

Tech for Good 2019: proposal guidance

Below is the guidance for your proposal. Please be sure your answers clearly address the key points.

General information

Organisations can submit more than one proposal to the Tech for Good initiative and tech development partners can be associated with more than one bid.

Please note the key dates:

- Online applications open on: **11th February 2019**
- The application deadline is: **12 noon GMT 25th March 2019**

Application guidance: it is important to also check the information on our [funding criteria](#). Please be aware that any applications outside of these criteria will be turned down.

Please note that for this Tech for Good initiative, the lower income limit for organisations applying is £75,000, as opposed to the £250,000 lower limit for UK organisations stated in the above funding criteria. The upper income limit of £10 million will still apply.

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@comicroelief.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.**

Section 1. Basic details

1.1 Reference information

Question	Guidance	Character count
Reference information	The proposal ID is generated when you create a proposal online. You should use this proposal ID in all correspondence relating to your proposal.	n/a

1.2 Basic details

Question	Guidance	Character count
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
Has this work previously been funded by Comic Relief?	Please tick “yes” if Comic Relief has previously provided funding for this work. If we have previously funded this work, you will be asked to upload the latest report or any final evaluation you might have carried out.	n/a

Section 2. Your Proposal

2.1 Change

Question	Guidance	Character count
Please provide a summary of your solution and how it represents a new approach	Please give us a clear description of the digital product or service you would like to develop and explain why its needed. We want to have a good idea of your project or service, including a summary of the work, the people who will benefit, and why your solution represents the best approach to achieving the intended outcomes. Please avoid using jargon. In this question, we do <u>not</u> need a detailed list of the activities or a description of the context.	
Please provide a link to a 3 minute video summarising	You should <u>not</u> 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>	

<p>what you want us to fund</p>	<p>The video should be a <u>maximum of 3 minutes long</u>. Don't send us longer videos, 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.</p> <p>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.</p> <p>Films should explain your proposal and its strengths, and highlight the reasons why it should be supported. Remember we are looking to fund projects that will deliver better services and improve outcomes for users and beneficiaries.</p> <p>We do not intend to specify exactly how the video should look, however here are some suggestions for areas to cover:</p> <ul style="list-style-type: none"> • Introducing your team (including the tech partner) and explaining how you will work together to maximise effectiveness • Defining the social problem you are addressing and who will benefit from your new approach • Being clear why you think a tech solution is the best way forward for dealing with the identified problem • Demonstrating what you think the product or service might look like by the end of the grant, taking into account any existing user research and analysis you have undertaken • Laying out your proposed model for testing for the product/service you are developing during the course of the grant, including how you will incorporate the results of ongoing user research • Evidencing the potential product / service's effectiveness as well as any significant insights, discoveries, creations, or awards that are relevant to this application • Considering your proposed long-term business model including how you plan to ensure long-term financial sustainability • Identifying competition and risks alongside how to deal with these <p>Please remember that by submitting the video proposal, you are agreeing that it can be placed in the public domain if it is 'longlisted' by us as an example of best practice, though please note not all longlisted videos in the public domain will be assessed for a grant.</p>	
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	<p>Please remember that you must have and retain the written permission of anyone who appears in your video.</p>	
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Sections 2.2, 2.3 and 2.4 are not applicable

2.5 Additional information

Question	Guidance	Character count
<p>What areas of technology will your project cover? (tick all that apply)</p>	<p>We want to know the type of tech you expect your proposed project/service will primarily be based on. We understand you may need to try some different forms of tech whilst the project unfolds. So please tick any that apply but do avoid ticking as many as possible to cover all potential options.</p> <p>Mobile (eg App) Desktop publishing Software Directory Sharing Social media Open source Chat Machine learning/artificial intelligence Producing content Other:</p>	<p>n/a</p>
<p>What approaches does your project take to solving the problem? (tick all that apply)</p>	<p>Please tell us how you think your tech solution will actually deal with the social problem you are tackling</p> <p>Providing information/advice Providing a service Peer support/connecting users Training/education Directory/search Reporting Other:</p>	
<p>Which of these groups will use your project? (tick all that apply)</p>	<p>Please select the people who your proposed new digital product / service is aimed at.</p> <p>Beneficiaries/service users Frontline practitioners/professionals General public Volunteers Organisations Other:</p>	

<p>At what stage of development do you consider your project to currently be?</p>	<p>These stages are taken from Nominet Trust research.</p> <p>Please tick only one of the following options:</p> <p>Concept – an idea for the product but no development undertaken</p> <p>Build – going from concept to minimum viable product (MVP)</p> <p>Demonstrate – early pilot testing and proving the value of the product or service</p> <p>Develop – building the operational team and partnerships to support growth, creating a sustainable business model</p> <p>Readiness – preparing to scale up to delivery</p> <p>Scaling – increasing access to the product or service</p>	
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Section 3. Your funding request

In this section we would like you to tell us what you are requesting from Comic Relief.

