

**Social Enterprise Capital Grants Scheme 2021**

**Application Form**

 ** **

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LCDC recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ALL APPLICATIONS ARE TO BE RETURNED TO:**

 **Laois Local Community Development Committee,**

**Laois County Council,**

**Community Department,**

**Aras an Chontae,**

**Portlaoise,**

**Co.Laois**

**By Friday 8th October 2021 @ 4:00pm**

**CLOSING DATE WILL BE STRICTLY ADHERED TO.**

**Guidance for Applicants**

# Background

In July 2019, the Department of Rural and Community Development published a National Social Enterprise Policy for Ireland.

The Social Enterprise Capital Grants Scheme 2021 is one initiative being taken by the Department of Rural and Community Development under the Policy to support social enterprises and is complementary to other supports provided by the Department.

It is anticipated that the small scale nature of the grants under this scheme will particularly benefit smaller or start-up social enterprises which do not necessarily have the capacity to compete for larger grants, but which nonetheless have a need for upgraded/additional equipment to help them to deliver their services.

The scheme is being administered on behalf of the Department of Rural and Community Development by the network of Local Community Development Committees (LCDCs) across the country.

The deadline for receipt of completed applications is **Friday 8th October 2021 @ 4:00pm**

# Eligible Organisations

Only social enterprises, as defined in the National Social Enterprise Policy (see below), may apply under this scheme. All applicants will be checked and verified to ensure they meet the definition. Applicants who do not meet this definition will not be considered.

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| A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders. It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives. It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission.  |

*National Social Enterprise Policy for Ireland 2019-2022*

# Funding Allocation

Amounts approved to social enterprises will be subject to the total number of applications approved and the overall budget available (€1 million nationally). Laois LCDC allocation €23,793.59

# Eligible Costs

Under this scheme, grants will be provided to social enterprises towards small scale capital costs. Capital costs incurred by social enterprises for the purchase of equipment are eligible. Repairs and refurbishment of existing facilities can also be funded.

The scheme does not provide funding for operating costs (e.g. the employment of staff, electricity costs, heating costs, etc.) or administrative costs.

Only expenditure incurred after the date of grant approval will be eligible.

The grant may cover all, or part of, the purchase or works in question. However, the full cost of the purchase or works must be provided on the Application Form.

# Assessment Criteria

Applicants will be required to confirm that their organisation meets the definition of a social enterprise as set out in the National Policy. Applicants will be asked to explain the purpose for which the grant is sought. Factors such as demonstratable need and the potential impact of the grant on service delivery will also be taken into account.

# Applications

**All applications will be reviewed by the LCDCs to verify that the applicant meets the definition of a social enterprise as set out in the National Social Enterprise Policy for Ireland. Final decisions on funding approvals will be made by the Department of Rural and Community Development.**

Applicants will be notified of the outcome via the relevant LCDC no later than **Friday 19th November 2021**. Successful applicants will have until **8th March 2022** to draw down the grant, based on evidence of completed purchases or works.

# Terms and Conditions

* Only social enterprises as defined by the National Social Enterprise policy will be eligible for funding under this scheme.
* The information supplied by the applicant must be accurate and complete. Incomplete applications will not be considered for funding.
* Misinformation may lead to disqualification and/or the repayment of any grant made.
* All information provided in respect of the application for a grant will be held electronically. The Department reserves the right to publish a list of all grants awarded on its website.
* The Freedom of Information Act applies to all records held by the Department of Rural and Community Development and Local Authorities.
* The application must be signed by the Chairperson or CEO/MD of the social enterprise.
* It is the responsibility of each social enterprise to ensure that it has proper procedures and policies in place including appropriate insurance where relevant.
* Evidence of expenditure, receipts / invoices must be retained and provided to the LCDC or their representative if requested.
* The Dormant Accounts Fund and the Department of Rural and Community development must be publicly acknowledged in all materials associated with the purpose of the grant.
* Generally no third party or intermediary applications will be considered.
* Late applications will not be considered.
* Applications in any form should arrive not later than the closing date.
* Claims that any application form has been lost or delayed in the post will not be considered, unless applicants have a Post Office Certificate of Posting in support of such claims.
* Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications.
* By completing this Application Form, you consent to the data on the form, as required, being transferred to the Department of Rural and Community Development to enable a decision to be made on your application.
* Successful applicants may be subject to audit by the LCDC or the Department of Rural and Community Development.
* Documentation relating to the purchase of equipment or the completion of works should therefore be maintained for inspection for a period of 7 years.

