

## Booster Fund expression of interest – questions and guidance

If you have any problems with filling in the application form, please contact us at [communityshares@uk.coop](mailto:communityshares@uk.coop).

Also, if you have short deadlines and need a quick response, please make us aware of this by contacting [communityshares@uk.coop](mailto:communityshares@uk.coop)

Questions	Question Guidance
<p><b>Declaration</b></p> <p>Any information you enter on this website will not be given to anyone else other than the project partners – Locality and the Plunkett Foundation – and our funders Power to Change and the Architectural Heritage Fund. Beyond this, we will not share it unless we can't withhold it without breaking the law. We may use some of the data you</p>	<p>Select one:</p> <ul style="list-style-type: none"> <li>• I agree</li> <li>• I do not agree</li> </ul> <p>To continue with the application, you will need to agree to us holding the information you supply in our systems. You can read our privacy policy which explains how data will be stored and used. You can find it at <a href="https://www.uk.coop/privacy">https://www.uk.coop/privacy</a></p>

Funded by:



Delivered in partnership:



give us for research purposes to help inform our research work but only as anonymised statistical information.

## Eligibility

Please note that you will be asked to tell us how you meet these eligibility criteria if you are invited to submit a full application.

**Is your community business and project going to be based in England?**

Answer Yes or No.

To be eligible your organisation and project must serve communities in England

**Will your community business be trading and aiming to generate a profit?**

Answer Yes or No.

Trading means earning income yourselves, for example by selling goods or services or from rents. This excludes money received as donations, gifts or grants.

We can only support organisations that are already trading or getting ready to trade and that reinvest their profits for the benefit of the community they serve, rather than for the private profit of individuals.

**What charitable purpose(s) will the project you are asking us to fund meet?**

Your community business does not have to be a charity to be funded by the Booster Fund. But we do need to know that our funding will further charitable purposes or achieve charitable outcomes for the benefit of the public.

Your project must be able to support at least one of the charitable purposes listed here. Please select all that apply to your project.

- Advancement of education, training or retraining
- Advancement of health or the saving of lives
- Advancement of citizenship or community development
- Advancement of arts, culture, heritage or science
- Advancement of environmental protection or improvement, and the promotion of sustainable development
- Relief of those in need by reason of, youth, age, ill-health, disability, financial hardship or other disadvantage

<p><b>Which of the following four values does your community business meet?</b></p>	<ul style="list-style-type: none"> <li>• Prevention or relief of poverty</li> <li>• Relief on unemployment</li> <li>• Promotion of urban and rural regeneration</li> <li>• Promotion of social inclusion</li> <li>• None of the above</li> </ul> <p>The Booster Fund can only support community businesses that show they have the following four values, or are committed to working towards them:</p> <ul style="list-style-type: none"> <li>• Local roots</li> <li>• Accountability to the local community</li> <li>• Trade for the benefit of the local community</li> <li>• Broad community impact</li> </ul> <p>Please note, you will be asked to explain how you meet each of these values if you reach the next stage of the application process.</p>
<ul style="list-style-type: none"> <li>• <b>Local roots</b></li> </ul>	<p>Answer Yes or No.</p> <p>By local roots we mean a business started and run by local people, that will benefit the community around it. Community businesses are usually built around the strengths and assets of a place and address the needs of the community of that place.</p>
<ul style="list-style-type: none"> <li>• <b>Accountable to the local community</b></li> </ul>	<p>Answer Yes or No.</p> <p>Your community business must give local people real, ongoing decision making power to shape how the organisation is run and what it does. This can happen in many ways (for example, membership structure, ownership, broad range of local trustees), but you must be able to show evidence of regular community influence in decision making.</p>
<ul style="list-style-type: none"> <li>• <b>Trade for the benefit of the local community</b></li> </ul>	<p>Answer Yes or No.</p> <p>Community businesses have a clear trading model and sell services and products in and around their local area. Community businesses create benefits for the local community with their profits and through the way the business is run.</p>

