West Sussex Support Programme for Social Enterprises

**Social Enterprise Fund (SEF) 2014-2015**

Social Enterprise Main Grant [Stream 2] - Full Bid

APPLICATION FORM

You must have got through the Expression of Interest stage to be eligible for this funding.

Please note all the information in this form will be treated as confidential by West Sussex County Council (WSCC) but may be shared on this basis between WSCC departments and panel members. If the information in this form needs to be shared with external partners, WSCC will seek your permission before any information is shared.

Please ensure you have read the guidelines and that you meet the eligibility criteria before completing this form.

Please be as concise as possible and keep within any word limits specified.

|  |  |
| --- | --- |
| **APPLICANT STATEMENT**  I wish to apply for the sum of **£** to explore my idea.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  You can either submit the signature page as part of the Application Form in MS WORD format with an electronic signature clearly visible, or print the Signature Page, sign, scan, save as PDF, and email the PDF file along with your completed Application Form.  **Position:**  **Date:**  **If my organisation is successful I agree that our name and project details can be published on the website** | |
| **CONFIRMED** please insert an “X” in the grey box |  |

**SECTION A: APPLICANT INFORMATION**

**A1**

**Name:**

**Organisation:**

**Address:**

**Tel:**

**Mobile:**

**Email:**

**Website:**

**Please describe the type of organisation:**

(e.g. Company Ltd by guarantee/or shares with charitable status/CIC/Charity/Private Business /Co-operative/Association/Trust/Other (e.g. Social firm, community group, etc.).

**Company/Charity/CIC /CIO registration number**[s]:

Does your organisation have an asset lock[[1]](#footnote-1) ?:

Is/will your organisation be a spin out from a public body?

When was your organisation set up?

Number of employees:

What is your annual turnover?

If you are not formally constituted please give brief details about how you are organised.

**A2 Lead contact details**: Please provide details of the person who would be responsible for leading the work and reporting to the Council if the grant is secured

**Name:**

**Position:**

**Address (if different from above):**

**Tel:**

**Email:**

**A3 Partner organisation Information**

If you will be working with another organisation, please provide details below

**Contact Person:**

**Name of Organisation:**

**Address:**

**Tel:**

**Email:**

**Website:**

**Organisation type:**

**SECTION B: ABOUT YOUR ORGANISATION**

[Max 800 words]

**B1 What you do now/what you plan to do?**

Please set out what your organisation currently does and how it is managed and run.

Answer:

**B2 Social objectives**

Describe your current or plan social purpose and what difference you plan to make through this social enterprise and who will benefit, please also explain how you will measure the social impact your proposal will make.

Answer:

**B3** **Reinvestment**

Explain how you plan to reinvest the profits to secure the long term sustainability of the social enterprise.

Answer:

**SECTION C: YOUR PROPOSAL, PRODUCTS AND SERVICES**

[Max 1600 words]

**C1** **Overview**

Please provide an overview of your social enterprise proposal.

Answer:

**C2** **Your products and services**

Please list each new product or service that you plan to sell through this social enterprise. For each product and service that you plan to deliver, please set out in detail how you will do this and who it will be sold to.

Answer:

**C3** **Operations**

Please give details of how you will organise your operations for delivery: including staffing, skills mix and equipment. Please set out clearly how you will ensure you have the capacity required to deliver.

Answer:

**C4** **Market research**

Please provide details on the following:

* Who is your product/service aimed at?
* How do you plan to reach your target audience/stakeholders?
* What is your unique selling point?
* How do you know this product/service is needed?
* How do you know there is a market for your product or service?

Answer:

**C5** **Risk analysis and management**

Please outline the main risks which may affect delivery of this social enterprise and explain how these will be managed (you may use a risk matrix format to show this if you wish).

Answer:

**SECTION D: FINANCIAL INFORMATION**

[Max 400 words plus financial spread sheet (Excel)]

**You must also complete the Social Enterprise Fund Main Grant Financial Spread sheet. This document can be found with the guidelines at** [**www.wssen.org.uk**](www.wssen.org.uk)**.**

**Note:** Financial information should be sufficiently detailed to include unit costs and numbers of sales for each service or product. You should ensure any assumptions are fully explained. If future grant income is included, you should confirm whether this is a guaranteed income stream. If staffing costs are included, you should explain how this expenditure will be funded beyond the 12 months from award of the grant.

