

## Future Lookin' Good 2020: [proposal guidance](#)

---

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.

### General information

To give as many organisations as fair a chance as possible, you can only submit one proposal to the Future Lookin' Good 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.

#### **Please note the key dates:**

- Online applications open on: **6<sup>th</sup> January 2020**
- The application deadline is: **12 noon GMT 7<sup>th</sup> February 2020**

**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.

### 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.
- Be aware that **Section 4 - Your organisation** will only ever be 97% complete, this is the maximum score for this section and is ready for submission.
- **If you have difficulty, you can contact [grantsinfo@comicrelief.com](mailto:grantsinfo@comicrelief.com)**

- You can print a copy of your proposal at any time using the print form options at the top of this page and at the top of each section.
- **We recommend you use Mozilla Firefox or Google Chrome browser to complete the online form.**

## Section 1. Basic details

---

### 1.1 Reference information

Question	Guidance	Character count
<b>Reference information</b>	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
<b>Proposal title</b>	Please provide a brief title for your proposal, excluding your organisation name. We will use this title whenever we refer to your proposal.	100 characters
Are you working with partner organisations who will be responsible for managing a share of the budget?	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

## Section 2. Your Proposal

---

### 2.1 Change

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.

Question	Guidance	Character count
<p>How would you describe your project or service to a young person?</p>	<p>Please give us a clear description of the project or service you would like us to fund and explain why it's needed.</p> <p>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.</p>	<p>250 words</p>
	<p>Please note: Young people aged 11 to 25 years old will be an integral part of decision making at this stage in the process so please avoid using jargon. Young people will be supervised during the process of shortlisting and Comic Relief staff will oversee the process.</p> <p>In this question, we do <u>not</u> need a detailed list of the activities. Essentially, this text should support your video application; whilst both will be used to assess your application, we would suggest that the most important information is featured in your video as this is most accessible and memorable for young people.</p> <p>When describing your project consider the assessment criteria in the following section.</p>	

<p><b>Please provide a <u>link to a 2 - 3 minute video summarising what you want us to fund</u></b></p>	<p>Video guidance is available <a href="#">here</a>.</p> <p>You should <u>not</u> attach the actual video file, but a link to a video sharing service such as YouTube or Vimeo where your video can be accessed. <u>Please do not password protect the video or use a link that will expire.</u> We reserve the right to not accept proposals where the video has been password protected or the link has expired.</p> <p>The video <b><u>should not exceed 3 minutes</u></b>. Please don't send us longer videos, as we won't watch any footage after 3 minutes. 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 <u>not</u> 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, its strengths, and highlight reasons why it should be supported. Remember we are looking to fund projects that will deliver targeted services to <b>one or more</b> of our five priority groups (below) and clearly demonstrate how they will help young people build the skills necessary to live with dignity and not only access basic housing but create a happy home in which they feel safe and secure:</p> <ul style="list-style-type: none"> <li>• Young people experiencing homelessness or insecure housing</li> <li>• Young offenders, ex-offenders and those at risk of offending</li> <li>• Care leavers - The broad definition of a care leaver (as described by the Care Leavers Association) is "Any adult</li> </ul>	
---	---	--

who spent time in care as a child (i.e. under the age of 18). Such care could be in foster care, residential care (mainly children's homes), or other arrangements outside the immediate or extended family. •

Young carers - The official definition of a young carer is '...a person under 18 who provides or intends to provide care for another person (of any age, except where that care is provided for payment, pursuant to a contract or as voluntary work).' Children & Families Act 2014 Section 96

- Young parents – defined as young women and men who became or will become parents at 21 years old or younger

Remember, your video and description will be shortlisted by young people (11 to 25 years old) so please bear this in mind in the creation process. We do not intend to specify exactly how the video should look, however here are some questions to consider with reference to assessment categories:

**Fit to Initiative**

- Which priority group/s you will target?
- How will you reach them?
- How does your project help young people fulfil their potential, live with dignity and build a happy home in the future?

**Context**

- Why is there a need for this work?
- What other services support these groups, and will you work with them?

**Approach**

- How did you develop on your approach?
- Why do you think this is the right solution to the challenges the young people you intend to work with face?
- Has your approach been tried and tested or new and innovative?
- What do you want to achieve through your work?
- Are you working in partnership?

