

# Start Up 2021-22 guidance notes



Lloyds Bank Social Entrepreneurs Programme

SSE Dartington supported by



Heart of the South West  
Enhance Social Enterprise



## Important information for applicants

Due to the impact of Covid-19 and the current economic uncertainty, this programme will be responsive to the needs of participants to support social enterprises in their journey to get back to trading. We recognise that your focus in terms of growth and development may be how to bounce back from the crisis, accelerate recovery and build a stronger, sustainable, resilient business model.

[Our recruitment process](#) is fully online, including applications, interviews, and assessments.

[The learning programme](#) will integrate both online and in-person learning. However, our learning programmes will be fully online until government guidance on social distancing changes.

[Our inclusion commitment](#): We encourage and welcome applications from social entrepreneurs from all backgrounds and are looking to make a real difference to the lives of their local communities. We want to make sure this programme supports communities that face systemic barriers.

We welcome applications from everyone with priority given to:

- those working in deprived areas
- people of colour and from minoritised ethnic backgrounds
- disabled people
- LGBTQ+ people
- and/or organisations supporting these groups.

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## **Introduction**

### **The Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme: Start Up**

The Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme is run in partnership with the School for Social Entrepreneurs (SSE) and jointly funded by The National Lottery Community Fund.

We're not worried about whether you'd call yourself a 'social entrepreneur' yet. The Start Up programme is for leaders of projects and organisations who are committed to making a positive social or environmental impact where it's needed the most.

The programme has supported over 2,000 social entrepreneurs in the UK since 2012 with over a third of the social enterprises operating in the most economically disadvantaged communities.

### **What are these guidance notes for?**

This document explains more about the programme and grant, and how to apply. Please also feel free to contact us on [LBSEP2021@sse.org.uk](mailto:LBSEP2021@sse.org.uk) or call us on 0207 089 9120 if you have read the application guidance but are unsure about suitability for the programme.

## **Accessibility and our commitment to inclusion**

If this document is formatted in a way that is not accessible to you, please email [LBSEP2021@sse.org.uk](mailto:LBSEP2021@sse.org.uk) or call us on 0207 089 9120.

We want our programmes to be as accessible as possible. If you require reasonable adjustments for the application and assessment process or to participate in the programme due to a disability, caring responsibilities or any other reason, you can provide details in the application form or contact us by phone or email to discuss further.

If you identify as neurodiverse please refer to the FAQ on page 16.

No educational qualifications are needed to join our programmes.

### **Do I need to answer the Equal Opportunities questions?**

The first part of the application asks you for information that helps us better understand who we attract to our programmes. You don't have to answer this section, but it will help us become a more inclusive organisation if you do.

We care about diversity and inclusion in every aspect of our work and beyond. We care about the students we recruit, the content of our programmes, the way they are delivered, and the people delivering them. We are also committed to learning and assessing our progress. We cannot assess our progress unless we collect this data.

Please be assured that your monitoring completion is not tied to your application in any way and is separated from each application we receive. We want a fairer society, we want to be inclusive and we want to fight bias at every step. We'd be really grateful if you

could spare the time - thank you.

## Remember to apply in time!

The deadline for applications is 1pm, Friday 16<sup>th</sup> April 2021

### [Start your online application](#)

We recommend [attending an online information session](#) and starting your application as early as possible, so we can help you with any questions you have.

## About the School for Social Entrepreneurs

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs (SSE) exists. We help 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. Please click the following links to find out more:

- [We are the School for Social Entrepreneurs](#)
- [The SSE effect!](#)

We run courses that equip people to start, scale and strengthen organisations that make a positive difference. But we're not a traditional school. Learning with SSE is inspiring, action-based and accessible - no textbooks. Lord Michael Young founded SSE in 1997. Today we work internationally, with teams across the UK, Canada and India. Together, we're changing lives and transforming communities.

## The Start Up Programme

The Lloyds Bank and Bank of Scotland Social Entrepreneurs Start Up Programme is for people in the early stages of setting up a project or organisation to tackle a social or environmental problem. The programme will help you take your project or organisation to the next level.

You must already be leading a project or organisation or have realistic and tested plans and be ready to start. For examples of previous entrepreneurial approaches we have supported, see the case studies on our website: <https://www.the-sse.org/our-stories/>

### **In a nutshell:**

- **Free learning programme** made up of 10-12 learning days, four Action Learning Sets, spread between October 2021 and October 2022 in full day and half-day sessions.
- **£1000 grant**
- **A community of like-minded people** to meet with regularly and work through challenges.
- **Support** from a one-to-one mentor.

