



Funded by
UK Government

Dumfries and Galloway Social Enterprise Grant Programme

Realising Market Potential 2024/2025

Guidance for Applicants



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REALISING MARKET POTENTIAL

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REALISING MARKET POTENTIAL

1. Fund Aim

1.1 Fund Aim

The aim of this fund is to invest in social enterprises to grow the social economy in Dumfries and Galloway.

2. Fund Priority

2.1 Fund Priority

The priority for this fund is to support social enterprises in Dumfries and Galloway to realise their market potential and grow the social economy.

3. Fund Criteria

3.1 Who can apply?

3.1.1 The ambition of the grant programme is to invest in social enterprises who are looking at new markets to develop their business. Social enterprises that are applying do not need to be fully trading but are looking at ways to trade in innovative ways. The application will have to clearly outline how the investment will allow them to achieve this.

3.1.2 Applications will be accepted from the following organisations:

- Scottish Charitable Incorporated Organisation (SCIO)
- Company Limited by Guarantee
- Community Interest Companies
- Cooperative
- Community Benefit Societies

Please note that organisations must be incorporated, and all governing documents must contain an asset lock clause.

3.1.3 There is a requirement for all grant recipients awarded funding to pay at least the Real Living Wage and provide appropriate channels for effective workers' voice, subject to limits on devolved competence. Further information can be found [here](#).

With regards to the Real Living Wage, all UK-based staff aged 16 and over, including apprentices, who are directly employed by the grant recipient, must be paid at least the Real Living Wage; and any UK-based workers who are not directly employed but are directly engaged in delivering the grant-funded activity, whether they be sub-contractors or agency staff, must also be paid at least the Real Living Wage.

The Real Living Wage policy applies to employers commissioned by grant recipients to deliver an aspect of the grant funded activity. This means that staff working on the funded project should be paid at least the Real Living Wage.

3.2 What type of projects can the grant programme support?

3.2.1 The ambition of the grant is to invest in social enterprises who are looking at new markets to develop their business, e.g. exploring new markets, launching a pilot project. Social enterprises that are applying do not need to be fully trading but are looking at ways to trade in innovative ways.

3.2.2 The grant programme will support new and existing initiatives. Applications should state when the project activity is due to start. This should be no earlier than 30 September 2024. All project activity and spend must be completed by 28 February 2025.

3.2.3 Applicants must be based in Dumfries and Galloway.

3.3 What will the grant fund?

3.3.1 We will fund the following:

- Staff costs
- Volunteer costs
- Training costs
- Event costs
- Market research costs
- Equipment costs
- Project delivery costs

3.3.2 We cannot fund the following:

- Contingency costs, loans, endowments, or interest
- Management fees
- Electricity generation and feed-in tariff payment
- Political or religious campaigning
- Fundraising activities
- VAT you can reclaim
- Statutory activities
- Overseas travel
- Alcohol

3.4 How much can organisations apply for?

3.4.1 There is a total of £50,000 available in the grant programme for projects in Dumfries and Galloway.

3.4.2 Applications can be made up to a maximum of £5,000.

3.4.3 All activity and spend must be completed by 28 February 2025.

3.5 When can organisations apply?

3.5.1 The application process will be live by 15 July 2024 with a deadline of 15 August at 12noon. The applications will be screened by TSDG for eligibility and fit with the fund priorities. An independent scoring panel will assess all applications.

- 3.5.2 The scoring panel will meet in September 2024 to make decisions on the allocation of funding.
- 3.5.3 Applicants can expect to be notified of the outcome of their application by the end of September.

4. Roles and Responsibilities

4.1 The grant programme will be delivered through a locally focused and co-ordinated approach based on the following roles and responsibilities:

4.1.1 TSDG will:

- Establish and oversee the application process
- Promote the grant programme
- Assess applications for eligibility and suitability
- Provide secretariat to the steering group
- Chair and administer the scoring panel
- Issue grant offer letters and payments
- Gather monitoring information for reporting

4.1.2 A Dumfries and Galloway steering group is established for the grant programme, consisting of multi-agency, multi sector representatives. The steering group is responsible for agreeing the overall strategic approach to the administration of the grant.

4.1.3 A scoring panel will be established as a subgroup of the steering group. The scoring panel is responsible for assessing applications and will draw on people with knowledge and expertise in the communities of Dumfries and Galloway.

