

## **FAQ**

### **What is the Comic Relief Community Fund (England) Programme?**

During 2019 Comic Relief put in place contracts with intermediary funders in each of the four UK nations. Groundwork UK was awarded a 2-year contract to act as an intermediary funder for Comic Relief in England, to build a new approach to support grassroots community organisations with 'lived experience', drive change. The Comic Relief Community Fund (England) programme has been hugely successful, with grants being awarded to hundreds of groups. Alongside grants, groups have also benefited from Enabler support and a programme of training and workshops to build and support their capacity.

In 2021, Groundwork's contract was extended to continue to support grassroots community led organisations.

### **Who will be part of the Panel?**

A Panel will be formed from people who live and/or work locally and who have lived experience in at least one of the four Comic Relief Themes (A safe Place to Be, Children and Young People, Fighting for Gender Justice and Mental Health Matters). A panel meeting will comprise of up to six members, with a minimum of four decision makers required. The Panel will be organised and chaired by a Groundwork Enabler, from the local Groundwork Trust.

### **How do I become Panel member?**

After registering your interest you will be sent a short application form to complete. Groundwork UK will review all applications and select candidates based on their suitability, lived experience and location.

### **Will I be trained?**

Groundwork UK and Groundwork Trusts will provide an overview and training on the programme requirements, the role of panel members in making decisions and awarding funding.

### **How much time would I need to commit if I signed up to be a Panel member?**

The programme will have three rounds of funding, Panel meetings are expected to take place during:

- February 2022
- September 2022
- March 2023

Panel members will receive the panel papers one week before the meeting and will need to read through the papers and submit their scores to the Enabler ahead of the meeting. Panel papers can consist of between 8 to 15 assessments. It is estimated that

Panel meetings would last approximately 3.5 to 4 hours. Panel meetings are likely to take place virtually via Zoom or Microsoft Teams.

**If I am a Panel member, can I or my organisation still apply for grant funding?**

There will be three funding rounds, so should you and your organisation wish to submit an application, we would not select you for the particular round in which your application is due to be considered, this will avoid any conflict of interest. We would then select you for the other rounds, subject to your availability etc.

**What happens at Panel meetings?**

- The local Groundwork UK Enabler will arrange dates with panel members for the panel meeting to take place.
- The Enabler will send the panel members the assessment papers one week prior to the panel meeting.
- Panel members are required to read and score the applications against a set criteria and return their scores to the enabler by a set time ahead of the meeting Panel members will meet (virtually).
- The Enabler will talk through each application, discuss the panel scores and ask the members to come to a majority decision as to whether a project should be funded.

**Will I be paid?**

No this is a voluntary role, but you may be reimbursed for out of pockets expenses such as travel.

**What kind of experience and skills do I need to become a Panel member?**

Panel members need to have lived experience which relates to the four programme themes (A Safe Place to Be, Children and Young People, Fighting for Gender Justice and Mental Health Matters). Panel members are required to be able to use judgement and make decisions on which grant applications should be awarded funding. Panel members will be given panel guidance and criteria to follow, to enable panel members to make a decision