

# CO-OPERATIVE AND SOCIAL ENTERPRISE FUND

## APPLICATION FORM

CO-OPERATIVE  
GLASGOW

**GSEN**

Glasgow  
Social  
Enterprise  
Network



## 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 & Social Enterprise Fund, meets the funding themes and criteria and that 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](mailto:Co-operativeBusinessDevelopmentFund@glasgow.gov.uk)

or call the ESI team.

**Paul Morris 0141 287 6182**

## 2. HOW MUCH FUNDING CAN YOU APPLY FOR?

It is anticipated that maximum awards will not exceed £15,000.

## 3. WHAT WILL THE FUND SUPPORT?

The fund is targeted at growing the Social Enterprise, 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
- 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
- Unincorporated associations
- Businesses outwith the Glasgow boundary
- Activities that support beneficiaries who live outside Glasgow

## 5. THEMATIC CONSIDERATIONS

In order to link with the aspirations and actions contained within A Social Enterprise Strategy for Glasgow and the associated actions contained in the Action Plan. There are four thematic areas of activity, as approved by the city's Social Enterprise Board:

- Feasibility studies for establishing new products or services
- Test projects for development of new income streams
- Digital projects which enhance performance
- Enhancement of social impact measurement

## 6. 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.

## 7. 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>

## 8. TIMESCALE FOR APPLICATIONS

Please note the closing date for applications is Friday 31 January 2020. In the event of a successful application decision, applicants must ensure that all requirements as outlined are undertaken. Activities to be undertaken in 2020/21 must be agreed in advance to allow for full financial management of the Fund.

## 9. 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 and possible rejection.

## 10. 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.
- our 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.

## 11. HOW TO APPLY

Please email the application form and all supporting documentation to:

[Co-operativeBusinessDevelopmentFund@glasgow.gov.uk](mailto: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



# Glasgow City Council Development and Regeneration Services

## Privacy Statement for Co-operative and Social Enterprise Fund

### Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your application for Social Enterprise Funding. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for a) the performance of a task carried out in the public interest by the council, b) the performance

of entering a funding agreement with you, and c) on the basis of your consent. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We may also share your personal data with Jobs & Business Glasgow as part of an assessment and eligibility process. Details of Jobs & Business Glasgow can be found [here](#).

If for any reason we have to share your personal data with any other Third Party in order to a) fulfil our legal obligations and b) for reasons of verifying eligibility for funding, we will contact you to seek your consent for any such additional sharing.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule (RRDS) which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above. Application Forms will only be held by Glasgow City Council and will be destroyed in accordance with the aforementioned RRDS.

### **Your rights under data protection law:**

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. we are using that information with your consent and you have withdrawn your consent – see [Withdrawing consent to using your information below](#)
  - III. you have a genuine objection to our use of your personal information – see [Objecting to how we may use your information below](#)
  - IV. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes – see Withdrawing consent to using your information below

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

**Withdrawing consent to use your information** – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given where possible – please be aware, however, that whilst you have the right to withdraw your consent for us to keep

and process your personal data, withdrawal of consent will also require us to discontinue the service that we have contracted with you. This may also require us to reasonably and practically recover any retrievable funds that may have been granted at the time of consent withdrawal.

Please contact us as stated above if you wish to exercise any of these rights.

### **Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to process their data in the same way and for the same purpose as previously stated. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

### **Complaints**

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House,



Water Lane, Wilmslow, Cheshire,  
SK9 5AF.

By phone on 0303 123 1113 (local  
rate) or 01625 545 745. Visit their  
website for more information at  
<https://ico.org.uk/concerns>

**More information:**

For more details on how we process  
your personal information visit  
[www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

If you do not have access to the  
internet you can contact us via  
telephone to request hard copies of  
our documents.





## APPLICATION FORM

The Glasgow Co-operative and Social Enterprise Fund is managed by the Economic and Social Initiatives team (ESI) based within the Council's Development and Regeneration Services Department.

ESI has been established in order to deliver on the Council's commitment to develop and coordinate co-operative business development activity across Glasgow. The Glasgow Co-operative and Social Enterprise Fund is designed to complement the role of the ESI in promoting, developing and supporting Glasgow's co-operative and social enterprise sectors.

