

Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme 2019-2020

Application questions for Trade Up and Scale Up

Very important: please read

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

Only online applications will be accepted. We will not be able to accept hand-written or email applications.

We know applications can feel daunting. So this document lists all the questions you'll be asked in the online application and the documents you may need to upload to help you prepare 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 12pm, Wednesday 27th March 2019.

1. Check you are eligible and that the programme is a good fit for you by reading the guidance notes
2. Apply online at <https://www.the-sse.org/apply-2019/>
3. The guidance notes explain the application process in full

We recommend applying in good time ahead of the deadline so that we can help you if you have any questions.

Feel free to contact us on applications@sse.org.uk or 0207 089 9120 if you have read the guidance notes but are unsure about suitability for the programme.

All the best,

The SSE Team

Applicant details

Name (first)

Name (last)

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

Your date of birth (we need this for ID check purposes only)

Name of your project

Your role in the project

Your preferred phone number for contact regarding this application

Mobile number (if different from above)

Email

Your organisation's address (street address)

Your organisation's address (street address line 2)

Your organisation's address (city)

Your organisation's address (county)

Your organisation's address (postal / zip code)

Your organisation's address (country)

Website of your project (if you have one)

Facebook page for your project (if you have one)

Instagram account of your project (if you have one)

Twitter handle of your project (if you have one)

The programme will be delivered throughout the UK. Please choose your preferred location: South East (London), North West (Liverpool) South West (Cornwall)

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We want our programme to be as accessible as possible.

If you feel you would require reasonable adjustments in order to attend the interview or to participate in an SSE programme due to a disability, caring responsibilities or any other reason, please give details below or contact us by phone or email to discuss further.

Previous applications and connections

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

Please provide details of the programme(s) attended or applied for

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 National Lottery Community Fund or Lloyds Banking Group? If 'yes' please give details

About you

Tell us about yourself - including your background, skills and experience (max. 300 words)

Do you feel you have personal experience of the social issue or cause you are trying to address?

About your organisation

Please confirm that the organisation that would receive the grant has agreed to your making this application.

Your organisation's current legal structure- for example: Charity, Community Interest Company, Company Limited by Shares, Unincorporated Association, etc.

If you don't have a legal structure yet, you are planning to change it, or you are hosted by a larger organisation, please explain here. You will need to have a legal structure in place by the start of the programme.

Date the organisation was established

Company/CIC registration number (if applicable)

Charity number (if any)

Other registrations (if any)

Is your project hosted by another organisation?

Please provide contact details of the host:

Where is your project mainly based?

Please specify the region of England that your project is mainly based in:

What is the main impact area of your organisation?

- Community cohesion
- Debt and financial inclusion
- Education and learning
- Employment and training
- Environment
- Health and wellbeing
- Housing and homelessness
- Infrastructure support
- Poverty and low incomes
- Tackling crime
- Tackling inequalities
- Other (please give details)

Who are your main beneficiaries - e.g. young people or children with disabilities?

Choose the main beneficiary group from the list below

- A geographical community
- Black and minority ethnic (BAME) communities
- Families
- Homeless or vulnerably housed people
- LGBTQ+ people
- Migrants, refugees or asylum seekers
- Older people
- Other social enterprises or charities
- People experiencing mental health problems
- People facing poverty/financially excluded
- People with disabilities or a long term illness
- People with drug, alcohol or other addictions

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- Prisoners or people with convictions
- Women and girls
- Young people
- Other (please give details)

Do you provide services for children under the age of 18 or do you work with adults who are in a vulnerable situation (e.g. providing counselling, health and care or financial services to adults)?

Please tell us about your organisation. Please include:

- Give a brief history of your organisation. How and why was it set up?
- What needs are you trying to address and who are your key beneficiaries?
- What does the organisation currently do? Please give details of your activities and numbers of beneficiaries for each.
- How many staff does it employ? And who else is involved - e.g. as volunteers or committee members?
- Anything else you want to tell us (max. 500 words)

Your social or environmental impact

- What difference has your organisation made so far?
- Please provide details, including any statistics, evaluations or quotes, and case studies which demonstrate the impact your organisation has had. Approximate numbers are fine.

