

**START UP APPLICATION FORM**

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| **Bank of Scotland Social Entrepreneurs Programme – 2016/17** | | |
|  | **Scotland, Wales & Northern Ireland** |  |
| Please read the Guidance Notes carefully before completing this form.  * **Handwritten applications will not be accepted.** * **Applications forms must be complete.** | | |

The Bank of Scotland Social Entrepreneurs Programme is to support people who have, or who are going to set up, an organisation for social benefit. We know you may not have everything in place yet. Please try to answer all the questions as fully as possible. If you don’t know something, please say this or write “N/A” rather than leaving the box blank.

Feel free to contact us to ask questions at [applications@sse.org.uk](mailto:applications@sse.org.uk) or 0207 089 9120.

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| **A. YOUR PERSONAL DETAILS -**  **Please complete fully. We require your date of birth for identity purposes only.** | | | |
| First Name(s): |  | Surname(s): |  |
| Your preferred name (if different from above): | |  | |
| Your project name or brief description: | |  | |
| Home Address: |  | | |
| Postcode: |  | | |
| Phone (daytime): |  | Phone (evening): |  |
| Email: |  | Date of Birth: |  |



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| **B. ELIGIBILITY CRITERIA**  Please complete and confirm the following with a ‘YES’ or ‘NO’ | |
| i) If successful in this application, I am committed to developing my project and attending the full SSE Learning Programme, which is a commitment of 14 days. (At least 80% attendance will be required in order for full funding to be released). |  |
| ii) I understand that any funding I receive will be spent within England and solely for the purposes of supporting the development of my project. |  |
| iii) I confirm that this project is:-  In the planning stages, but ready to start  **OR**  Is less than two years old, with income of less that £25,000 per year. |  |
| iv) I am aged 16 years old or above. |  |
| v) I am a resident and eligible to work in the UK. |  |
| vi) My project has a social or environmental purpose. |  |
| vii) My project will reinvest the majority of any surplus into the project or for a social  or environmental purpose. |  |
| viii) If my project winds up or closes, any remaining money or assets will be redistributed for social or environmental purposes – not to individuals. |  |
| ix) If my project is working with children or vulnerable adults, I understand that I will need to provide an up to date criminal records disclosure before a grant is released |  |

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| You must be able to answer ‘NO’ to the following questions | |
| i) Are you currently declared bankrupt, or under a Debt Relief Order? |  |
| ii) Are you barred from acting as a company director or charity trustee? |  |
| iii) Do you have an unspent conviction for fraud? |  |

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| **C. HAVE YOU OR ANYONE FROM YOUR PROJECT PREVIOUSLY APPLIED TO THE SSE?** |
| No |
| If ‘YES’, please give us some details. (Maximum 150 words) |
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| **D. ABOUT YOUR PROJECT** | | | | | | |
| **4. PLEASE WRITE A BRIEF SUMMARY ABOUT YOUR PROJECT.** (Maximum 150 words) | | | | | | |
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| **5. IS YOUR PROJECT HOSTED BY A LARGER ORGANISATION?**  If so, please give details. (Maximum 150 words) | | | | | | |
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| **6. HAVE YOU ALREADY SET UP AS AN ORGANISATION?**  (This refers to your specific project, not a larger organisation that might be hosting your project.) |  |  | YES |  |  | NO |

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| If ‘**NO**’ you are still eligible to apply – just go to question 7 If ‘**YES’** please answer the following questions. | |
| i) What is its current legal structure?  For example: Charity, Community Interest Company, Company Limited by Shares, Unincorporated Association, etc.) | |
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| ii) What date was it registered or established? |  |
| iii) Please upload or email us your governing document.  (For example, your constitution or articles) when you submit your application. | |
| **7. WHO WILL BE THE MAIN USERS, BENEFICIARIES OR CUSTOMERS? WILL THEY COME FROM A PARTICULAR AREA OR DISADVANTAGED GROUP?**  (For example, will your beneficiaries be children with disabilities, older people, people living on a particular estate etc.)  (Maximum 100 words) | |
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| **8. HOW WILL YOUR PROJECT ADDRESS THEIR NEEDS**? - What products or services will it provide?  (Maximum 200 words) | |
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| **9. WHAT DIFFERENCE WILL YOUR PROJECT MAKE TO YOUR USERS OR BENEFICIARIES?**  (Maximum 200 words) |
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| **10. HOW DO YOU KNOW THIS PROJECT WILL MAKE A DIFFERENCE?**  For example:   * Have you had direct experience of the issues or similar projects? * Have you done some research to see who else is running the kind of projects you are proposing? Why will your project be different or additional to theirs? * Have you talked to people that your project is seeking to help about needs and about their   ideas?   * Have you talked to experts in the field who have run similar projects? * Have you run activities or run a pilot project? |
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| **11. IF YOU HAVE ALREADY STARTED YOUR PROJECT, PLEASE TELL US ABOUT WHAT YOU HAVE DONE SO FAR AND TELL US ABOUT ANY SUCCESSES.**  (Maximum 200 words) |
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| **12. DO YOU HAVE STAFF OR VOLUNTEERS INVOLVED?** If so, what roles do they play?  (Maximum 100 words) |
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| **13. WILL YOUR PROJECT BE WORKING WITH UNDER 18 YEAR OLDS OR VULNERABLE ADULTS? IF SO, PLEASE GIVE DETAILS.** (Maximum 100 words) |
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| **14. WHERE IS, OR WHERE WILL BE, THE BASE FOR YOUR PROJECT? WHERE DOES IT, OR WHERE WILL IT, DELIVER SERVICES?** | | | | | |
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| **15. DO YOU KNOW, WHAT IS/ARE THE POSTCODES FOR THE MAIN DELIVERY SITES FOR YOUR PROJECT**? (You may not have these yet and you do not need to provide these, but if you do, it will help us find out if you are delivering your services in a disadvantaged community.) To find a postcode this link might be useful: [www.royalmail.com/postcode-finder](http://www.royalmail.com/postcode-finder) | | | | | |
| 1 |  | 2 |  | 3 |  |

