

COVID 19 Social Enterprise Fund

Guidelines, FAQs & Application

Before you start, you will need these documents to hand when making your application:

- Governing documents (e.g. Certificate of Incorporation / Memorandum & Articles of Association / Rules / Constitution)
- Latest certified/audited full year accounts e.g. 2018/19
- 6 months management accounts up to August 2019
- 6 months management accounts up to August 2020
- Brief statement of financial affairs (to include all bank balances / loans held / latest debtor & creditor aggregates)
- 6 month cashflow projections from September 2020
- Official bank statement for the organisation with organisation name and address
- Anti-Money Laundering documentation (to include copy photo ID (passport, driving licence etc.) & copy proof of address (e.g. driving licence, personal bank statement or recent utility bill) for two company directors / trustees)
- State Aid Declaration form (if applicable - see Appendix 1 on website)

If you need help with your application

- If you have questions about the information requested in the application form, please get in touch with Social Enterprise NI on 028 9046 1810

Completing and Printing the form for your records:

- Please note, the form does not have a 'save' facility and must be completed in one sitting. If you wish to keep a copy of the form for your own records, please print or save a PDF copy prior to submission.
- If for whatever reason you are unable to complete the application through this online form, please contact us at hello@covidsocialenterprisefund.com and request a copy of the form by email.

Data Protection Notice

- Please note that information provided in the application form may be made available to the Department for Communities who may share with other Departments, Partner Agencies or funding bodies for the purposes of preventing or detecting fraud.
- The Department for Communities reserves the right to undertake post award verification checks and may as a result contact you and require access to your records.

Frequently Asked Questions

Who is eligible to apply?

- Social Enterprises who meet all of the following eligibility criteria:
 - *We are a social enterprise with a base in Northern Ireland and/or primarily delivering services/activities to Northern Ireland communities*

- *We have a legal format and governing documents/profit re-distribution policy that meets Social Enterprise NI guidelines e.g. Company Ltd. by Guarantee/Community Interest Company)*
<https://bit.ly/3ajc8iW>
- *We have been trading in excess of one year and have demonstrated sustainability.*
- *Our funding need is directly as a result of the impact of COVID-19.*
- *We have a clear understanding of the negative financial impacts of Covid19 on our organisation over the six-month period March 2020 - August 2020*
- *We are applying for funding to stabilise our short-term future cashflow need and to ensure resilience of our business model*

Can I apply if I have received any other Covid 19 non-repayable government grants?

- Yes, as long as you reflect the award(s) in your cashflow information and can demonstrate that you still have Covid related lost earnings that need mitigated to help you achieve resilience in your business model

My social enterprise has applied for another COVID-19 non-repayable government grant but I do not know if the application has been successful. Can I still apply?

- Yes, you can apply, while you are awaiting a decision. However, if you receive any support through another COVID-19 related fund you must inform us of the amount received

What is the deadline for applications?

- The COVID-19 Social Enterprise Fund will be open for receipt of applications for **4 WEEK** period from 9am on 28th September 2020 to 5pm on Friday 23rd October 2020.

How will the funding be distributed?

- This funding will be distributed as a one-off payment and is intended to cover a shortfall of earnings due to Covid19 over the period from March 2020 - August 2020 and /or help you achieve resilience in your business model. The revenue grant support should be adequate to allow the applicant organisation to remain viable for a minimum of 6 months – to end March 2021.

If successful, how long will it take to receive this funding?

- We anticipate that applications will be assessed, and decisions made within **five weeks** of being received, but it could take longer if demand is high. Payment will be made on a rolling basis within **seven days** of formal decision.

Will all Social Enterprises receive the same amount of funding?

- No, funding levels will be based on the individual circumstances of each applicant organisation.

What is the maximum amount of funding a social enterprise can receive under this scheme?

- To ensure a broad distribution of the funds available, the maximum level of grant under this scheme will be £75,000 in total.

Where do I send the application to?

- Please complete all areas of the above form and send along with all supporting documentation to hello@covidsocialenterprise.org