FAQS

COMIC RELIEF CORE STRENGTH LOCAL COMMUNITIES
PUBLICITY

IS THERE SPECIFIC WEBSITE AND SOCIAL MEDIA CONTENT FOR COMMUNITY FOUNDATIONS TO USE?

You can use copy from the Approved Press Release on your websites. You can also use copy from Comic Relief’s website, which is pretty much the criteria. Feel free to chop and change, and use your own wording/instructions around it. Both of these documents are available on the Member Zone.

IS THERE A COMIC RELIEF PRESS RELEASE THAT COMMUNITY FOUNDATIONS CAN REFER TO?

This is available on the Member Zone. You can use the wording from this press release without seeking further approval from Comic Relief and add your logo at the top and editors notes at the bottom.

DO PUBLICITY MATERIALS NEED TO BE SIGNED OFF BY COMIC RELIEF?

The Community Foundation shall comply with the provisions of Annex 4 (Publicity). At Comic Relief’s request, the Community Foundation will provide, via UKCF, copies to Comic Relief of all publicity materials relating to the Grant at least five days in advance of issuing these to the media or other third parties.

If the Community Foundation wishes to publicise the Grant to the media, they must notify Comic Relief, via UKCF, in advance and must obtain Comic Relief’s prior written approval of any press release or other publicity materials. UNLESS, the press release consists of the pre-approved copy referenced above, with only the logo and editor’s notes amended.

You must advise Comic Relief, via UKCF, of any publicity events.

DOES COMIC RELIEF NEED TO APPROVE SOCIAL MEDIA?

Community Foundations are welcome to Tweet without content approval from Comic Relief. Community Foundations are also able to post on their other social media outlets without content approval from Comic Relief, unless announcing a publicity event, as noted above.

PAYMENTS

WILL THE GRANTS BE PAID IN INSTALMENTS? IF SO WHAT IS THE BREAKDOWN?

Comic Relief have confirmed that the Grant will be paid in x2 instalments – Comic Relief are going to give UKCF half of the amount up front, so all Community Foundations will receive 50% of their grant pot and 50% of their fees initially.

6 months later the second instalment will be released. The second instalment will be paid subject to the appropriate data being provided – it says in the contract “monitoring” but more accurately we will need provide application data and details of awarded grants.
By splitting the grant into two instalments Comic Relief are ensuring that the programme remains open for longer periods throughout the year – so if a group misses the first opening there is another chance.

PANELS

IS THERE A REQUIREMENT TO HAVE MORE THAN ONE ROUND OF FUNDING PANELS?
As the grants will be given out in two instalments, this means 2 rounds will be necessary.

PANEL REQUIREMENTS
Panel information was removed from the contract, as there will not be a CR or Media representative attending each panel & the panel details were only guidance rather than requirement. The make-up of the panel is up to the Community Foundations, based on best practice.

ASSESSMENTS & AWARDS

ARE COMMUNITY FOUNDATIONS REQUIRED TO USE THE ASSESSMENT FORM TEMPLATE IN ANNEX 2?
This is just an example of an assessment form that Comic Relief recommend – it won’t be built in Salesforce as a template with fields that can be merged, as this is beyond the scope of the set-up for this programme. As this programme involves location specific panels, rather than national, it’s not a requirement to have consistency of assessment templates across the board and Community Foundations can use their own assessment templates. However, we would advise taking a look at the example agreed with CR in Annex 2 – as this shows the level of detail / data they are expecting from us as a network.

ASSESSORS COMMENTS
Please also be aware that the “Assessors comments” section is mandatory and must be completed in Salesforce following assessment. Although the assessment template in the contract is guidance, Comic Relief are going to have access to the Assessors comments in the reports from Salesforce. Therefore, we ask that Community Foundations ensure they are comprehensive and consistent, to a certain degree, with the elements suggested in the guidance:

Summarise:
- Financial stability
- Strengths and weaknesses
- Ability to deliver one of the two outcomes (Outcomes: Maximise ability to strengthen community cohesion and build social capacity/ Promote reduction of isolation and disadvantage and access to local services) (organisational experience, likelihood of bringing people from different communities together, difference this will make).
Red/Amber/Green Note any conditions needed:

Additionally, it is also requested as part of the contract, that the Assessors comments section also be updated on Salesforce at the end of the grant, noting any issues that have incurred with the group whilst managing the grant and specifying whether they would be considered for funding again.

