

Comic Relief – Core Strength

Online Application Form Guidelines



**The London
Community
Foundation**

Guidance notes for completing the online application form Comic Relief Core Strength Local Communities Grant

PLEASE PRINT THESE OFF and READ BEFORE STARTING YOUR APPLICATION

These are guidance notes to help you complete some of the key questions in the online application form for Comic Relief Core Strength Local Communities Grant at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum of 300 words.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 💾 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Section 1: About your organisation

Please tick this box to confirm that you are not currently in receipt of funding directly from Comic Relief

Organisations currently in receipt of funding directly from Comic Relief are not able to apply for this Local Communities grants programme.

Please tick this box if you are a first time applicant to Comic Relief funding through a Community Foundation

Just because you have applied before, it does not mean you cannot apply again

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish correspondence to be directed to an alternative address, un-tick the option "Use organisations address" for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the "status" of your organisation.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

Are you part of a larger regional or national organisation?

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules & regulations, an independent committee, a separate bank account and are responsible for generating your own income. Please explain this in the question on aims and objectives of your organisation.

Income over the last account year.

Please let us know your organisation's income over the last financial year. If you are a new organisation what is your income to date from your management accounts. Please ensure you enter a figure here. **Only organisations with an income of £100,000 p.a. or under are eligible to apply to this programme**

Organisation's annual expenditure

Please let us know your organisation's expenditure over the last financial year.

Organisation's annual free reserves

Please let us know your organisation's free reserves at the end of the last financial year.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 4)

Please describe briefly the overall aims and objectives of your organisations and the activities or services your organisation provides.

Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment (usually found in your governing documents). For example, *"We are a youth club for young people in a small village 20 miles from the nearest town. We meet every Tuesday night from 6pm – 9pm. We provide a number of free activities to local young people, including DJing, dance, drama and monthly cooking sessions, to meet and support their ideas and interests. There is no other facility in the locality."*

If you are part of a larger regional or national organisation please explain your relationship here.

Experience. Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your organisation and why you are confident in their ability to make your work succeed. What is your proudest achievement to date?

This is about your organisation's track record. If you have delivered projects successfully in the past, please be as specific as possible about what was achieved and tell us about your proudest achievement to date. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure your work will achieve the intended impact. You can also tell us about any partners.

Referee to be Contacted by Community Foundation

Must know your organisation; have read your application; is not connected and does not have a vested interest

Section 2: Proposal

Proposal funding start / end dates

Please put the forecasted proposal start and end date. Successful applicants will have a maximum period of 12 months to spend the grant,

Round	Start after	Finish by
1	1 st January 2018	31 st December 2018
2	1 st May 2018	30 th April 2019
3	1 st August 2018	31 st July 2019

Which local authority will the activity mainly take place in?

Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

Remember we cannot accept applications from the following Boroughs:

- City of London
- Hackney
- Newham and
- Tower Hamlets

Does your work involve sport or physical activity?

Please provide a postcode which represents the geographical area you will benefit.

Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. If it is too difficult to distinguish please provide the postcode of your organisation.

What needs and disadvantage does your organisation address and what evidence have you collected to demonstrate this need?

Please demonstrate the need and disadvantage your group is seeking to address. For example "Our area is one of the most deprived authorities in the country, ranking 18 out of 326 English authorities. We are the only youth club in our village which is 20 miles from the nearest town. It is vital that our young folk have something positive and constructive to do and that is what we provide."

How will you spend this grant to address the need in your area?

Please describe how you will spend the funding and how it meets the grant criteria. Please also tell us about what you need the money for. Please describe how you will spend the funding and how it meets the programme criteria. Please also tell us about what you need the money for. e.g If you are planning to buy equipment, tell us what you want to buy and what benefit it will have to your organisation,

How will this core funding help sustain you longer term? Please indicate in what way and how you plan to continue your work after this funding ends.

In this section please outline if and how this funding may help you become more sustainable (i.e. future funding application, income generation ideas, freeing up funding etc.).

Section 3: Impact & Beneficiaries

Please select the **Primary Strengthening Communities** outcome for your organisation or activity.

