Tech vs Abuse: 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: **5th June 2019**
- The application deadline is: **12 noon BST 4th July 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 vs Abuse initiative, the lower income limit for lead applicants 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, t**here 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.**

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
Please select the programme area(s) to which your proposal best fits. For more information about our programme areas, and our priorities within these programme areas, please visit our website.	Please tick 'Gender Justice.' You can read about our funding strategy and the four themes that Comic Relief funding focusses around here.	
Are you working with partner organisations who will be responsible for managing a share of the project budget?	Please tick "yes" if you will be working with one or more other charities or not-for-profits on your project who will be responsible for managing a share of the budget. If you are a single applicant applying with a digital or commissioning partner, please tick "no," as you will be in a contractual or commissioning relationship with them and we will not need to assess their financial health.	

Section 1.3 and 1.4 are not applicable.

Section 2. Your Proposal

2.1 Change

Question	Guidance	Character count
Please summarise your idea, and tell us how you think it will effectively address a key problem (the user need)? **In your answer, please make reference to the fund design challenges, or research findings, a link to which can be found on the initiative page.**	Please give us a clear description of the work you want to do. We want to have a good idea of your proposal, including a summary of the work, the people who will benefit, and the overall change(s) you are intending to achieve. 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 2-3 minute video summarising what you want us to fund	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. **Please note that your submitted video will remain private, and we will always ask for your permission to share it. You can password protect it on Vimeo, or upload it to Youtube as 'Unlisted' to keep it private to those with the link.** The video should be <u>2-3 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. This is the visual version of a traditional written application form making a strong case for funding. It won't require any professional editing skills. It can be made on your phone, can be a 'talking head' and simply needs to help the funders understand your solution and approach in your own words. It is entirely up to you if you or your team want to be in the video, it can be graphic, animated or involve other visual aids to showcase your work.	

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 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.

To direct your approach, you should refer to the 'Tech Vs Abuse: Design Challenges' and 'Tech Vs Abuse Research Report'.

These can also be found through our initiative page and through www.techvsabuse.info , and include a link to a 'market scan' of existing tools.

Here are some suggestions for areas you could cover:

• Defining the problem you want to address, and who will benefit from your new approach. Please reference the design challenges or research findings, and be clear why you think a **tech** solution is the best way forward for dealing with the identified problem

• Introducing your team and how you will work together to maximise effectiveness. If you have a tech partner, please include them here too, as well as any other organisations you may work with to draw expertise.

• 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 if you have undertaken any

• 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 (activities can include user consultation, workshops, paper prototyping, training)

• Any significant insights, discoveries, creations, or awards that are relevant to this application

• Identifying how your approach is unique; there are lots of digital 'solutions' already in existence, as well as face to face services. We expect you to know about those which address a similar need and/or audience to your proposal, as well as explaining why your approach to using technology will be more effective in achieving the intended changes. You can make use of the 'market scan' of existing tools that's available through the links below.

	Please note that your submitted video will remain private, and we will always ask for your permission to share it.	

Sections 2.2, 2.3 and 2.4 are not applicable

2.5 Additional information

Question	Guidance	Character count
What areas of technology will your project cover? (tick all that apply)	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. Mobile (eg App) Desktop publishing Software Directory Sharing Social media Open source Chat bot Web chat or messaging service Machine learning/artificial intelligence Producing content Other:	n/a
What approaches does your project take to solving the problem? (tick all that apply)	Please tell us how you think your tech solution will actually deal with the social problem you are tackling Providing information/advice Providing a service Peer support/connecting users Training/education Directory/search Reporting Other:	
Which of these groups will use your project? (tick all that apply)	Please select the people who your proposed new digital product / service is aimed at. Beneficiaries/service users Frontline practitioners/professionals General public Volunteers Organisations	

	Other:	
At what stage of development do you consider your project to currently be?	These stages are taken from Nominet Trust research. Please tick only one of the following options. **This funding is for digital tools, approaches, services and ideas at early stages of development, including early stage prototypes.** **For this question, please tick Concept, Build or Demonstrate.** Concept – an idea for the product but no development undertaken Build – going from concept to minimum viable product (MVP) Demonstrate – early pilot testing and proving the value of the product or service Develop – building the operational team and partnerships to support growth, creating a sustainable business model Readiness – preparing to scale up to delivery Scaling – increasing access to the product or service	

