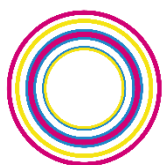


# Enterprise Learning GUIDANCE NOTES



school for  
social  
entrepreneurs



Enterprise  
Development  
Programme

# INTRODUCTION

## The Enterprise Development Programme

The [Enterprise Development Programme](#) (EDP) is a five year, £40m programme funded by Access - The Foundation for Social Investment and managed by a coalition of partners. The programme will provide a broad range of support for charities and social enterprises in England, helping them make a transition to new enterprise models, or grow existing ones.

Initially this programme is being developed in sub-sectors, with the focus on homelessness and youth services.

Support will include peer mentoring and learning opportunities as well as grant support at various stages of the journey and professional advice where required. Existing support includes:

- Enterprise Learning with match trading grant – delivered by the School for Social Entrepreneurs (SSE)
- Enterprise Grants – delivered by the Social Investment Business (SIB)
- Sector partner support from Homeless Link, UK Youth and Centre for Youth Impact



## Enterprise Learning

SSE's Enterprise Learning will support leaders of charities and social enterprises in the homelessness and youth sectors who are actively trying to diversify their income streams and transition to a more traded income model, either by growing existing trading activity or developing new earned income models.

This programme could help you:

- Learn how to strengthen the sustainability of your organisation and grow through sales, with 8+ learning days spread over 8 months.
- Fund the development and delivery of your plans with up to £10,000 from a Match Trading™ grant: funding that matches sales growth pound-for-pound.
- Get to know other charity and social entrepreneur leaders from the sector who'll support your plans and help support you.

There are 20 places available on the learning programme for leaders from homelessness organisations and 20 places for youth organisations.

### What are these Guidance Notes?

This document explains more about the learning programme and match trading grant, and how to apply.

### Remember to apply in time!

The deadline for applications is **1pm on Wednesday 31 October 2018**.

Apply online at: <https://www.the-sse.org/courses/enterprise-learning/>

We recommend starting your application as early as possible, so we can help you with any questions you have.

**“SSE’s support really helped us grow and develop, and increased the speed of our trajectory and growth”**

**Cemal Ezel, founder and CEO,  
Change Please**

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# ELIGIBILITY

We are looking for leaders of established homelessness and youth charities and social enterprises actively planning or trying to diversify their income streams and transition to a more traded income model, either by growing existing trading activity or developing new earned income models.

## Can I apply?

To be eligible for this programme your organisation must be based in England with the majority of your beneficiaries based in England and have been active for over two years.

We will be looking for organisations that have realistic plans to increase their income through trading, as well as increasing their social impact. (Find out what we mean by income from trading on page 13).

You might plan to do this through:

- Providing services to new markets to increase your sales
- Developing new products and services or improving existing ones
- Setting up a trading subsidiary to allow you to trade more
- Change the culture of how you work to be more entrepreneurial
- Developing your team and board to increase trading

The programme works best for organisations that are experiencing change and need support with this. It is not intended to simply replace funding for existing work. You should be able to answer “YES” to the following questions about you and your organisation. Where indicated please contact us to discuss your application:

## About you

- Are you the CEO or Director of the organisation with decision making authority to implement changes as a result of the learning? If you are leading a project within a larger organisation this may also be acceptable if you have decision making authority to implement changes, but please get in touch to discuss this.
- Are you over 16 years old?
- Do you have the right to work in the UK?
- Are you committed to meeting and sharing with others who have been through and are going through the same process?
- Are you available and committed to learning and to attending the whole of the learning programme? (The final instalment of the grant is dependent on at least 80%

attendance)

## Your trading plans

- Are you currently trying to or actively planning to diversify your income streams and increase your trading income by at least £10,000 between January 2019 and December 2019?
- Do you need additional support and resources to transition to trading or accelerate your trading journey?