You will be asked to report on how you have reached this outcome at the end of the programme – **you must select at least one. Please insert a number 1 in the appropriate box.**

Connected communities: Seeking to improve inclusion and cohesion in communities
Productive communities: Investing in local residents to help them solve the issues they are facing using local people and resources
Empowered communities: Empowering marginalised and disadvantaged communities

What positive changes would this grant make to your organisation and therefore the lives of people involved? Please state, and put your answer in the context of, at least one of Comic Relief's Strengthening Communities outcomes.

This is your opportunity to explain your expected outcomes - the benefits or changes for your organisation and also the individuals and communities you support that will happen as a result of your work. What will change and for whom?

Please explain how you will measure and report on the positive changes made? Please also include any plans to involve communities that will benefit in this.

You need to tell us how you will monitor and report on your work through the life of the grant. This should include the impact of the funding on your organisation and how this will impact on your ability to deliver support in your community. We would like to understand how through funding core costs helps you to deliver better / more work or simply to sustain your services. Please also tell us about how those who will benefit might be involved in capturing and communicating project successes and impact. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.

Beneficiaries

How many people will benefit from this funding?

How many people will directly benefit from this grant?

We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

As this fund will cover core running costs we propose that beneficiaries be estimated / calculated on the following basis: The no of people benefitting from Comic Relief Core Strength funding can be calculated as a percentage of the total number of people benefitting from your annual activities based on the proportion of your annual income that is covered by the grant.

E.g. Annual Income: £30,000 Value of our grant: £1,500 -> Proportion of annual income funded by Comic Relief Core Strength = 5%

Total number of people benefitting at the end of the year: 200 people so the number of people benefitting from the grant = 10 (200 divided by 100 x 5%)

Volunteers benefiting

People who will work with or support your beneficiaries and organisation. They will generally be given training or other forms of guidance and support to enable them to help beneficiaries.

Primary Beneficiary

Please select a single option to represent the primary beneficiary group for this grant by inserting the number '1' in the appropriate box. Please indicate any other beneficiary groups who will benefit from your grant by inserting the number '2' in one or more boxes

Black, Asian and minority ethnic		Long-term unemployed		People with mental health issues	
Carers		Men		People with multiple disabilities	
Children and young people		Not in education, employment and training (NEET 16-24)		People with physical disabilities	
Ex-offenders/offenders/At risk of offending		Older people		People living in poverty	
Families/Parents/Lone parents		People with alcohol/drug addictions		Refugees/asylum seekers /immigrants	
Homeless people		People in care or suffering serious illness		Victims of crime/violence/abuse	
Lesbian, gay, bisexual and transgendered groups		People with learning difficulties		Women	
Local residents		People with low skill levels			
Other	<i>[...] Please list any other beneficiary groups who will benefit from your grant</i>				

Number of other people benefiting

These people can include the general public e.g., they might be people who attend awareness raising events and receive an information leaflet. 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. We expect that the numbers of other people benefiting will often be estimated.

Primary Ethnic Group

Please select one ethnic group that best reflects the majority of the users of this facility or service. To represent the primary ethnic group for this grant insert the number '1' in the appropriate box. Please indicate any other ethnic groups who will benefit from your grant by inserting the number '2' in one or more boxes

White		Mixed		Asian and Asian British	
White British		Black Caribbean and White		Indian	
White Irish		Black African and White		Pakistani	
White East European		Black and Black British		Bangladeshi	
White Gypsies and Travellers		Caribbean		Other Asian	
Other White		African		Other Mixed Ethnicity	
Chinese & other group		Other Black		All ethnicities	
Chinese		Asian and White			
Other		<i>[...] Please list any other ethnic groups who will benefit from your grant</i>			

Primary Issues

Please select a single option to represent the primary issues that will be addressed by this grant by inserting the number '1' in the appropriate box. Please indicate any other issues that will be addressed by this grant by inserting the number '2' in one or more boxes

Arts, culture and heritage	Education, learning and training	Housing	
Anti-social behaviour	Employment and labour	Language, culture and racial integration	
Building skills and improving access to employment	Emergency/Rescue services	Mental health	
Bullying	Gangs	Renewable energies and recycling	
Caring responsibilities	IT / Technology	Rural issues	
Stronger communities/Community support and development	Harmful practice	Sexual abuse	
Counselling/Advice/Mentoring	Health, wellbeing and serious illness	Social inclusion and fairness	
Crime and safety	Homelessness	Sport and recreation	
Disability and access issues	Offending/At risk of offending	Stigma/Discrimination	
Domestic violence	Poverty and disadvantage	Substance abuse and addiction	
Economy	Reducing isolation	Supporting family life	
Environment and improving surroundings	Refugees/Asylum/Immigration	Violence and Exploitation	
Financial exclusion and financial illiteracy	Religion		
Other	<i>[...] Please list any other issues that will be addressed by your grant</i>		

