

# Dublin City Social Enterprise Awards 2021 Application Form

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## Introduction

The Dublin City Social Enterprise Awards aim to support social enterprise creation and development in Dublin City. The awards programme provides grants, mentoring, promotion and other supports to successful applicants to enable them to further develop their activities, increase their social impact and benefit more individuals and communities.

The Dublin City Social Enterprise Awards were established by Inner City Enterprise (ICE) and Dublin City Council with the support of the Local Enterprise Office (LEO) Dublin City in 2015. These partner organisations recognised that there was a need for grants to support the creation and / or development of social enterprises in Dublin City. They also recognised the need to increase awareness of social enterprises and the important contribution that they make to local communities and economies.

Each year since 2015, a fund of between €45,000-€50,000 is distributed among innovative social enterprises. (Further information about the awards and previous awardees is available in the Dublin City Social Enterprise Awards – Impact Report <sup>1</sup>). The awards are funded and supported by Dublin City Council and the Department of Rural and Community Development. Inner City Enterprise is responsible for administrating the awards programme and providing mentoring to awardees. The awards and programme align with the policy objectives of the National Social Enterprise Policy for Ireland 2019-2022<sup>2</sup>

### Policy Objective 1:

Building Awareness of Social Enterprise

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### Policy Objective 2:

Growing and Strengthening Social Enterprise

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### Policy Objective 3:

Achieving Better Policy Alignment

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<sup>1</sup> Dublin City Social Enterprise Awards – Impact Report

<https://www.localenterprise.ie/DublinCity/Documents/Dublin-City-Social-Enterprise-Awards-%E2%80%93-Impact-Report.pdf>

<sup>2</sup> National Social Enterprise Policy – Ireland (pg. 7) <https://www.gov.ie/en/campaigns/e779c3-social-enterprise-policy/>

**Application Form Checklist / Required Documents** (Please review before submitting your application)

<input type="checkbox"/>	Application Form Completed
<input type="checkbox"/>	Business Plan (Attach separately)
<input type="checkbox"/>	Financial Accounts (Attach separately)
<input type="checkbox"/>	Tax Clearance Certificate (Attach separately)
<input type="checkbox"/>	Proof of Public Liability Insurance (Attach separately)
<input type="checkbox"/>	Promoter CV (Optional – Attach separately)

**The Application & Awards Process**

- 1 Open call for submission of application forms
- 2 Review, scoring and short-listing of application forms
- 3 Short-listed applicants invited to present to evaluations committee
- 4 Scoring of presentations & notification of award winners
- 5 Awards ceremony and presentation of funding to award winners.

**Details**

Eligible Organisation Types

- Company Limited by Guarantee not having share capital (CLG) and registered with the Companies Registration Office (CRO).
- Co-operatives which can demonstrate a clear social benefit / impact.
- Applications will be considered from Private Companies Limited by Shares (LTD) if the shares are 100% owned by a registered Irish charity.

Ineligible Organisation Types

- Public Limited Company (PLC)
- Designated Activity Company (DAC) Limited by Shares
- Designated Activity Company (DAC) Limited by Guarantee
- Single Member Company
- Unlimited Company
- Limited Partnership
- Private Limited Company LTD (unless shares are 100% owned by a registered Irish charity)
- Unincorporated Association / Body
- Sole-Traders or Individuals

## Dublin City Social Enterprise Awards 2021 –Application Form

### Additional Eligibility Requirements:

Applicants must:

- Be a Social Enterprise i.e. as defined by the National Social Enterprise Policy<sup>3</sup>:



A Social Enterprise is an enterprise whose objective is to achieve a social, societal or environmental impact, rather than maximising profit for its owners or shareholders.



It pursues its objectives by trading on an ongoing basis through the provision of goods and/or services, and by reinvesting surpluses into achieving social objectives.



It is governed in a fully accountable and transparent manner and is independent of the public sector. If dissolved, it should transfer its assets to another organisation with a similar mission.