4.1.4 Where possible social enterprises will be involved from an early stage and in ongoing planning and decision making.

5. Application and Monitoring Processes

5.1 The application form has been designed to gather information that will be used in the assessment process and monitoring activities described below. An online version of the application form will be available on the TSDG website, and all applicants will be encouraged to apply online. A paper copy will be available on request.

5.2 Successful applicants will be asked to adhere to all monitoring, evaluation and reporting requirements in the grant offer letter. These are identified as follows:

- Submission of progress reports
- Completion of the end of grant report detailing outputs and outcomes achieved along with project expenditure breakdown.
- Respond to any request for information from TSDG at any time.
- Provide information when requested to contribute to overall fund evaluation.

6. Application Form by Section

Section 1

This section asks for the contact details of your organisation. You will also need to provide details for the main and secondary contacts within your organisation who we can communicate with about your application.

Section 2

This section asks for detail about your organisation. You will need to tell us when your organisation was established and what type of organisation you are. We would like to know how many staff and volunteers you have along with a brief description outlining the main activities.

Section 3

This section is looking for some financial details. You will need to tell us about your income for the last financial year along with contact details for the independent examiner who signed your accounts. You will also need to provide bank account name, sort code and account number. If your bank account name does not match your organisation name, we may deem you ineligible. We have provided a text box for you to explain why these names do not match. Cases will be assessed on an individual basis.

Section 4

This section is looking for the details about the project that you are asking for funding for. You will need to include:

Project name.

Project/funding start and end date (eligible dates 30/09/2024 - 28/02/2025).

In this section you will need to tell us about the project and the activities you would like to deliver (500 words max).

You will need to tell us what difference this investment will make to your organisation (500 words max).

You will also need to tell us how this investment will help you realise your market potential, (e.g. by exploring new markets, investing current activities to scale, launch a pilot project) (500 words max).

Finally, you will need to describe how you will measure the impact this funding has had i.e. what difference the funding has made (500 words max).

Section 5

This section is for the project budget. You will need to tell us the total cost of the project and how much funding you are applying for. If you are not applying for 100% of the total project cost, you must tell us where else your project funding is coming from.

You are also required to provide us with a budget breakdown that matches the amount you requested and not the total project costs. Please note that you can group some expenditure into a single budget line, utilities for example. However, if requested you should be able to provide details on how you have calculated that figure.

There is a requirement that all grant recipients awarded funding should pay at least the Real Living Wage and provide appropriate channels for effective workers' voice, subject to limits on devolved competence. Further information can be found [here](#). You will need to confirm that you will adhere to the guidance described in 3.1.3.

If you are applying for capital costs, you are required to tell us about your exit strategy for this project.

Section 6

In this section you will need to confirm that you have the appropriate policies and procedures in place to deliver this project.

You will need to confirm that your organisation has an Equality, Diversity and Inclusion (EDI) policy.

You will need to confirm that you will pay the Real Living Wage as per guidance on Fair Work principles.

You will need to confirm that if your grant request is for any item(s) costing more than £3,000 you will obtain at least two quotes for each of those items.

You need to upload your governing document (constitution) and a copy of a recent bank statement with your bank name, account name, sort code and account number. If you do not have the bank statement available electronically, please submit the application and email it as soon as possible sedg.grants@tsdg.org.uk. If your bank account is in a different name to the organisation, you must explain why.

All your documents must be received within 5 days of submitting your application or by the application deadline, whichever is sooner. **Please note that your application may not be processed for assessment until all the required documents listed above, have been received.**

Section 7

In this section you will need to declare that the information contained in this application is correct, that the governing document (constitution) submitted with the application is the most up to date version adopted by the members of the above organisation and with whom it has been discussed. Finally, you will sign your name and insert date. This can be an auto signature or in standard font. You accept that by submitting your application, you agree to allow Third Sector Dumfries and Galloway to retain your personal data on its database to process your application. We will use the information you give us to help assess your application and administer any grant award we award you. We may also publish this information on our website or use it to analyse our grant making for our own research or for other. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. This is in line with our Privacy Notice which you can read at <https://www.tsdg.org.uk/privacy-policy/>. You will accept that the decisions made by the scoring panel are final.