

Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme 2018-19

Application questions for Start Up

Very important: please read

This document is **not** an application form.

You must apply online for this programme (see below). We will not be able to accept hand-written or email applications. We know applications can feel daunting. So this document shares all the questions you'll be asked when you apply, to help you prepare and so you know what's coming.

We also know you might want to take this to your board, to discuss your application and the commitment that comes with getting a place on the programme.

We look forward to your online application!

How do I apply?

Apply online by 1pm, Thursday 26th April 2018.

Go to <https://www.the-sse.org/start-up-apply/>

- Click your first-choice location.
- This will take you to our online application portal.
- You'll be asked to create a log-in (which takes a few seconds). Jot down your log-in details in case you need to save the application and return to it later.
- Complete your online application, saving as you go. It will ask you all the questions below.
- When you've completed all the questions, click "Complete". You'll then see a notice on the web-page thanking you for your application – this means it has been submitted.
- If you have any problems, contact us on applications@sse.org.uk or 0207 089 9120.

Top tips for applying

1. Read the Guidance Notes carefully before starting your online application.
2. We recommend applying early, so we can help you if you have questions.
3. Top tip: If you want to include a governing document, your accounts or any additional documents in your application (these are all optional), save them in the format "FirstnameSurnameAccounts.doc" so they are ready to attach.

What the online application will ask

[Everything following will be exactly as it is on your online application]

Lloyds Bank Social Entrepreneurs Start Up Programme, in partnership with The School for Social Entrepreneurs, supported by Big Lottery Fund, is to support people who have, or who are going to set up, an organisation or project 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 or 0207 089 9120.

WHAT ABOUT DATA PROTECTION?

The School for Social Entrepreneurs ("SSE") is committed to protecting your personal information and acting in line with your rights under data protections laws and will treat all data in accordance with our Data Protection Policy.

To process your application, SSE will collect and use personal information provided by you in this form or separately, or which we otherwise lawfully obtain about you. We may use this information to;

- process your application and manage the selection process for this programme,
- conduct due diligence on you and your organisation
- contact you about your application for this programme by phone or email

If your application is successful, we may also use your information for:

- managing your participation in the Programme
- matching you with a mentor
- sharing and promoting your story and the story of your social enterprise
- other lawful reasons

We may share your information with our funders and partners, including the Big Lottery Fund and Lloyds Bank plc for reporting and impact measurement of the programme. They will also only use your information for the reasons above.

Further details, including how we share your information and your rights relating to our use of your information, can be found under our Data Protection Notice, a copy of which is available here: <https://www.the-sse.org/your-data>

From time to time we may contact you via email or telephone about programmes or services we think may be of interest to you.

1. If you do not want SSE to use your information to communicate with you, via email and telephone, about courses and services we believe may be of interest to you, you can opt out by ticking this box.

OPT OUT

Section A: Your personal details

2. * Your full name

3. What is your preferred name, if different from the above?

4. * Please enter your project name, or a brief description of your project

5. * First line of your home address:

6. * Town/City of your home address

7. * Your postcode:

8. * Your preferred phone number for contact regarding this application.

9. Mobile number (if different from above)

10. * Date of birth

We want our programme to be as accessible as possible.

Please let us know if you have a disability, caring responsibilities, or anything else that might affect your ability to attend the interview or to participate in an SSE programme.

If you feel you would require reasonable adjustments in order to participate please include details below.

11. Please select 'Yes' or 'No'

Yes

No

12. Website address for your project (if you have one)

13. Facebook page for your project (if you have one)

14. Instagram account of your project (if you have one)

15. Twitter handle of your project (if you have one)

Section B: Eligibility criteria

Please complete and confirm the following with a 'Yes' or 'No'.

16. * I am a resident and eligible to work in the UK. (YES/,NO)
17. * If successful in this application, I am committed to developing my project and attending the full programme, which is a commitment of 12-14 days (at least 80% attendance will be required in order for full funding to be released). (YES/NO)
18. * My project has a social or environmental purpose. (YES/NO)
19. * 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 than £15,000 per year. (YES/NO)
20. * 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. (YES/NO)
21. * I confirm that any grant funding I receive via the programme will be spent solely on supporting the development of my project in England (YES/,NO)
22. * My project will reinvest the majority of any surplus into the project, or for a social or environmental purpose. (YES/NO)
23. * If my project winds up or closes, any remaining money or assets will be redistributed for social or environmental purposes – not to individuals.(YES/NO)

You must be able to answer 'No' to the following questions

24. * Are you currently declared bankrupt, or under a Debt Relief Order? (YES/NO)
25. * Are you barred from acting as a company director or charity trustee? (YES/NO)
26. * Do you have an unspent conviction for fraud?

Section C:

Connection to SSE

Have you or anyone from your project previously applied to the School for Social Entrepreneurs?

27. * Have you or anyone else from your project previously applied to The School for Social Entrepreneurs?

YES

NO

28. * If 'Yes', please provide details of the programme(s) attended or applied for, otherwise write 'n/a'

29. * Are you connected (financially or by family) to anyone who is employed by or is a director of SSE or any of its host organisations, or BIG or Lloyds Banking Group?

Yes

No

Section D: About your project

31. * Where is, or where will be, the base for your project? Where does it, or where will it, deliver services?

