

Enterprise Development Programme: Stage 1 application guidance Environment sector

Contents

Enterprise Development Programme: Stage 1 application guidance Environment sector	1
What is the Enterprise Development Programme?	1
Who is eligible for applying to EDP?	2
What is the application process?	3
Completing your stage one application form	3
Need any help?	8

What is the Enterprise Development Programme?

The Enterprise Development Programme (EDP) is a five-year programme, funded by Access – The Foundation for Social Investment. It is managed by a coalition of partners, including multiple infrastructure bodies (sector leads) and Social Investment Business as a strategic grant partner.

Support from the programme enables organisations to grow financial resilience and impact by providing a mixture of grant and learning support to help get enterprise ideas off the ground.

Those interested in applying will have to share details of enterprise ideas or motivations and explain how this idea will benefit your wider organisation, service users and community.

Co-designed packages of support will likely include some of the following:

- A bespoke learning and training sessions co-designed by you and your sector- lead.
- Extensive peer-learning and networking opportunities.
- Pro bono legal expertise to guide you through the legal considerations of trading.
- Pro bono financial expertise to help you develop robust financial management processes
- Opportunities to attend wider-sector learning events.
- The opportunity to apply for a grant to develop your enterprise idea. Grants of up to £30k are awarded, subject to agreed conditions, milestones, and evidence of growing trading income.

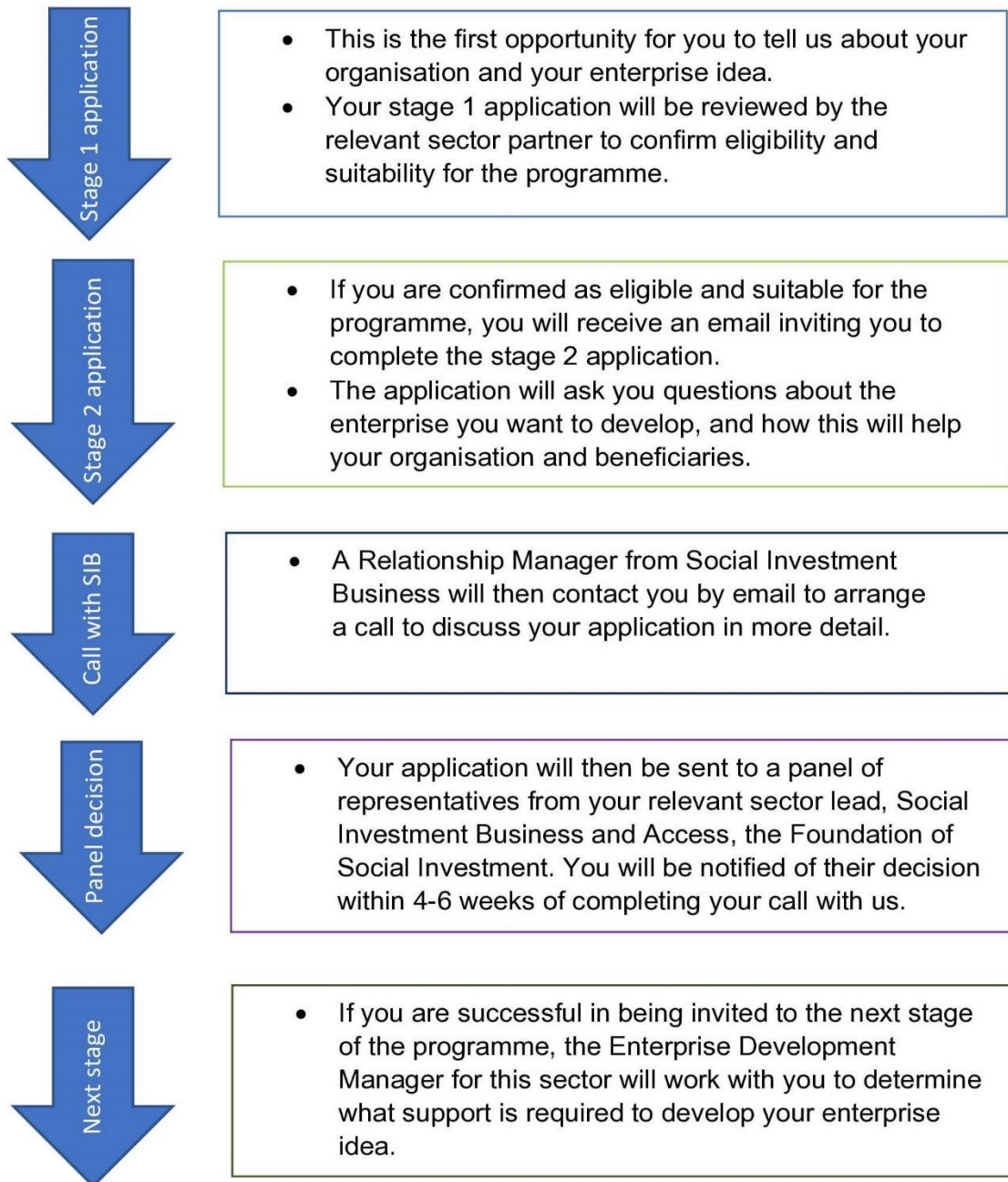
Who is eligible for applying to the Environmental strand of EDP?

