



SOCIAL ENTERPRISE EXCHANGE GRANTS SCHEME

Guidance Notes

Social Enterprise Exchange is a programme of support for social enterprise in Sheffield City Region delivered by a community-based consortium in collaboration with Sheffield City Region Growth Hub and funded by European Regional Development Fund 2014-2020. As part of the programme, South Yorkshire's Community Foundation (SYCF) is managing a small grants scheme for start-up and existing social enterprises. This is the ninth and final call of the current scheme.

Grant applicants must be located in the Sheffield City Region. For this round we particularly welcome applications from social enterprises based in the local authority areas of Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, and North East Derbyshire, for which part of the remaining grant funding will be ring-fenced.

All grant applicants are required in the first instance to have registered for social enterprise support with the Social Enterprise Exchange programme and to have been accepted either on the **Accelerate** strand for social enterprise start-ups or the **Transform** strand for existing social enterprises. Grants are only available as part of a package of support and following completion of an initial business diagnostic.

Grant applicants should consult with their designated enterprise advisor on their grant application before submission to SYCF. Supporting remarks and observations of the designated enterprise advisor will be taken into account in all decisions.

There are two types of grant:

Accelerate Grants for social enterprise start-ups

- start-up funding including ICT and marketing costs
- grants available between £1,000 and £1,500
- enterprises must have registered within the last 12 months
- must show a good business case to generate income from trading

Transform Grants for existing social enterprises

- seed finance to support fundraising and investment
- grants available between £1,000 and £5,000 (subject to match funding by the applicant for grants towards costs greater than £1,500 – see criteria below)
- enterprises must have been in existence for at least 12 months
- convincing business case for developing a new product or service, or for scaling-up, with a high probability of creating additional sustainable jobs

Selection Criteria

To be considered for a grant award applicants must meet all of the following selection criteria:

- Meet the following definition of a social enterprise:
“A business with primarily social/environmental objectives, whose surpluses are principally reinvested for that purpose in the business or community rather than mainly being paid to shareholders and owners”
- Be legally registered with rules that are consistent with the above definition including an asset lock and limits on the distribution of surplus. Legal forms that will generally be considered acceptable include:
 - *Registered Charity*
 - *Charitable Incorporated Organisation*
 - *Company Limited by Guarantee*
 - *Community Interest Company*
 - *Cooperative or Community Benefit Society*
- Have a minimum of three unrelated directors/trustees, aged over 18.
- Have a bank account in the organisation’s name, with at least two unrelated people required to sign cheques
- Have been accepted onto the Social Enterprise Exchange programme and have completed the State Aid Eligibility Form and Declaration
- Have completed the grant application form and supplied all supporting documents that are requested to accompany the grant application
- (Transform Grants only) 50% match funding commitment by the applicant from their own or other non-European Union funding towards costs greater than £1,500, e.g. a budget proposal for £3,500 would require at least £1,000 match funding provided by the applicant alongside a grant request of up to £2,500. Match funding must be towards actual costs of eligible items.

Award criteria

Eligible applicants will be selected for a grant award on the basis of the following equally weighted award criteria:

- Strength of the business case and commercial viability
- Skills and competences of the team
- Expected social impact of the business including jobs created
- Sales and marketing strategy
- Value for money

Types of activities that will be funded

- ICT equipment
- Marketing and publicity costs
- Professional fees, where the support is not otherwise available through the business advice and support services of Social Enterprise Exchange

Exclusions

Grants will not be awarded to:

- Individuals, partnerships, or any structure with less than 3 unrelated directors
- Statutory organisations, including schools
- Private companies limited by shares
- Religious or political organisations

Categories of spend that cannot be supported:

- Staff Costs
- Overheads including rent
- Statutory fines and penalties, criminal fines and damages, legal expenses in respect of litigation, debt interest, other fines or financial penalties
- Recoverable VAT
- Entertainment (including food or drink in connection with events)
- Mobile phones
- Ongoing Licences or service contracts (all items must be one off purchases)

Timetable

The timetable for the ninth and final round of grants is:

Scheme open for applications 25 January 2019

Deadline for consideration by panel 25 February 2019

Decisions and contract awards will be made by early April 2019. Contracts must be signed and returned by the beneficiary by email within seven days of receipt.

All eligible grant expenditure by the successful applicants must be completed and evidenced by transaction through a bank account by 31 May 2019 at the latest.

Grant applicants may be subject to a visit from SYCF representatives.

Any award will be subject to the acceptance of the terms and conditions of the programme and three comparative quotes will be required for each item for which the applicant is awarded funding, applicants will be expected to purchase on the basis of lowest cost. The award will need to be spent within one month, and evidence of expenditure provided to SYCF as per the procurement guidelines.

