# Places are limited so please send your completed application form as soon as possible and return by

# e-mail to [applications.sse@dartington.org](mailto:applications.sse@dartington.org). Please feel free to expand the sections as necessary.

**Applications close Sunday 9th September 2018**

Please consider the following points before completing the application form.

* The six month programme comprises **8 days and a Business Review Panel**. You are expected to attend all study days.
* **The course will be held at various locations across Exeter**. We will endeavor to make these accessible by public transport, but you will need to be able to get yourself to each venue.

If you have any queries or would like to discuss your application further, please contact us on **01803 847060 or** [**applications.sse@dartington.org**](mailto:applications.sse@dartington.org)**.**

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| 1. **YOUR PERSONAL DETAILS** | | | | | |
| First name(s): | |  | Surname(s): |  | |
| How do you prefer to be called? | |  | | | |
| Date of Birth: | |  | | | |
| Home Address: | |  | | | |
| Home Postcode: | |  | | | |
| Phone (daytime): | |  | Mobile: |  | |
| E-mail: | |  | | | |
| Your project/business name OR one line description: | |  | | | |
| Business Address: | |  | | | |
| Business Postcode: | |  | | | |
| Our newsletters and marketing include information on courses / programmes, wider sector news, funding opportunities, inviting you to speak on one of our programmes (paid or unpaid) or offering you other opportunities such as PR, business introductions, invitations to events or introductions to potential clients.  I consent to receiving newsletters from SSE Dartington (my local school) Yes □ No □  I consent to receiving newsletters from SSE Central (national) Yes □ No □ | | | | | |
| How did you find out about this programme: | |  | | | |
| 1. **ELIGIBILITY CRITERIA**   **Please complete and confirm the following with a ‘YES’ or ‘NO’.** | | | | | |
| 1. | I am committed to attending the full programme, which is a commitment of 8 days over 6 months. | | | |  |
| 2. | I am aged 18 years old or above. | | | |  |
| 3. | I am a resident in the UK AND eligible to work in the UK. | | | |  |
| 4. | My project has a social or environmental purpose. | | | |  |
| 5. | My project will reinvest the majority of any surplus into the project or for social/environmental purpose. | | | |  |
| 6. | If my project winds up or closes, any remaining money or assets will be redistributed for social or environmental purposes – not to individuals. | | | |  |
| 7. | Do you reside or operate within the Heart of the South West area which includes Somerset and Devon <http://heartofswlep.co.uk/about-the-lep/> | | | |  |
| 8. | Are you eligible for ERDF funding? You must be in an eligible sector, and you must not have received State Aid in excess of €200,000 in the last three years. [You can find out more about eligibility criteria here](https://new.devon.gov.uk/economy/business-support/erdf-eligibility-checker). | | | |  |
|  | You must be able to answer ‘NO’ to the following questions to be eligible: | | | | |
| 7. | Are you currently declared bankrupt or under a Debt Relief Order? | | | |  |
| 8. | Are you barred from acting as a company director or charity trustee? | | | |  |
| 9. | Do you have an unspent conviction for fraud? | | | |  |

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| 1. **ABOUT YOUR ENTERPRISE/ORGANISATION.** | |
| Have you or anyone from your organisation/project previously applied to the School of Social Entrepreneurs? If yes, please specify which programme and year. |  |
| Have you received any support funded by the Enhance Social Enterprise fund? This includes support from: Cosmic, Devon Community Foundation, Somerset Community Foundation, Iridescent Ideas, Real Ideas Organisation. If yes please specify which organisation and how many hours? |  |
| Website/social media contact details etc (if applicable). |  |
| In which business sector do your operate? (e.g. education, healthcare, housing, Retail, environmental, etc.) |  |
| Tell us all about your enterprise/organisation. Please expand the box to give as much information as you can.  (Please include main activities, any services and/or products and your social value) |  |
| Where is your project based? Where does it, or where will it deliver services? |  |
| Do you know the postcodes for the main delivery sites for your project?  (You may not have these yet, but if you do, it will help us to 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. |
| Is your project hosted by a larger organisation? If YES, please provide further detail. |  |
| How long has your organisation/project been operating? |  |
| Have you already set up legally as an organisation/sole trader?  (This refers to your specific project, not a larger organisation that might be hosting your project.) | Yes □ No □  If **‘NO’** you are still eligible to apply.  If **‘YES’** please answer the following questions. |
| What is your organisation’s current legal structure?  For example: Charity, Community Interest Company, Company Limited by Shares, Unincorporated Association, sole-trader etc. |  |
| What date was the organisation registered/incorporated? |  |
| Please provide your company/charity registration number or for sole traders your Unique Tax Reference (UTR)? |  |
| What is your annual turnover? |  |
| Are you VAT registered? | Yes □ No □  If **‘YES’** please provide your registration number: |
| How many full time equivalent (FTE) staff does your organisation have? (including owner/ directors) |  |
| 1. **ABOUT YOU** | |
| What is your role/title within the organisation? |  |
| Please tell us about your role in the organisation/ enterprise. What are your responsibilities and why do you want to develop this project? Please also tell us about any other work or activity, either paid or voluntary that you do/ are involved in which might be relevant. | |
|  | |
| What do you want to get out of the programme? Why are you applying? | |
|  | |
| What are you most interested in learning about on the course? E.g. business planning, strategy, sales, social media and marketing, managing people or anything else you feel we should cover | |
|  | |
| Do you consider yourself to have a disability or any additional learning needs that may require additional support as part of the course? | |
|  | |
| **PARTNERSHIPS AND COLLABORATIONS** | |
| As this is a regionally based programme, are there any other Somerset or Devon based organisations that you have previously collaborated or partnered with to deliver projects or pieces of work? | |
|  | |
| **IS THERE ANYTHING ELSE THAT YOU WOULD LIKE TO TELL US ABOUT YOUSELF OR YOUR BUSINESS?** | |
|  | |