Organisations applying to programme must meet the following criteria:

- Be a [registered organisation](#) with a clear stated mission to support environmental issues (as indicated in your organisation's governing/constitutional documents or mission/visioning statements). This can include climate change, biodiversity, natural heritage, conservation, reducing waste, food security, reducing CO2, reducing use of natural resources, etc. This does not include organisations who do not have an environmental mission who wish to develop an environmental trading model.
- Must be a social enterprise, charity or not-for-profit company registered and operating for at least 2 years. The programme does not support sole traders or private businesses.
- Must be based in and delivering work in England with the majority of beneficiaries and customers also in England.
- Able to provide the last full year of accounts.
- Have an annual revenue of no more than £1.5M.
- Distribute less than 50% of post-tax profits and reinvest at least 51% of surpluses into pursuing a clear social mission and have a constitutional or contractual lock on their social mission, dividend, and surplus distribution policy (also known as an asset lock).
- Income from statutory bodies is a maximum of 80% of your total income (i.e., highlighting a diversification of income streams rather than a single source of income)
- Be interested in exploring new trading business models to help build financial resilience but require an initial grant and learning support to get these ideas off the ground. The long-term goal of applicants may be to take on social investment but that isn't a requirement for a place on EDP.
- Should be able to commit to taking an active part in the training and network opportunities for a minimum of 12 months, contributing to the learning and research aspects of the Programme, which can be shared within the sector. We expect this to be a maximum of 6 hours per month.
- Can evidence current trading activities, which require support / development and commitment from senior management and the Board.
- Have appropriate policies relevant to your organisation and services or a commitment to put in place (e.g., Safeguarding, DBS checks, volunteering, health and safety, risks etc.)
- Funding cannot be used for activities that promote religious or political purposes.
- If you are a faith-based organisation, you can apply but your services must be open to people of all or no faith.
- Priority will be given to organisations that can evidence the involvement / influence of lived experience or coproduction in development of services and enterprising

activities.

What is the application process?



Completing your stage one application form

The stage one application will take up to 45 minutes to complete.

The form is designed to get an understanding of:

- Your organisation, its setup, what you do and where you operate
- Your social mission and purpose

- Some brief understanding of your enterprise idea
- Understand your organisation's income streams
- Who your organisation supports

Stage one guidance by question

Although most questions are self-explanatory, below you will find guidance on some of the questions on the form to help you complete your application.

Section 1: Contact details

In this section whoever you provide as the contact should be the lead person who will be responsible for your application and will take the lead with the work through this programme if successful.