- Be located in the Dublin City administrative area or capable of delivering social enterprise projects in this administrative area.
- Provide a Tax Clearance Certificate before awarded funds can be drawn-down
- Provide evidence that public liability insurance is in place before awarded funds can be drawn-down
- Provide a business plan
- Provide 1 year of financial accounts (if applicable) & 3 years of projected accounts

### Ineligible Enterprises

- Applicants will be deemed ineligible if they are regular commercial businesses whose sole aim is to generate profits for Owners / Directors / Shareholders
- Applicants will be deemed ineligible if they are in substantial debt or if threatened insolvency is an issue
- Enterprises which have been awarded the award previously are deemed ineligible to apply again for a period of 3 years from date of their previous award

### Evaluation Process

An evaluation panel will assess the applications and supply a shortlist of candidates to an evaluation committee for final selection and approval. A competitive process is in place to assist with the selection process. Selection of successful candidates will be based on the following criteria:

- Number of direct / indirect jobs to be created
- Quality of proposal
- Viability / sustainability of enterprise
- Quality of promoter
- Social impact / social return on investment

<sup>3</sup> National Social Enterprise Policy – Ireland (pg. 8) <https://www.gov.ie/en/campaigns/e779c3-social-enterprise-policy/>

## Dublin City Social Enterprise Awards 2021 –Application Form

The shortlisted candidates will be invited to present on their social enterprise and application to the evaluation committee. This will involve a presentation of approximately 5 minutes and a question and answer session of approximately 10 minutes. The committee will score and rank the candidates accordingly.

### To Apply

Submit this completed application form along with supporting documentation to [shanemeehan@innercityenterprise.com](mailto:shanemeehan@innercityenterprise.com)

### **Submission Deadline for Applications: 23:59 - 30<sup>th</sup> of April 2021.**

The Dublin City Social Enterprise Committee reserves the right to extend this deadline. All applicants will be notified regarding the status of their application.

### Conditions of Drawdown

- A letter of offer will be issued to successful candidates which will include terms and conditions
- The letter of offer must be signed and returned within one month of receipt
- Applicants will be required to submit a copy of the registration documentation for the companies' registration office (CRO) and a current tax clearance cert
- Evidence of public liability insurance must be provided
- All successful applicants must agree to work with a mentor, assigned by: Inner City Enterprise / Dublin City Social Enterprise Committee
- Successful applicants must be willing to be included in case study materials, promotional activities or media reports, which may be used to promote and report on the awards programme.

Once all of the conditions of drawdown have been met, award funds will be paid to successful applicants.

### **Post-Awards reporting**

In order to assess, measure and improve the programme and its impact, periodic reporting on awardees may take place. Awardees must be willing to provide information on the impact of the award on their social enterprise / organisation and participate in surveys.

Reporting may include providing updates on: jobs created (new or reallocated), projects, people supported, sales, exports and / or domestic market expansion, revenue, costs, expected follow on investment etc.

## Dublin City Social Enterprise Awards 2021 –Application Form

<b>Contact Information</b>	
<b>Promoter Name:</b>	
<b>Social Enterprise Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Website address:</b>	
<b>How did you find about the DC – Social Enterprise Awards?</b>	

