

## Example Proposal Form

All proposals to Comic Relief must be completed in our grants management platform, GEM. This template is provided only to show the kind of questions we typically ask.

We will often ask different questions for specific initiatives. To understand what questions you need to answer in your proposal, please start the proposal in GEM and review the form there.

To access GEM go to: <https://grants.comicrelief.com>

### Basic details

Reference information	
Organisation name	

Basic details	
Title of your proposal	
Has this work/project previously been funded by Comic Relief?	Yes No
Are you using any of the following approaches in your proposal?	Sport for Change Enterprise Tech for Good
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.	Investing in children and young people Empowering women and girls Improving health and wellbeing Building stronger communities
Are you working with partner organisations who will be responsible for managing a share of the project budget?	Yes No

Project evaluation	
If this project is for existing work, please upload your evaluation or latest report. If you have answered yes to this work having been funded by Comic Relief or another funder, you must supply an evaluation or report.	Share document

## Your proposal

Change
Please provide a brief summary of your project
Describe the people who would benefit from this project and the problems they face in their lives.
What changes do you expect to see as result of your project?

People benefitting		
Types of people benefitting	Who is included in this figure?	Total number of people
Core target groups		
Front line workers		
Other groups benefitting directly		

Approach
What specifically will the project do to support these people to address the identified problems?
Why do you think this approach will be effective?
Who will be involved in delivering the project and what will they do?
What market analysis has been carried out and what are the key opportunities and challenges it has highlighted? (ENTERPRISE APPROACH ONLY)
Why do you think that this technology is the best means of addressing the need? (TECH FOR GOOD APPROACH ONLY)
How will sport be used to help deliver the changes that you are seeking to bring about? (SPORT FOR CHANGE APPROACH ONLY)

Business case	
Please upload your business case (ENTERPRISE APPROACH ONLY)	Share document

Monitoring, evaluation and learning
What will you track over time to show that these changes have taken place?
What do you want to learn from this project and how would you use this learning?

Monitoring, evaluation and learning plan	
Please upload your monitoring, evaluation and learning plan	Share document

## Your funding request

Where the work is taking place	
Where are you requesting funding for?	
For international work please give the project district(s).	
For work taking place in the UK please give up to four main location postcode/s (unless the work is being delivered entirely online)	
How long would you like a grant to last?	

Your budget request						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Total cost						
Request to Comic Relief						
Own contribution						
Unsecured from other funders						
Secured from other funders						

Your budget breakdown								
	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Request from CR	Notes

Salaries								
Overheads								
Direct project costs								
Monitoring, evaluation and learning								
Organisational development/capacity								
Capital costs								
Total								

Your budget template	
Please upload your budget template	Share document

Expenditure by organisation								
Organisation (applicant or partner)	Year 1	Year 2	Year 3	Year 4	Year 5	Total	Request from Comic Relief	Notes

## Your organisation

Your organisation	
What is the purpose of your organisation and what are you most proud of in your history? Why is your organisation well placed to carry out this work?	
Date your organisation was established	
Legal status	
Registration body	
Registration number	
Is your organisation affiliated with any other organisation?	Yes No
Affiliated organisation name(s)	
How many people work at your organisation	
Paid staff (full-time equivalent)	
Part-time paid staff	
Sessional paid staff	
Volunteers (full-time equivalent)	

Your organisation's finances				
Please provide the following figures for the organisation's most recent full financial year, and the previous year				
Year	Income	Expenditure	Total reserves	Unrestricted reserves

Annual accounts	
Please upload your most recent year's signed annual accounts	Share document

Management accounts	
Please upload your most recent set of management accounts	Share document

Accounts verification	
Details of the accountant/auditor who verified your most recent accounts	
First name	
Last name	
Accountancy/audit firm	
Address 1	
Address 2	
Address 3	
Town/city	
Postcode	
Telephone number	
Email address	
Relevant professional body and qualification	
Qualification number	
Is membership current?	Yes No

Board member details				
First name	Last name	Date of birth (if known)	Postcode	Role and experience

Policies	
Do you have a diversity policy?	Yes No
Do you have a safeguarding policy?	Yes No
Constitution/memorandum and articles of association	
Please upload your constitution/memorandum and articles of association	Share document
Additional documents (if applicable – for non-UK applicants)	
Registration document	Share document
Evidence of trustees e.g. board meeting minutes	Share document
Evidence of accountant qualifications	Share document

## Your partners (if working with any)

Basic partner details	
Partner name	
What is the purpose of this organisation and what is it most proud of in its history? Why is it well placed to carry out this work?	
Date this organisation was established	
Legal status	
Registration body	
Registration number	
Is this organisation affiliated with any other organisation?	Yes No
Affiliated organisation name(s)	
How many people work for this organisation	
Paid staff (full-time equivalent)	
Part-time paid staff	
Sessional paid staff	
Volunteers (full-time equivalent)	

Partner contact	
Partner contact name	
Partner contact email	
Partner contact job title	

Partner finances				
Please provide the following figures for the organisation's most recent full financial year, and the previous year				
Year	Income	Expenditure	Total reserves	Unrestricted reserves

Partner accounts	
Please upload this organisation's most recent year's signed annual accounts	Share document

Partner organisation development plan (if applicable – international only)	
Please upload the organisation development plan for this partner.	Share document

Partner compliance and financial assessment	
Please upload the compliance and financial assessment for this partner.	Share document

Please copy and complete above boxes for any additional partners.

## Declaration and contact details

Contact details	
First name	
Last name	
Email address	
Telephone number	
Organisation contact details	
Main address	
Main telephone number	
Main email address	

Declaration	
If you cannot confirm these three points then you will be unable to submit your proposal	
Authority to submit	
I confirm that the organisation named on this proposal has given me authority to submit this proposal on its behalf	
Terms and conditions	
I confirm that I have read and accepted the Terms & Conditions of making a grant proposal to Comic Relief	
Data protection	
You confirm that you have (a) obtained permission from any individuals whose personal data you are providing to Comic Relief relating to your proposal and (b) ensured that you and they understand that such personal data will be used by Comic Relief as part of our proposal evaluation and completion of our due diligence checks carrying out fraud prevention checks (including via the fraud detection organisation CIFAS, of which Comic Relief is a member).	