Section 2: Organisation details

In what year was the organisation established (this will usually be the year the organisation was incorporated)? By this we mean when did your organisation become incorporated so you could trade, for example became a registered charity, company limited by guarantee, social enterprise etc.

What is the organisation's legal status? – Please select from the drop down list your organisation's legal status as registered with Companies House and/or the Charity Commission:

- Charitable Incorporated Organisation
- Company Limited by Guarantee
- Company Limited by Shares
- Community Interest Company Limited by Guarantee
- Community Interest Company Limited by Shares
- Industrial and Provident Society
- Limited Liability Partnership
- Local Authority
- Mutual (Friendly Society)
- Registered Society (BenCom is a Community Benefit Society)
- Registered Society (Cooperative)
- Unincorporated
- Other

Further guidance on legal status can be found here on the [Charity Commission](#) and [Companies House](#) website.

What is your organisation's mission? – By this we mean your organisation's mission as outlined in your governing document:

Section 3: Organisation Attributes - Diversity

The primary purpose of these questions is to monitor that we are encouraging; receiving and accepting applications from a diverse range of organisations representative of our sector partner populations and doing all that we can to provide for organisations that might require extra support.

The data will also feed into wider on-going programme reporting and learning. Data will only be reported at the aggregate level and will never be used to identify a particular organisation or individual. Completion of these questions is encouraged but voluntary.

How many people are there that are ‘decision makers’ within the organisation? – In the number you provide, please ensure you include your trustees/directors, as well as any senior management team who have organisational decision-making responsibilities. By ‘decision makers’ we mean those that decide on core strategic and financial matters, not individuals involved in a consultation prior to decisions that are subsequently taken by another group.

How many of these decision makers are from BME? How many people in positions of authority come from a Black and Minoritised Communities?

How many of these decision makers are LGBT? How many people in positions of authority identify as Gay, Lesbian, Bisexual, Transgender, Queer, or Intersex

How many of these decision makers identify as having a disability? This should include those who have a physical or mental disability.

How many full-time employees does the organisation have? We mean those who work 35 hours or more a week.

How many Part Time Employees does the organisation have? We mean anyone who is an employee working less than 35 hours.

How many volunteers does the organisation have? This should include any volunteers or Trustees who don't get paid for their time.

What is the organisation’s scale of delivery? By this we mean the primary geographical focus of your services e.g., Local, Regional, Multi-Regional, National or International.

Region - What region of England are you based in?

What are the top 3 postcodes of operation for the organisation's current activities? We understand you might operate across more than 3 postcode areas, please provide the 3 postcode areas where the organisation works with the largest numbers of beneficiaries/customers.

How many income streams does the organisation have? This is the number of income streams that your organisation has contributing to its overall income. For example, if your organisation is selling a product to the public, as well as generating income through governmental contracts, it will have 2 Income streams.

Primary and secondary income answer definitions –

B2B = Business to Business (e.g., delivering a service/trading with another business directly),

B2C = Business to Customers (e.g., trading directly with the public such as selling products or a service to service users, general public, communities),
Business 2 Government contracts (e.g., work with local authority),
Business 2 Government grants (e.g., grants from your local authority)
Donations (e.g., receiving donations from the public)

What was the organisation's turnover as per your last set of accounts? This is your combined income figure from all sources as reported in your most recent set of accounts.

Primary Beneficiaries – We are aware that the organisation may serve several beneficiary groups. Please select the largest group you serve.

Other Beneficiaries – To select multiple options press the control button (ctrl) on your keyboard to select each group of people

Primary Outcome Area – We are aware that the organisation may have several outcome areas. Please select the outcome area that the organisation works mainly in.