**Other things to think about**

- Introducing your team
- Demonstrating what you think the service might look like by the end of the grant

**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><b>Please remember that you must have and retain the written permission of anyone who appears in your video.</b></p>	
--	---	--

## 2.2 People benefitting

Question	Guidance	Character count
<p>Core target groups/ Frontline workers</p>	<p>We are 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 people benefitting data and so we have written detailed guidance to help you answer this question. Please read the information below before completing your answers.</p> <p>We only ask about the numbers of <b>direct</b> beneficiaries from your proposed activity. By this we mean people who would be directly involved in the activities and who you would be able to show (through the data that you would be collecting) have experienced a change by being involved in this work.</p> <p>When calculating the number of people benefitting directly you should be realistic about what change you think is feasible over the time span and activities you are proposing. Very often applications are overly ambitious in the numbers they estimate 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.</p> <p>It is perfectly acceptable to have ‘0’ in any of the categories of people benefitting directly – the categories you use will depend on the type of activities and changes you want to see.</p> <p>By <b>core target groups</b> we want to know which of our five priority groups you will work with?</p> <ul style="list-style-type: none"> <li>• Young people experiencing homelessness or insecure housing</li> <li>• Young offenders, ex-offenders and those at risk of offending</li> <li>• Care leavers</li> <li>• Young carers</li> <li>• Young parents – defined as young women and men who became or will become parents at 21 years old or younger</li> </ul> <p>We mean the main groups of people your proposal focusses on. They will directly benefit from an activity and are typically</p>	<p>n/a</p>

	<p>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 violence supported through services, young people supported to complete their education, or people supported through skills and services to improve their financial situation.</p> <p>By <b>frontline workers</b> we mean people who will actively take part in interventions because they work with or support the core target group(s), whether in a paid or voluntary capacity, e.g. counsellors, health workers, teachers. They will generally be given training, support or other forms of guidance to enable them to support those from the core target group(s).</p>	
--	--	--

**Sections 2.3, 2.4, 2.5 and 2.6 are not applicable**

**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
Where are you requesting funding for?	<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. Please click on the arrows to expand the list and click on every level that applies.</p> <p>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>	n/a
For work taking place in the UK, please give up to four main location postcodes	<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>	n/a

	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 the Future Looking Good programme will last between 18 and 36 months.	n/a

### 3.2 Your budget request

Question	Guidance	Character count
<b>Your concept note request</b>	<p>Please tell us the total project funding request for each year of the project under the following headings:</p> <p>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 £200,000.</p>	n/a

*Sections 3.3, 3.4, 3.5, 3.6 and 3.7 are not applicable*

## Section 4. Your organisation

---

### 4.1 Your organisation

Question	Guidance	Character count
----------	----------	-----------------



<p><b>What is the purpose of your organisation and what are you most proud of in your history? Why is your organisation well placed to carry out this work?</b></p>	<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>	<p>2,100 characters</p>
<p><b>Date your organisation was established</b></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>	<p>n/a</p>
<p><b>Legal status</b></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>	<p>n/a</p>
	<ul style="list-style-type: none"> <li>• Comic Relief predominantly funds registered charities. We will ask for evidence of registration during the application process.</li> <li>• 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.</li> <li>• Applicants must be not-for-profit organisations.</li> <li>• Additionally, we do not accept proposals from NHS trusts, hospitals, schools/colleges, statutory bodies including local authorities, and non-registered organisations without constitutions</li> </ul>	
<p><b>Is your organisation affiliated with any other organisation?</b></p>	<p>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.</p>	<p>n/a</p>

## 4.2 Your organisation’s finances

Question	Guidance	Character count
----------	----------	-----------------

<b>Please provide the following figures for the organisation's most recent full financial year</b>	Please provide us with your organisation's income and expenditure for your most recent full financial year and the previous year.	n/a
--	---	-----

**Sections 4.3, 4.4, 4.5, 4.6, 4.8, 4.9, 4.10 and 4.11 are not applicable**

## Section 5. Your partner(s)

If you are working with a partner organisation/s who are managing part of the budget, this section is for you to tell us more about them. If you are not working with partner organisations then this section is not applicable to you.

**Please note that some questions in the form will be marked as not applicable as they are not relevant to your proposal, and you are not required to complete these.**

### 5.1 Basic partner details

Question	Guidance	Character count
<b>Partner name</b>	<p>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.</p> <p>To remind you, partners are defined as organisations who will be responsible for managing a share of the budget. Please do not include small community-based organisations, community health structures, savings groups etc. unless they are responsible for managing part of the budget. Please also note that if you are working with any government organisations, they should not be in receipt of any Comic Relief funds.</p>	n/a

**Sections 5.2 is not applicable**

### 5.3 Partner finances

Question	Guidance	Character count
----------	----------	-----------------

<b>What was this organisation's income in their most recent full financial year?</b>	Please provide us with your partner organisation's income.	n/a
--	--	-----

*Sections 5.4, 5.5 and 5.6 are not applicable*

## Section 6. Declaration and Contact Details

---

### 6.1 Contact details

Question	Guidance	Character count
<b>If your contact details below have changed, please update in the 'Contacts' section before you submit this proposal</b>	<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><b><u>If these details have changed</u>, before submitting this proposal you should email <a href="mailto:grantsinfo@comicrelief.com">grantsinfo@comicrelief.com</a> with the information about the new contact details.</b></p>	n/a

### 6.2 Declaration

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

Question	Guidance	Character count
<b>Authority to submit</b>	Please tick to confirm you have the <u>authority to submit this proposal</u> on behalf of the applicant organisation.	n/a
<b>Terms and conditions</b>	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
<b>Data protection</b>	Please tick to confirm you have understood how Comic Relief will share <u>personal data</u> .	n/a