There are nine Start Up cohorts with 180 places in total. Each cohort will be made up of around 20 individuals. The programme will be delivered by SSE teams in the following regions:

- Scotland
- North West
- Yorkshire and North East
- Hampshire
- Dartington
- London
- Midlands (two cohorts)
- East of England

We have a limited number of places for organisations based in Wales, Scotland, Northern Ireland and the Channel Islands.

## What will I learn on the programme?

SSE's learning programmes are very different to traditional teaching. We're not about essays and academia so expect to try new approaches and learn through doing. The programme is a transformational experience that will push, challenge and support you. It will give you the confidence and skills to create the social and/or environmental impact you're aiming for. You will:

- **Learn from experts, leaders and social entrepreneurs** who will speak openly about the good, the bad and the ugly of running an organisation so you can learn from their experiences. (This [playlist of videos](#) shares the types of stories you'll hear.)
- **Build a support network.** You will be in a cohort of around 20 people to learn together as the programme emphasises peer-based learning.
- **Join an [Action Learning Set](#):** a valuable space with a small group of people in your cohort to guide each other to developing your own solution to challenges.
- **Access a mentor** and a support network through peer learning with people in the same boat as you.

Our learning managers are expert facilitators so they will flex learning to ensure everyone's needs are met as well as creating a great group dynamic.

**Some of the topics we are likely to cover are:**

- Setting up your organisation using a suitable legal structure
- Developing your business model to generate an income and develop financial resilience
- Developing your social/environmental impact and purpose.
- Keeping a work/life balance
- Building networks
- Marketing and social media
- Confidence building in your leadership skills

Not sure if the Start Up programme is right for you? Consider Trade Up on the web page [here](#).

## **Eligibility**

### **Who is this programme for?**

We're looking for people leading a project or organisation with social or environmental purpose to improve the lives of people or communities particularly those who are from disadvantaged areas.

### **Can I apply?**

You must already be leading a project or have realistic and tested plans and be ready to start. We don't expect all projects to be successful and we are happy to take a risk with you, but we want to know that there is a good chance of your project succeeding. You need to show us how you have tested your ideas and know your plans have a realistic chance of success.

For examples of previous entrepreneurial approaches we have supported, see the case studies on our website: <https://www.the-sse.org/our-stories/>

### **We would expect that you can respond to some or all of the questions below:**

- Have you had direct experience of the issues or of similar projects?
- Have you talked to people and tested your ideas to tackle the social or environmental issues? Will it meet people's needs?
- Have you talked to experts in the field or people who have run similar projects? Why will your project be different or additional to theirs?

### **To be eligible for this programme, your project or organisation must:**

- Be less than two years old, with income of less than £15,000 per year
- Have a clear social or environmental purpose
- Have most of your work and beneficiaries based in England. We have limited places for Scotland, Wales, Northern Ireland and Channel Islands. We are unable to support international projects within this programme.

If your project's annual income is close to or more than £15,000, try [Trade Up](#)

### **About you:**

- You are socially driven, action oriented, passionate about change, a reflective and active learner and collaborative.
- You are committed to attending the learning programme, (the grant is dependent on 80% attendance)
- You are aged 16 or over.
- You live in the UK and have the right to work in the UK.

### **Please do not apply if...**

- You plan to develop a purely commercial business

- Your project is primarily to provide business development support and advice to other organisations
- Your project will be undertaking party political activities or will aim to induce people to convert to a religion (proselytising)
- The project is a one-off event or activity
- You are currently declared bankrupt or have a Debt Relief Order

## What are we looking for?

The table below provides an overview of what we're looking for:

<b>The person</b>	<b>The project</b>	<b>The programme</b>
Action orientated, entrepreneurial and socially driven	Clear social or environmental impact, and plans for social change	The value you'll get from participating in the programme.
Has vision and passionate about solving problems and creating change	Clear understanding of the problems you are trying to address with innovative solutions to bring about change.	What you bring to your cohort group of peers as you learn together.
You are clear on what is driving you to lead social change	<p>The business concept may still be at an early stage, but has potential to generate an income either through grants or trading.</p> <p>It's not about having a perfect business plan, but it must have the potential to stand on its own two feet.</p> <p>Testing has taken place, for example by running a pilot/activities by talking to people and the community to assess what the need is.</p>	<p>If the SSE learning style which includes collaborative learning and sharing experiences in a group setting will suit you</p> <p>If you are at the right stage and level for programme</p>



# Programme at a glance

## Witness sessions

Entrepreneurs 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 project.