## About your organisation

- Does your organisation have or will it have a formal organisation structure in place before the start of the programme?
- Has your organisation been active for two years?
- Are you a charity or a CIC? If you are not, does your organisation reinvest the majority of its profits for a social purpose and have an 'asset lock', meaning that it must distribute any assets for social purposes, not private gain, if wound up?

### Homelessness Organisations

- Is your organisation working mainly with homeless people in England as beneficiaries, volunteers or staff?
- Does your organisation have an income of between £100k and £5m in the last or current financial year? (This means all income, not just income from trading).
- Don't worry if your income is outside of this please contact us to discuss. We are looking for organisations that are most likely to be at a point of transitioning to develop more traded income, and think the ones we can help most are likely to fall within these bands for the homelessness sector. We also expect there to be exceptions.

### Youth Organisations

- Is your main or primary beneficiary group young people in England?
- Does your organisation have an income of between £50k and £2m in the last or current financial year? (This means all income, not just income from trading).
- Don't worry if your income is outside of this please contact us to discuss. We are looking for organisations that are most likely to be at a point of transitioning to

develop more traded income, and think the ones we can help most are likely to fall within these bands for the youth sector. We also expect there to be exceptions.

## **Board support**

- Will your board support you to take part in the programme?

## **Contact us**

If you think you would be suitable for the programme but do not meet one of the above criteria please contact our programme manager Amber Sorrell on 0207 089 9120 or [applications@sse.org.uk](mailto:applications@sse.org.uk)

## **Please do NOT apply if...**

- You only want a grant and are not committed to attending the learning programme.
- Your organisation primarily provides business development support and advice to other organisations.
- Your organisation will be undertaking party political activities or will aim to induce people to convert to a religion (proselytising).
- Your organisation will not have a formal constitution or legal structure by the start of the programme.
- Your organisation's main beneficiaries are outside England.



**“SSE has been fundamental to our success to date –  
having a network of likeminded, supportive and  
inspirational entrepreneurs, who are just like me, helped  
to boost my confidence”**

**Claire Cook, Employability Solutions**





# THE PROGRAMME AT A GLANCE

## WITNESS SESSIONS

Entrepreneurs and charity leaders share their experiences and discuss the secrets of their success. You will be able to listen, learn and question them to help you examine and find meaning for your own organisation.

## ACTION LEARNING SETS

You will work in a small group with a trained facilitator, to help you find your ways of overcoming the stumbling blocks, dilemmas and other problems you face.

## PEER SUPPORT

You will bring your skills and experience to the group and learn from the skills and experience of the other members. This network of like-minded people will provide vital support to enable you to develop your organisation.

## EXPERT SESSIONS

Through questioning, observing, and listening to experts, you will improve your abilities in financial management, income generation, business planning, sales and marketing, leadership and governance and other essential skills for diversification.

## WEBINARS

You will be able to access web-based seminars with expert presentations on the skills you'll need to develop your organisation to trade more sustainably.

## MATCH TRADING™ GRANT

A Match Trading grant of up to £10,000 will help you focus on growing your income from trading.



## What will I learn on the programme?

The School for Social Entrepreneurs' courses are different from other learning programmes. You will hear from expert practitioners and seasoned social entrepreneurs and charity leaders who help you develop the skills you'll need to develop your organisation to trade more sustainably. You will also build a network of peers and get vital access to influential people within the social enterprise sector.

