

GUIDANCE NOTES FOR H.E. SOCIAL ENTREPRENEURSHIP 'TRY IT' AND 'DO IT' AWARDS

These guidance notes should be read with the application form for a H.E. Social Entrepreneurship Award.

What are HE Social Entrepreneurship Awards?

The HE Social Entrepreneurship Awards programme from UnLtd and the Higher Education Funding Council for England (HEFCE) provides financial and non-financial support in partnership with Higher Education Institutions (HEI's) in England to develop their expertise, skills, knowledge base and business support structures in social entrepreneurship and social enterprise activity.

About HEFCE

The Higher Education Funding Council for England (HEFCE) is a public sector body which distributes money to universities and colleges in England. We invest on behalf of students and the public to promote opportunity, choice and excellence in teaching, research and knowledge exchange. We ensure effective financial stewardship of our funding to maintain the confidence of Parliament, students and the public, and we encourage and support the positive contribution that higher education (HE) makes to the economy and society.

About UnLtd

UnLtd supports individuals who want to create positive change within their communities. We call these people 'Social Entrepreneurs': 'Social' because they are interested in their community or society, and 'Entrepreneurs' because they make things happen.

We provide cash Awards and a tailored package of support needed to run enterprising projects.

UnLtd was formed through a unique partnership between seven leading not for profit organisations that work with social entrepreneurs across the UK. (For further information on our founding partners please visit our website at www.unltd.org.uk)

Existing organisations, groups or those with a constitution will not be eligible to apply for a Try It Award. If you are in the early stages of development and have not yet started to deliver your project you may be eligible for a Do It Award.

Informal groups of no more than three people (one lead applicant and up to two group members) may apply for an Award.

Award Winners will also become members of the UnLtd Millennium Awards Fellowship. The Fellowship provides additional support and contacts with other social entrepreneurs, offering a range of online services as well as local, regional and national events.

Application Criteria:

Who and what are the HE Social Entrepreneurship Awards for?

HE Social Entrepreneurship Awards are for people who are:

- students, staff or recent graduates (graduated within 1 year)
- over the age of 16
- living in the UK for the duration of the project
- who are individuals or part of an informal group

For people who want to run projects:

- that benefit the public or a community in the UK
- that demonstrate a connection to the Higher Education Sector
- that need a HE Social Entrepreneurship Award to ensure their success
- that offer a learning opportunity for the applicant(s)
- that are a new initiative – not a continuation of ongoing operations
- that are not part of their paid employment
- that are an entrepreneurial solution to a social problem
- that will instigate social impact or social change
- that do not carry out activities outside the law, against public policy or anything that fosters ethnic, religious or commercial disharmony

General guideline on allowable expenses:

The primary purpose of spending Award funds must be to help meet the social aims of the project and to provide a learning opportunity for the applicant.

Capital Purchases: If you aim to buy general assets for their project (items costing over £100), we will ask that you get 3 quotes for the item and at the end of the project you return it to the funder or donate it to the community (e.g. school, community centre, charity) unless the project continues, in which case it remains with the project.

Funding from other sources: Please be aware that we will consider match-funding (giving 50% of your required amount, while another funder gives the other 50%), but it is unlikely we will consider partial funding, where we would be one of several funders of your project.

Some allowable expenses

- Insurance
- Relevant equipment
- Venue hire
- Advertising & publicity
- Printing
- Equipment hire
- Materials
- Volunteer expenses
- UK Travel & subsistence
- Mentoring & support
- Some capital costs and overheads, i.e. rent, utilities
- IT equipment
- Purchase of land
- Company formation
- Registration fees

Not allowable

- Formal academic qualifications, tuition fees and bursaries
- Development of academic courses or curriculum
- Funding of places on programmes, e.g. Raleigh International or Common Purpose
- Training – unless it is in support of the project (this is at the funder's discretion)
- Top-up funding for an existing project
- Payment for loss of earnings, professional fees or other costs leading to personal financial gain
- Payments to contractors or third parties. Funds may be used to employ others where it is integral to the project and the applicant retains primary responsibility

Application Form Guidance

Section A: About You

Question 1: Please complete this section fully. The details requested will help us to deal with your application efficiently.

