



Your guide about how to apply for the programme

Enterprise or social enterprise: this means a business or organisation that aims to make money but also support society at the same time. They use some money to support communities and to make people's lives better.

Enterprise Development Programme: this is a project that supports organisations to work on their enterprises. The programme gives organisations support with money and learning. They can use this support to make people's lives better.



The Enterprise Development programme is a programme that lasts for five years. It gets funding from **Access - The Foundation for Social Investment**.

Access - The Foundation for Social Investment: is an organisation that supports charities and enterprises to grow by supporting them to work on activities and get funding. They make sure people have better access to social investment.

Social investment: means putting money, time and effort into making people's lives better. This is so people can be better supported to take part in society and jobs.



The programme is led by different groups who work together. Some of these groups are leaders in their **sectors**.

Sector: here, this means the different areas of society that are facing and dealing with social issues. For example, young people, homeless people or mental health survivors. The leaders of these sectors are experts at dealing with these issues.



The Social Investment Business is also our partner. They support us with **grants**.

Social Investment Business: this is an organisation that gives or lends money to charities and enterprises. This money is to help organisations change the lives of the people they work with.

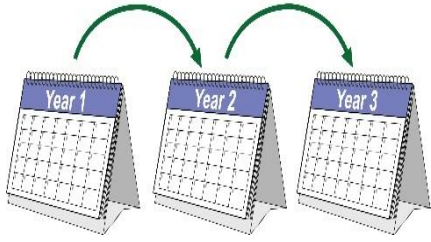
Grant: here, this means money that we can give to organisations to help them work on their enterprises.



The Enterprise Development Programme was first run in the sectors for young people and homeless people. This happened in 2018. This went really well.



Because of this, the mental health and equality sectors joined the partnership in 2019.



Each sector takes part in the programme for three years. Soon, we will tell you about the next two new sectors that will join the programme.



With support from the programme, organisations will have more money to grow and become stronger. They will be able to do more to change the lives of people they are supporting.



The Enterprise Programme will give organisations a grant. It will also give them support to learn and work on their enterprise. The programme will help organisations to turn their ideas into realities.



If you are interested in applying, you must tell us about your enterprise. You must tell us why you want to make your enterprise happen. How will your idea affect your organisation, service-users and community?



If your organisation is given the chance to take part in the programme, you will work with leaders from each sector.

Depending on your sector, you might work with these organisations:



Association
of Mental
Health
Providers

[Association of Mental Health Providers](#) is a charity that supports mental health organisations across England and Wales.



THE CENTRE
FOR YOUTH
IMPACT

[Centre for Youth Impact](#) is an organisation that works with partners across the youth sector in the UK. They want young people to have access to great services across the UK.



[Equally Ours](#) is a charity that brings together people and organisations across the UK. They work on issues such as equality, human rights and social justice.



homeless link

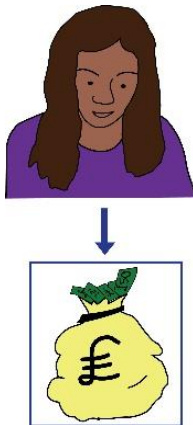
[Homeless Link](#) is a charity that supports organisations that work with homeless people in England.



You will work with these organisations to look at your support needs. You will look at what kind of support you need around learning and grants. Together, you will design your support package. This support package will give you access to some of these things:



- Really great learning opportunities. You will work on this with the leader of your sector.



- The chance to apply for a **feasibility grant** or **development grant**. These grants can support you to practice what you have learnt. The most money you are likely to get for these grants is £30,000 (30 thousand pounds).

Feasibility grant: this means a grant that can be used to support research about your enterprise. You can do research to find out who your customers might be and how you will reach out to people about this.

Development grant: this means a grant you can use to support you to start or grow your enterprise.



If you want to apply for these grants, you might have to reach certain goals or show that you are bringing other money in.



- Lots of opportunities for **peer learning** and **networking**.

Peer learning: this means when people use their own experiences of learning to help each other.

Networking: this means meeting people who work in the same areas or same kinds of jobs. You can share information and ideas with each other.



- A team of experts in the law. You won't have to pay these experts for their services. They will be able to listen to your ideas and support you with issues and advice about laws around **trading**.

Trading: this means buying and selling things or services to get more income.



- Invites to meetings about working on enterprises and social investment. These meetings will talk about how to work on these areas within the charity sector.

Who can take part in the programme?



This programme is for organisations who want to find out about new ways of trading. This will help them to have more money. The programme is for people who will need support with grants and learning. The support will help them to turn their enterprise ideas into realities.



Your organisation might have a goal to take part in social investment. But you can still take part in this programme if this isn't your goal.



Organisations who want to apply to be part of the programme must be charities or social enterprises. They must be based in England and working in England.

