



Dublin City Social Enterprise Awards 2022

Application Form

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, a fund of approximately €60,000 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 ¹). The awards are funded and supported by Dublin City Council and the Department of Rural and Community Development. Inner City Enterprise is responsible for managing the awards programme and providing mentoring to awardees. The awards align with the policy objectives of the National Social Enterprise Policy for Ireland 2019-2022²

Policy Objective 1:

Building Awareness of Social Enterprise

Policy Objective 2:

Growing and Strengthening Social Enterprise

Policy Objective 3:

Achieving Better Policy Alignment

¹ Dublin City Social Enterprise Awards – Impact Report

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

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

Information and Terms & Conditions

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)
- Designated Activity Company (DAC) Limited by Guarantee
- 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

Additional Eligibility Requirements:

Applicants must:

- Be a Social Enterprise i.e., as defined by the National Social Enterprise Policy³:



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

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

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Ineligible Organisation Types

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

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

A competitive process is in place to assist with the selection and evaluation 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

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

Submission Deadline for Applications: 23:59 - 25th of April 2022.

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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 by email to successful candidates which will include terms and conditions
- 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 will be included in case study materials, promotional activities, and media reports

Once all 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.

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 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 and other relevant social enterprise supports. 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.

Declaration (Please confirm by ticking the below box)

I have read and agree to the above awards programme information and terms and conditions.

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Contact Information			
Contact Name			
Social Enterprise Name			
Address			
Eircode			
Telephone			
Email			
Website			
Social Media Profile(s)			
Other			
How did you find about the DC – Social Enterprise Awards?			
Social Enterprise Information			
Please indicate which stage your social enterprise is currently at:	(0-12 Months)	<input type="checkbox"/>	
(Please tick the appropriate box)	(12-24 Months)	<input type="checkbox"/>	
	(24+ Months)	<input type="checkbox"/>	
Is your social enterprise:	Independent	<input type="checkbox"/>	
	Innovating from within an established organisation? (public / private / community)	<input type="checkbox"/>	
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"/>	
Select the relevant cause(s) that your social enterprise seeks to address: (Tick all that apply)			
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"/>

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Other (Please describe)		
Staffing		
How many paid staff are employed / will be employed: (Include yourself if paid)	Full Time	<input style="width: 90%;" type="text"/>
	Part Time	<input style="width: 90%;" type="text"/>
How many volunteers are involved / will be involved: (Include yourself if volunteer)	Full Time	<input style="width: 90%;" type="text"/>
	Part Time	<input style="width: 90%;" type="text"/>
The Social Enterprise is located in the Dublin City administrative area or is capable of delivering social enterprise projects in the administrative area	Yes <input style="width: 30px;" type="checkbox"/>	No <input style="width: 30px;" 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.

Please describe your social enterprise, its overall goal, core activities and achievements to date (300 words max)
Overview of your organisation, core activities and achievements to date. Explain why there is a need for your social enterprise. <i>(Please outline the size and importance of the relevant cause(s) that your social enterprise is seeking to address)</i>
Briefly describe the management structure of your social enterprise. You may attach relevant CV's or provide links to LinkedIn profiles (150 words max)
Overview of management structure

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Provide a brief SWOT analysis of your social enterprise (150 words max)			
<i>S</i> Core competencies, skills, resources, assets. Achievements / milestones to date			
<i>W</i> Internal issues, lack of resources, skills, capabilities			
<i>O</i> Future development plans, positive trends			
<i>T</i> Negative trends / issues. Current / emerging competitors			
Strengths		Weaknesses	
Opportunities		Threats	
Please select the sectors which your social enterprise operates / will operate in			
Food & Drink Production	<input type="checkbox"/>	Professional Services	<input type="checkbox"/>
Hospitality (Hotel, B&B, Café)	<input type="checkbox"/>	Healthcare / Medical	<input type="checkbox"/>
Manufacturing / Engineering / Construction	<input type="checkbox"/>	Communications, Media & Entertainment Services	<input type="checkbox"/>
Technology	<input type="checkbox"/>	Design / Art / Craft / Fashion	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Tourism	<input type="checkbox"/>
Other (please specify below)	<input type="checkbox"/>		
Describe the products / services / activities etc. that your social enterprise delivers or will deliver to generate traded income (150 words max)			
<i>Products / services / activities and benefits, features, unique selling points</i>			
Outline the market research your social enterprise has conducted to identify target customers / market(s) (150 words max)			
<i>Provide details of the market research you have completed to date. Who are your customers and competitors?</i>			

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What will your social enterprise achieve and how will you measure your social impact and trading outputs (150 words max)	
<i>Key Performance Indicators, Sales Targets, Measurement.</i>	
Social Impact	Trading Output (Sales targets, sales achieved, turnover, product / service range etc.)
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)	
<i>Previous Funding</i>	
How much funding are you seeking from the Dublin City Social Enterprise Awards? (50 Words Max)	
<i>Please provide a breakdown of what the funding will be used for</i>	
Please provide any other information that is relevant to your application (100 words max)	
<i>Other information</i>	

Thank you for applying to the Dublin City Social Enterprise Awards

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

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

Appendix 1: Management Accounts for the Last 12 Months

Please specify the following financial information for the last 12 months.	Income	€	<input style="width: 90%;" type="text"/>
	Budget	€	<input style="width: 90%;" type="text"/>
	Loss	€	<input style="width: 90%;" 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 enterprise (Please indicate as a percentage)			
Earned Income	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Grants	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Donations	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Philanthropic Trusts / Foundations	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Government Funding	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Contracts	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Individuals	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>
Other (Please specify below)	€	<input style="width: 40%;" type="text"/>	% <input style="width: 40%;" type="text"/>

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Appendix 2: Summarised Financial Accounts & 3 Years Projected Accounts

Last trading year ended	/	/20			
Have your accounts been audited?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Actual (if Applicable)	Projected			
		End Year 1	End Year 2	End Year 3	
Breakdown of Income					
Sales (Traded Income)					
Government Funding					
Fundraising / Donations / Sponsorship					
Total Income					
Less: Cost of Sale					
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.					

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Total Operating Expenses				
Net profit / (Loss)				