Other Outcome Areas – To select multiple options press the control button (ctrl) on your keyboard to select each relevant outcome

Section 4: Enterprise Status and Idea

Are you already trading? Yes/No

- If yes – How many years have you been trading? (Select the appropriate timeframe from the dropdown menu)

What is your primary environmental focus? Although you may feel your organisation meets more than one category, please tell us your main focus:

- **Biodiversity** - Your organisation will focus on conservation in general or on a specific species, a group of species or a type of habitat. e.g. Offering consultancy on habitat maintenance, running a wildlife site or centre, raising awareness of an endangered species.
- **Community/growing projects** - Your organisation will have a focus on using space for community environmental activities. e.g. Friends of a Park group, environmental volunteer group, managing community allotments.
- **Land, rivers & meadows** - Your organisation will have a focus on maintaining space or spaces for a range of environmental outcomes e.g., River Trust group, Woodland management group.
- **Waste & recycling** - Your organisation will have a focus on reducing waste. E.g. Tool borrowing group, community eco-hub, recycling craft group, waste collection CIC.
- **Community energy** - Your organisation will have a focus delivering community energy projects e.g., Managing a solar farm, delivering energy advice to communities.

- **Other** - Your organisation may be focussed on sustainable travel, provide general environmental services.

Stage of Enterprise Development – Please select the one that most accurately describes the stage your enterprise idea is at present:

- **Ideation** – Your idea is at a very early stage and feasibility work is needed to help you test out your idea with potential clients/customers. Very little or no research on the idea has been carried out.
- **Testing** – You have an idea, but it is not finalised yet, however you have started gathering feedback/research on your idea from potential clients/customers.
- **Implementation** – You have tested your idea, have gathered feedback from potential customers/clients and need support from this programme to help you develop the product/service to generate trading income.
- **Scaling** – You are currently trading effectively but are looking to grow this activity further and need additional support to do this through the programme.

Please provide us with a short description of what trading/enterprise ideas you have for your organisation. Here you can tell us what your product/service is, how it would be delivered and who your target customers are. Please try and focus on one specific idea, but no more than three.

What kind of positive contribution do you expect trading/enterprise to make to your organisation's financial sustainability?

What kind of positive contribution do you expect trading/enterprise to make in supporting delivery of your organisation's core mission?

What kind of positive do you expect trading/enterprise in improving delivery of your services to beneficiaries?

For the three questions above, you can select a dropdown menu option which relates to the following categories:

Scoring it 1 - No Positive Contribution – You don't expect your trading idea to have any impact on your organisation in that specific area and make no difference overall.

Scoring it 2 - Small Positive Contribution – You think your enterprise idea will make some, but limited contribution to your organisation in that specific area, making a minor difference.

Scoring it 3 - Medium Positive Contribution – You think your enterprise idea will contribute a fair amount to your organisation in that specific area and make some difference

Scoring it 4 - Extensive Positive Contribution – You think your enterprise idea will contribute in an impactful way to your organisation in that specific area and make a big difference

What level of experience does your current team have of trading/enterprise?

What level of experience does your current board have of trading/enterprise?

For the two questions above, you can select a dropdown menu option which relates to the following categories:

Scoring it 1 - No Experience

Scoring it 2 – Minor experience

Scoring it 3 – Some experience

Scoring it 4 – Lots of experience

What happens after you have submitted your stage one application?

Your responses will be reviewed by the Enterprise Development Manager for this sector. Our aim is to provide you with a response to your application within 5 working days of the stage one round closing. Organisations who are successful at this stage will be invited to complete a stage two application.

What happens if you are invited to stage two of the application process?

You will receive an email from us with a link to the next stage application form.

The aim of the application at Stage 2 is to:

- Understand more about the services you offer as an organisation
- Understanding your current trading activity
- Understand more about your enterprise idea and why you want to do this
- Understand what research you have carried out
- Understand what skills as an organisation you have already to carry out your idea
- Understand what policies your organisation has in place
- Establish what support you might need through EDP if successful

Need any help?

If you have any questions when going through your stage one application form that this guidance doesn't answer, please email: grants@sibgroup.org.uk