

Investing in the Future

Application Form Social Housing Enterprise Programme



Social Housing Enterprise Programme - £10,000, £20,000 & £50,000

Guidelines for Social Enterprises

Background

In September 2015 the Housing Executive introduced the Social Housing Enterprise Strategy. As part of the strategy it was agreed that financial investment may be awarded to social enterprises that are primarily based in or serve Housing Executive communities either through the provision of services, development of services and providing employment/training opportunities. The aim of the investment awards is to increase economic activity in the area, assist the development of social enterprises to grow and develop their commercial activity and sustainability.

Award Categories

Embryonic Awards up to £10,000. Designed to assist new embryonic social enterprises (been trading for less than 2 years and generally receive less than 25% of their income from trading,) social enterprises develop their capacity, test new products services, and expand their business. (Note in this category the definition of trading will include a community based organisation providing a service selling some products for which some fees/prices have been charged). A business plan is essential. There is a wide arrange of support freely available for assistance with business plans, if in doubt please contact a member of the Housing Executive Social Housing Enterprise Team.

Emerging Awards up to £20,000. Designed to assist emerging social enterprises that have been trading for at least 2 years with 25-50% coming from trading. Under this category the social enterprise must be trading and be able to demonstrate that it is a viable sustainable entity. The purpose of the award will be to enable the business to increase its commercial capacity, potential profitability & sustainability. Applicants will be required to submit a business plan along with application. There is a wide arrange of support freely available for assistance with business plans, if in doubt please contact a member of the Housing Executive Social Housing Enterprise Team.

Established Awards up to £50,000. Designed to assist established viable social enterprises to expand and develop their business. Applicants must submit a detailed business plan along with their application.

Please note the maximum award will only be made in exceptional circumstances. Applicants are advised to consider their actual needs. Contact a member of the Housing Executive Social Investments Team for assistance.

Eligibility

In addition to any business development of the social enterprise applicants must also demonstrate how Housing Executive communities will benefit from such an award i.e. the creation of a product / service to benefit that community, increase in employment/ training opportunities.

You must be able to prove that an award will:

- (i) Increase the capacity of the social enterprise to become a viable sustainable business
- (ii) Demonstrate direct benefits to Housing Executive communities either through service/ product development; employment opportunities, investment in Housing Executive areas.
- (iii) Contribute to improving the social needs of the community i.e. increasing economic activity, enhancing the environment, provide a product / service to that community, increase social capital & improve health & well being

The above are general statements of principle if applying for an award please note the overall aim of the Social Investments in Social Housing Communities is to improve/develop services/capacity/economic activity in Housing Executive areas. To this end we will consider applications from community based organisations for a wide variety of purposes but priority will be given to those applicants that can demonstrate how the award may contribute to development of economic activity in the local area.

Assessment of applications

- Applications will be assessed on the basis that there is a fit with the Social Housing Enterprise Strategy, that the proposed usage of the grant is suitable for support from public sector finances, that the proposals demonstrate an increased chance of the social enterprise becoming viable / sustainable, that the proposals outline specific outputs and provide identifiable benefits to the local social economy.

**Deadline for applications:
All applications must be submitted
no later than 16th June 2017 at 4.00pm.**

Applicants must be emailed to socialinvestments@nihe.gov.uk no later than the date above, any applications submitted after this date will be deemed as invalid.

Funds are limited and all applications which meet the criteria will not necessarily be funded.



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Investing in the Future

Part 1 - Organisational Details

1.1 Name of organisation

1.2 Contact name

Position

1.3 Is this application for funding for a new or existing social enterprise, which is:

a. Not yet established

b. New (less than 12 months)

c. Operational (more than 12 months: please state how long has it been operational)

1.4 Address

Postcode

1.5 Telephone Number:- Landline

Mobile

1.6 Email address

1.7 Website

1.8 If a group what is your legal status

Charity, limited by guarantee (charity no.)

Charity with ability to trade

Social Enterprise, registered at Companies House

Constituted group/organisation

Other (please detail)

1.9 Is your group a member of the:-

Housing Executives Housing Community Network

Yes

No

Part 1 - Organisational Details (cont.)