## Expert sessions

Through questioning, observing and listening to experts, you will improve your abilities in financial management, income generation, business planning, sales and marketing, managing people, partnering and other essential skills.

## Action learning sets

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

## Mentoring

You will be matched with a mentor, who will help you build your confidence and understanding, and develop your project.

## £1,000 grant

A traditional grant of £1,000 to help you develop your project.

## 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 enterprise



## What is the time commitment and schedule?

The learning sessions will be typically spread over 12 months from October 2021 as either/or a combination of half day sessions and full day sessions. The learning programme will integrate both online and in-person learning. However, our learning programmes will be fully online until government guidance on social distancing changes.

Sessions will typically **not** take place during the school holidays and half terms.

- 10 x learning days
- 4 x Action Learning Sets
- A graduation in October 2022 to celebrate your achievements and completing the programme

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

**“The journey opened my mind and helped me see things in a different way. It challenged me to look at new ways of doing things and helped me to access a network of experts to support us with everything from legal advice to accountancy.”**

**Chukumeka Maxwell**  
Action to Prevent Suicide

Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme



## The grant

You receive a grant of £1,000, paid in two instalments. You can use the grant to support the development of your project and implement your learning. You will be matched with a grant manager throughout the year, who will support you with questions about your grant and how you can spend it.

**You will be required to participate in 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.

What you can use the grant for	What we cannot fund
The costs of attending the learning programme, including travel and subsistence	Your salary (including payment to yourself as a sessional worker), living costs or childcare
Project running costs - e.g. office rent, telephone calls, stationery for use directly on your project.	Renting office space in your own house
Events and activities	Academic studies, or those that are not relevant to the development of your project
Marketing and publicity - e.g. developing a website	Costs incurred before the grant is awarded
Salaries for sessional staff	Refurbishment of buildings
Other travel expenses & volunteer expenses	Any illegal activities
Volunteer expenses	Expenditure outside of the UK without prior agreement.
Criminal records checks	
Supplementary training for yourself or others directly relevant to the development of your project	

Other items that you can show are relevant to developing your project
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Insurance
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## **Can I buy assets with the grant?**

If you want to use the grant to contribute to a piece of equipment or an asset that is worth more than £1,000, such as purchasing a vehicle or building, you will need to talk to your grant manager first.

## **How will my grant be paid?**

You must have a UK bank account in your name only when you receive your grant. We cannot pay into joint accounts; though we may be able to pay to an organisation on your behalf (see below).

- Your grant will usually be paid in two instalments at the start and end of the programme year. We will pay £750 at the start of the programme and £250 at the end of the programme.
- To receive the full grant, you will need to participate in at least 80% of the learning programme, provided all the necessary documents and have completed all the grant requirements.

We will work with you if you face genuine difficulties in claiming or spending your grant.

## **Can I nominate an organisation to receive my grant on my behalf?**

For various reasons, some people want the grant paid directly to their organisation, or to a host organisation on their behalf. If you are accepted on the programme, we will ask you if you want to make this arrangement. We will need to do some checks to make sure that the organisation is willing and able to accept the grant on your behalf and agree terms and conditions with that organisation.

## How do I apply?

### Apply by 1pm, Friday 16<sup>th</sup> April 2021

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

You have the choice to answer the application questions either:

- In writing via [this online form](#)
- A voice recording via [this online form](#) (max. 5 minutes)
- A video via [this online form](#) (max. 5 minutes long; you can submit this in British Sign Language if you prefer)

All formats (written/video/voice) will be assessed equally. If you are submitting video or audio you will need to submit financial information and enter some basic details in the online form such as organisation address and contact details. We want to make sure you feel comfortable using the format that works best for you so if you need any support with this please contact [LBSEP2021@sse.org.uk](mailto:LBSEP2021@sse.org.uk) or call 0207 089 9120.

### **How do I send a video link for my application?**

1. Create and sign into your YouTube Account and go to your channel
2. Go to your My Videos tab
3. Select the video you created for your application. Click the Edit button to access the video's settings
4. Go to the Privacy section of the page and set visibility to unlisted
5. Don't forget to click the Save Changes button
6. Go to the online application form and add the link to your video in the application form

Please make sure you set visibility to unlisted. Your unlisted videos won't appear in the public videos tab of your channel homepage. An unlisted setting means the video won't show up in YouTube's search results unless someone adds your unlisted video to a public playlist.

### **How do I send a voice recording for my application?**

Please save your recording to the internet cloud (i.e. Dropbox, Google Drive, iCloud). Then go to the online application form and add your voice recording link in the application form.