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?	Please note for this initiative we are only accepting proposals for work in the UK. 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.	n/a
For work taking place in the UK, please give up to four main location postcodes	You do not need to answer this question if all aspects of the work are delivered online. 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' 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	n/a

	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 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?	Please select 12 months.	n/a

3.2 Not applicable

3.3 Your budget request

Question	Guidance	Character count
Your budget request	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 template

Question	Guidance	Character count
Your budget template	You must provide a detailed budget using our financial template. You may not submit the budget using your own template. 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.	n/a

Please ensure you submit a 12-month budget. Please submit a detailed budget for the initial 3-month discovery phase. We recognise and understand that the next phase of the budget will then be developed in further detail on the basis of work done in discovery, and with the wrap-around support provided, and so the rest of your budget can reflect this and be less well defined / detailed.

For the initial 3-month discovery phase, which will include user testing, we anticipate the budget will be approximately £5,000 to £20,000.

We encourage applicants to find a digital partner once funding is in place and can provide support to ensure that they are the best 'fit' for you. You might also have a partner to undertake scoping and user research work. You can include a provisional budget at this stage and revise this during the funding period.

Definitions of the budget sub-headings are 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.

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. | |

Section 3.5 is not applicable

Section 4. Your organisation

4.1 Your organisation

Question	Guidance	Character count
What is the purpose of your organisation and what are you most proud of in your history? Why is your organisation	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. We also want to know what you're most proud of in terms of your organisation's achievements, and why you think your	2,100 characters

well placed to carry out this work?	organisation will be able to manage and deliver the proposed work.	
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
Legal status	Please select your organisation's legal status from the drop-down list and complete registration number details if applicable. Please note: • 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.	n/a
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 Not applicable

4.3 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.	

4.4 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 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. 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).	

4.5 Management accounts

Question	Guidance	Character count
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. 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

Question	Guidance	Character count
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'.	

4.7 Board member details

Question	Guidance	Character count
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. 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.	

4.8 Keeping people safe

Question	Guidance	Character count
What risk could this approach create for beneficiaries, staff or others in the community and how will these	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.	1400 characters

risks be mitigated?	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.	
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?	Comic Relief would like to understand how you (and your partners) deal with safeguarding in practice. 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. Your answer should briefly outside 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. For organisations working through partners, please describe your involvement in supporting the management of this case. You should avoid simply describing your safeguarding policies and procedures as this is covered by Question 4.7	1400 characters
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.	
Has your organisation ever been subject to an	Comic Relief requires applicants to provide details of investigations by any authority, regulatory body or other investigatory organisation. Investigations may be in relation to	

investigation by any authority, regulatory body or other investigatory organisation?	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 work. However, failure to provide a full and accurate answer to this question would prejudice the success of your application.	
If yes, please provide details		
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.	

4.9 Constitution/memorandum and articles of association

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

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)

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, or if you are only working with a tech or digital support partner whose services you will be contracting, 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.

Section 5.1 Basic partner details

Question	Guidance	Character count
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 that 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
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. Alternatively, you can upload a video in the next question if preferable.	2100 characters
Alternatively, you may provide a link to a 3 minute	Instead of answering the previous question, you can provide us with a link to a three minute video which explains the purpose of your partner organisation, what they are most proud of in	n/a

Question	Guidance	Character count
video answering these questions	their organisation's history and why you think this organisation is best placed to help you deliver the project. You should not attach the actual video file, but a link to YouTube or another online platform where your video can be accessed. Please note this should not be a generic video about your partner's work, but one which answers the specific questions asked in the previous question.	
This partner organisation's legal status	Please select your partner organisation's legal status from the drop-down list.	n/a
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 Not applicable

5.3 Partner Finances

Question	Guidance	Character Count
What was this organisation's income in their most recent full financial year, and the previous year?	Please provide us with your partner organisation's income for their most recent as well as previous full financial years.	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

5.4, 5.5 and 5.6 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	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. **If these details have changed,** before submitting this proposal you should email **grantsinfo@comicrelief.com** with the information about the new contact details.	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 authority to submit this proposal on behalf of the applicant organisation.	n/a
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.	n/a
Data protection	Please tick to confirm you have understood how Comic Relief will share personal data.	n/a