**D1** **Budget** Please set out below summary information of how much grant funding you intend to seek from the WSCC SEF , using the template below to provide a breakdown of costs, including any match funding that will be contributed

|  |  |  |
| --- | --- | --- |
| Costs | SEF | Match Funding |
| Staff related costs [e.g. salary, NI,] |  |  |
| Travel costs |  |  |
| Running costs |  |  |
| Equipment costs |  |  |
| Consultancy support |  |  |
| In kind support |  |  |
| Other costs (please describe what these are) |  |  |
|  |  |  |
| Total cost to deliver this work |  |  |

Please confirm if you are receiving any other funding for this project and if so the amount and source of this funding. If the match funding indicated above is not confirmed, please explain when it will be payable to your organisation.

**SECTION E: REGULATIONS**

**E1 Insurance**

Please outline the insurances you have in place for the delivery of this proposal. Please note that if your application is successful you will be required to provide proof of your policy/policies.

|  |  |
| --- | --- |
| **Insurance** | **Limit** |
| Public Liability |  |
| Employers Liability |  |
| Product Liability |  |
| Professional Indemnity Insurance |  |
| Other (Please state what other insurance you have): |  |

**E2 State Aid**

Please confirm that your organisation is currently under the de minimis exemption for State Aid and that the amount requested by your organisation from the Social Enterprise Fund Stream 1 programme will not result in the de minimis exemption being exceeded, by ticking the box below.

Please note that WSCC will be relying on the information and confirmation provided by your organisation in issuing the grants and the risk of providing incomplete or inaccurate information lies with your organisation.

For further information on State Aid please see the Guidelines.

|  |  |
| --- | --- |
| I confirm that:   1. my organisation has not received more than 200,000 Euros in de minimis public funding in total over the previous three fiscal years; and      1. the amount of funding requested from the Social Enterprise Fund Stream 1 programme in this Application Form will not result in my organisation receiving more than 200,000 Euros in de minimis public funding in total over the previous three fiscal years. | |
| CONFIRMED (please insert an “X” in grey cell to confirm) |  |

**E3 Terms & Conditions**

If your application for funding is successful you will enter a grant agreement with WSCC. I have read the Terms & Conditions in WSCC’s grant agreement and I accept them.

|  |  |
| --- | --- |
| CONFIRMED (please insert an “X” in grey cell to confirm) |  |

**SECTION F: DELIVERY PLAN**

[Max 300 words]

**F1** Please provide an overview of how you plan to deliver your products or services and set out details including timelines for delivery of all aspects and key milestones.

Answer:

**SECTION G: ADDITIONAL DOCUMENTS**

**G1** You must submit the following documents along with your Full Bid Application Form in support of your application for the grant funding:

|  |  |
| --- | --- |
|  | **Mark with an ‘X’** |
| **Completed financial spread sheet** (template provided by WSCC) |  |
| **Accounts profit and loss, cash-flow, balance sheet and assumptions for the last 3 years.**  **Note**: or if you are a more recently established social enterprise please provide the accounts available since date of establishment. If you are a start-up we need you to submit three year financial projections |  |
| **A copy of your most recent business plan** |  |

**SECTION H: SUBMITTING YOUR FULL BID PROPOSAL APPLICATION FORM**

**Please ensure you have done the following before submitting your Application Form. Applications may be ineligible if the following documents are not submitted completed.**

|  |  |
| --- | --- |
| **Please insert an “X” to confirm you have done the following:** | |
| All sections of your Full Bid Application Form are **fully completed** |  |
| You have submitted all the documents listed in Section G |  |
| Your Full Bid Application Form is **signed** |  |
| Your Full Bid Application Form is submitted by the **deadline** |  |
| I have confirmed my organisation complies with State Aid regulations |  |
| I have I have read and accepted the terms and conditions in the grant agreement |  |

**Email** Please email your completed Full Bid Application Form and supporting documents to [social.enterprise@westsussex.gov.uk](mailto:social.enterprise@westsussex.gov.uk).

**Emails** should be headed **“West Sussex Social Enterprise Fund 2014-15 Stream 2 Grants Full Bid – *Name of applicant organisation*”** as the subject of your email. All attachments must be sent together.

**Deadline** The deadline for receipt of a completed Application Form [Full Bid] is

**18th November 2014 at 5pm**

Please note applications sent and received after this deadline will not be considered under any circumstances.

WSCC is not able to discuss applications. Feedback sessions with a social enterprise adviser will be offered to unsuccessful Phase 2 applicants.

1. An asset lock ensures that all the assets of an organisation (including any profits generated) are reinvested and/or used for the benefit of the community [↑](#footnote-ref-1)