## Document uploads

Save the following documents (if they are available, you can still apply if you don't have them) in the file name format below so they are ready to upload for the application.

These will likely include:

Document type	File name format
your most recent annual accounts	FirstnameSurnameAccounts.doc
governing document	FirstnameSurnameGoverningDocument.doc
income & expenditure	FirstnameSurnameIncome&Expenditure.doc
income projections	FirstnameSurnameIncomeProjections.doc
documents about your impact and work (optional)	FirstnameSurnameImpactReport.doc

- You can save your application and return to it at a later date. Just click “Save for later”, and you will be given a unique link to return to your application. Remember to save this link.
- When you've completed all the questions, click “Preview” to review your application, then click “apply”. You will be redirected to our equalities monitoring form and you will also receive a copy of your application by an email from 123 Formbuilder. Check your junk folder if you can't find the email.
- We recommend downloading the application form questions and preparing your application in word so you can copy and paste into the form and keep an eye on the word count.

If you have any problems, contact us on [LBSEP2021@sse.org.uk](mailto:LBSEP2021@sse.org.uk) or 0207 089 9120.

## Assessment timeline

### 1. April: Application assessment

Your application will be assessed by the SSE team. You will need to meet the basic eligibility criteria to submit a completed application. Please note that incomplete applications will be rejected.

You will find out by end of April/early May whether your application will be taken to the next stage of interview.

### 2. May/June: Info session & interview

You'll be invited to attend an information session and online interview We'll make any reasonable adjustments to ensure you feel comfortable.

We'll let you know if you have made it through to the next stage by May-June.

### **3. June/July: Selection panels**

You will be invited to do a quick presentation to a selection panel. We'll make any reasonable adjustments to ensure you feel comfortable. We will send top tips and guidance on how to prepare for panel. It's an opportunity for us to learn more about you and your project or organisation.

### **4. July: Offer to join the programme**

If successful, you will be offered a learning programme package with a grant offer.

### **5. October: The programme begins!**

The learning programme starts in October 2021 and runs until October 2022.

## **Key contact details**

If you need advice on your application, contact us on 0207 089 9120 or by email to [LBSEP2021@sse.org.uk](mailto:LBSEP2021@sse.org.uk)

## **Complaints**

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

## **Do I need to answer the Equal Opportunities questions?**

The first part of the application asks you for information that helps us better understand who we attract to our programmes. You don't have to answer this section, but it will help us become a more inclusive organisation if you do.

We care about diversity and inclusion in every aspect of our work and beyond. We care about the students we recruit, the content of our programmes, the way they are delivered, and the people delivering them. We are also committed to learning and assessing our progress. We cannot assess our progress unless we collect this data.

Please be assured that your monitoring completion is not tied to your application in any way and is separated from each application we receive. We want a fairer society, we want to be inclusive and we want to fight bias at every step. We'd be really grateful if you could spare the time - thank you.

## Appendix: FAQs

### **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, please do talk to us about this. We are keen to enable people with disabilities and other access issues to come to our programmes, and we have funding set aside to support access needs to a reasonable degree. If and where programme events are held in-person, we ensure facilities are accessible.

#### **Neurodiversity**

We want to offer the best possible learning experience for all participants, and we recognize that people will have different learning needs. We use the ACAS definition of Neurodiversity.

“Neurodiversity refers to the different ways the brain can work and interpret information. It highlights that people naturally think about things differently. We have different interests and motivations and are naturally better at some things and poorer at others. It is estimated that around 1 in 7 people (more than 15% of people in the UK) are neurodivergent, meaning that the brain functions, learns and processes information differently. Neurodivergence includes Attention Deficit Disorders, Autism, Dyslexia and Dyspraxia.

If you identify as neurodiverse please do let us know. This is important information that can ensure we provide the very best application and learning experience for you.

### **Which types of organisation will be funded?**

You can still apply if you are set up yet as a formal organization (i.e. You are not incorporated) If you are an organisation, we can fund organisations which are set up as not-for-profit organisations or return the majority of their profits for social purposes. This includes:

- charities,
- community interest companies (CICs),
- unincorporated charitable organisations,
- community benefit societies, or
- other legal structures that are asset locked and return a majority of profits for social purposes.<sup>1</sup>

### **What do you mean by “an annual income of less than £15,000”?**

If you had income of less than £15,000 in the last 12 months, from grants, sales or contracts that is fine. If you have recently received a larger grant or contract, which has come in already but is for work to be completed over the coming year, then you may still be eligible. Contact us for advice.

