# Boost Fund Kickstart Application Form

*[This applies to applicants who have not received a previous grant. Please use this document to help you prepare and draft your answers before completing* [*the online application form*](https://09oui559vjs.typeform.com/to/COVnxUut)*. If you have any accessibility requirements, you may also submit this form as your main application. Please be mindful that some questions have a character limit.*

Before starting this application form, you should read the eligibility criteria and application guidance, which can be found <https://www.firstport.org.uk/funding/social-enterprise-boost-fund/> If you have any questions, please contact us on 0131 564 0331 or by email at [info@firstport.org.uk](mailto: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 that is applicable to your application. If you submit your application via Word document, completing the form will be seen as an acknowledgment that you have read and accepted the following criteria.

|  |  |
| --- | --- |
| **Checklist** | Tick box |
| I am applying on behalf of an existing social enterprise that has been trading for 5 years or less, is incorporated with Companies House and has its own bank account |  |
| Or | |
| I am applying as an individual aged 18 or over, seeking to set up a new social enterprise |  |
| My enterprise provides or will provide direct or indirect social impact for individuals, communities and/or the environment. |  |

|  |  |
| --- | --- |
| My enterprise provides (or will provide) at least 75% its social impact within one or both of the following local authority areas:   * Sunderland and/or * South Tyneside |  |

|  |  |
| --- | --- |
| My enterprise’s activities do not involve political campaigning |  |
| My enterprise’s activities are not of an exclusively religious nature |  |
| If applicable: | |
| I have identified the premises necessary for the trading activity described in this application |  |

**Section Two: About You**

If you are applying as an individual, please provide us with your own details. If you are applying on behalf of an existing social enterprise, please provide us with details of the lead contact for this application.

**First Name:**

**Last Name:**

**Please indicate whether you are an established entrepreneur who already has a business or an individual aspiring to start a social enterprise:**

* I aspire to start a social enterprise
* I am an established entrepreneur

**If applying on behalf of an existing enterprise, your job title/position within the organisation:**

**Email (enter a personal email address if you are applying as an individual, or a business email address if applying as part of an existing enterprise):**

**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?**

* PNE
* Community or local charity
* From a Firstport award winner
* Internet
* Social media
* Leaflet
* Newspaper
* Radio or TV
* Word of mouth

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

[Y/N]

**Have you applied to any other Boost Fund providers in any local authority area other than Sunderland or South Tyneside?**

[Y/N]

**If yes, please specify which local authority area you have applied to:**

* **County Durham**
* **Sandwell**
* **Thanet**
* **Wolverhampton**

**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?**

**If applicable, what was the date when your enterprise began trading?**

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

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

**If applicable, please enter the Business Legal Form**

* Unincorporated: Sole Trader
* Unincorporated: Partnership
* Limited Company
* Community Interest Company
* Industrial and Provident Societies
* Limited Liability Partnership
* Any Other Form

**If applicable, please enter the Business Standard Industrial Classification Code (BIC) that best describes your enterprises’s main business activity (a link to the BIC codes is available here <https://resources.companieshouse.gov.uk/sic/>**

**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 England-wide)  
Please write either South Tyneside, Sunderland or England Wide

**If applicable, please enter FTE number of employees**

**If applicable, please enter the number of monthly volunteer hours**

**If applicable, please enter your latest annual turnover**

**If applicable, please enter the latest annual business profits or losses of the social enterprise**

**If applicable, have you developed a growth plan, either standalone or as part of a more general Business Plan or strategy?**

**In the following questions, we will ask you to tell us more about your enterprise in your own words. Please read our application guidance document for more help on how to answer these questions and the information we would like you to include.**

**In a few sentences, please provide us with a brief overview of your idea / social enterprise (max 100 words):**

**How will your idea meet local needs and improve pride in place and/or social connections in the area?** N.B by ‘local’, we mean that at least 75% of the activity you deliver will be in one of both of the following local authority areas: Sunderland and/or South Tyneside **(max 250 words):**

**Please tell us about your plans to deliver your activities – what will you do and how will you do it? (max 250 words):**

**What are your plans to balance the cost of delivering this activity against the income you think it will generate? (max 250 words):**

**How does your enterprise demonstrate ‘value for money’?(max 250 words):**

**How do you plan to capture what you have learned from delivering your activity? (max 250 words):**

**Tell us about your plans to continue delivering your activities over the longer term (i.e. once the grant has been spent) (max 250 words)**

**Section Four: Budget**

Please give details below on how you would spend the £5,000.   
*Please only use up to 255 characters when describing items*

**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.

If you are applying as an individual, please provide your personal bank details below.

If you are applying on behalf of an established social enterprise, please provide details of the organisation’s bank account.

In each case, the bank account name means the name of the **account holder**, and ***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.

**Age Band:**

|  |
| --- |
| * 0-15 |
| * 16-24 |
| * 25-34 |
| * 35-44 |
| * 45-54 |
| * 55-64 |
| * 65-74 |
| * 75-84 |
| * 85+ |

**Ethnicity**

* White: English / Welsh / Scottish / Northern Irish / British
* White: Irish
* White: Gypsy or Irish Traveller
* White: Any other White background
* Mixed/ Multiple ethnic groups: White and Black Caribbean
* Mixed/ Multiple ethnic groups: White and Black African
* Mixed/ Multiple ethnic groups: White and Asian
* Mixed/ Multiple ethnic groups: Any other mixed / multiple ethnic background
* Asian/ Asian British: Indian
* Asian/ Asian British: Pakistani
* Asian/ Asian British: Bangladeshi
* Asian/ Asian British: Any other Asian background
* Black/ African/ Caribbean/ Black British: African
* Black/ African/ Caribbean/ Black British: Caribbean
* Black/ African/ Caribbean/ Black British: Any other Black / African / Caribbean background
* Chinese
* Arab
* Other ethnic group

**Sex**

* Female
* Male
* Prefer not to say

**Is the gender you identify with the same as your sex registered at birth?**

* Yes
* No, enter gender identity
* Prefer Not to say

**If your gender IS NOT the same as the sex registered at birth, enter below**

* Male
* Female
* Prefer Not to Say

**Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? Please select from the drop down list.**

* Yes
* No
* Prefer Not to Say

**Does the condition or illness/do any of the conditions or illnesses reduce your ability to carry-out day-to-day activities? Please select from the drop down list.**

* Yes, a lot
* Yes, a little
* No
* Prefer Not to Say

**Level of qualification**

* GSCE or equivalent
* A levels or equivalent
* BTEC, BEC, TEC or equivalent
* Apprenticeship
* Foundation Degree
* Undergraduate or Bachelor's Degree
* Master's Degree
* Doctorate
* Any Other Qualification
* None of these
* Prefer Not to Say

**Employment status**

* In paid work: employed
* In paid work: self-employed
* Looking for paid work
* In education or training
* Not in Employment or Looking for Paid Work
* Any Other Status
* Prefer Not to Say

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:**