Thanks for your interest in this programme and we look forward to reading about your income generating project. Please complete the following application form as fully as possible. We will be assessing each application on need and best fit for the programme, so please ensure you provide us with all the information required to help us understand your organisation and how this programme will support you. All questions marked with an asterix \* are specifically required by the National Lottery Heritage Fund.

**Conditions**

1. **Please note that this programme is structured for 2 representatives from each organisation to attend together, and whilst this will provide the best learning journey, we would still like to hear from you if this is not possible but you must state your case convincingly and have evidence of full backing of your board to attend and implement your project.**
2. **To optimise the impact of this programme and to access the £10k funding, we require your commitment across ALL DATES which you will find on our website. Please check these and the FAQ’s before applying.**

**Please email your application and supporting documents to** [stos@socialenterprise.academy](mailto:stos@socialenterprise.academy) **before 9am Monday 12th September**

Supporting documents are listed at the end of the application form. Please contact us if you have any issues with providing these.

**Any enquiries, please check FAQs on the website or email:** [stos@socialenterprise.academy](mailto:stos@socialenterprise.academy)

We will notify you in the week commencing 19th September as to whether you have been successful in being offered a place on the programme.

|  |  |  |
| --- | --- | --- |
| Data / question | Categories | |
| Section 1Organisation Overview – we would like to hear about your organisation and understand a bit more about you | | |
| 1. **Your organisation** | Name of Organisation  Website | |
| 1. **What type of organisation (tick all that apply)** | Charity  Local authority  Trust  SCIO  CIC  Social enterprise  Company Ltd by Guarantee  Other | |
| 1. **Address of the organisation** | Address  Postcode  Telephone number | |
| 1. **Heritage \***   Select the type(s) of heritage that your organisation focusses on | Collections  Community Heritage  Landscapes and Nature  Historic Buildings and Monuments  Industrial, Maritime and Transport  Cultures and Memories  Other | |
| 1. **Please give us a brief overview of your organisation and what it does (approx. 100 words)** |  | |
| 1. **How many years has your organisation been operating? \*** | Under 1 year  1-2 years  2-5 years  5-10 years  10-25 years  Over 25 years |
| 1. **Paid employees \***   **What is the approximate number of paid employees (full time equivalent) at your organisation?** | 0  1-5  6-10  11-20  21-50  51-100  101-500  501+  Don’t know | |
| 1. **Volunteers**   How many volunteers does your organisation have? | 0  1-10  11-20  21-30  30+ | |
| 1. **Trustees \***   How many Trustees does your organisation have? |  |
| **Equalities / Inclusion \*** | | |
| 1. **Do you consider your organisation’s mission and objectives to be:** | **Please select the options that apply:**  black or minority ethnic-led  disability-led  LGBT+-led  female-led  young people-led  **And in Northern Ireland only:**  mainly led by people from the Catholic communities  mainly led by people from the Protestant communities | |
| **Section 2**  **Organisation finance and assets** | | |
| 1. **What was your organisation’s income in the last financial year? \*** | Less that £10,000  £10,000-£50,000  £50,000-£100,000  £100,000-£500,000  £500,00-£1m  £1m-£2m  £2m and above | |
| 1. **Does your organisation own a heritage asset, such as a building, collections or land? \*** | Yes / No | |
| 1. **What percentage of your income in the last financial year was from the following sources: \*** | * Grants from public sources (eg. Lottery, local authority, Development bodies) * Fundraising from private sources (eg trusts & foundations) * Fundraising from own initiatives (eg donations and events) * Earned income (goods and services) * Memberships ( eg friends schemes) * Other | |
| **Section 3 – Applicants**  This programme is designed for two people from your organisation to attend– ideally one member of staff (or volunteer) and one trustee, however, if this is not possible, please do let us know who you propose to attend and how you will influence change within your organisation | | |
| **Lead Applicant** | | |
| 1. **Contact details** | Name  Role in organisation  Email  How long have you been involved with the organisation? | |
| 1. **Why are you the right person to attend?** |  | |
| 1. **Please confirm your commitment and availability to attend all scheduled programme dates**   Please inform us of any potential issues as this will be considered as part of your submission. We are looking for full commitment to the programme (excluding unforeseen situations) to be eligible for the funding. |  | |
| **Second applicant** | | |
| 1. **Contact details** | Name  Role in organisation  Email  How long have you been involved with the organisation? | |
| 1. **Why are you the right person to attend?** |  | |
| 1. **Please confirm your commitment and availability to attend all scheduled programme dates**   Please inform us of any potential issues as this will be considered as part of your submission. We are looking for full commitment to the programme (excluding unforeseen situations) to be eligible for the funding. |  | |
| 1. **Programme Attendance**   See website for the full schedule of programme dates | Please tell us in order of preference the programme dates that both applicants can attend   1. Preference 1 - 2. Preference 2 - 3. Preference 3 - | |
| **Team work/partnership**  We would like to understand how you will work together on this | | |
| 1. Tell us about how you plan to collaborate on your project? 2. Tell us how you will work with the rest of your organisation to implement your project idea |  | |
| **If you have one applicant only**  Please tell us how you plan to approach your project if you **do not** have a second representative from your organisation attending | | |
| 1. How do you plan to influence change within your organisation? |  | |
| 1. If you are attending as a solo participant, we will require a statement from the Chair of the Board or other influential person within your organisation to support your application | Name  Position  Briefly describe how you plan to support the applicant with:   1. shaping the project idea 2. implementing the new project into the organisation | |
| **Hopes and aspirations for your organisation** | | |
| 1. **Impact**   What impact would you like to see as a result of attending this programme on:   1. your organisation 2. your role | **Organisation**  **Role** | |
| 1. **Challenges and opportunities**   Tell us briefly about the main challenges and opportunities your organisation is facing? | **Challenges**  **Opportunities** | |
| 1. **Is your organisation still coping with the impact of Covid-19?**   **If yes, please summarise the impacts** | **Impact post-Covid** | |

