

**Southwark Pioneers Fund: Grants (Round 1)**

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| Please read the guidance notes completely before completing this application form. The guidance notes will provide details on how your application will be assessed.  Applicants are required to complete all sections. We cannot accept handwritten applications.  The closing date for completed applications is **9am Monday 25 November 2019.**    Applications received after this time will not be assessed. |

Southwark Council

Southwark Pioneers Fund

Floor 5, Hub 4

Local Economy Team

Chief Executive’s Department

P.O. Box 64529, London SE1P 5LX

[southwarkpioneersfund@southwark.gov.uk](mailto:blackhistorymonth@southwark.gov.uk)

**Southwark Pioneers Fund: Grants Application Form**

**First stage** – Applicants must meet the following criteria to be eligible for the Fund’s support

|  |  |  |
| --- | --- | --- |
|  | **Criteria to be met** | **Grants** |
|  | Aged 18 years or over. | ✓ |
|  | Southwark postcode for registered enterprise / registered charity/ registration as a sole trader  OR  Enterprise / charity / entrepreneur can demonstrate they wish to start-up or grow in Southwark within the next three months. | ✓ |
|  | Registered with Companies House, or registered as a charity, or registered as a sole trader with HMRC | ✓ |
|  | Micro-enterprise / charity / entrepreneur with fewer than 10 FTE | ✓ |
|  | Micro-enterprise / charity / entrepreneur at an early stage in their business life cycle (0 – 5 years) and/or have the intention to grow and scale | ✓ |

**Second stage –** Eligible applicants should complete the following application form

**Part A - Your enterprise details**

|  |  |
| --- | --- |
| Name of organisation (if you are a sole trader please state this here) |  |
| What is the legal status of your organisation?  Please tick **√**  – more than one may apply |  **Registered Charity** (please provide registered number)  ** Charitable Incorporated Organisation (CIO)** (please provide registered number)  ** Community Interest Company (CIC)** (please provide registered number)   **Company Limited by Guarantee** (please provide registered number)   **Unincorporated Association**  ** Other (please give details)** |
| Name of director /manager of organisation |  |
| Address of organisation |  |
| Post code |  |
| Email address |  |
| Mobile number |  |
| Landline number |  |
| Website (*if applicable)* |  |
| Where did you hear about the Southwark Pioneers Fund? |  |
| Is your organisation currently trading? If so, what date did it start trading? |  |
| Nature of organisation (i.e. what does your enterprise / what do you produce/deliver/provide)? |  |
| Number of full time employees? Part time employees? Give the total number of full time equivalent roles in your enterprise. |  |

**Part B - Contact details for this application**

Give the name of the main contact person for this application. This person should be easily contactable and able to answer any questions about the application.

|  |  |
| --- | --- |
| Contact name |  |
| Position in organisation |  |
| Address |  |
|  |  |
| Post code |  |
| Email address |  |
| Mobile number |  |
| Landline number |  |

**Part C - Document request**

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| Please provide the following documentation:   * 1. Bank account details for your organisation (business account number and sort code).   2. Proof of enterprise (or sole trader) identification such as a letter with the company letterhead, a companies house form, or a letter/bank statement from your bank.   3. Most recent audited or independently examined accounts. |

**Part D – Details of Southwark Pioneers Fund application**

|  |  |
| --- | --- |
| **1.** | **Total amount of grant requested (to a maximum of £5,000):** |
| **2.** | **What is your business idea and how do you propose to use this grant to achieve this idea?** *(maximum 500 – 700 words)*   * Have you got a business plan? If so, please attach this. * If you do not have a business plan, please describe your business objectives and how you will achieve these over the next few years. * **Factors you could outline in this section (to show the strength of your business idea) include:** * How aware is the market of this idea/product already? * Who is interested in trying/using this idea/product? * Who could potentially access the product/service? * Who could potentially access the product/service repeatedly? |
| **3.** | **Based on the above, what do you specifically propose to spend the grant on?**  Please enter details and costs of all proposed expenditure below. Include a break-down of costs.   |  |  |  | | --- | --- | --- | | Item | Reason | Amount requested £ | | [Applicant to fill out] | [Applicant to fill out] | [Applicant to fill out] | | [Applicant to fill out] | [Applicant to fill out] | [Applicant to fill out] |   Add as many rows as you require (while noting some items can be grouped). |
|  | **Tell us about why you started your business and what this means to you?** *(maximum 500 – 700 words)*  Please use this section to tell us about yourself and your motivation for starting a business. What is it about you that will make your business a success? |
| **5.** | **If successful, what is the wider impact that you think your business can generate for Southwark?** *(maximum 500 – 700 words)*    Please use this section of the form to give a clear statement of how the grant support will help to build your / your enterprise’s capability and contribute to inclusive growth (i.e. growth that is fairly distributed across society and creates opportunities for all). Please refer to the guidance notes for detail on how to complete this section. |
| **6.** | **Equalities information**  The primary aim of the Fund is to increase the diversity of those who own, start up and are employed by Southwark enterprises.   1. Are you (sole trader or enterprise owner/CEO) female? Yes / No 2. Do you (sole trader or enterprise owner/CEO) have a Black and Minority Ethnic background? Yes / No 3. Do you (sole trader or enterprise owner/CEO) have a disability?   Yes / No |
| **7.** | **Are you related to an elected member or officer of Southwark Council?**  Yes / No  (Please delete as applicable)  If yes, please give name and details: |

**Part E – Signature**

|  |  |
| --- | --- |
| **Signature** |  |
| **Name in full** |  |
| **Position in enterprise** |  |
| **Date** |  |

**Please return completed application to:**

Southwark Council

Southwark Pioneers Fund

Floor 5, Hub 4

Local Economy Team,

Chief Executive’s Department,

P.O. Box 64529, London SE1P 5LX

Email: [southwarkpioneersfund@southwark.gov.uk](mailto:southwarkpioneersfund@southwark.gov.uk)

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