Primary Age group

Please select a single option to represent the primary age group for this grant by inserting the number '1' in the appropriate box. Please list any other age groups who will benefit from your grant by inserting the number '2' in one or more boxes

0 to 4		5 to 12		13 to 18	
19 to 25		26 to 65		Over 65	
All ages					

Other	<i>[...] Please list any other applicable age groups for your grant</i>
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Section 4 – Budget and Consent

What is the total cost of the project?

This must exclude any in-kind support and should include VAT.

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already through other fund raising, secured grants and income generation?

How did you raise the current amount/from which sources have you received funding?

Tell us here where you got the funds you've already raised from. de details.

Please list the names of the funder(s), organisation or company for example that are contributing funding towards your project, and how much each is contributing. E.g. Secured funds: Joe Bloggs Foundation £300; Digitc company: £200

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, volunteer costs etc.) are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include. There are two cost boxes, one for the **total project cost for that type of cost** and one for the **amounts you are applying to us under that cost heading**.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs as shown in the example below.

PLEASE ENSURE YOU ENTER A VALUE IN EVERY ROW, EVEN IF THIS IS A 0

Example

Staff Costs

Requested amount	630
Total amount	1000

Breakdown

3 workers@ £7.50 an hour (14 weekly sessions of 2 hours)

Volunteer Costs

Requested amount	280
Total amount	500

Breakdown

£10 per hour x 28 hours

Operations/Activity Costs

Requested amount	56
Total amount	300

Breakdown

4 travel passes for 2 volunteers at £7 each

Capital Costs (Equipment)

Requested amount	1,950
Total amount	5,000

Breakdown

Outdoor play equipment (quotes attached)

Bank Details

Please provide details of your bank account/

Living Wage

Comic Relief and The London Community Foundation are a Living Wage Friendly Funder. The Living Wage is £8.45 per hour outside London and £9.75 in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the staff costs section below. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage

SECTION 5 – OTHER INFORMATION

Supporting Documents

Please send the following information with your grant application:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts
- A photocopy of a bank statement no more than 3 months old
- Copies of your safeguarding and equal opportunities policies, if you need support with this we suggest seeking guidance from the NSPCC:
<https://www.nspcc.org.uk/services-and-resources/research-and-resources/2017/safe-network-standards/>
- A list of the names and addresses of your management committee

Please clearly label each document with a name and a short description of what it is.

If you do not have the required documents we will still consider your application. Please upload a note explaining what you need support with.

Declaration. Terms and Conditions	
I confirm that the information given on the application form is true and my group has formally agreed that I can act on their behalf. I confirm that I have attached all required additional documents.	Y/N
We acknowledge, as an organisation applying for a grant, that our details will be held on an electronic database to assist UK Community Foundations and Comic Relief with record keeping, client follow-up, research and reporting. We understand that UK Community Foundations and Comic Relief adhere to the Data Protection Principles embodied in the Data Protection Act 1998 and that no identifiable information will be shared with any third party.	Y/N
Comic Relief would like to follow up on successful applicants and potentially feature them in publicity activities. This could include featuring your work on our website or social media channels; working with local press and media or national press and media for example. Please confirm that, if your application is successful, you are happy for Comic Relief to contact you about participating in publicity activities.	Y/N
If successful, do you agree to partake in Comic Relief publicity activities?	Y/N

I confirm that the information given on the application form is true and my group has formally agreed that I can act on their behalf. I confirm that I have included all required documents.

Signature: Date:

When you have completed your application

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 75825117 or email applications@londoncf.org.uk

If you have any issues with accessibility please contact us and we will discuss other options for completing the form.

What happens next?

We will assess your application against the fund criteria. You should expect to hear the result of your application in approximately 8 weeks after the closing date and before the project start dates shown in this guidance.

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