<b>Social Enterprise Information</b>			
<b>Please indicate which stage your social enterprise is currently at:</b>  <b>(Please tick the appropriate box)</b>	(0-6 Months)		<input type="checkbox"/>
	(7-12 Months)		<input type="checkbox"/>
	(13-18 Months)		<input type="checkbox"/>
	(19-24 Months)		<input type="checkbox"/>
	(25+ Months)		<input type="checkbox"/>
<b>Is your social enterprise:</b>	Independent		<input type="checkbox"/>
	Innovating from within an established organisation? (i.e. public / private / community)		<input type="checkbox"/>
<b>Select the relevant cause(s) that your social enterprise seeks to address: (Tick all that apply)</b>			
Specific Community	<input type="checkbox"/>	Disadvantaged Men	<input type="checkbox"/>
Animal Welfare	<input type="checkbox"/>	Disadvantaged Women	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Disadvantaged Children	<input type="checkbox"/>
Family Support	<input type="checkbox"/>	Young People	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Homelessness	<input type="checkbox"/>
Diversity	<input type="checkbox"/>	Prisoners / ex-offenders	<input type="checkbox"/>
LGBT+	<input type="checkbox"/>	Unemployment	<input type="checkbox"/>
Mental Illness	<input type="checkbox"/>	Addiction	<input type="checkbox"/>
Migrants, Refugees, Asylum	<input type="checkbox"/>	Education	<input type="checkbox"/>
Other (Please describe)			
<b>Please confirm your response to the below statements with a Yes or No:</b>			

## Dublin City Social Enterprise Awards 2021 –Application Form

I am 18 or above years of age	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am a resident in the Republic of Ireland	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Social Enterprise is located in the Dublin City administrative area or capable of delivering social enterprise work in the administrative area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am the promoter leading the social enterprise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that if my social enterprise involves working with children / vulnerable people; I must undergo Child Protection training / Garda Vetting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I agree to work with a mentor assigned by Inner City Enterprise on the social enterprise	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### About your Social Enterprise

*Note: Imagine you are describing your social enterprise to someone unfamiliar with your field of work etc. Try to answer who, what, where and why.*

<b>Please describe your Social Enterprise and its overall goal (150 words max)</b>
Overview of your organisation and its activities

Dublin City Social Enterprise Awards 2021 –Application Form

**Briefly describe your own background and previous experience as a promoter. You may attach your CV if relevant. (150 words max)**

Overview of your experience

**Describe your current role or anticipated role in the social enterprise. (150 words max)**

Your role

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Dublin City Social Enterprise Awards 2021 –Application Form

**Explain why there is a need for your social enterprise and how it demonstrates a viable opportunity (200 words max)**

*Note: Please help us understand the size and importance of the relevant cause(s). Have you tested your ideas or conducted market research? Are there other organisations seeking to address this cause?*

**Describe the products / services / activities etc. that your social enterprise delivers or will deliver (150 words max)**

*Products / Services / Activities?*

**What will your social enterprise achieve and how will you measure: achievement; delivery and impact? (150 words max)**



Dublin City Social Enterprise Awards 2021 –Application Form

*Key Performance Indicators, Measurement, Social Impact?*

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**If your social enterprise is already established, please explain relevant achievements or milestones so far (150 words max)**

*Achievements*

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**If your social enterprise has received public or award funding within the last 3 years, please provide details regarding: funder organisation; funding amount; what the funding was used for. (100 words max)**

*Previous Funding*

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Dublin City Social Enterprise Awards 2021 –Application Form

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**How much funding are you seeking from the DC Social Enterprise Awards? (150 Words Max)**

*Please provide a breakdown of what the funding will be used for*

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**Social Enterprise Profile**

What is / will be the location / address of your social enterprise?

Is your social enterprise currently in operation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does / will your social enterprise employ paid staff	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Dublin City Social Enterprise Awards 2021 –Application Form