3.1 Where the work is taking place

Question	Guidance	Character count
<p>Where are you requesting funding for?</p>	<p>Please note for this initiative we are only accepting proposals for work in the UK.</p> <p>Please tell us where the work will take place.</p> <p>Please click on the arrows to expand the list and click on every level that applies</p>	<p>n/a</p>
<p>For work taking place in the UK, please give up to four main location postcodes</p>	<p>You do not need to answer this question if all aspects of the work are delivered online.</p> <p>For organisations working in the UK, we would like to know the region where the work will take place, e.g. if it will be in Yorkshire, select: 'United Kingdom', 'England' and 'Yorkshire and the Humber'</p> <p>For work in the UK, 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 organisation will deliver work across a locality, city or county, please provide postcodes within these that give the best indication of the range of locations. 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</p>	<p>n/a</p>

	review the locations of all our applicants to understand the areas from where we are attracting applications.	
How long would you like the funding to last?	All grants awarded under this initiative will last for a period of 9 months.	n/a

3.2 Not applicable

3.2 Your budget request

Question	Guidance	Character count
Your budget request	<p>Please tell us the total project income for each year of the project under the following headings:</p> <ul style="list-style-type: none"> • Request to Comic Relief: how much funding you will need from Comic Relief for this project. Please note we will accept proposals requesting up to £48,000. • 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 template

Question	Guidance	Character count
Your budget template	<p>You must provide a detailed budget using our financial template. You may not submit the budget using your own template.</p> <p>The budget template can be found at the bottom of this page. If you are applying as one organisations alongside a tech partner, please use the financial template for projects without partners. Please note that proposals not submitted using the correct template will not be considered.</p> <p>Definitions of the budget sub-headings are below:</p> <p>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</p>	n/a

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.

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 to implement the project. This might include: externally contracted tech developers, main project activities (such as training or workshops), immediate operating costs, training of staff 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 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 of your project 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 project 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: 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.	
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Sections 3.3 and 3.5 are not applicable

Section 4. Your organisation

4.1 Your organisation

Question	Guidance	Character count
<p>What is the purpose of your organisation and what are you most proud of in your history?</p> <p>Why is your organisation well placed to carry out this work?</p>	<p>As a reminder, the tech partner cannot be the lead applicant or grant holder if successful.</p> <p>Tell us about your organisation – what you do, where you work, and who you work with. Provide information about your experience in working with the people you want to help, and the problems they are dealing with.</p> <p>We also want to know what you’re most proud of in terms of your organisation’s achievements, and why you think your organisation will be able to manage and deliver the proposed work.</p>	2,100 characters
<p>Date your organisation was established</p>	<p>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.</p>	n/a
<p>Legal status</p>	<p>Please select your organisation’s legal status from the drop-down list and complete registration number details if applicable.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Comic Relief predominantly funds registered charities. We will ask for evidence of registration during the application process. • We do also fund other types of organisations. In these instances, the governing documents of the organisation must clearly outline the organisation’s social purpose, demonstrate that any profit or assets are used for this social purpose, and show that an asset lock is in place. We will ask for a copy of your governing documents as part of your Stage 2 application. <p>Applicants must be not-for-profit organisations. Additionally, we do not accept proposals from NHS trusts, hospitals,</p>	n/a

	schools/colleges, statutory bodies including local authorities, and non-registered organisations without constitutions	
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.	
How many people work for your organisation? Paid staff (full-time equivalent) Part-time paid staff Sessional paid staff Volunteers (full-time equivalent)	We define 'full time equivalent' as 35 hours per week.	

4.2 Your organisation's finances

Question	Guidance	Character count
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.	