We only use national insurance numbers to check for duplicate applications. If you do not have a national insurance number we will check using your surname and/or date of birth.

To be eligible for an Award, you must be staff, a student or recent graduate of one of the 56 universities on the HE Social Entrepreneurship programme and living in the UK for the duration of your project. We offer support to individuals with special needs. The full list of 56 universities can be found at www.unltd.org.uk/hesupport. We are terming a 'Recent Graduate' as one who has graduated in the last 12 months (post 2011). Please be aware that projects should be designed to take no longer than a year.

Question 2: If you have won a previous Millennium Award you can still apply for an HE Social Entrepreneurship Award. We would like to know which Awards Scheme your Millennium Award was from.

Question 3: Existing organisations, formal groups or those with a constitution will not be eligible to apply for an Award. Informal groups may apply; the maximum size that we will consider is three.

Question 4: We request that you discuss your project idea with a member of staff from the team at your university who are delivering this programme prior to completing the application. Contact Lauren Baillie on 01522 837823 or lbaille@lincoln.ac.uk

Question 5: This is your opportunity to tell us about the need your problem will address and your experience of this problem or area. You may include information about yourself and your involvement within the community as well as any paid or voluntary experience that relates to your project.

Question 6: Here we would like to know why you think the funding can work to address this issue.

Question 7: We would like to know how you will personally benefit from undertaking this project.

Question 8: Projects should be of community benefit, so we would like you to explain to us which community you are targeting. Projects must be for the benefit of people resident in the UK and their communities and have a connection to the Higher Education Sector. Projects helping people outside the UK will not be eligible. You may include supporting information if you wish (e.g. survey or statistics to show a community need). Please indicate the specific geographic location (e.g. Birmingham) where your project will be based.

Question 9: Please explain how you know that there is a need or demand for your project. You may include supporting evidence if you wish.

Question 10: We will be aiming to offer support to all of our Award Winners. Please suggest the type of support we can offer you.

Question 11: Please detail the total cost of your project, briefly outline the main categories of your costs, e.g. print costs, IT equipment, insurance.

Question 12: If you are seeking funding from other sources please tell us how much is required and who the other funder(s) are. If you do have other funder(s), it is important that your additional money has already been agreed before you apply.

If your project can proceed without the assistance of a HE Social Entrepreneurship Award, you will not be eligible for funding.

Please be aware that your application will not be eligible if you require funding for salaries (either for yourself or for someone else to undertake your project, or part of the project on your behalf). We are also unable to pay for excessive training costs, and can only pay for training if it is necessary for you to be able to undertake your project.

Section C: References

Question 13: Please give us the details of two people, not relatives, who can provide references for you. At least one of your referees must be a member of staff at your Higher Education Institution. You must provide us with full address details, including postcodes and email addresses wherever possible.

Question 14: Don't forget to sign and date the application form.

Section D: Equal Opportunities Form

All our staff, clients, partners, suppliers and any other person who we work with must follow our equal opportunities policy and not discriminate against anyone for any reason.

Please help us monitor this policy by completing this section. We will only use this information for statistical purposes, and it will not form part of your application assessment. We separate this sheet from your application form on receipt.

Section E: Monitoring

This identifies the most effective methods of promoting HE Social Entrepreneurship Awards.

The Application Process

Timescales: Once you submit your application to us, it should be dealt with within 6 weeks (up to 10 weeks during the summer and Christmas holiday periods).

The process is as follows:

- Upon receipt, we will review your application and if eligible for an Award we will arrange to meet with you to discuss your application in more detail.
- We will contact your referees during the application process.
- Following the meeting, a recommendation will be made to the programme advisory board.
- We will let you know the outcome by email and in writing as soon as we can.

If at any stage your application is rejected, we will explain the reasons to you. You are encouraged to reapply should your situation change.

In times of significantly high numbers of applications your application may be unsuccessful, as we may receive applications of a higher standard. In the unlikely event that this occurs, you will be informed in writing.

Assistance: For assistance or further information about the awards scheme please contact Lauren Baillie on 01522 837823. For more information about UnLtd please call 0850 850 1122 or visit our website at www.unltd.org.uk