**CULTURAL & CREATIVE SOCIAL ENTERPRISE DEVELOPMENT PROGRAMME APPLICATION FORM**

Thank you for your interest in applying for a business development grant through the Cultural and Creative Social Enterprise Programme. To apply, please read through our guidance and fill in the form below and return to Salla Virman (she, her) at [salla.virman@wmca.org.uk](mailto:salla.virman@wmca.org.uk) by **23:59 on Monday 1 March 2021.** You can also contact Salla for any access needs you may have. Please fill in all parts of the application.

For more information about how we collect and manage data relating to the application process, please read the [WMCA Privacy Notice](https://www.wmca.org.uk/policies).

Please **confirm that the person making** this application on behalf of the organisation is **authorised** **to do so** (yes/no):

1. **Your details:**

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| Formal name of your organisation |  |
| Trading name (if applicable) |  |
| Full address of organisation including postcode |  |
| Main contact person and position |  |
| Phone number(s) for main contact person |  |
| Email address for main contact person |  |
| Website and/or social media |  |

1. **Governance & finance details**

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| Is your organisation part of a wider parent entity? (yes/no, if yes, please provide detail) |  |
| How is your organisation constituted? (e.g. Company Limited by Guarantee) |  |
| Company number or/and charity registration number |  |
| Year of registration |  |
| Is your organisation currently solvent and continues to trade? |  |
| What was your turnover[[1]](#footnote-1) in the last full financial year? |  |

1. **More detail about our organisation**

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| 1. What is your social mission? **(max. 300 words)** |
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| 1. Please tell us what makes your organisation a **cultural & creative** social enterprise? **(max. 300 words)** |
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| 1. Please describe the diverse leadership of your organisation **(max. 300 words)** |
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| 1. Please tell us how your organisation can be seen as an emerging cultural & creative social enterprise? This can relate to the time that your organisation has existed or how it is being led by emerging leaders. **(max. 300 words)** |
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| 1. Please tell us about the beneficiaries and/or communities you work with, and the geographical areas where your deliver your work [[2]](#footnote-2). Geographical areas should be defined to Local Authority level. **(max. 300 words)** |
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1. **More detail about programme delivery**

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| 1. How will you use the funding to develop your own organisation to deliver better outcomes? **(max. 700 words)** |
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| 1. How will you use this opportunity to test new ideas and business models? **(max. 500 words)** |
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| 1. How would this grant programme help to improve the financial resilience of your organisation and deliver better social outcomes? **(max. 500 words)** |
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| 1. What will be the key outcomes of this programme for your organisation? What is the difference the programme would make to your organisation? **(max. 500 words)** |
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| 1. What type of training and mentoring opportunities would you like to take part in and how would these benefit your organisation? Do you have a mentor in mind?   **(max. 300 words)** |
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| 1. Please tell us about your ability to identify and support five micro cultural & creative social enterprises as part of your grant delivery. **(max. 500 words)** |
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| 1. Can you tell us about potential risks on delivering the grant activity and how you might mitigate these? **(max. 300 words)** |
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We would also need some financial information from you and have listed the required documents below. Please attach all of these to your email to us.

1. **Other documents to include to our application**

* 12-month cash flow for your organisation[[3]](#footnote-3) (without the grant) from 1 April 2021 onwards which must include an opening bank cash balance
* A 12-month budget for your organisation (without the grant) from 1 April 2021 onwards
* Copy of your signed accounts for your last full financial year

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| **Are you available on either 8 or 10 March 2021 to attend an interview?** If yes, do let us know your preferred time, the interviews will take maximum 1 hour. Please note that we cannot guarantee that we are able to provide you with your preferred slot. |
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1. **Please sign and date your application:**

Name and position:

Date:

Signature (this can be digital):

Please return your application form by **23:59 on Monday 1 March 2021** to [salla.virman@wmca.org.uk](mailto:salla.virman@wmca.org.uk). Please remember to include the financial documents as attachments.

**What happens next?**

* We will review application check that you are eligible to apply and meet the criteria outlined in the programme grant guidance
* If your organisation is eligible, we will assess your application against our criteria and invite the strongest applicants to an interview. We will aim to inform all applicants of the outcome, but if you have not been invited to an interview by 7th March 2021, please consider that you have not been successful on this occasion.
* The interview will last for maximum one hour and take place either 8th or 10th March 2021. This will be a virtual interview and we will contact you separately to organise this. The interview panel will include members from the project stakeholder group
* After the interviews have been completed, the stakeholder group will consider all the applications against the grant criteria and make decisions on the grant awards. We will contact all applicants invited to an interview to let them know the outcome
* If your application is successful, you will need to read and sign a funding agreement for the grant, as well as provide bank details for payment. You will also need to have an initial conversation with the project management team.

Thank you very much for your interest in this programme and good luck with your application.

1. By turnover, we mean your total income for financial period before deducting any expenditure. If you are a charity, this refers to your gross receipts before any expenditure is deducted. [↑](#footnote-ref-1)
2. Please note that we are only able to support organisations that delivery majority of their work in Birmingham, Solihull, Wolverhampton, Dudley, Sandwell, Walsall, Cannock Chase, Wyre Forest, Lichfield, Bromsgrove, East Staffordshire, Tamworth or Redditch [↑](#footnote-ref-2)
3. Please contact us if you have any questions about cash flows, there are also templates available, including [this one](https://www.artscouncil.org.uk/document/cashflow-template) from the Arts Council [↑](#footnote-ref-3)