from a project activity and are typically involved on a one-to-one or group basis i.e. they have an intensive and/or regular involvement with project activities. By *frontline workers* we mean people who will actively take part in project interventions because they work with or support the project target group(s), whether in a paid or voluntary capacity, e.g. counsellors, health workers. They will generally be given or receive training or other forms of guidance and support to enable them to help those from the target group(s). By *other groups benefiting* we mean groups or people who will benefit from a one-off, initial or limited involvement with a project intervention. They can be from any of the key target group(s) or the general population. For example, people who attend awareness raising events and receive information leaflets. You should not include those who are assumed to benefit because of their relationship with someone who is directly benefiting, e.g. the family members of a person directly benefiting. If people are only *assumed to benefit* from an activity, such as mass awareness raising, but this cannot be tracked in any meaningful way,	

Subsection	Question	Guidance	Character count
		then these people *should not* be included. We expect that the numbers of other people benefitting will often be estimated. As explained above, the people we expect to benefit most from this funding are women and girls at risk of or experiencing violence, and who have multiple and complex needs (direct beneficiaries). Your work may also benefit professionals and other frontline workers involved in directly 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 the project do to help them to address their 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. 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 project so tell us about the activities on that project plan. For those applying for core funding, please outline key activities delivered by the organisation, which are relevant to this initiative. If you are working with partner organisations, please describe who will be delivering which activities. (You can find more information on what we mean by core funding below, in 3.4). Depending on the kind of work your project will do, these activities could therefore be for individuals, communities or organisations and could be linked to delivering and developing services, plus elements of research, learning, awareness raising, collaboration and training.	3500 characters

Subsection	Question	Guidance	Character count
		As this initiative is co-funded by the Tampon Tax Fund, awareness raising is understood as: successful applicants promoting their project and services to potential beneficiaries, and to organisations and individuals which may refer beneficiaries to the 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.	
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 project 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 projects 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**	Tell us more about the different organisations involved in the project 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	2100 characters

Subsection	Question	Guidance	Character count
	project and what will they do?	better understanding of how the project 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 in the project but not in direct receipt of Comic Relief funding (e.g. consultancies, contractors)	
2.3 Approach	**How were the people this work will benefit involved in developing this project?**	We believe projects 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 project.	1400 characters
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 by projects 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 to projects, 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?**	Please describe the types of risks you anticipate may be an issue, and tell us how you will work to decrease those risks. We are particularly keen to understand this from a safeguarding perspective.	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?**	Tell us some of the indicators you will use to track what your project is achieving. By indicator we mean a tangible sign of change that you can observe in your target group or area of work and that you will measure to evidence progress. Tell us about some of the data collection tools you will use to help you track progress against each of your indicators. Briefly describe the other monitoring, evaluation and learning (MEL) activities you will undertake to enable you to store, analyse and evaluate the information you are collecting.	3500 characters
2.5 Monitoring, evaluation and learning	**What do you want to learn from this project and how would you use this learning?**	What you want to learn from this project 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 project 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 plan to use the learning you will get from this project.	2100 characters

Subsection	Question	Guidance	Character count
		For this initiative we are particularly interested in approaches that can provide learning for organisations and other stakeholders across the sector.	
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 project will be taking place. Please note that for this initiative we are welcoming proposals for work throughout the UK. For UK projects, we would like to know the region as well as the country in which the project will take 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'.	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 your project 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. You do not need to answer this question if all aspects of this project are delivered online.	
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 initiative grants can be for a period of 12-36 months.	n/a

Subsection	Question	Guidance	Character count
3.2 not applicable			
3.3 Your budget request	**Your budget request**	For this initiative, grants can be for amounts between £60,000 and £120,000 (which would cover a period of 12-36 months). The yearly grant request cannot make up more than 25% of your organisation's annual income. We may award grants larger than £120,000 to those bidding in partnership with others. Please tell us the total project income for each year of the project under the following headings: • **Request to Comic Relief**: how much funding you will need from Comic Relief for this project. • **Own contribution**: how much money your organisation itself will provide for this project. • **Unsecured from other funders**: how much income you expect to receive for this project 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 project 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 project costs using the sub-headings below. We want to know the total project 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	n/a

Subsection	Question	Guidance	Character count
		you enter. These should be headline figures, and we will ask for your detailed project budget separately. As noted in our initiative page, both core and project funding can be applied for. A definition of core funding can be found below. **Salaries:** By this, we mean any amount of the project 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 project should not be included here, but in Direct project costs. Please note Comic Relief is a Living Wage Friendly Funder so we encourage sessional and salary costs to be calculated at this rate. For more information, see our FAQs. **Overheads:** These are the indirect project costs needed each year to support the running of a project (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 project – 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. **Direct project costs:** These are the costs needed each year to implement the project. This might include: main project activities (such as training or workshops), immediate operating costs, training of staff	

Subsection	Question	Guidance	Character count
		working directly on the project, 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) for your project. Include costs related to designing your MEL system, collecting data, e.g. baseline and endline, 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 of your project and for any monitoring and learning visits. **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:** 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. Please check our policy on capital expenditure and managing assets. **What do we mean by 'core funding'?** • The core costs of running your organisation not directly linked to a particular project. Core costs could include improving leadership and governance, paying essential bills or planning and development. Core	

Subsection	Question	Guidance	Character count

		funding is about investing in **your organisation** so you can deliver more effectively on your social outcomes. For this funding initiative, your outcomes must clearly align with the aims of the Fund.
		
