**SWEF Application Form**

**Please answer ALL questions on this form, even if you are also sending**

**us a copy of your business plan**

**Please read the guidance on our website before completing this form:**

**Personal details**

First Name

Last Name

Address (include postcode)

Business name and address (if different from home address)

Home/business telephone number

Mobile number

Email address

Date of Birth

**Personal circumstances**

**1. Tell us a bit about yourself. We would like to know what qualifications you have, any jobs or other type of work you have completed, and what you are up to currently. You can also let us know about any hobbies, skills and talents you have so that we can get to know you a bit better.**

**2. Please tell us why you would like to set up your own business. It could be because you have a skill or talent you would like to earn money from or because being self-employed is something you can fit around a disability, health condition or caring responsibility.**

**3. Please tell us why you are applying to the SW Enterprise Fund and what difference the financial support could make to you and/or your family.**

**4. Please tell us if you receive Universal Credit or other means tested benefits**

**Your Referee**

**1. Please provide the name and contact details (phone and email) of your referee and confirm you will forward the reference form to them**

Your referee should be a person who can tell us about your abilities and can confirm your circumstances. This might be a teacher, someone who have worked for or a youth worker. The referee form is available on our website and should be emailed to us directly, when completed.

**Your business**

**1. What is the name of your business?**

**2. What will/does the business do? E.g. are you offering a service, selling a product or creating something**

**3. What experience do you have that will support your business? This could be through volunteering, training, work experience, or because your business idea is a hobby or talent you have**

**4. Who are your customers? These are the people who will buy your products or services. E.g. they might be local people, children, or businesses. (You can have more than one customer)**

**5. How do/will your customers pay you? E.g. a PayPal account, card payments or something else**

**6. How and Where do/will you sell your products/services?**

**7. How you are going to advertise/promote your business?**

**8. Why do you think your business will be sustainable – how do you know your product/service is wanted or needed? E.g. have you carried out any research**

**9. Who are your competitors? (businesses offering a similar product to people who could be your customers)**

**10. Do you currently have any paying customers?**

**11. What percentage of your current income comes from the business?**

**(less than 20%, 20-40%, 40-60%, 60-80%, over 80%)**

**12. Please provide a breakdown of your estimated monthly costs and sales revenue. (Sales revenue is money received from the sale of goods or services) – you provide this on a separate document if you prefer**

**13. How much of your own time, money or other resources have you committed so far to your business, including any equipment you own?**

**14. What is your vision for the business and how will this impact your home life?**

**15. Do you have a business plan or are you seeking help with this? (Please send a copy of your business plan with your application, if you have one)**

**16. Please provide links to your business' website if you have one, or your social media / seller pages such as Etsy, Ebay, Facebook etc**

**17. Have you applied to anyone else for a grant or loan to support your business?**

**18. Do you run or plan to start any other businesses? If yes, please give details**

**Your request**

***(Please note,*** ***if you need £500 or less and are successful, you will be able to re-apply for a 2nd grant at a later stage. Very early stage businesses should consider if an initial smaller grant might be helpful.)***

**1. Please confirm the total amount of money you are asking for from us and provide a breakdown of specific costs to help us understand how you would like to spend the grant, with weblinks if appropriate. Avoid general terms like ‘marketing’ that do not provide enough detail about how you will spend the grant.**

**2. Please explain what the benefit will be to your business if you are awarded a grant for the above.**

**3. Please confirm you will provide a copy of a recent bank statement, showing your bank account details (account name, account number and sort code) – you can obscure the financial transaction data if you prefer**

**4. Please list any other supporting documents you will send with this application form, such as your business plan**

**5. How did you hear about this grant opportunity?**

**Declaration**

(You MUST print your name and the date in the box underneath this declaration, as an electronic signature to confirm you agree to the following)

**I confirm that, to the best of my knowledge and belief, all the information within this form is complete and correct.**

**I agree that South Yorkshire Community Foundation can process and retain the information provided in this application in accordance with the General Data Protection Regulation (GDPR), and I give my consent to share this application, including my contact details, with the SWEF CIC.**

**I agree that if I am awarded a bursary from South Yorkshire Community Foundation (SYCF) the award is subject to the following Terms and Conditions, which I have read and understood.**

1. I understand that SYCF is required to conduct an audit of grants to ensure that they are used for the purposes for which they are given, and that grants identified as misspent may be reclaimed by SYCF.
2. The funds can only be spent as stated in the grant application unless I have written formal approval from SYCF to alter the purpose of the grant. Should I wish to make any alterations or amendments to the agreed purpose of the grant, I will first contact SYCF to discuss the changes and to get formal approval.
3. If any of the information in this application and supporting documents is found to be knowingly incorrect, I may be ineligible to apply for future grants.
4. It is my responsibility to deal with any changes to state benefits or income tax liability arising from the grant.
5. If my circumstances change and this is relevant to my grant, I will contact SYCF immediately.
6. Copies of receipts or proof of expenditure for items or services purchased using the grant must be provided upon request.
7. SYCF is not liable for any contingency involving property or activities towards which funds have contributed.
8. I must provide feedback on the progress of my business to SYCF 6 months after the grant has been awarded, and again at 12 months after the grant has been awarded. This could be in writing via email, or at an online meeting.
9. I must inform SYCF of any unspent funds remaining after 12 months, which must be returned to SYCF.
10. I consent for SYCF to pass on my contact details to the SWEF CIC and agree to participate in meetings and/or communications relating to this application with SWEF and SYCF.
11. I consent to SYCF and SWEF using the information in my application form and subsequent feedback, to promote the SWEF, and agree to support any marketing or be a case study to promote the Fund if requested.

 **YOU MUST print your name and the date below as an electronic signature to the above Declaration.**

 Name:

 Date:

**Please now save this application and submit. You will receive an application reference number and** **grants@sycf.org.uk** **who will confirm the application has been received.**

**If you have a business plan, please send a copy with your application reference number to** **grants@sycf.org.uk**

The information provided in this application will be processed and stored in accordance with the SYCF Privacy and Data Protection Policies.