To be able to take part in the Enterprise Programme, organisations must:



- Have a clear idea about what social issues are important to your organisation and how you want to make changes to the lives of people you are working with.



- Give less than half of their **profits** to supporting their social issue. This means their profits after they have paid **taxes**.

Profits: this means the amount of money that a business makes. It doesn't count any money that you started with or spent.

Taxes: this is the money paid to the government which comes out of the money that a company or person earns.



- Spend over half of their **surpluses** on supporting their social issue.

Surplus: this means any money that is left over.



- Agree on what social issue they are going to support. This should be written in a **constitution** or a contract, so that by law, this is the social issue they are supporting.

Constitution: means an agreement that is written down when a group is being formed. It talks about the basic rules and aims of the group.



- Have an **asset lock** on their surplus and **dividend**.

Asset lock: this means an agreement by law that certain money can only be used to support the social issue.

Dividend: this means money that is paid out every year to different groups.

At the moment, we are looking for applications from these sectors:

	Equality
	Mental Health
	Young People



Please check our website to see if you can apply.



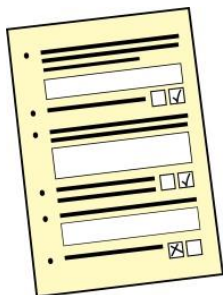
Organisations who apply must not be working for religious or political reasons. Organisations that follow religions can apply, but their services must be open to everyone, even if they are not religious. However, our funding must not be used to push for any kind of religion.

So, how can you apply?

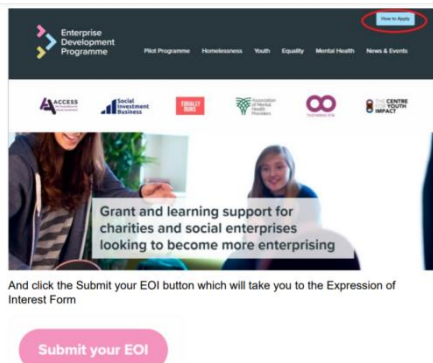


Step 1- Fill out your Expression of Interest Form.

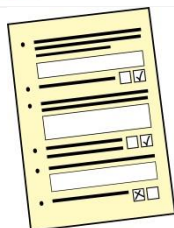
Expression of Interest form: this is a form that tells us that your organisation is interested in joining the Enterprise Programme.



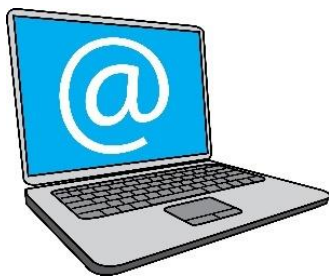
The Expression of Interest form asks you to tell us about your organisation's aims. It asks you to tell us about your leadership and to tell us a bit about your trading activity.



To access the form, click the [‘How to Apply’](#) button. This button is on the homepage of the enterprise development website. Then, click the ‘Submit your Expression of Interest’ button.



Step 2 – Your Application



Registered Applicant Login

To finish your application, you will be asked to log on to the Social Investment Business Community Platform. We can use this to see all of the information you give us quickly and easily. When you have done this, we will send you an email with a link. You can use this link to log into the community.



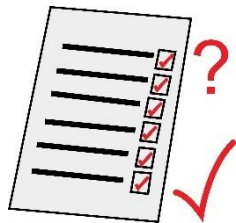
If you lose this link, don't worry. You can log into the community at any time by going to the page called: ‘Enterprise Development Programme How to Apply’. Just scroll to the bottom of the page and click the button that says: ‘Registered Applicant Login’



When you log into the community you will see a homepage with different choices. If you click on the button that says 'My Account', you can see the information we have about your organisation.



If you click the button that says 'My Contact info' you can see the information we have about you, as a person. If you need to make changes to any of this information you can change it at any time. To finish your application, click on the button that says 'Application'.



Step 3 – Answer the Application questions



Now you need to answer the questions in the form. You can save your application at any time by clicking the blue save button. You can find this button at the bottom right of the screen.

Carry on reading to find out more information about the questions.



Here, we will tell you more about the kinds of things you should write for your answers.



Question 1 - What services do you offer at the moment?

Please tell us about the activities your organisation is running at the moment.

- What are the aims of your organisation?
- What services do you offer?
- How long have these services been running?
- How are these services funded?
- Who uses these services?
- How do these services affect the lives of people that use them?



Question 2 - Are you already trading?

Please answer yes or no to this question. When we say trading, we mean selling things or services.

Question 3 - What are you trading at the moment?



If you are already trading, please tell us about more about what you are selling.

- How long has this trading been happening?
- Who are your customers?
- Is this trading supporting your organisation to earn more money?

Question 4 - What type of trading do you want to work on?



Please tell us about the trading that you want to do.

- What will you be offering to you customers?

Question 5 - What are your reasons for this idea?



Please tell us why you want to work on the trading activity you have talked about.