CAN GROUPS APPLY FOR A SECOND GRANT THE FOLLOWING YEAR AS MENTIONED IN THE CONTRACT?

This is TBC, potential for a year 2.

THE CONTRACT SPECIFIES THAT AWARDS SHOULD NOT BE MADE TO APPLICANTS IN RECEIPT OF DIRECT FUNDING FROM COMIC RELIEF? DOES THIS APPLY TO FUNDING TO THOSE THAT HAVE RECEIVED FUNDING VIA COMMUNITY CASH?

If a group has successfully applied directly to Comic Relief and the grant is still current then the group is not eligible for any Comic Relief funded programmes through UKCF and community foundations.

If a group has successfully applied to Comic Relief through a community foundation and the grant is still current and not fully spent the following applies:

- If it is a Community Cash grant they are eligible to apply for:
  - A Large Grant
  - A Local Communities grant
  - Another Community Cash grant

- If it is a Large Grant they are eligible to apply for:
  - Another Large Grant

- If it is a Local Communities grant, they are not eligible to apply for any other grants.

Therefore, if a group wants to apply for:

- A Local Communities grant they cannot be in receipt of another Local Communities Grant or a Large Grant, but they can be in receipt of:
  - A Community Cash grant

- A Large Grant they cannot be in receipt of a Local Communities grant, but they can be in receipt of:
  - Another Large Grant
  - A Community Cash grant

- A Community Cash grant they cannot be in receipt of a Large Grant or a Local Communities grant, but they can be in receipt of:
  - Another Community Cash grant

We include a mandatory question on the application form, that asks whether applications are already receiving funding from Comic Relief – we rely on applicants to answer correctly. Here’s the wording.
“Please tick this box to confirm that you are not currently in receipt of funding directly from Comic Relief.”

**DO CURRENT COMIC RELIEF GRANTS THROUGH COMMUNITY FOUNDATIONS AFFECT ELIGIBILITY FOR GROUPS APPLYING DIRECTLY TO COMIC RELIEF?**

Organisations must be in the last 6 months of delivering the project or activities for which the grant was awarded before they are able to apply directly to Comic Relief.

**CAN COMMUNITY FOUNDATIONS ALLOCATE UNDERSPEND FROM COMMUNITY CASH, TO THIS PROGRAMME?**

Yes – Please advise UKCF via email of the value in order to include in reporting.

**CRITERIA**

**BEING NEW TO US FORMS PART OF THE PRIORITIES – DOES THIS MEAN THE GRANT SHOULD ONLY GO TO GROUPS WHO HAVE NOT RECEIVED FUNDING FROM COMIC RELIEF OR COMMUNITY FOUNDATIONS?**

Comic Relief are looking to reach new groups where possible, but it is not a necessity to fund only new groups. If Community Foundations are trying to decide between two groups, this should be a consideration.

**UNDER ‘EXAMPLES OF WHAT WE WILL FUND - ORGANISATION DEVELOPMENT’, FUNDRAISING IS LISTED – DOES THIS MEAN THAT THEY WOULD PAY A CONTRIBUTION TOWARDS THE SALARY OF A FUNDRAISER, OR DO THEY MEAN FUNDRAISING ACTIVITIES/EXPENSES ONLY?**

The criteria states that staff costs are eligible and under organisational development so are fundraising activities – so we can safely assume that a contribution towards the salary of a fundraiser are also eligible. However, the key point is that the fundraising activity being supported is for the organisation, to assist with its running/core costs, rather than for a specific activity/project.

**CAN COMMUNITY FOUNDATIONS PUT MORE EMPHASIS ON ONE OF THE 3 THEMES IN THE CRITERIA – BASED ON THE NEEDS HIGHLIGHTED IN VITAL SIGNS RESEARCH?**

We are required to keep the Criteria the same across the network – but there is no harm in encouraging groups that are focused on the most appropriate theme to the need in your area to apply.