Your plans for growth

How do you plan to grow your organisation in the next year? (max. 500 words)

- What are your plans for growing your organisation between now and the end of the programme period (to September 2020)?
- How will you be increasing your trading income? Tell us about new activities, plans to increase sales, develop new products, take on new contracts etc.
- How do you know there is a need or demand for this new work? How have you tested the market?
- What do you need to do to make these plans a success?
- What are three key milestones that you will achieve to help you reach your goals

Your financial track record

Please provide a copy of your organisation's most recent annual accounts when prompted to do so at the end of this application form.

These should be full accounts, not abbreviated accounts.

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If you are running a project that is part of a larger host organisation, please provide a copy of both the host organisation's accounts, and a breakdown of your project's income and expenditure for the last financial year.

Detailed financial information

Please provide the following details for **your last financial year and your current financial year**, as far as possible. If you do not have details, please provide estimates and indicate this. Attach as a separate file if that is easier (you can do this at the end of the application form).

- Your organisation's turnover (income) for each year.
- Your organisation's expenditure for each year.
- Net profit or loss.
- Net assets (reserves) at the end of the year.

Please provide a breakdown of income sources for each year, e.g grants, sales of products, contracts, etc.

If there is anything unusual in your accounts, including significant debts or unusual entries, please explain here (if not explained in the accounts).

Does your organisation have any significant assets, such as property or intellectual property?

About private benefit

Does your organisation...

1. Pay any dividends (payments to shareholders)?
2. Pay rent to people who are on or have a close connection to anyone on your board or committee?
3. Pay anything more than out of pocket expenses for volunteers and voluntary board members?
4. Pay salaries to members of the board?
5. Pay interest on loans to members of the organisation?
6. Make any payments to for profit companies run by any of your board members or senior staff?"

If yes, please provide details. This may be fine, but we may need further information or to add conditions to your grant. (max. 200 words)

Projected income

Please provide your estimated income for the next 12 months.

- Please outline how you have calculated these projections. For example, is the income based on estimated sales, grants, or contracts you have secured, plan to bid for or apply for.
- You may wish to upload supporting documents at the end of this application form."

The learning programme

Why do you want to take part in the learning programme? (Max. 300 words)

- How will the learning programme make a difference to you and your organisation? What will you be able to do differently as a result of this programme?
- How will it affect the impact your organisation makes? What do you expect to get out of the programme? How will you use the training and support on offer?

The grant

Please read the guidance notes carefully regarding what you can use the grant for.

How do you plan to use your grant to support your learning about growing your organisation? (Max. 150 words)

You may change this later if necessary, but it helps to understand your current plans.

Uploads

Your most recent accounts

Please provide a copy of your organisation's most recent annual accounts.

These should be full accounts, not abbreviated accounts. If you are running a project that is part of a larger host organisation, please provide a copy of both the host organisation's accounts, and a breakdown of your project's income and expenditure for the last financial year.

Please upload your governing document.

Please name the file in the format 'Projectname GoverningDoc' e.g 'FreshStart GoverningDoc'

Please upload your income & expenditure for the last financial year and current financial year, if applicable.

Please upload your income projections, if applicable.

Please upload your safeguarding policy, if applicable.

If you wish to provide any additional documentation, please upload it here.

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Please name the file in the format 'FirstnameSurnameFilename'; or 'ProjectnameFilename';
- e.g HelenBrookerAccounts

Where did you hear about this programme? Please select one.

- SSE - event or in person
- SSE - newsletter or email
- SSE - social media
- SSE - website or blog
- Lloyds Bank or Bank of Scotland Communications
- Lloyds Bank Foundation for Channel Islands
- Halifax Foundation for Northern Ireland
- From another organisation
- Someone I know has done the programme
- Word of mouth
- Social media
- Media - print
- Media - radio
- Media TV
- My local MP
- Flyer
- Other (please specify)

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