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<sup>1</sup> If you are able to pay dividends to private individuals, you will need to demonstrate how your organisation is primarily for public benefit and that this grant will not be used for private benefit.



## **What do we mean by “social or environmental impact in disadvantaged areas”?**

We are looking for projects that improve the lives of disadvantaged people or communities ‘We’re keen to support projects that support disadvantaged (often referred to as deprived) areas. If your project is looking to support a geographical area that has high deprivation, tell us in your application. Click here for information on the [government’s indices of multiple deprivation](#)”

We will not consider purely arts, heritage or animal projects unless they show that they are focused on improving the lives of disadvantaged people or communities.

## **What do you mean by “leading a project”?**

We mean the people who come on the programme should be the ones that hold the vision for their 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, but it may also be the chair or a key senior manager or director. The programme is not suitable as a training programme for people who are staff or project leaders who are simply employed to develop a project.

The course and the grant are connected to you as an individual. You cannot allocate the place to someone else in your project and if you leave the project, the grant may be withdrawn.

We recognise that, in some cases, social entrepreneurs have set up and are leading projects that are hosted within established organisations. The Start Up Programme is 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. You will need to demonstrate this. If you are unsure, please contact us via [LBSEP2021@sse.org.uk](mailto:LBSEP2021@sse.org.uk)

## **What do you mean by a hosted project?**

Normally SSE supports the whole organisation, but sometimes we have applications from projects that are hosted or incubated by a wider organisation, for example, a children’s cookery club that is being hosted by a large community centre, with a view to becoming independent later. We will accept applications from hosted projects, if there is an intention that the project will become independent, and the leader of the project has a considerable level of control over the project.

The expectation should be that if the leader of the project leaves the organisation, the project would go with them. You should ensure that your host organisation is willing and able to accept the grant on your behalf and can provide a supporting letter to us.

We do not normally accept franchises or organisations that are controlled by a local authority.

## **What happens if I cease to be linked to the organisation that has the grant?**

The Start Up programme is specifically for you as a social entrepreneur and leader of the project/organisation you are developing. The grant is given to your organisation or to your project through a host organisation. If you cease to be associated with the organisation

that receives the grant, both the grant and the learning programme may be withdrawn.

## **What about safeguarding?**

If you work with children or vulnerable/at-risk adults, 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. Individual applicants working with children or adults in vulnerable situations will be required to have a Basic Disclosure.

## **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 project 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 also ensure that your project is acting within the law and that it has relevant 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. You will also be required have an equal opportunities policy in place.

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. If you haven't got this already, we may make it a condition of your grant.

## **Can I apply for this programme if I have criminal convictions?**

Previous participants have included people who have criminal convictions, some of whom have used their experience to make a difference to the lives of ex-offenders. You do not need to let us know about previous convictions unless they are relevant to your application.

If you have unspent convictions for fraud or convictions which may affect your ability to run your project, including working with children, young people or adults who are vulnerable, you should let us know. We may undertake checks during the course of the application assessment.

## **Can I apply if I have already been on an SSE programme?**

You are welcome to apply if you have previously had training and support from SSE. We recommend allowing time between programmes in order to allow yourself space to embed your learning and test your ideas before directly embarking on another SSE programme. We recommend you speak to your regional team first before applying. It is not possible to be on two SSE long duration programmes (six months) at the same time.

## **Can I apply if I was unsuccessful in the past?**

If you or someone else from your organisation or project has applied before and not been successful, you are welcome to apply again. However, we would suggest that you check the feedback you received in the past. If in doubt, you can contact us.

## **Can I apply for Start Up and Trade Up at the same time?**

For Trade Up, you will need to show that you are an early stage and growing business with an income of at least £15,000 and are planning to increase your income from trading to achieve sustainability. Due to COVID there is flexibility on the £15,000 income level.

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

We will only assess one application 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 project to attend the programme.

## **Can I apply if I am connected to the 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, 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.

## **What about Data Protection?**

SSE is committed to protecting your personal information and acting in line with your rights under data protection laws and will treat all data in accordance with our [Data Protection Policy](#).

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 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
- matching you with a mentor
- 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 The National Lottery Community Fund and Lloyds Bank plc and other programme funders 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>.

**“SSE was with me from the very beginning. They helped me get the right legal structure in place, measure the benefits of trapeze, and I learnt so much from the other students. I would never have done it without their help – they’re brilliant.”**

**Tree Stewart**  
Sky High Arts

Lloyds Bank and Bank of Scotland Social Entrepreneurs Programme

