**Build It Application Form**

Before starting this application, you should read the eligibility criteria and application guidance, [which you can find here.](https://www.firstport.org.uk/wp-content/uploads/2024/03/Build-It-Guidance-final-2024.pdf)

If you have any accessibility requirements, please contact us and we will provide you with an alternative way to apply. You can contact us either by phone on 0131 564 0331 or by email at info@firstport.org.uk.

**Section One: Eligibility**

X – The social enterprise has a registered office in Scotland.

X – The social enterprise operates primarily for the benefit of people or communities in Scotland.

X – The activities of the social enterprise do not involve political campaigning or the advancement of religion.

X – The social enterprise has an asset-locked constitution registered with either Companies House, the Office of the Scottish Charity Regulator (OSCR), or the Mutuals Public Register.

X – The social enterprise has a business bank account in the name of the social enterprise.

X – The social enterprise has a board of directors in place, of whom **no more than half** are:

 Related to one another; by related we mean:

* + - related by blood
		- related by marriage
		- in a civil partnership with each other
		- in a long-term relationship with each other
		- related through a long-term partner
		- living together at the same address

Or

 Employed by the enterprise (or otherwise paid to deliver services to it).

X – The social enterprise has been trading for three years or less.

X – The social enterprise is an independent organization and not the project or subsidiary of an existing body.

X – The social enterprise can provide evidence of some successful trading to date and demonstrate the potential to become financially sustainable.

X – The social enterprise can provide evidence of direct, measurable social impact that it has already delivered to individuals, communities and/or the environment.

X – Requested salaries adhere to Scottish Government Fair Work policy.

X – If the social enterprise has been previously funded by Firstport through Start It, this grant has been closed before application.

X – The application includes supporting documents in the required templates.

**Section Two: About You**

Preferred Pronoun:

First Name:

Last Name:

Email:

Phone Number:

Mobile Number:

House Name / Number and Street Name:

City:

Postcode:

Local Authority Area:

Date of Birth:

X – Please tick this box if you have any accessibility requirements.

Please provide details of any accessibility requirements here:

If you have been referred by a support organization, please let us know here:

X – Please tick this box if you are developing the social enterprise with someone else.

Person 1 – First Name:

Person 1 – Last Name:

What role does this person play?

Person 2 – First Name:

Person 2 – Last Name:

What role does this person play?

**Section Three: About Your Enterprise**

Name of Enterprise:

Legal set-up of organisation:

Registered Charity Number (if applicable):

Registered Company Number (if applicable):

Which sector is most relevant to your enterprise?

Where are your main beneficiaries located?

Please provide us with a short introduction to your enterprise:

How long has the enterprise been trading?

How much income has been generated from trading to date?

How much income has been generated from grants to date?

What is the current profit/deficit of the enterprise?

Please upload your **business plan**, taking note of the file type requirements.

Please upload your **pitch document**, taking note of the file type requirements.

Please upload your **cashflow**, taking note of the file type requirements.

**Section Four: Budget Breakdown**

Please outline how you plan to spend your Build It award. Please note that the total should **not** exceed £40,000.

If you need further information on eligible costs, please review the [Build It guidance.](https://www.firstport.org.uk/wp-content/uploads/2024/03/Build-It-Guidance-final-2024.pdf)

Item 1:

Item 1 Amount: £

Item 2:

Item 2 Amount: £

Item 3:

Item 3 Amount: £

Item 4:

Item 4 Amount: £

**Section Five: Bank Details**

Please note that we fund the social enterprise through Build It, not the individual, so we need your business bank account details here.

Bank Account Name

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 only use this information for statistical purposes and it will not form part of your application assessment.

How would you describe your gender?

If you prefer to self-identify, please provide details below:

Do you identify as Trans?

How would you describe your sexuality?

Age Band

X - Tick this box if you identify as disabled

Please give details of your disability here:

Ethnicity

Ethnicity Details

Employment Status

Qualifications

If your enterprise is led by individuals who identify themselves with the following protected characteristics, please tick the relevant box(es):

X – Ethnic Minority Led

X – Disability Led

X – LGBTQ+ Led

X – Women Led

Beneficiaries

Does / will your enterprise target any of the following areas or protected groups?

X – Older People

X – Younger People

X – Disability

X – Gender

X – Race

X – Sexual Orientation and / or gender identity

X – Other

**Section Seven: Submit**

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.

X – Tick this box to confirm that you understand and accept our obligations under the General Data Protection Regulation (GDR) as set out in our [Privacy Policy](https://www.firstport.org.uk/privacy-policy-2/).

CAPTCHA

Date of Application