The course will push, challenge and support you to develop yourself as a leader as well as your organisation's capabilities. It will increase your confidence and skills to make the impact you are aiming for. In addition to the structured learning blocks, you will also join an 'Action Learning Set' that will provide you with a valuable forum for reflection, personal development and problem solving. Here's a video which explains what Action Learning is: [https://youtu.be/IAJ0z\\_IdZXE](https://youtu.be/IAJ0z_IdZXE)

The learning programme will cover themes, support and skills areas that organisations developing their income streams need to develop. We will take into account the specific needs of the participants but these are likely to include sessions such as:

- Developing new products and services for diversification
- Auditing your organisations strengths and assets
- Analysing and prioritising new ideas
- Testing the feasibility of new ideas
- Developing a business plan for diverse income streams
- Testing and refining marketing
- Selling and negotiating
- Winning contracts
- Finances for diversification
- Improving leadership skills
- Building the right team for diverse income streams
- Developing governance for growth
- Refining social impact measurement
- Understanding social investment
- Growing a customer base

## What is the time commitment?

The learning programme will run from January 2019 to August 2019. It will include 8 study session days (4 x 2 day residentials), plus one celebration day after the programme, 4 optional webinars and 4 half days for Action Learning Sets delivered virtually so you don't have to travel.

The learning programme is only part of the picture though. You will need to be applying your learning to develop your organisation during the year and will need to have the time and commitment to do this.

	Youth Programme	Homelessness Programme
<b>Study Days (8 Full Days in London)</b>	Monday 28 & Tuesday 29 January Wednesday 20 & Thursday 21 March Wednesday 15 & Thursday 16 May Wednesday 17 & Thursday 18 July	Monday 4 & Tuesday 5 February Thursday 14 & Friday 15 March Thursday 16 & Friday 17 May Thursday 11 & Friday 12 July
<b>On-line Action Learning Sets (4 Half Days)</b>	Friday 15 March Friday 26 April Friday 21 June Friday 2 August	Thursday 21 March Thursday 2 May Thursday 20 June Thursday 1 August
<b>Webinars (9am-10.30am)</b>	Thursday 14 February Thursday 4 April Thursday 6 June Thursday 27 June	

## Where will the learning programme be held?

The 8 learning days will run in London at The Royal Foundation of St Katherine, 2 Butcher Row, London E14 8DS.

## Will there be a cost to attend?

There is no cost to you at any point, thanks to support from Access. Reasonable travel costs will be reimbursed for all sessions and overnight accommodation and meals will be provided for the 4 x 2 day residential learning blocks at The Royal Foundation of St Katherine.

# THE MATCH TRADING™ GRANT

## Quick info:

You receive a Match Trading grant of up to £10,000, which means grant payments are matched against increases in your income from trading, compared with last year.

## Full info:

## What is a Match Trading grant?

We want to invest in you and your ability to strengthen and grow your organisation. And we want to support you to improve your financial sustainability by increasing your income from trading and sales.

We do this by matching increases in your income from trading with grant – this is called a Match Trading™ grant. The School for Social Entrepreneurs created Match Trading grants to help social organisations become more sustainable, and to support them to diversify their income streams.

- Watch our 90-second video explaining Match Trading grants:  
<https://www.the-sse.org/match-trading/>
- Read stories from social entrepreneurs who've benefitted from Match Trading grants: <https://www.the-sse.org/match-trading-case-studies/>



## How the Match Trading grant works for you

We will set aside £10,000 of funding for your organisation as part of this programme.

You will be able to claim the grant in instalments at the end of each quarter between January and December 2019. Your grant claim will be dependent on you showing us that you have increased your income from trading, compared to January to December 2018.

The amount will be matched pound-for-pound based on increased trading, up to a maximum of £10,000 over the year. You will be able to use this grant to develop your organisation as agreed with us.

For example:

If you had £13,000 of income from trading in 2018, and this increases to £15,000 in 2019 – we will give your organisation an additional £2,000 to spend on your project.

If you had £5,000 of income from trading in 2018, and this increases to £22,000 in 2019 – we will give your organisation an additional £10,000 to spend on your project.

What do we mean by income from trading?

Our definition of trading is the provision of goods or services in return for a “consideration”.

Consideration usually means money, but could also be in-kind or bartering, as long as this is quantified and shown in your accounts.