- How did you think of this idea?
How long have you been



- thinking about this idea?
- Is this a new idea?
 - Or are you copying something that is already being done somewhere else?

Question 6 - How will this trading affect your organisation?



Please tell us which of the options you think will happen after you have worked on your trading activity. Highlight each one that you think is true for you.

Then, click on the arrow pointing right, to choose the options that you have highlighted:

- **Finding out more about possible customers**



What do you know about customers who might use your service in the future? Have you done any research about this? How do you know that people will want to take part in the trading you want to work on?



- **Finding out about groups or people that already offer the same thing or services**

Is anyone else offering the same thing or service to the customers that you hope to reach?

Please answer **yes** or **no** to this question.



- **Learning from groups or people that already offer the same thing or services**

Are there are groups or people that already offer the same thing or services?

How do you think you will learn from them?

How will you make sure that people will want to buy your things or services and not theirs?



- **Talking to people in your organisation**

What talks have been had within your organisation about working on your trading idea? Are staff from across the organisation supporting this



work?
Does anybody have any issues about working on the trading idea?



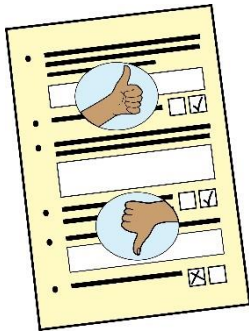
Question 7 - Has anyone in your team done trading before?

Please answer yes or no to this question.



Question 8 – Can you tell us more about your team’s experience with trading?

- Has anyone inside your organisation worked on enterprises before?
- Where and when?
- Did they work on a trading activity that was the same or different to this one?
- Did they work on this as part of their job or as part of a volunteer experience?



Question 9 - Have any of your Board members done trading before?

Please answer **yes** or **no** to this question.



Question 10 – Can you tell us more about your Board’s experience with trading?

- Has anyone from your Board worked on trading or enterprises before?
- Where and when?
- Did they work on a trading activity that was the same or different to this one?
- Did they work on it as part of their job or as part of a volunteer experience?



Question 11 - What support do you need to be able to work on this trading activity?

- What support do you think you will need to help you work on



your trading activity?

- What areas do you think you need most help with?
- Do you think you need more skills to make your trading idea a reality?
- Or do you think you already have the skills?
- Do you need to grow your organisation to be able to do the work?



Question 12 – Can you tell us which policies you already have in your organisation? What ways of working are in place?

Just highlight each one that you have. Then, click on the arrow pointing right to choose them.

Policies: these are decisions or rules made by your organisation.



Step 4 - Sending off your application

After you have answered all the questions and have saved your form you should be ready to send



Submit EDP Application

it off. When you are ready, please click the button called: **‘Submit EDP Application’**. This button is near to the top of the form. You will see a **pop up** on your screen. Just click save.

Pop up: this means when a small window appears on your computer screen.

What happens after you have sent off your application?

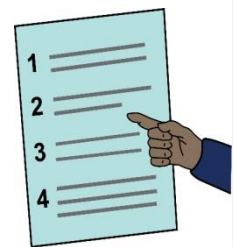
Now you should have finished all these steps:

Step 1 - Sent off you Expression of Interest form

Step 2 - Been invited to fill in a full application

Step 3 – Answered the questions

Step 4 - Clicked on the submit button



After you have finished all these steps, a manager from the Social Investment Business team will review your application.

They might get in touch with you if they have any more questions.



After you have talked to one of our managers, your application will be reviewed again, by a few different people and groups such as:

- Leaders from your sector
- Social Investment Business
- Access -The Foundation of Social Investment



We will try to let you know whether or not your application has been successful within two weeks, at the very latest.



If you get onto the programme, we will get in touch to talk to you about your support package. After we have agreed about your support package, we will send you a letter.



This letter will tell you about the **terms and conditions** of the support.

Terms and conditions: this means a document which sets out the rights and responsibilities of two organisations who are working together. This is an agreement by law.



Your letter will be sent out online. You must tell us some information so we can **monitor** your support. We will email you about this. Then, you will be able to send us this information online.

Monitoring: this is how we check how your support is helping you. We can look to see what needs to be changed or made better.

State Aid

State Aid: this means when a company gets support with money from the government



Support from the Enterprise Programme could be State Aid. We will do an assessment when we review your application and put together your support package. This assessment will see whether or not your support can be State Aid.



If we need any more information from you to do this, we will let you know. If you need more information about State Aid, go to this website:

www.gov.uk/guidance/state-aid



The rules around State Aid will still be the same after **Brexit**.

Brexit: this means the process of the UK leaving the European Union.

Do you have any Questions?



We're here Monday to Friday. We are open from 9am to 5pm



If you have any questions at any time, please call us on this number:

020 3096 7900



Or you can email us on this address:

enterprisedevelopment@sibgroup.org.uk