<ul style="list-style-type: none"> <li>• <b>Broad community impact</b></li> </ul>	<p>Answer Yes or No.</p> <p>Community businesses support the needs of a variety of different groups in their community. They may have a specific focus on a disadvantaged group or support the local community more widely.</p>
<p><b>How is your organisation currently set up?</b></p>	<p>Please select one option.</p> <ul style="list-style-type: none"> <li>• Charitable Incorporated Organisation</li> <li>• Charitable Company Limited by Guarantee</li> <li>• Charitable Community Benefit Society (Industrial Provident Society)</li> <li>• Charitable Unincorporated Association</li> <li>• Community Benefit Society (Industrial Provident Society)</li> <li>• Co-Operative Society (Industrial Provident Society)</li> <li>• Community Interest Company (Limited by Guarantee)</li> <li>• Community Interest Company (Limited by Shares)</li> <li>• Private Company Limited by Guarantee without Share Capital (non charity)</li> <li>• Private Company Limited by Shares (non charity)</li> <li>• Constituted not-for-profit group (unincorporated)</li> <li>• Limited Liability Partnership</li> <li>• Limited Partnership</li> <li>• Other</li> </ul> <p>If your organisation's structure is not in the list, select 'Other' and tell us what it is.</p> <p>The Booster Fund can only fund incorporated organisations. This means that your organisation needs to be recognised as a legal entity in its own right, rather than as a collection of individuals.</p> <p>Also, to issue a community share offer, your community business will need to be incorporated as one of the following:</p> <ul style="list-style-type: none"> <li>• Community Benefit Society</li> </ul>

	<ul style="list-style-type: none"> <li>• Charitable Community Benefit Society</li> <li>• Co-operative society (where clear reinvestment of profits for community benefit can be shown)</li> </ul> <p>If your community business is not yet incorporated or is not set up as one of the above, the Booster Fund can help you access advisers who can support you through the registration of your society or conversion to a society as part of the development process.</p> <p>The Booster Fund can also support your group if you are at an early stage of your journey, to explore if community shares is the right option for you.</p>
<p><b>Are you able to convert to a Community Benefit Society, a Charitable Community Benefit Society or a Co-operative Society?</b></p>	<p>Answer Yes or No.</p> <p>Click Not Sure for further information to help you decide Yes or No</p> <p>To issue a community share offer, you will need to be incorporated as one of the following:</p> <ul style="list-style-type: none"> <li>• Community benefit society</li> <li>• Charitable community benefit society</li> <li>• Co-operative society</li> </ul> <p>The Booster Fund can support you to convert to one of these legal structures if you are not already set up as one.</p>

<h2>Who is applying?</h2>	
<p><b>Person filling in this form</b></p> <p><b>Salutation</b></p> <p><b>First name</b></p> <p><b>Last name</b></p> <p><b>Contact email address</b></p> <p><b>Contact number</b></p>	<p>Please provide details of the person filling in this form. We need to be able to contact you in case there are any issues with the Expression of Interest form.</p>
<h2>Your community business</h2>	
<p><b>Name of organisation</b></p>	<p>Please use the official name of your organisation. If it is already registered, please use the exact name that is registered with the relevant regulatory body, for example the Financial Conduct Authority or Companies House.</p>

<b>Postcode of registered address of organisation</b>	<p>Please provide the full postcode of your organisation (if already registered, this will be the postcode or your registered address). It must be in the correct format for example, M2 1BB, CB2 1QA or BS32 0BQ.</p> <p>Full address details will be requested if you are invited to submit a full application</p>
<b>Region</b>	Please select the region where your community business is based.
<b>Website/social media links</b>	Please provide details of your website and social media links.
<b>What is the primary sector you operate in?</b>	<p>Please select <b>one main</b> business sector that you operate in.</p> <p>This information is useful for us to understand what sectors community led organisations are working in. This will enable us to monitor how funding is distributed across sectors.</p>
<b>What other sectors do you operate in?</b>	<p>Please one other business sectors you currently work in.</p> <p>This information is useful for us to understand what sectors community led organisations are working in. This will enable us to monitor how funding is distributed across sectors.</p>
<b>What does your organisation do and who does it support?</b>	Please tell us a little bit about your community business. We want to understand what lies at the heart of your community business and what impact has or it will have. What are your main activities and who benefits most from them?
<h2 style="color: #008080;">Your project and share offer</h2> <p>We need to get a rough sense of the amounts of money you need so we can make sure your potential involvement in the Booster Fund works alongside your wider plans.</p>	
<b>What is the name of your project?</b>	Please provide a name for the project you are raising money for.
<b>What is the purpose of the community share offer you are planning? What will the investment raised go towards?</b>	Please tell us briefly about the project that you are raising money for. Why should we or your community want to invest in your project? What is the need and how will your project meet that need. What positive impacts will your project have on your community? Tell us enough to make us want to learn more in a full application.