So income from trading includes:

- Sales of goods or services to the public, for example - selling food, tickets, training sessions, workshops
- Sales of goods or services to other organisations, for example, training courses, commissions, contracting
- Sponsorship and membership fees, where there is a significant benefit for the sponsor or member
- Rental income

It does not include:

- Donations or voluntary contributions
- Income from investments
- Bank interest
- Loans
- Equity income (e.g. through sale of shares)
- Grants, for example from the Lottery or from Trusts
- Transfers of funds from other organisations, e.g. in the case of a merger
- Sponsorship or membership fees, where there is no significant benefit to member or sponsor

We can advise you about this if you are not sure.

And just to be clear, by income from trading we don't mean surplus or profit – just income.

As the aim of the programme is to help diversify your income streams to strengthen your organisation, if your organisation is already largely exposed to one main income from trading, for example public sector contracts, you may not wish to include this in your match trading target. We will work with you at the beginning of the programme to identify what trading to include in your target.

## **How can you draw the funding down?**

You will be able to request the funds on a quarterly basis, by demonstrating that your income from trading has increased compared to the previous year, and completing other requirements, including for example, attendance and an online survey. We will agree with you how you will spend the grant as you claim it.

## **What if your income from trading does not increase?**

We will work hard with you to support you to increase your trading, and we hope you will. We want to give you the money and we believe that you have the potential to achieve this growth.

If your income increases by less than £10,000 (say £7,000), we will match that increase and you can still participate and graduate from the course.

## **What can you spend the Match Trading grant on?**

You will be able to use the Match Trading grant to strengthen and grow your organisation. We aim to be as flexible as possible about this, as long as we can show that your grant is supporting charitable purposes. We will ask you about your intentions at application stage, but you will be able to agree the exact use of your grant as you go along, within the conditions of the grant.

Our intention is that you will be able to use the Match Trading grant as flexibly as you need to, to support the strengthening and growth of your organisation. In our previous programmes, grants have been used for salary costs, marketing costs, equipment, running costs and much more. We will agree the use of your grant with you as you draw it down.

<b>You can use your grant towards items such as:</b>	<b>We cannot fund any of the following:</b>
Your salary or staff salaries	Private benefit that is not “incidental” (see below)
Assets, such as equipment, property or intellectual property rights up to a value of £1,000	Assets over £1,000 in value, unless agreed with us. If you think this will be an issue, please discuss with us first
Organisation running costs: e.g. office rent, telephone calls, stationery for your project	Refurbishment of buildings or purchase of vehicles unless agreed with us
Marketing and publicity: e.g. developing a website	Work that has taken place before the grant was awarded
Insurance	Expenditure outside the UK, except as agreed with us
Travel and subsistence costs, including for attending the programme	Costs associated with the application or interview
Volunteer expenses	Anything that would create religious or ethnic discord
Events and activities	Any illegal activities
Supplementary training for yourself or others, directly relevant to your project	Academic studies, or courses that are not relevant to the development of your organisation
Other items that you can show are relevant to developing your organisation or project	Costs that should be covered statutory sources by law

Costs should be value for money, meaning that you should have checked prices to ensure that you are receiving best value for money.



## Can my organisation buy assets with the grant?

You can apply for individual items of equipment or assets worth up to £1,000 per item. For example, you may need to buy specific office equipment, or intellectual property rights.

We cannot agree to pay for any individual items that are worth more than this, even if you are contributing some of the cost yourself. If you want to spend more than this on a single item, and you think the circumstances are exceptional, please contact us at [applications@sse.org.uk](mailto:applications@sse.org.uk) or call 0207 089 9120.

## How will the Match Trading grant be paid to my organisation?

Your organisation must have a UK bank account and this must either be solely controlled by you, or have “dual authority” – i.e. at least two people have to sign cheques or release payments.

You will need to sign terms and conditions and provide us with all necessary documents and baseline data before we release the first payment. In order to receive the full grant, you will need to attend at least 80% of the course and increase your income from trading as described above.