4.3 Annual accounts

Question	Guidance	Character count
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	

	<p>have been subject to the level of verification required by the Charity Commission for England and Wales for an organization of your size and structure.</p> <p>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).</p>	
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4.4 Management accounts

Question	Guidance	Character count
<p>Please upload your most recent set of management accounts</p>	<p>By management accounts, we mean your latest income and expenditure report showing your organisation’s current financial position. This should not be more than 3 months out of date.</p> <p>Your management accounts can be submitted in any format, and do not need to be prepared externally, but should provide Comic Relief with a current picture on how your organisation is doing financially against your planned expectations for the current financial year. The combination of annual accounts and management accounts provides key historical and current financial and governance information, allowing us to assess your organisation’s capacity to manage a grant from Comic Relief.</p>	

4.5 Accounts verification

Question	Guidance	Character count
<p>Details of the accountant/auditor who verified your most recent accounts</p>	<p>Please provide the requested details of the person who verified your most recent accounts, such as your auditor or independent examiner. These will help us carry out compliance checks as part of our assessment process.</p> <p>As per the guidance for question 4.4, we recognise that in some circumstances it will not be appropriate for your accounts to have been subject to external verification. In such cases please use this space to tell us the name of the person who prepared the accounts. Fields that are no longer relevant can be marked as ‘Not applicable’ and the question on whether the qualification is still relevant should be marked as ‘no’.</p>	

4.6 Board member details

Question	Guidance	Character count
Board members details	<p>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.</p> <p>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.</p>	

4.7 Safeguarding and policies

Question	Guidance	Character count
Do you have a diversity policy?	<p>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.</p>	
Do you have a safeguarding policy?	<p>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.</p>	
Please describe the way your organisation has managed a safeguarding concern over the past year	<p>Comic Relief would like to understand how you (and your partners) deal with safeguarding in practice.</p> <p>Please give an example of a specific case that you (or your partner) have dealt with. This should be a case where action had to be taken to prevent harm, abuse or exploitation to individual. Please do not include the names or identifying details of anyone involved.</p> <p>Your answer should briefly outline the specific concern and then describe the actions taken to address it. We are interested to understand how you responded, whether other stakeholders were involved in the response and what you have learned from the case.</p>	1400 characters

	<p>For organisations working through partners, please describe your involvement in supporting the management of this case.</p> <p>You should avoid simply describing your safeguarding policies and procedures as this is covered by Question 4.7</p>	
<p>What risk could this approach create for beneficiaries, staff or others in the community and how will these risks be mitigated?</p>	<p>Although activities aim to achieve positive social change, interventions can also generate additional risks to those involved.</p> <p>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.</p> <p>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.</p> <p>Please describe how you have assessed the risks associated with the work, how you plan to monitor and manage these risks throughout.</p>	<p>1400 characters</p>
<p>Has your organisation ever been subject to an investigation by any authority, regulatory body or other investigatory organisation?</p>	<p>Comic Relief requires applicants to provide details of investigations by any authority, regulatory body or other investigatory organisation. Investigations may be in relation to safeguarding, fraud, maladministration, theft or the conduct and governance of your organisation.</p> <p>The existence of an investigation would not necessarily prevent Comic Relief from funding your work. However, failure to provide a full and accurate answer to this question would prejudice the success of your application.</p>	
<p>If yes, please provide details</p>		

4.8 Constitution/memorandum and articles of association

Question	Guidance	Character count
<p>Please upload your constitution/memorandum and articles of association</p>		

4.10 Not applicable

4.11 Safeguarding

Question	Guidance	Character count
Please upload your organisation's safeguarding policy		

4.12 Not applicable

Section 5. Your partner(s) Not applicable

Section 6. Declaration and Contact Details

6.1 Contact details

Question	Guidance	Character count
If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal	<p>This includes the contact person's name, email address and telephone number. This information will appear in the online form based on the name of the person who created the proposal online. This person becomes the organisation's contact for this funding application.</p> <p><u>If these details have changed, before submitting this proposal you should email grantsinfo@comicrelief.com with the information about the new contact details.</u></p>	n/a

6.2 Declaration

Please note: proposals cannot be submitted unless these tick-boxes have been checked.

Question	Guidance	Character count
Authority to submit	Please tick to confirm you have the <u>authority to submit this proposal</u> on behalf of the applicant organisation.	n/a
Terms and conditions	Please tick to confirm you have read and accepted the <u>terms and conditions of making a grant proposal to Comic Relief</u> . It is important to take the time to <u>read these to fully understand what to expect</u> from Comic Relief once a proposal has been submitted.	n/a
Data protection	Please tick to confirm you have understood how Comic Relief will share <u>personal data</u> .	n/a