



GLASGOW CO-OPERATIVE & ENTERPRISE FUND
INFORMATION AND GUIDANCE FOR APPLICANTS

**CO-OPERATIVE
GLASGOW**



1 BEFORE YOU APPLY

Please read the following information, before completing the application form:

- **Social Enterprise Strategy**
- **Information and Guidance for Applicants**
- **Application Form**
- **Glasgow Economic Strategy 2016 - 2023**

Please ensure that your application for funding addresses the purpose of the Glasgow Co-operative & Enterprise Fund, meets the funding criteria and its priorities and the applicant organisation meets the eligibility requirements.

If you have any queries or would like to discuss your application prior to submission please contact the Economic & Social Initiatives Team by email:

Co-operativeBusinessDevelopmentFund@glasgow.gov.uk or call the ESI team.

Umy Amin

0141 287 5776

Paul Morris

0141 287 6182

2 HOW MUCH FUNDING CAN YOU APPLY FOR?

It is anticipated that maximum awards will not exceed £25,000.

3 WHAT WILL THE FUND SUPPORT?

The fund is targeted at growing the Social Enterprise, existing co-operative, mutual and industrial provident society sectors in Glasgow and to facilitate co-operative start-up businesses. Funding is aimed at transformational business development activities in areas such as service provision, capability and financial sustainability. The fund will support activities that build organisational capacity in areas such as:

- Operations (relating to Social Enterprise, co-operative start up, growth and development needs)
- Skills and skills utilisation
- Marketing and business development
- Governance and financial controls
- Service development and expansion
- New markets

4 WHAT THE FUND WILL NOT SUPPORT

The following are not eligible for the fund:

- Organisations that are insolvent or at risk of insolvency
- Unincorporated associations
- Activities that support beneficiaries who live outside Glasgow
- Proposals that seek to replace existing debt finance
- Proposals that relate to the ongoing delivery costs of services i.e. core costs related to the existing day-to-day running of the organisation, such as staff costs, rather than specific development activity that will positively impact on the organisation in relation to increasing its capacity, capability and sustainability
- Businesses outwith the Glasgow boundary

5 VAT

If your organisation is eligible to reclaim VAT, the amount of funding you ask for **must exclude VAT**. Glasgow City Council will not support VAT costs where these can be reclaimed.

6 STATE AID

State Aid is a European Commission term which refers to forms of assistance from a public body, or publicly-funded body, given to undertakings on a discretionary basis, with the potential to distort competition and affect trade between member states of the European Union. The "State Aid rules" are set out by the European Commission. Public funding for a single recipient of up to 200,000 Euros over any 3 year fiscal period does not require notification. Glasgow City Council is unable to invest in proposals that would breach the 200,000 Euro ceiling over any 3 year fiscal period.

It is the applicant's responsibility to ensure that it complies with EC State Aid rules. Further information on State Aid is available at: <https://www.gov.uk/state-aid>

7 TIMESCALE FOR APPLICATIONS

Please note the closing date for applications is Friday 22 December 2017 . The fund will remain open for applications throughout 2017/18 subject to the availability of funding.

Successful applicants must ensure that activities are completed and drawn down by 16 March 2018

8 APPRAISAL AND ASSESSMENT PROCESS

Applications will be assessed by the Economic Development Funding Panel (an officer group) of Glasgow City Council and will strive to make decisions within 6 weeks of your application being received. Please be aware that any information omitted from your application will result in delays.

9 CHECKLIST

Before submitting your application please check you have included the following:

- A copy of the governing documents adopted by your organisation (constitution, memorandum and articles of association etc).
- Your most recent audited accounts, or independently signed statement of income and expenditure.
- Your most recent annual report, if applicable.
- A copy of your equality and diversity policy.
- A copy of a business plan/proposal relevant to your application.

10 HOW TO APPLY

Please email the application form and all supporting documentation to:

Co-operativeBusinessDevelopmentFund@glasgow.gov.uk

If your supporting documentation is not available electronically, please send hard copies to the address below clearly stating what they refer to:

**Alan Davidson, Economic Development Manager
Economic and Social Initiatives
Glasgow City Council
Exchange House
231 George Street
Glasgow, G1 1RX**

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