-If yes, how many paid staff are employed: (Include yourself if paid)	Full Time	<input type="text"/>
	Part Time	<input type="text"/>
Does / will your social enterprise involve volunteers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-If yes, how many volunteers are involved: (Include yourself if volunteer)	Full Time	<input type="text"/>
	Part Time	<input type="text"/>
What is / will be the legal status of your social enterprise	Company Ltd by Gaurantee	<input type="checkbox"/>
	Cooperative	<input type="checkbox"/>
	Company Ltd by Shares – which are wholly owned by a charity	<input type="checkbox"/>
	Other (Please state below)	<input type="checkbox"/>
Please specify the following financial information for the last 12 months.	Income	€ <input type="text"/>
	Budget	€ <input type="text"/>
	Loss	€ <input type="text"/>
-If the social enterprise is already trading please provide: financial accounts and 3 years projected finances. (Please see template in Appendix 1 for Summarised Accounts & 3 Year Projections)		
What is the current income mix of your social enterprrise (Please indicate as a percentage)		
Earned Income	€ <input type="text"/>	% <input type="text"/>
Grants	€ <input type="text"/>	% <input type="text"/>
Donations	€ <input type="text"/>	% <input type="text"/>
Philanthropic Trusts / Foundations	€ <input type="text"/>	% <input type="text"/>
Government Funding	€ <input type="text"/>	% <input type="text"/>
Contracts	€ <input type="text"/>	% <input type="text"/>
Individuals	€ <input type="text"/>	% <input type="text"/>
Other (Please specify below)	€ <input type="text"/>	% <input type="text"/>

**\*Please ensure to attach your completed business plan\***

<b>Please provide any other information that is relevant to your application (200 words max)</b>
<i>Other information</i>

Dublin City Social Enterprise Awards 2021 –Application Form

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the applicant to provide details about their social enterprise.

**Data Protection Statement**

Inner City Enterprise (ICE) is the data controller for the purposes of the Data Protection Act 1998. Please contact ICE at [info@innercityenterprise.com](mailto:info@innercityenterprise.com) if you have any queries relating to the use of your data. By completing and submitting this application form you are agreeing that ICE may use the information you provide in order to process your application for the Dublin City Social Enterprise Awards. While processing your application, the information you provide may be made available to members of the evaluation committees selected by ICE and the Dublin City Social Enterprise Committee. ICE may also use the information you provide on this form to contact you regarding your Application.

If your application is successful, you agree that ICE / Dublin City Council / Local Enterprise Office - Dublin City may publish your name, the social enterprise name and details and announce that you have been awarded a Dublin City Social Enterprise Award. If your application is unsuccessful, your information and application form will be deleted in a secure manner within one year of the completion of the application process.

**Declaration (Please confirm by ticking the below boxes)**

I have read and accept the conditions of the above Data Protection Statement.

I have read and accept the: eligibility, drawdown and general terms and conditions of the Dublin City Social Enterprise Awards.

I have completed this application myself and the information within is accurate and correct to the best of my knowledge.

By submitting this application form you confirm your agreement to take part in and apply to the Dublin City Social Enterprise Awards

Promoter Name:	
Date:	

**Application Checklist**

- Complete and submit this application form
- Submit a business plan
- 1 year financial accounts are required for enterprises in operation up to a maximum of 18 months
- 3 year projected accounts are required in the case of both start-up and established social enterprises.
- Depending on your social enterprise / business type you may be asked to provide confirmation of one or more of the following: health certificate; HACCP certificate; evidence of planning permission; Insurance; evidence of tax registration and CRO registration

***Thank you for your interest in the Awards and for taking the time to apply.***

Dublin City Social Enterprise Awards 2021 –Application Form

Appendix 1: Summarised Financial Accounts & 3 Years Projected Accounts

Last trading year ended	/	/20		
Have your accounts being audited?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please complete actual and projected trading accounts

	Actual (if Applicable)	Projected		
		End Year 1	End Year 2	End Year 3
Sales (Turnover)				
Less: Cost of Sales				
Gross profit				
Operating expenses				
Salary costs				
Rent / accommodation and rates				
Phone / broadband				
Light and heat				
Audit / accountancy fee				
Cleaning / waste disposal				
PR and marketing costs				
Consultancy costs				
Business-specific training				
Insurance premium				
Transport costs (fuel costs and so on)				
Printing, post and stationery				
Bank interest				
Depreciation				
Repairs and renewals				
Sundry / Miscellaneous.				
Total Operating Expenses				
Net profit / (Loss)				

Please provide a copy of your latest set of Certified Accounts (Management accounts should be provided if available.)