# Enquiries

 All enquiries in relation to the Social Enterprise Capital Grants Scheme 2021 should be directed to **Rose Doolin on 057-8664206 or email rdoolin@laoiscoco.ie**

#  Social Enterprise Declaration

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| A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders. It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives. It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission.  |

*National Social Enterprise Policy for Ireland 2019-2022*

 I confirm that the organisation which I represent-

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| --- | --- |
| Is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Pursues its objectives by trading on an ongoing basis through the provision of goods and/or services.  | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Reinvests any surpluses into achieving social objectives. | Yes/No: \_\_\_\_\_\_\_\_\_ |
| Is governed in a fully accountable and transparent manner and is independent of the public sector.  | Yes/No: \_\_\_\_\_\_\_\_\_ |
| If dissolved, it will transfer its assets to another organisation with a similar mission.  | Yes/No: \_\_\_\_\_\_\_\_\_ |

# Organisation Details

|  |  |
| --- | --- |
| **Name of Social Enterprise:**  |  |
| **Contact Person**  |  |
| **Role of Contact Person** |  |
| **Contact Correspondence Address:** |  |
| **Eircode** |  |
| **Contact Email Address:** |  |
| **Contact Telephone No.:** |  |
| **Organisation Website** |  |
| **Tax Reference Number (if applicable):** |  |
| **Tax Clearance Access Number (if applicable)** |  |
| **Charity Number (if applicable)** |  |

**Successful applications for funding under this programme will only be paid to the applicant organisation’s Bank Account. Please ensure you have your Bank Account details to hand if your application is successful.**

# Organisation Overview

**Please provide a brief overview/description of the area of activity in which your organisation operates.**

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# Details of Proposed Expenditure

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| **What will the funding be used for?** |  |
| **Why is this funding needed and what impact would this grant have on your organisation’s service delivery.** |  |
| **When will the purchase be made?** |  |
| **Amount being applied for** | € |
| **is this amount the partial or total cost** |  |
| **If partial, please give the estimated total cost** | € |

Important note: Please include supporting documentation. All applications must include quotations from a minimum of three different independent suppliers for each item that requires funding under the Social Enterprise Capital Grant Scheme. Please contact rdoolin@laoiscoco.ie or call 057-8664206 for information on the required supporting documentation

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| --- | --- |
| **Please state how your social enterprise proposes to acknowledge the Dormant Accounts Fund (DAF), DRCD, Local Authority and LCDC** |  |

Note: Depending on the amount being applied for, this could be as simple as including an acknowledgement on equipment labels, or on notices/signs, or in any newsletters that are being produced locally.

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| I confirm I have read and fully understand the Terms and Conditions of this Programme (see page 4 of this form). | Yes/No: \_\_\_\_\_\_\_\_\_ |
| I confirm that I have read and fully understand the ‘Statement on Public Finances’ contained in Appendix A (see page 11 of this Form) | Yes/No: \_\_\_\_\_\_\_\_\_ |

**I declare that the information provided by me on this application form is truthful and complete.**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Must be Chairperson or CEO/MD)

**For Official Use only:**

I verify that the application has been completed fully and that the applicant organisation meets the definition of a Social Enterprise under the National Social Enterprise Policy for Ireland 2019-2022.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LCDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

In accordance with the General Data Protection Regulations 2018, the definition of personal data is - ‘personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Laois County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Laois County Council’s commitment is that the personal data you may be required to supply to us is:

Obtained lawfully, fairly and in a transparent manner

 Obtained for only the purposes of the Social Enterprise Grant Scheme 2021.

Adequate, relevant and limited to what is necessary for purpose for which it was obtained. Data will be used for administration purposes and financial purposes. Necessary information will be shared with the Accounts Payable Section of Laois County Council for the purposes of grant payments. Data may be used for audit purposes.

Recorded, stored accurately and securely and where necessary kept up to date.

Data will be kept securely in the Community Development Section of Laois County Council for a period of 6 years after completion of the project, after such time it will be destroyed.

Legal basis – Local Government reform Act 2014

Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Laois County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data.

To exercise these rights, you should take the following steps:

Forward your completed request to the Data Protection Officer at the following address:

Data Protection Officer,

Laois County Council, County Hall,

Portlaoise,

Co. Laois.

R32EHP9

Or by email to: dataprotection@laoiscoco.ie

**APPENDIX A**

**Statement on Public Finances**

***This Statement should be brought to the attention of every grant receiving body***

**If you are in receipt of public funding you should**

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| **Clarity**Understand the purpose and conditions of the funding and the outputs requiredApply funding only for the business purposes for which they were providedApply for funding drawdown only when required for business purposesSeek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements | **Governance***Ensure appropriate governance* *arrangements are in place for:*Oversight and administration of fundingControl and safeguarding of funds from misuse, misappropriation and fraudAccounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public fundingAccounting for the amount and source of the funding, its application and outputs/outcomes |
| **Value for Money***Be in a position to provide evidence on:*Effective use of fundsValue achieved in the application of fundsAvoidance of waste and extravagance | **Fairness**Manage public funds with the highest degree of honesty and integrityAct in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages)Procure goods and services in a fair and transparent mannerAct fairly, responsibly, and openly in your dealings with your Grantor |