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

- Information and Guidance for Applicants
- A Social Enterprise Strategy for Glasgow, with associated Action Plan
- Glasgow Economic Strategy 2016 -2023

## PART 1 INFORMATION ON YOUR ORGANISATION

### 1.1 Name, address and contact details of the organisation applying for funding

Name			
Address			
Postcode		Phone No	
email			

### 1.2 Type of organisation

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### 1.3 Details of contact person for organisation

Title	Name		
Position in organisation			
Address <i>(if different from above)</i>			
Postcode		Daytime Phone No	
email			
If this person has specific communication needs, please provide details			

### 1.4 Registration details

Registration Number		
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### 1.5 Are any of your organisation's Managing Body or senior members of staff

I) employed by GCC

II) have a relative who is employed by GCC

III) is a Councillor?

III) Governing Body

Yes

☐

No

☐

If **YES**, please provide details of the individuals concerned, including their positions within the respective organisations

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1.6 How long has the organisation been operating?

1.7 How often do services or activities take place? Please give day(s) and time(s).

1.8 Where do services or activities take place?

1.9 Membership

(a) Who is able to join the organisation?

(b) Approximately, how many members take part regularly?

1.10 How is your organisation currently funded?

1.11 What are the main aims of your organisation?

1.12 With which Council Service, Council Department, or Agency does the organisation have MOST contact (e.g. Economic and Social Initiatives, other Economic Development team, Business Gateway, Democratic Services, Social Work?)

1.13 How is your organisation staffed? (please provide numbers)?	
Full-Time	
Part-Time	
Volunteers	

PART 2 INFORMATION ON YOUR PROPOSAL

2.1 What is the title of your Funding Proposal?	
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2.2 Is this proposal being submitted on behalf of a consortium?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

If <b>Yes</b> , please list the consortium partners
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2.3a Brief description of what you are applying for funding to do and when it will be undertaken?
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2.3b How was the need for this proposal identified (i.e. what is the level of demand?)

2.3c How will this proposal benefit your organisation and impact upon the people of Glasgow?

2.3d How will this be achieved?

2.4 How does your proposal complement the stated aims of the Council's Co-operative Glasgow aims and Glasgow Economic Strategy 2016-2023.