32. * What is the main impact area of your project? (Dropdown list)

33. If selected 'Other', please give details (Dropdown list)

34. * Who are your main beneficiaries – e.g. young people or children with disabilities? Choose the main beneficiary group from the dropdown list below. (Dropdown list)

35. If selected 'Other', please specify

36. * Please select the industry which best describes your project (Dropdown list)

37. If selected 'Other', please specify

38. * Please select the main products/services that your organisation offers (Dropdown list)

39. If selected 'Other', please specify

Please tell us a bit more about your project.

Please include:

- What are the needs and issues you are addressing?
- What will your project do? What activities will you do? How does it make a difference?

- Who are your main beneficiaries – e.g. young people or children with disabilities?
 - Where is your project based? What geographical area will it cover?
 - Are other people involved in the project – e.g. as staff, volunteers or committee members?
- Anything else you want to tell us.

If your application is taken forwards this statement will be shared with the assessment panel as the bio of you.

If you are offered a place on the programme, it will form the basis of your profile in the online community, you will be able to change it later.

40. * About my project

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?

(Maximum 500 words)

If your application is taken forwards this statement will be shared with the assessment panel as the summary of your project.

If you are offered a place on the programme it will form the basis of your profile in the online community (you will be able to edit it later).

41. * (Maximum 200 words):

42. * Have you already started your project? (YES/NO)

43. * If so, please tell us about what you have done so far. Otherwise write 'n/a' (Max 200 words)

G. ABOUT YOU

44. * Why I want to develop this project

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?
- Do you have any experience of the issues you are seeking to address?

(Maximum 300 words):

45. * What do you hope to get out of the Lloyds Bank Social Entrepreneurs Start Up Programme? (Maximum 300 words)

46. * Is your project hosted by a larger organisation? If so, please give details. Otherwise please type 'n/a'

47. * Have you already set up as an organisation? (This refers to your specific project, not a larger organisation that might be hosting your project.)

If you answered 'no' to the above, please skip to question 49

48. Current legal structure

49. If your structure is a combination of two or more of the above, please provide details:

50. Established date

Please upload or email us your governing document (for example, your constitution or articles) when you submit your application at the end of this form.

51. * Will your project work with under 18 year olds or vulnerable adults?

E. YOUR PROJECT'S FINANCES

52. What was your project's annual turnover in the last year, if any?

53. * What income, if any, have you had in the last two years (including grants or other funding, trading, sponsorship, loans)? If none, please state.

54. * Do you have any annual accounts for the last year?

If 'YES', please upload them at the end of this application. If you don't have these, you are still eligible to apply.

55. What are your plans to make your project financially sustainable in the next few years? For example, will you sell products or services, will you apply for grants, seek donations or other? Have you had any funds committed yet?

F. GRANT BUDGET

As part of this Programme, you will receive a grant of £1,000 towards helping you implement your learning. You can use this to help you attend the programme and to

help with the costs of developing your project. See the guidance for full details. You will be required to attend the learning programme to receive the grant.

It is helpful if you can tell us how you might spend your grant, but you can change this later in agreement with us. If you don't know yet, just say you don't know. It won't affect your application.

56. * How do you want to use your grant?

Upload checklist:

- Have you answered all the questions on the form?
- Have you checked that you meet all of the eligibility criteria?
- Have you uploaded your governing document below, if you have one?
- Have you uploaded your accounts, if you have them?

Please upload any documents below. Please note each upload button will allow for one file only- uploading more than one will override previous uploads.

Please save all documents to show your name, to your own device and keep for your own records, for example, "FirstnameSurnameAccounts.doc".

If you have any problems or wish to send us anything additional at a later date, please email applications@sse.org.uk

57. Governing document:

58. Accounts:

59. Any additional documentation:

60. Any additional documentation:

Equal opportunities

The next page is relating to Equalities Monitoring. Please note that you are not required to answer these and you can choose not to respond to any or all of the questions.

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

58. By ticking the box below, I agree to the use of my sensitive personal information (including information relating to my gender, race or ethnic origin), in the manner described above and as more fully set out in the Data Protection Policy at Data Protection Policy.

You can withdraw your consent to our use of your sensitive personal information at any time by emailing SSE at office@sse.org.uk or writing to SSE at Data Protection Queries, School for Social Entrepreneurs, 2nd Floor, 139 Tooley Street, London, SE1 2HZ.

62. I agree to use of my sensitive information, as outlined above.

YES

63. Which programme are you applying for?

64. Which school are you applying to attend the programme at?

65. Which of the following best describes how you think of your gender?

66. If you describe your gender in another way, how would you describe this?

67. Is your gender identity the same as you were given at birth?

68. What is your ethnic group? Choose one option that best describes your ethnic group or background

Delivery locations- what proportion of your activities impact beneficiaries in the following areas (please indicate a % against all areas where your project is currently active):

69. England

70. Scotland

71. United Kingdom - Other

72. Channel Islands

73. Do you feel you have lived experience of the social issue or cause your enterprise is trying to address?

74. Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months (including any problems relating to old age)?

75. If you answered 'yes' to the above question, please indicate your disability:

76. If selected 'other impairment', please specify

77. How would you describe your sexual orientation?

78. If you selected 'Other', please specify

79. What is your religion?

80. Do you have caring responsibilities? (Please tick all that apply)

81. Please indicate your highest level of education attainment to date. We collect this information to try and ensure our programmes remain accessible to people from a range of educational backgrounds.

PLEASE NOTE, once you press 'Complete' on the next pages, you are no longer able to go back and modify your application.

You can still go back and check your responses at this stage, before proceeding to the next page.

Press the 'COMPLETE'