		• Examples of what we would and would not fund (but not limited to):
		   a. Central overheads not covered by other funding (rent, bills, core staff costs)
		   b. Consultation and beneficiary involvement to improve services
		   c. Systems changes to improve and increase service delivery
		   d. Quality assurance accreditation
		   e. Improving leadership and governance – reviewing policy and practice, trustee training, change management, skills development
		   f. Strategic planning
		   g. Not costs covered by other restricted grants (i.e. if you have a project grant that includes full cost recovery)
		
		• Core funding is *not* unrestricted: You must be able to demonstrate how the funding allows you to improve and / or increase your ability to make social change in line with the aims of the Fund. This may be increased numbers of beneficiaries, or improved service delivery that increases the positive impact on your beneficiaries (i.e. women or girls with multiple or complex needs).	

3.5 Your budget template	**Please upload your completed budget template**	Please provide a detailed budget which breaks down your expenditure further. This may be in your own format or you can use our template, available on our website here. If you use your own template, be sure to include notes as relevant to ensure we have as full an understanding of your project expenditure as possible. Please make sure to include your calculations on inflation and exchange rates. Where you are working with partners, please make clear which organisation is responsible for different expenditure lines.	n/a

Subsection	Question	Guidance	Character count
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 project. 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 briefly about your organisation – what you do, who you work with, where you work. 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 project. As part of this, please provide information about your experience working with the target groups of women in your proposal, and on issues of violence against women. Are there areas where you have particular experience, and areas that will involve new learning?	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

Subsection	Question	Guidance	Character count
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 and any specific eligibility for the initiative under which you are applying.	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 with which you are legally connected, such as a sister or parent organisation.	n/a
4.1 Your organisation	**How many people work for your organisation?**	Please specify numbers of paid staff (full-time equivalent), part-time paid staff, sessional paid staff and 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	**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 furtherance of your objectives. The yearly grant request cannot make up more than 25% of your organisation's annual income (either individual organisations or consortia).	n/a
4.4 Annual accounts	**Please upload your most recent year's signed annual accounts**		n/a

Subsection	Question	Guidance	Character count
4.5 Management accounts	**Please upload your most recent set of management accounts**	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
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.	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 project. 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
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 (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.	n/a
4.8 Policies	**Do you have a safeguarding policy?**	Comic Relief has a strong commitment to protect those most at risk. We therefore expect all organisations we fund (including international partners funded through a UK-based organisation or international organisations applying directly to Comic Relief) to have relevant up-to-date safeguarding policies 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

Subsection	Question	Guidance	Character count
4.8 Policies	**If you have a safeguarding policy please upload it here.**		n/a
4.8 Policies	**Please describe the way your organisation has managed a safeguarding concern over the past year.**	Please describe the way your organisation has managed a safeguarding concern over the past year.	1400 characters
4.9 Constitution/ memorandum and articles of association	**Please upload your constitution/memor andum and articles of association**		n/a
4.10	**n/a**	n/a	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 project budget. Please do not include small community based organisations, community health structures, savings groups etc. unless they are responsible for managing part of the project's 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 dealing with. We also want to know what they are most proud of in terms of their organisation's achievements and why this partner organisation will be able to help you deliver your project.	2100 characters

Subsection	Question	Guidance	Character count
		Alternatively, you can upload a video in the next question if preferable.	
5.1.1 Basic Partner details	**Date this organisation was established**	Please enter the date your partner organisation was established. If you do not know the exact date it was established, please give an approximate date.	n/a
5.1.1 Basic Partner details	**This partner organisation's legal status**	Please select your partner organisation's legal status from the drop-down list.	n/a
5.1.1 Basic Partner details	**Registration body**	Please tell us which body your partner organisation is registered with.	n/a
5.1.1 Basic Partner details	**Registration number**	Please provide the registration number of your partner organisation.	n/a
5.1.1 Basic Partner details	**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**	Please provide us with your partner organisation's income and expenditure for their most recent full financial year and the previous year. Please also	n/a

Subsection	Question	Guidance	Character count
	the partner organisation's most recent full financial year, and the previous year	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.	
5.4 Partner accounts	**Please upload this organisation's most recent set of accounts (signed)**		n/a
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**	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.	n/a

Subsection	Question	Guidance	Character count
	First name Last name Email address Telephone number 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