2.5 Please indicate the areas that will benefit from this proposal by selecting the Council Ward(s) from the list provided below or indicating if the proposal is City Wide	
<b>Ward 1 Linn</b> Croftfoot, Castlemilk, Carmunnock <input type="checkbox"/>	<b>Ward 13 Garscadden/Scotstounhill</b> Yoker, Garscadden, Scotstounhill, Knightswood <input type="checkbox"/>
<b>Ward 2 Newlands/Auldburn</b> Newlands, Arden, Carnwadrick, Hillpark, Pollokshaws, Muirend, Deaconsbank <input type="checkbox"/>	<b>Ward 14 Drumchapel/Anniesland</b> Drumchapel, Knightswood, Temple, Blairdardie, Anniesland <input type="checkbox"/>
<b>Ward 3 Greater Pollok</b> Pollok, Crookston, Nitshill, Househillwood, Priesthill, Darnley, Deaconsbank, Southpark Village <input type="checkbox"/>	<b>Ward 15 Maryhill</b> Summerston, Gilshochil, Maryhill <input type="checkbox"/>
<b>Ward 4 Cardonald</b> Penilee, Hillington, Cardonald, Pollok, Mossbank <input type="checkbox"/>	<b>Ward 16 Canal</b> Cadder, High Possil, Milton, Parkhouse, Lambhill, Ruchill, Possilpark, Keppoch, Hamiltonhill, Port Dundas <input type="checkbox"/>
<b>Ward 5 Govan</b> Shieldhall, Drumoyne, Govan, Bellahouston, Ibrox, Cessnock, Kinning Park, Tradeston <input type="checkbox"/>	<b>Ward 17 Springburn/Robroyston</b> Springburn, Balornock, Barmulloch, Robroyston, Millerston <input type="checkbox"/>
<b>Ward 6 Pollokshields</b> Craigton, Bellahouston, Dumbreck, Pollokshields, Strathbungo, Pollokshaws, Shawlands <input type="checkbox"/>	<b>Ward 18 East Centre</b> Riddrie, Carntyne, Cranhill, South Carntyne, Springboig, Barlanark <input type="checkbox"/>
<b>Ward 7 Langside</b> Langside, Cathcart, Mount Florida, Kings Park, Toryglen <input type="checkbox"/>	<b>Ward 19 Shettleston</b> Parkhead, Shettleston, Tollcross, Braidfauld, Mount Vernon, Carmyle <input type="checkbox"/>
<b>Ward 8 Southside Central</b> Gorbals, Govanhill, Queens Park <input type="checkbox"/>	<b>Ward 20 Baillieston</b> Queenslie, Wellhouse, Easthall, Garrowhill, Mount Vernon, Broomhouse, Baillieston, Swinton <input type="checkbox"/>
<b>Ward 9 Calton</b> Calton, Camlachie, Dalmarlock, Bridgeton <input type="checkbox"/>	<b>Ward 21 North East</b> Blackhall, Hogganfield, Craigend, Ruchazie, Garthamlock, Provanhill, Kildermorie, Easterhouse, Lochend, Commonhead, Blairtummock, Rogerfield <input type="checkbox"/>
<b>Ward 10 Anderston/City/Yorkhill</b> Charing Cross, Garnethill, Cowcaddens, Blytheswood, Anderston, Broomielaw, St Enoch, Merchant City, Townhead <input type="checkbox"/>	<b>Ward 22</b> North East (including Robroyston, Molendinar, Wallacewell, Easterhouse, Ruchazie, Gartloch, Garthamlock & Craigend) <input type="checkbox"/>
<b>Ward 11 Hillhead</b> North Kelvinside, Hillhead <input type="checkbox"/>	<b>Ward 23 Partick East/Kelvindale</b> Kelvindale, Kelvinside, Dowanhill, Partickhill, Partick, Hyndland <input type="checkbox"/>
<b>Ward 12 Victoria Park</b> Anniesland, Jordanhill, Broomhill, Whiteinch <input type="checkbox"/>	<b>City Wide</b> <input type="checkbox"/>

2.6a Please give a brief description of the premises which relate to this proposal, including addresses.

2.6b Are these premises leased to the organisation?

Yes

☐

No

☐

If **Yes**, please provide the following:

Landlord Name

Landlord Address

Postcode

Lease Start Date

Lease End Date

If **not** leased, please provide details of the ownership and arrangements in place to allow you to operate from these premises

2.6c Please state amount of rates relief that the organisation receives from the Council.

2.7 Has this proposed activity been funded in the past?

Yes

☐

No

☐

If **Yes**, how was it funded?

2.8 If your proposal involves any kind of outing or event, please give details of the date, venue and number of people who will take part.

Date

Venue/location

Number of people likely to take part

2.9 Has this proposed activity been funded in the past?

Yes

☐

No

☐

If **Yes**, please give details, including how your proposal will complement existing services

2.10 Who have you consulted about this proposal (e.g. Local Councillor, Council services, other organisations)?

2.12 Where will any equipment be stored (please note that equipment purchased with a grant from the Council must be appropriately stored and insured)?

2.13 Please describe how your organisation would acknowledge financial support by the Economic and Social Initiatives Team of Glasgow City Council if this proposal is funded.

2.14 What experience does your organisation have of managing a proposal like this?



## PART 3 FUNDING INFORMATION

VAT \*\*\* PLEASE NOTE

**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.**

3.1 Please provide the total cost of your proposal and the amount requested from the Economic and Social Initiatives Team.

(a) Total Cost of this Proposal	
(b) Amount requested from the Economic and Social Initiatives Team	

3.2 Please provide the total amount received from the Council for 2019/20.

Total funding already awarded by the Council for 2019/20	
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3.3 Please provide details, in the spaces provided, of any other funds that will be used in addition to the funding requested at 3.1(b) above, to deliver this proposal.