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| **E. YOUR PROJECT’S FINANCES** | | | |
| **16. WHAT WAS YOUR ANNUAL TURNOVER IN THE LAST YEAR, IF ANY?** | | |  |
| **17. WHAT COMMITTED INCOME, IF ANY, HAVE YOU HAD IN THE LAST TWO YEARS**? (Including grants or other funding, trading, sponsorship, loans). If none, please state none. | | | |
| YEAR | SOURCE OF INCOME | | AMOUNT |
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| **18. DO YOU HAVE ANY ANNUAL ACCOUNTS FOR THE LAST YEAR?**  If ‘YES’, please upload them with your application. If you don’t have these, you are still eligible to apply. | | | No |
| **19. HAVE YOU APPLIED TO ANY OTHER FUNDERS FOR SUPPORT FOR YOUR PROJECT?**  – If so, please provide details. | | | |
| YEAR | SOURCE OF INCOME | AMOUNT | SUCCESSFUL? |
|  |  |  | YES |
|  |  |  | YES |
|  |  |  | YES |
| **20. HOW DO YOU PLAN TO RAISE INCOME OR BECOME SUSTAINABLE IN THE FUTURE?** (For example, sponsorship, fees, grants, trading etc.) Maximum 100 words | | | |
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| **F. GRANT BUDGET** | | |
| **21.** There is a Start Up grant of £4,000 as part of this learning programme. This will need to be spent between October 2016 and October 2017.  **HOW WOULD THIS FUNDING HELP YOU TO DEVELOP YOUR PROJECT?**  (Maximum 200 words) | | |
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| **22. WHAT ITEMS DO YOU THINK YOU WOULD SPEND THIS MONEY ON?**  See Guidance Notes for details of what funding can be spent on. There may be an opportunity to change what you want to spend it on later if you need to, in agreement with the SSE. If you don’t know yet, please give an indication of what you might want to spend, or state that you don’t know yet. | | |
|  | Item | Amount (£) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
|  | | £ 0.00 |

Total

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| **G. ABOUT YOU** |
| **23. PLEASE TELL US WHY YOU WANT TO DEVELOP THIS PROJECT?**  What are your main reasons for setting up or being involved in this project? What motivates you? What led you to this point?  (Maximum 200 words) |
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| **24. WHAT ELSE DO YOU WANT TO TELL US THAT IS RELEVANT TO YOUR APPLICATION?** This might include any activities that you are currently undertaking; previous experience or qualifications that you may have.  (Maximum 200 words) |
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| **25. WHAT DO YOU HOPE TO GET OUT OF THE SSE LEARNING PROGRAMME?**  (Maximum of 200 words) | |
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| **26. HOW WOULD SOMEONE ELSE DESCRIBE YOU?**  What ***three*** things would they say are your strengths? | |
| **1.** |  |
| **2.** |  |
| **3.** |  |

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| **CHECKLIST** | |
| 1. Have you answered all the questions on the form? If a question doesn’t apply to you just write ‘Not applicable’. |  |
| 2. Have you checked that you meet all of the eligibility criteria? |  |
| 3. Have you remembered to upload or email us your governing document, if you have one? |  |
| 4. Have you remembered to upload or email us your accounts, if you have them? |  |
| 5. Have you saved your completed application on your PC, laptop, tablet, other device? |  |

# IMPORTANT POINTS

We will reject incomplete and ineligible applications, so please check your form thoroughly to submit your applications, follow the link below:

First complete the application form & save it to your computer/ device go to this page

[www.the-sse.org/start-up](http://www.the-sse.org/start-up)

This takes you to a page for you to provide us your contact details, select your first and (optional) second choice school selection.

Then upload the completed forms and submit any other relevant documents (if applicable), as outlined in the Guidance Notes.

If your organisation is not yet set up, you do not need to upload anything except your application form.

Click on the name of the region that you would like to apply to.

Be sure to do this before 1pm, 21st March 2016. No late submissions will be taken into consideration, so we advise you to upload the form as soon as you have completed it.

Once your application form has successfully uploaded you will receive automated email confirming that we have received it.

Please do check your junk folder in case this e-mail lands there. If you do not receive this e-mail please contact us via [applications@sse.org.uk](mailto:applications@sse.org.uk).

We ask you to provide your Equal Opportunities details. You are not required to give these and you can select the Opt Out box.

However, it is helpful for our future development and marketing that you provide this information.

Please ensure that you keep a copy of the completed document for your reference, as you may need it for the interview.

# Thank you for your application -

The Bank of Scotland Social Entrepreneurs Programme is supported by Lloyds Banking Group, the Big

Lottery and a number of other local funders.

The School for Social Entrepreneurs is a company limited by guarantee.

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