



Comic Relief Guidelines for Applications

Comic Relief spends money raised by its fundraising campaigns, Red Nose Day & Sport Relief. There are still many communities in the UK that suffer from economic and social deprivation and the current economic climate may make this situation worse. This programme aims to empower local people, enabling them to create lasting change in their communities. Projects should be run by people directly affected by the issues they are dealing with and priority will be given to small, locally based groups or organisations in areas of disadvantage that have a clear understanding of the needs of their community. This can also include “Communities of Interest” which cover a wider geographical area.

Geographical Area: Essex, Southend and Thurrock

Grants Size: Grants are £1,000 to £10,000, to be spent within one year of being awarded. The amount requested must be for *at least* 50% of the total project costs.

Criteria: To support work where there is clear evidence of a sustained beneficial impact on people’s lives who are excluded or disadvantaged through low income, rural or social isolation, age, disabilities, race, sexuality or gender.

While groups will be using a range of activities, **specifically 50% of the available funding will go to sports projects** that

- increase access to sport and exercise for people who face social exclusion and isolation
- help people who are experiencing difficulties in their lives

The remaining funding will support community groups running projects that

- increase local services
- builds skills of local people
- increase community cohesion
- respond to local economic needs

This work can cover a small geographical area such as a housing estate or village, but we will also consider work covering a slightly larger area such as a town or borough where there is evidence of community involvement.

Who can apply?

- Community Groups
- Resident Associations
- Community Centres
- Social Enterprises/Community Interest Companies
- Credit Unions

Examples of the type of activities we will fund

- Community sport activities
- Furniture Projects
- Projects providing access to benefits advice
- Projects combating fuel poverty
- Community consultation exercises
- Community employment projects
- Food Co-ops
- Running costs; including salaries, core costs and project costs
Committee and volunteer/staff training

Exclusions

Awards will not be made -

- to individuals
- to statutory organisations, including schools
- to fund trips abroad
- to fund buses, mini buses or other community transport schemes (not including transport costs forming part of a project)
- to fund building costs, including access adaptations to buildings
- to support one-off events
- to organisations who are in receipt of a grant directly from Comic Relief

Deadlines: Online applications must be completed, printed, signed and posted together with the essential documents, to reach this office by the deadlines of 9 September and 9 January. Results will be notified within 10 weeks. Unsuccessful applications will also be considered as part of our General Funding round and may be awarded a grant from an alternative fund. Therefore please do not complete a General round application form in addition to a Comic Relief application.

Application: If you want to apply to Comic Relief please complete the online application form available via our website. It will then be emailed to you to print, together with Part B. You must answer all the questions – do **not** say 'see attached'. Part B requests your organisations bank details and invites you to nominate two independent referees, one of which must sign the form. Two members of your organisation must also sign Part B to accept the Terms and Conditions, if a grant is made. Application Parts A&B should then be posted to Essex Community Foundation together with the following documentation:

- a signed copy of your organisation's Rules/Constitution/Governing Document

- a signed copy of your latest annual accounts
- a budget forecast for the coming year indicating sources of secured and planned income
- a photocopy of a bank statement no more than 3 months old
- a copy of your Safeguarding: Child Protection/Vulnerable Persons Policy (required by every organisation working with children or vulnerable adults)
- evidence of commitment to Equal Opportunities e.g. Policy/Code of Practise/Statement etc
- quotes for equipment
- a list of your management committee/trustee names and addresses with any relationships to one another and cheque signatories identified
- any other material you consider relevant to your application (please do not send material you want returned) e.g. leaflets, flyers, press cuttings

Please note there are additional requirements from Social Enterprises including CICs outlined on part B

Trustee Approval: All applications are assessed against the Comic Relief criteria. Those meeting eligibility are then passed to a committee of Essex Community Foundation Trustees, who are responsible for the funds under their management and their decision is final. The amount of funding available is restricted and therefore some applications may be unsuccessful. They will automatically be considered in our General Funding round too.

Monitoring: We have to ensure that funding has been appropriately spent and therefore require monitoring information. A monitoring form will be posted to you with the letter confirming that your application has been successful. It will ask you to report on the difference the grant has made to your group and beneficiaries. This must be returned at the end of the financial year in which the grant was received or sooner if the project/activity is finished. Your project may also be subject to a monitoring visit and any audit requirements of the programme. You must retain and return with your monitoring copies of all receipts, invoices and all expenditure relating to your grants including any capital items.

Essex Community Foundation will only consider further applications if a satisfactory monitoring form is returned

Data and promotion of Comic Relief: If your application to Comic Relief is successful, Essex Community Foundation will be required to pass details of your organisation onto the Community Foundation Network (the umbrella body for Community Foundations around the country) and/or Comic Relief.

You shall also be asked to co-operate with any reasonable requests by Comic Relief for publicity reports relating to the use of the Grant, including requests to film or interview beneficiaries for Comic Relief campaigns. Comic Relief may use your organisations name and details of the project on which the money is spent in its reports and publicity materials.

Your authorisation will be requested on Part B of the application.