# HOW DO I APPLY?

## Apply online by 1pm, Wednesday 31 October 2018.

**Top tip:** We recommend applying early, so we can help you if you have questions or problems. (We will be very busy in the week before the deadline.)

- After registering your interest on <https://www.the-sse.org/courses/enterprise-learning/> you are taken to a webpage with a link to our online application portal “Start your online application”. You will also have received an email with the link.
- When you click “Start your online application” you’ll be asked to create a log-in (which takes a few seconds). **Make a note of your log-in details** so you can save the application and return to it later.
- Complete your online application, saving as you go.
- When you’ve completed all the questions, click “Submit Application”. You’ll then see a notice on the web-page thanking you for your application – this means it has been submitted. You will also receive an automatically generated email which will say ‘thanks for your application to Enterprise Learning. This email confirms we have received your submission’. Please make sure to check your junk mail just in case.
- If you have any problems, contact us on [applications@sse.org.uk](mailto:applications@sse.org.uk) or 0207 089 9120.

# HOW WILL MY APPLICATION BE ASSESSED?

## We assess your online application

Once we have received your application, we will check that you meet the basic eligibility criteria and that your application is complete. Your application will be assessed by the SSE team and we may contact you for further information to help make our assessment. If you are invited to interview we will request additional information including your annual accounts and your projected income and expenditure for this year and next year.

## Interview

If accepted to the next stage, you will be required to take part in an interview at the end of November, either over a web video-link or by phone. Following interviews you will be informed in early December whether we have been able to offer you a place on the programme.

## Offer to join the programme

If you are offered a place on the programme you will be requested to provide a letter of support from your board, unless you are on the Board or the CEO. You will be asked to accept the terms and conditions of the grant and provide necessary documentation.

## FAQs

### **What do we mean by “youth” organisations?**

The main or primary beneficiary group will be young people (aged between 7 and 25) with provision focused on young people’s personal and social development in an informal setting.

### **What do we mean by “homelessness” organisations?**

You will be working mainly with homeless people (or people at risk of homelessness if it is a direct and explicit risk), in England as beneficiaries, volunteers or staff.

### **What organisational structure will I need to have for the programme?**

When you come on the programme you must have a formal organisation in place. This means your organisation needs to have a constitution or governing document. This should include a social purpose, a requirement that most of its profits will be returned for social purposes and an asset lock. This could be a charity, a CIC, or another form of not-for-profit or partial profit-making organisation.

If you don’t have this structure yet, then you can still apply, but you will need to have this type of formal organisation before you can take up a place on the programme. We can discuss this with you during the application process.

### **What do we mean by “active for at least two years”?**

We are seeking organisations with a proven track record. Your organisation must have been active for at least 2 years, either running activities or piloting programmes and ideas. It does not need to have been registered as an organisation for two years, just active.

### **What do we mean by “income”?**

We mean all income, not just income from trading – so grants and donations count.

### **Can we apply to the programme as the whole organisation or for a project within it?**

You can apply on behalf of either the whole organisation or a new or developing business area within your organisation. In the case of the former the person applying should be the leader of the organisation, in the latter it should be the leader of the developing business area. With the match trading grant we could consider match trading for the whole organisation, or just the developing business area depending on your circumstances. We would discuss that with you after your application.

## **What do we mean by the leader?**

We mean the people who come on the programme should be the ones that hold the vision for their organisation or project and are passionate about the ideas behind it. They will be the drivers of change and have the strategic ability to make the changes that are necessary. Usually this is the founder or the CEO.

There is a requirement that you remain a leader of that organisation or project during the grant and learning programme period. If you fail to do so, or you cease to be associated with the organisation that receives the grant, both the grant and the learning programme may be withdrawn.

## **What about if we are a hosted project?**

We recognise that, in some cases, social entrepreneurs have set up and are leading projects that are hosted within established organisations. We are open to leaders of these projects as long as they are clearly defined as a distinct part of the host organisation and have a degree of independence within it which you will need to demonstrate.

