**Start It Application Form**

Before starting this application form, you should read the eligibility criteria and application guidance, which can be found [here](LINK%20TO%20GUIDANCE). If you have any questions, please contact us on 0131 564 0331 or by email at info@firstport.org.uk.

**Section One: Eligibility Checklist**

Please confirm that you meet the criteria in this list before proceeding with your application.

When completing the online application, you will be asked to tick each individual criterion. If you submit your application via Word document, your completion of the form will be seen as acknowledgement that you have read and accepted the following criteria.

* The applicant is aged 16 or over.
* The applicant is a permanent resident of Scotland.
* The enterprise operates primarily for the benefit of people or communities within Scotland.
* The enterprise and its activities do not involve political campaigning or the advancement of religion.
* The enterprise is an independent organisation and not the project or subsidiary of an existing body.
* The enterprise aims to provide direct social impact to individuals, communities and/or the environment.
* The enterprise is in the early stages of development – i.e. the ‘idea’ or ‘start-up’ phase – and has not begun trading on a regular basis.
* The idea does not form part of the applicant’s current employment.
* If the enterprise requires premises to start trading, the applicant must have identified a property and be able to confirm an agreement in principle.

**Section Two: About You**

**First Name:**

**Last Name:**

**Email:**

**Phone Number:**

**Mobile Number:**

**House and Street Name:**

**Town / City:**

**Local Authority:**

**Post Code:**

**Date of Birth:**

**Age:**

**If you have any accessibility requirements, please let us know about them here:**

**Where did you hear about us?**

**Have you spoken to a staff member before?**

**If you are developing your idea with somebody else, please include their details below:**

**Person 1 – First Name:**

**Person 1 – Last Name:**

**Person 1 – What role do / will they play?**

**Person 2 – First Name:**

**Person 2 – Last Name:**

**Person 2 – What role do / will they play?**

**Person 3 – First Name:**

**Person 3 – Last Name:**

**Person 3 – What role do / will they play?**

**Section Three: Your Idea**

**What is the name of your idea / enterprise?**

**What is the legal set-up of your organisation?**

**If applicable, what was the date of incorporation?**

**If applicable, please enter your registered charity number:**

**If applicable, please enter your registered company number:**

**Which sector is most relevant to your idea / social enterprise?**
Please select one of the following options:

• Creative Industries (including Digital)
• Circular Economy
• Employability
• Energy (Including Renewables)
• Financial & Business services
• Food & Drink
• Health & Social Care
• Life Sciences
• Retail
• Tourism & Hospitality
• Sports & physical activity

**Where are the main beneficiaries of your idea / social enterprise located?**
(If your idea covers more than one area, please state the most relevant, or Scotland Wide)

**In a few sentences, please provide us with an introduction to your idea / social enterprise (max 100 words):**

**Tell us about yourself (max 250 words):**

**Please tell us about the business potential of the idea (max 250 words):**

**Please tell us more about the social problem you are trying to solve (max 250 words):**

**Please tell us how you would use any surplus profits (max 250 words):**

**If you were successful with your application, what are the first steps you would take to get the enterprise up and running? (max 200 words)**

**Section Four: Budget**

Please give details below on how you would spend the £5,000.

**Item 1:**

**Item 1 Cost:**

**Item 2:**

**Item 2 Cost:**

**Item 3:**

**Item 3 Cost:**

**Item 4:**

**Item 4 Cost:**

**Total amount needed:**

If you plan to use additional money from other sources, please specify here:

**Source 1:**

**Source 1 – Item:**

**Source 1 – Cost:**

**Source 2:**

**Source 2 – Item:**

**Source 2 – Cost:**

**Section Five: Bank Details**

Please ensure that these are filled out correctly. If the account number or sort code is entered incorrectly, it may impact the submission of your application.

Please also note that Start It is paid to individuals, not social enterprises, so we require your **personal bank details** below. The bank account name should therefore be the applicant’s name, not the name of the bank / building society.

**Bank Account Name:**

**Bank Account Number:**

**Sort Code:**

**Section Six: Equal Opportunities**

All our staff, clients, partners, suppliers and any other person we work with must follow our equal opportunities policy and not discriminate against anyone for any reason. Please help us monitor this policy by providing the following details. We will use this information for statistical purposes only, and it will not form part of your application assessment.

If there are any questions that you would prefer not to answer, please leave the field blank.

**How would you describe your gender?**

* Prefer to self-describe
* Female
* Male
* Prefer not to say

**Do you identify as Trans?**

* Yes
* No
* Prefer not to say

**How would you describe your sexuality?**

* Heterosexual / Straight
* Bisexual
* Gay Male
* Gay Female / Lesbian
* Prefer to self-describe
* Prefer not to say

**Age Band:**

* Prefer not to say
* 16-25
* 26-35
* 36-49
* 50-59
* 60+

**If you identify as having a disability, please give details here:**

**Ethnicity:**

* Asian / Asian British
* Black / Black British
* Mixed Origins
* White
* Other
* Prefer not to say

**Ethnicity Details:**

* Asian / Asian British – Chinese
* Asian / Asian British – Indian
* Asian / Asian British – Pakistan
* Asian / Asian British – Any other Asian backgrounds
* Black / Black British – African
* Black / Black British – Caribbean
* Black / Black British – Any other Black African / Caribbean backgrounds
* Mixed Origins – White / Black African
* Mixed Origins – White / Black Caribbean
* Mixed Origins – White / Black Other
* Other – Any other ethnic backgrounds
* White – English
* White – Irish
* White – Scottish
* White – Welsh
* White – Any other backgrounds
* Prefer not to say

**Employment Status:**

* Self-employed
* Full-time employed
* Part-time employed
* Student
* Looking after your home or family
* On a government training scheme
* Unemployed
* Retired
* Unable to work due to sickness or disability

**Qualifications:**

* Prefer not to say
* Degree or postgraduate degree
* O Levels (GCSEs) / S Grades / Highers
* Professional qualification
* Self-taught
* SVQ
* None

**Is your organisation predominantly Ethnic Minority led, LGBTQI+ led, Disability led, or Women led? If so, please specify here (you can select more than one):**

**Does your organisation target any specific group based on age, race, disability, sexual orientation or gender? If so, please specify here:**

We will keep the information provided within this application on file for a period of ten years. It will then be deleted after the publication of Firstport’s annual accounts. This is in line with HMRC requirements.

**Section Seven: Submit**

Please confirm that you understand and accept our obligations under the General Data Protection Regulation (GDPR) set out in our [Privacy Policy](https://www.firstport.org.uk/privacy-policy-2/), by writing CONFIRM here:

We will keep the information provided within this application on file for a period of seven years. It will be permanently deleted after the publication of Firstport’s annual accounts. This is for accounting purposes and in line with HMRC requirements.

**Application Date:**