Thank you for completing the application form.

Please email back to [applications.sse@dartington.org](mailto:applications.sse@dartington.org) or post your completed form to:

*Devon and Somerset Social Entrepreneurs Development Programme 2018-19, School for Social Entrepreneurs Dartington, Dartington Social Enterprise Hub, Lescaze Offices, Shinners Bridge, Dartington, Totnes TQ9 6JE*

**The Somerset Social Entrepreneurs Programme is offered through the Heart of the South West Enhance Social Enterprise Programme and supported by the European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.**

**Applications close on Sunday 9th September 2018**

**DATA PROTECTION**

By submitting this application, you are providing your consent to us processing your information for the purposes of the applicant selection process, for the monitoring of equal opportunities, or to carry out our legitimate business interests and activities.

If your application is successful, we will continue to process your information as necessary for the performance of our contract with you, for your participation in the programme or course, and as we further notify you. Please note that whilst you can withdraw your consent at any time in the manner set out in the policy, failure to provide your consent may mean that we cannot consider your application or you may not be able to continue your programme or contract.

We may use your information to communicate with you about programmes, courses and services we believe may be of interest to you in accordance with your communicated preferences selected above.

We will also share your information with our funders the Enhance Social Enterprise Programme in order to evidence programme delivery.

Please find attached a copy of the Enhance Social Enterprise Programme- GDPR Privacy Notice

**Enhance Social Enterprise Programme – GDPR Privacy Notice**

**Who is collecting and using your personal data?**

Devon County Council (DCC) will act as a “data controller” for any personal data that you provide to us. As such, we will ensure that the data give us is processed in line with our organisation’s Data Protection Policies and in line with your rights under the Data Protection Act 2017 and the EU General Data Protection Regulations.

Should you wish to find out more about Devon County Council’s Data Protection Policies please contact our Data Protection [Data Protection Officer](https://inside.devon.gov.uk/task/gdpr/contact-the-data-protection-officer/).

**Why are we collecting your personal data?**

The processing of your personal data is necessary to enable Devon County Council and its delivery partners to provide you with additional free support for businesses that are eligible for European Regional Development Fund (ERDF) support.

**Who we will share your personal data with?**

To deliver services to you, it is necessary for us to share your personal data with the Growth Support Programme (managed and run by Devon County Council) and its delivery partners. As the Growth Support Programme is part-funded by the European Regional Development Fund (ERDF), DCC is required to share your personal data with the Ministry of Housing, Communities, and Local Government (MHCLG). Your business advisor will share a copy of MHCLG’s Privacy Policy at your first meeting.

DCC has procured an external organisation, GWE Business West, to manage the marketing for the programme. It is therefore necessary for DCC to share your personal data with specific employees of GWE Business West to enable them to carry out the marketing for the project.

The Growth Support Programme will not share your data with third parties outside of those listed above.

**How long will we hold your personal data?**

Devon County Council will retain your personal data for only as long as is necessary, and in line with our organisation’s [record retention schedules](https://new.devon.gov.uk/keepingdevonsdata/).

As the Growth Support Programme is part-funded by the European Regional Development Fund (ERDF), DCC is required to retain all programme documents (including your personal data) until MHCLG announces the destruction date, this is currently expected to be 31st December 2032.

**Exercising your rights**

Under the Data Protection Act 2017 and the EU General Data Protection Regulations you have the following rights;

* The right of access to your own personal data
* The right to request rectification or deletion of your personal data
* The right to object to the processing of your personal data
* The right to request a copy of the information you provide us in machine readable format
* The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact the Data Protection Officer, [Data Protection Officer](https://inside.devon.gov.uk/task/gdpr/contact-the-data-protection-officer/).

**Your right to complain**

In the event that you wish to complain about the way that your personal data has been handled by Devon County Council, you should write to the Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with the Council’s Customer Feedback Procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner’s Office whose contact details are below.

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)