1.10 These investments must benefit Housing Executive communities, please list the specific communities that will benefit & detail the benefits as a result of this funding if awarded. (*max 150 words*)

Part 2 - Purpose of award

2.1 Please provide an overview of your current social enterprise activity, what the award will be used for and which award you wish to apply for (*max 200 words*), whether this is a:-

- (1) **Embryonic** (social enterprise which is new or under developed ie less than 25% of its income is from trading); up to £10,000
- (2) **Emerging** (social enterprise which is more developed ie 25-50% of its income is from trading, but still require support to grow their business); up to £20,000
- (3) **Established** (social enterprise which is developed ie over 50% of its income is from trading, but requires significant funding to grow the business substantially); up to £50,000

2.2

(a) Please detail any contribution in kind/other support re staff/finance that you are making towards this social enterprise. (*max 100 words*)

(b) Have you received/approached other funders/funding sources such as Ulster Community Investment Trust / Charity Bank / bank loans for your social enterprise, if not would it be something you would consider? (*max 100 words*) Please detail below

Part 2 - Purpose of award (cont.)

2.3 Please detail costs.

Item or activity	Total cost requested from the Social Housing Enterprise Programme	List any finance or funds already secured towards the overall cost of the project relating to this item	Source
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
	£	£	
Total	£	£	

2.4 Does your organisation have a strategic plan? Yes No

2.5 If yes, does the social enterprise, which this application relates to,
feature in the strategic plan (please attach)? Yes No

Part 2 - Purpose of award (cont.)

2.6 Do you have a business plan specific to this social enterprise and application?

Yes

No

If yes, a copy must be included with this application. If no, please detail the business case for this application (priority will be given to applications supported by a business plan).
(max 200 words)

2.7 Please identify the expected outputs/outcomes which will be achieved as a direct result of funding.

Employment (how many new jobs created)

Employment (how many indirect jobs supported)

People newly skilled/Trained (how many)

Housing Executive residents expected to benefit from the service or product (how many)

New product/service provided to the Housing Executive community (please detail)

New site/premises developed

Volunteers (how many)

Other (please provide a brief description)

Part 2 - Purpose of award (cont.)

2.8 Please outline organisational experience/capacity to establish/develop the social enterprise. (max 500 words)

2.9 (a) Please detail actual income generated as part of your social enterprise in the last 2 years.

	Income generated	Profit/Loss
Year One		
Year Two		

2.9 (b) Whether your social enterprise is established or not, please detail your financial projections below.

	Turnover/Income	Profit/Loss
Year One		
Year Two		
Year Three		

Part 2 - Purpose of award (cont.)

2.10 As a social enterprise please detail how the profit will be reinvested back into the local social housing community? *(max 150 words)*

Part 3 - Project Management

3.1 How will your social enterprise be monitored/managed (please detail)? *(max 200 words)*

3.2 Is the social enterprise receiving any support from any other agencies, either financially or otherwise (please detail)? *(max 200 words)*

Part 4 - Social Outcomes & Social Values

4.1 The following 5 themes have been identified as key social outcomes which will benefit the local social housing communities. Social Value is the transformational benefit arising from a social enterprise.

In the table below please briefly detail the social outcomes which will arise from your social enterprise, how will you achieve them? How will you measure them? How will you measure their success?

The applicant should demonstrate how they meet one or more of the following headings, and how use of these funds will benefit the Housing Executive communities.

<p>Social Capital How the funds will be used for public good or for the benefit of individuals primarily within Housing Executive Communities. <i>(max 75 words)</i></p>	
<p>Social Economy How the funds will produce both social and economic value to the Housing Executive Communities. <i>(max 75 words)</i></p>	
<p>The Environment How the funds will have a positive impact on the local environment i.e. reducing waste, recycling etc. <i>(max 75 words)</i></p>	
<p>Health & Well Being How the funds will improve the quality of life experience by the Housing Executive and wider community, this could be physical and emotional health of residents. It could relate to a sense of feeling safe, free from crime and improvement to life expectancy.</p>	
<p>A service or product to be delivered How the funds will help provide a product or service for the Housing Executive Community. <i>(max 75 words)</i></p>	

Part 5 - Checklist

Mandatory (MUST be submitted with this application).

The following documents **MUST** be provided in support of your application

A copy of your business plan

A copy of cash flow projection for 2 years for the social enterprise

The items listed below may be required at a later date if the application is successful, please indicate if these are available (NOT to be submitted with this application).

	Yes	No	Not Relevant
A copy of your governing document i.e. constitution, Articles of Association etc.			
A copy of your most recent audited accounts			
A list of your organisational committee/board members			
A copy of your organisational structure			
A completed bank details form (mandatory if successful)			
Copies of child protection policies, health & safety, counter fraud & public liability insurance etc.			
A copy of your current leasehold agreement or freehold title for your property, where applicable			
NOTE: If your proposal includes any capital works, you will need to provide the necessary approvals, prior to any finance being released.			

Applications submitted on behalf of an organisation should be signed by 2 office bearers.

Name (Print)	Name (Print)
Position	Position
Signature	Signature
Date	Date

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