You should ensure that your organisation is willing and able to accept the grant on your behalf. If you are not the CEO, a company director, the chair or treasurer of your organisation, we will require that you provide a supporting letter from one of these people on behalf of your organisation.

The learning programme is specifically for you as a leader of the organisation or project you are developing. The grant is given to your organisation or to your project through a host organisation. There is a requirement that you remain a leader of that organisation during the grant and learning programme period. If you fail to do so, or you cease to be associated with the organisation that receives the grant, both the grant and the learning programme may be withdrawn.

In the case of a project that is hosted by another organisation and wants to become independent during the period of the grant, this may be possible, but we will need to make specific arrangements with you about this.

## **What if I have particular needs which may prevent me from fully taking part in the learning programme?**

If you have any particular needs or there are any barriers that may prevent you from taking part in the programme, do talk to us about this. We are keen to enable people with disabilities and other access issues to come to our programmes.

## **What happens if my organisation will work with children, young people or vulnerable adults?**

Vulnerable adults means anyone in vulnerable situations including people who are receiving counselling, social work support, health or personal care, assistance with finances or shopping because of age, illness or disability, or transport to day centres, etc.

If your organisation will be undertaking unsupervised work with children under 18 years old, or working with vulnerable adults, you may need Enhanced DBS checks for staff and volunteers working with these people.

In order to receive a grant from the SSE, you will be required to show that you are following good practice on safeguarding children and vulnerable adults, including having an up to date safeguarding policy and procedure in place, which includes getting enhanced checks for people who require them.

### **Why are you asking about private benefit?**

We know that there may be private benefits associated with your work – for example, you may pay salaries to individuals or commission private companies to do work. You may also pay dividends on shares. However, because this money is charitable, we must ensure that the grant is used for the public benefit and any private benefit is incidental – i.e. necessary to fulfil the social purpose of the project. Sometimes, payments are necessary for the work of the organisation e.g. paying staff to deliver the work of the project, but if your project does provide private benefit beyond this to some individuals, we may restrict the grant to ensure that the grant is used solely for the benefit of the public.

### **What about other requirements?**

You must ensure that health and safety standards are met to protect yourselves and others involved in your activities.

You are also responsible for ensuring that you have any insurance (e.g. contents, public liability insurance, employer's liability insurance, professional indemnity, etc.) that is appropriate for your activities.

You must also ensure that your organisation is acting within the law and that it has any approvals, permissions, licenses, and carries out any criminal records checks, required by law. You can apply for the cost of these as part of the grant.

If you are providing therapeutic counselling services, you must be able to demonstrate that you are properly trained and supervised, e.g. through membership of an appropriate body.

You will also be required to have equal opportunities procedures in place. We can advise you about this.

If the grant is used to pay salaries, your organisation is responsible for tax and national insurance, including employer's national insurance, which is paid over and above the salary. Please ensure you have budgeted for this. If you will be employing new staff with the grant, we will expect that jobs will be openly advertised.

### **Can I apply if I already have been on a School for Social Entrepreneurs programme?**

In general if you or someone from your organisation has previously had training and support from the School for Social Entrepreneurs, you are welcome to apply to this

programme, however you will need to demonstrate how this would add additional value.

If you are currently on any SSE programme that is longer than six months, you cannot apply for this programme. This includes any level of the Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme, the Fellowship Programme and other long programmes run across the country.

### **Can I apply for the youth and the homelessness Enterprise Learning programmes at the same time?**

If you feel you fulfil the criteria for both programmes, you can apply for both Homelessness and Youth programmes and we will review your application. Your organisation will only be able to be placed on one programme, not both. We advise that you seek advice first if not sure.