|  |  |
| --- | --- |
| **Your income generating idea** | |
| We are excited to hear about your income generating idea, please provide us with a project outline (max 2 pages) to help us understand your aspirations, using the sections to outline the detail. | **Please provide details about:**  **Section 1 - Project Detail**   1. What is your income generating idea? 2. If this is part of a larger scale project, which element will you focus on? 3. How will you use the funding to develop the idea? 4. How will this idea generate income and when? 5. Who will be involved both internally and externally? 6. Do you have any evidence to support the business case for your idea?   **Section 2 - Sustainability**   1. How will this idea contribute towards your organisation’s ongoing sustainability? 2. Why is this idea right for your organisation now? 3. What difference will receiving the funding make to the success of this idea?   **Section 3 - Impact**   1. What wider impact do you hope to see? (Social, Environmental, Communities etc) 2. How will you measure success? |
| **Section 1**  **Section 2**  **Section 3** | |
| **additional informatioN required** | |
| **Supporting Documents** | |
| We require the following documents to support your application please email these with your application form | * Formal constitution documents * Most recent management accounts or audited accounts * Evidence of a business bank account if applicable |
| **Address Details** | |
| Please provide preferred postal addresses for both participants for materials to be sent to | * Name * Address * Name * Address |
| **Invoice Details** | |
| Please provide invoice details for the £50 per person participation fee | * Name * Department * Organisation * Email / Phone |
| **Marketing** |  |
| Please tell us how you heard about this opportunity | * Facebook / Twitter / Instagram (please confirm which) * Newsletter – Social Enterprise Academy * Newsletter – Other – Please tell us which organisation * National Lottery Heritage Fund communication * Recommendation – current programme participant * Recommendation – other * Other source (please detail where) |
| Photo consent (please circle) | Y / N |
| **Please email your application and supporting documents to** [stos@socialenterprise.academy](mailto:stos@socialenterprise.academy) **before 9am Monday 12th September**  **Good luck!** | |