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**Social Enterprise Awards (Scotland & UK) 2014**

**Category 1 – 10 Application Form**

*Please read the accompanying awards* ***information sheet*** *to check eligibility and criteria* ***before*** *completing this form.*

Only one category can be entered per application form. To apply for more than one category, please fill out multiple forms.

The application form is split into 3 sections:

***Section A*** – details of the organisation you are nominating for an award

***Section B*** – the award category being entered

***Section C*** – why the organisation you are nominating should win the award

**Section A:** Use this section to provide us with information about the social enterprise or organisation entering into the awards

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| **Your organisation’s details** |
| Organisation name: |
| Registered Company number: |
| Legal form: |
| Date organisation established: Date started trading (if different): |
| Website: |
| Main contact name: Job title: |
| Email address: Contact number: |
| Correspondence address: |
| Postcode: |
| Please state how many employees you have: Full time Part time Volunteers |
| Please state how many members and directors you have: Members Directors |

**Information required for Social Enterprises entering Categories 1-10. Not required for other types of organisations entering Categories 4 or 5**

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| **Finances for the last 2 years** | Year ending 2012-13 | Year ending 2013–14 |
| Trading Income £ |  |  |
| Non trading income from private sector £ |  |  |
| Non trading income from public sector £ |  |  |
| Total Income £ |  |  |
| Profit before reinvestment £ |  |  |
| Amount reinvested £ |  |  |

**Information required for Social Enterprises entering Categories 1-10. Not required for other types of organisations entering Categories 4, 5 or 10**

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| The business has a clear social or environmental mission that is set out in its governing documents. | Yes | No |
| Is an independent business and earn more than half of your income through trading (unless trading for less than 24 months). | Yes | No |
| Are controlled or owned in the interests of the social mission. | Yes | No |
| Reinvest or give away at least half your profits or surpluses towards your social purpose. | Yes | No |
| Are transparent about how you operate and the impact that you have. | Yes | No |
| *If you answered no to any of the above questions, please do not complete the application as unfortunately you will not be eligible to enter the awards. Please do feel free to talk to us about what you can do to ensure that you can enter the awards next year.* | | |
| If you answered yes to all of the questions above, please carry on to the next section. | | |

**\*Double click on the grey box and click the ‘checked’ box**

**Section B:** Use this section to tell us which award is being applied for. Please tick the appropriate box (double click on the grey box and click the ‘checked’ box).

See the Awards Information sheet for details of the criteria.

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| **AWARD CATEGORIES**  Categories 1 to 10 are open to all organisations in England, Northern Ireland, Scotland and Wales and the shortlisted organisations will compete at the UK finals on the 26th November 2014.  **Only one category can be entered per application form. To apply for more than one category, please fill out multiple forms** | |
| Category 1  **UK Social Enterprise** | Category 6  **Health & Social Care Social Enterprise** |
| Category 2  **One to Watch** | Category 7  **Consumer Facing Social Enterprise** |
| Category 3  **Prove It: Social Impact** | Category 8 **Education, Training & Jobs Social Enterprise** |
| Category 4  **’Buy Social – Market Builder** | Category 9  **Environmental Social Enterprise** |
| Category 5  **Social Investment Deal** | Category 10  **Inspiring Youth Social Enterprise** |

**Section C:** Your application answers

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| **Tell us about the organisation are nominating** |
| Describe the organisation you are nominating – what it does, its business model, what its social mission and values are, where it is, and what size it is, who its customers are or what contracts it delivers. 300 words maximum. |
| Your response: |

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| **Category-specific information** |
| Please provide information and evidence to substantiate the award nomination (please refer to the specific criteria on the information sheets). 400 words maximum. |
| Your response: |

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| **Tell us about what your organisation has achieved in the last 12 months.** |
| Describe the reason why the organisation should be recognised as the best in field this year (April 2013 – April 2014). 300 words maximum. |
| Your response: |

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| **Supporting Documents** |
| You can also send testimonials, annual accounts/report and evidence of impact reports or anything else that is relevant to support your application (two documents, max 10 pages each; no weblinks). |

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| **Shortlisted organisation will be notified by the 25th July and will need to provide the following documents to support their application.**  **Please confirm that you will be able to produce:** | |
| **Latest management accounts** within 5 working days\* |  |
| **Governing documents** within 5 working days\* |  |
| **Case studies/media template** by 1st September |  |
| **\*** Management accounts and governing documents are only required for social enterprises applicants, to verify that they meet the social enterprise criteria agreed to above | |

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| DECLARATION: This must be completed by a director or board member.  By submitting this form you are declaring the information you have given is a true and accurate representation of your organisation. If any of the information is found to be incorrect that affects your eligibility for a social enterprise award, Social Enterprise Scotland (SES) or Social Enterprise UK (SEUK) have the right to withdraw your entry.  I understand that the selection of successful entrants will be within the sole discretion of the panel of judges and SEUK/SES and those decisions by the judges and/or SEUK/SES are final. I also understand that the judge’s panel and SEUK/SES reserve the right to deselect an entrant at any stage of the programme.  I agree that SEUK/SES may also from time to time use the details provided to contact me with details of services, goods or events that may be of interest.  I hereby authorise the use and public release, in connection with the Social Enterprise Awards of my name, my business’s name, entry information, photographs, and video.  Name: Position:  Date: |