Source of funds already secured	Amount	Purpose of this funding	Date secured
Source of other funds being sought, where a decision is awaited.	Amount Requested	Date of application	Date when decision will be known

Total match-funding for this proposal	£
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3.4 Is your organisation able to make a financial contribution towards the cost of your proposal?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If Yes, how much? £	If No, please explain why:

3.5a Will this proposal benefit from any 'in kind' support, either from your own organisation or from other sources?

Yes

☐

No

☐

If Yes, how much? £

If No, please explain why:

3.5b Should the application include provision of service(s) or sub contracting aspects of your business - please detail your procurement process.

3.6 Are you currently generating income and/or raising funds?

Yes

☐

No

☐

If **Yes**, please provide details:-

If **No**, please state why:-

3.7 Please give details of the TOTAL expenditure to be incurred on this proposal.  
Please note that you may be required to provide quotes for some items.

Item/description	Supplier	Quantity	Cost
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
			£
Total			£

3.8 How will you monitor the funding and measure its impact?

3.9 How will you ensure that your business development activity will be sustained post funding?

3.10 How did you find out about this funding (please tick one of the options below)?

Co-operative Glasgow Website <input type="checkbox"/>	Another Council department <input type="checkbox"/>
Economic and Social Initiatives E-mail <input type="checkbox"/>	Community Planning Partnership <input type="checkbox"/>
Have applied before <input type="checkbox"/>	Word of mouth <input type="checkbox"/>
Local Councillor(s) <input type="checkbox"/>	Glasgow City Council website <input type="checkbox"/>

Other (please specify)

## PART 4 CHECKLIST

- ☐ 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.
- ☐ Sustainability Policy (if available)

**If any of the above documents are unavailable please provide reasons for this and tell us when they will be available.**

## PART 4 DECLARATION

**Political neutrality.** To enable the Council to comply with the provisions of the Local Government Act 1986 (as amended), the Organisation/Individual must give a positive assurance that its activities do not involve publicity which promotes or poses a view on a question of political controversy which is identifiable as the view of one political party.

I confirm that the information set out in this Funding Proposal Form, any appendices and any enclosed accompanying documents are correct.

I confirm that if a grant is awarded on the basis of this Funding Proposal Form, the funds will be used in accordance with the purposes set out in this proposal.

I confirm that if there are any significant changes to the proposal or the project/initiative, the Glasgow City Council's Economic and Social Initiatives Team will be informed immediately.

I confirm that the organisation will comply with any monitoring and evaluation requirements as required by Glasgow City Council.

Any funding awarded to the organisation on the basis of this Funding Proposal Form will be subject to Standard Terms and Conditions of grant. Where the Organisation provides any personal data (as defined in the Data Protection Act 1998) to the Council in connection with its funding proposal or in the course of reporting progress on the Project to the Council, the Council will use that personal data for purposes of assessing the proposal and ensuring the Organisation's compliance with these conditions. It may share that personal data with other regulators (including the Council's and Organisation's external auditors, HMRC and law enforcement agencies) as well as with the Council's Elected Members. The personal data may be checked with other Council Services for accuracy, to prevent or detect fraud or maximise the Council's revenues. It may be shared with other public bodies for the same purposes. The Organisation undertakes to ensure that all persons whose personal data are (or are to be) disclosed to the Council are duly notified of this fact.

Where the Organisation processes (or will process) personal data (as defined in the Data Protection Act 1998), it hereby confirms that it has (or will acquire) a valid Notification with the Information Commissioner covering its processing of personal data, including in that Notification the disclosure of personal data to the Council. This requirement shall not apply if the Organisation is, by virtue of the Data Protection (Notification and Notification Fees) Regulations 2000 as amended, exempt from the requirement to notify.

I give assurance that the organisation's activities do not promote or oppose a view on a question of political controversy which is identifiable as the view of one political party.

Signed	Print name
Designation	Date

**Please e-mail the application form and all supporting documentation to:**

[Co-operativeBusinessDevelopmentFund@glasgow.gov.uk](mailto: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  
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231 George Street  
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