### **What are the 'Feasibility Grants' and 'Development Grants'?**

Enterprise Grants are delivered by Social Investment Business (SIB). Two types of grants are available: Feasibility Grants of between £5-10k to enable organisations to investigate and develop an enterprise proposition from the very earliest stage into a proposed delivery plan and Development Grants available for organisations which have an enterprise proposition which requires further development or scaling and where there is a potential requirement for investment. See <https://www.sibgroup.org.uk/enterprise-grant> for further details.

### **Can I apply for 'Feasibility Grants' or 'Development Grants' from SIB as well as the Enterprise Learning delivered by SSE?**

Yes you are welcome to apply for all the opportunities under the Enterprise Development programme.

### **Can more than one person from our organisation apply?**

We will only assess applications from one person from your project or organisation. Please decide who you would like to attend the programme and they should be the one to apply. Because of the way the learning programme works and how the trust within the group is built, it is important that it is the applicant who attends all the sessions. In general, we will not allow others from your organisation to attend the programme.

### **Can I apply if I am connected to School for Social Entrepreneurs or to any of the funders of this programme?**

We cannot accept applications from people who are staff or trustees of SSE. If you have a



close connection with SSE, its host organisations, staff, trustees or the funders of this programme (Access), we will make a decision on a case by case basis. Please contact us before making an application.

## **Can I apply if I am supporting other businesses including social enterprises?**

We do not usually accept applicants whose main work is providing training or business support services primarily to other businesses, including social enterprises or charities. This would include training, fundraising or management support. However, we sometimes consider applications where the services provided are mainly back office support services, such as HR, accountancy or office space, or where training is provided for people who are unemployed in order to help them access employment. If in doubt, please contact us.

## **Will this grant fall under State Aid Regulations?**

For organisations in England, the grant may fall under State Aid regulations. This refers to European legislation which, broadly speaking, makes it illegal for over Euro 200,000 of public funding to be used to subsidise a particular economic enterprise over a three year period.

However, a business may receive up to Euro 200,000 (about £180,000) of public subsidy, in any three financial years. This is called the “de minimis” level of funding.

If you have had any State Aid in the past, you should have been informed of this by the funder. Most organisations will have had no State Aid or only State Aid well below “de minimis” levels. However, because this grant comes from public funds, we are obliged to check with you before providing you with a grant. We will do this before you receive an offer of funding.

## **What about Data Protection?**

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.

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

- processing your application and managing the selection process for the programme
- conducting due diligence on you and your organisation as part of that process

This includes contacting you about the workshop or programme which you are applying for by phone or email.

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

- managing your participation in the Programme

- managing your grant claims and payments
- monitoring your progress and the impact of the programme
- 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 Access, SIB, UK Youth, Centre for Youth Impact, Homeless Link and Transformational Index for monitoring and reporting purposes. They will also only use your information for the reasons outlined 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>.

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. It can also help us to identify ways in which we can provide specific support to those who need it, for example applicants who may require additional support to attend interviews or participate fully in the programme.

# Key Contact Details

If you still need advice on your application, contact us on 0207 089 9120 or by email to [applications@sse.org.uk](mailto:applications@sse.org.uk)

You can also contact:

Homelessness sector organisations:

- Homeless Link: [Sophie.price@homelesslink.org.uk](mailto:Sophie.price@homelesslink.org.uk)

Youth sector organisations:

- UK Youth: [enterprise@ukyouth.org](mailto:enterprise@ukyouth.org)
- Centre for Youth Impact: [hello@youthimpact.uk](mailto:hello@youthimpact.uk)

## Complaints

If you wish to make a complaint about any aspect the programme, please see our [Complaints Procedure](#).

**“Brilliant social entrepreneurs, both in the room and delivering on the course. They have all been in the same position and so give practical examples of what works and what doesn't. It enables you to take time out of the day-to-day and focus on the future plans - which is invaluable. And you will be challenged to take on new ways of working, of looking at the business, and of delivering products/projects”**

**SSE student “SSE student**