<p><b>What is the minimum amount you need to raise through your community share issue?</b></p> <p><b>What is the maximum amount you hope to raise through your community share issue?</b></p>	<p>You will be asked to provide detailed costs if you invited to full application. We only need you to give us a rough sense of the scale of your funding targets at this stage. We understand they may change as your project progresses.</p>
<p><b>Do you need a development grant, equity, or both?</b></p>	<p>Please select one.</p> <ul style="list-style-type: none"> <li>• Grant</li> <li>• Equity</li> <li>• Grant and Equity</li> </ul> <p>You can find out more about <a href="#">the difference between grant and equity in the Booster Fund Guidance</a>.</p>
<p><b>How much grant are you applying for from Co-operatives UK?</b></p>	<p>We expect to award development grants or business development support of between £2,000 and £10,000, averaging around £5,000. This grant funding is to help you get ready for investment and to finalise your community share offer. This may include further work on your business plan, community engagement work, governance structure and legal registration, the share offer document and the promotional campaign.</p> <p>We also expect you to apply for the Community Shares Standard Mark, as the final step towards launching your offer. The cost of this can be covered by the grant. It is usually around £1500.</p>
<p><b>How much equity match funding are you requesting from Co-operatives UK?</b></p>	<p>We expect equity match awards to average around £20,000 – a pound for pound match funding, provided that the minimum share offer target is achieved.</p> <p>Equity investments cannot exceed 50% of the maximum community share capital you hope to raise. For example, if you are eligible for Booster Fund equity match, and your target is to raise £40,000, the maximum we could invest would be £20,000. If you don't raise the other 50% from your community, we will not be able to provide equity match funding.</p> <p>Power to Change can make awards up to a maximum of £25,000. The Architectural Heritage Fund can award up to £50,000. Projects that meet the eligibility criteria and</p>

priorities of both funds could receive a maximum of £75,000.

If you are invited to submit a full application, you will be able to make changes to what you put here. At this stage the information is just to give us a rough sense of your funding requirements.

## Stage of development

**Which of the following statements best describes the stage of your community business?**

Please select one.

- Early stage – We are interested in finding out more, but haven't taken any steps towards the community share pathway
- Preparing to launch - We are preparing for our share offer but still have some way to go
- Ready to launch - We are ready to launch our share offer
- Already launched - Our share offer is live

We need to get an idea of where you are on your community shares journey so that we can offer you the best level of support through your potential involvement in the Booster Fund.

**What community engagement and events have you already undertaken to inform your community and promote your community business and/or the need to raise funds?**

Please select all that apply.

- Conducted community survey(s)
- Held online information or online events
- Held information or consultation events in person
- Held a fund raising event(s)
- Held site visit(s)
- Run a leaflet campaign
- Run a social media campaign
- Canvassed the local community for support
- Taken local people to visit other similar project(s)
- Other

This will give us a sense of how much you've reached out to and engaged with your community.



<p><b>Have you obtained the Community Shares Standard Mark?</b></p>	<p>Answer Yes or No</p> <p>The Community Shares Standard Mark is awarded to share offers that meet national standards of good practice. The Standard Mark ensures that community share offers are clear, honest and transparent. It also ensures that investors are presented with all the facts they need to make an informed decision and these facts are supported by annual accounts and/or the business plan.</p> <p>If you do not have a Standard Mark, part of the grant funding we offer can be used to work with an accredited practitioner to apply for a Standard Mark as part of the process when preparing your community share offer.</p> <p>You can find out more about the Standard Mark here:  <a href="https://www.uk.coop/start-new-co-op/support/community-shares/standards">https://www.uk.coop/start-new-co-op/support/community-shares/standards</a></p>
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<p><b>Alignment with our priorities</b></p>	
<p><b>Please provide up to three postcodes where the project you intend to fund through community shares is situated or will operate</b></p>	<p>These may be different from your organisation's postcode.</p> <p>Please provide all postcodes in full and in the correct format, for example, M2 1BB, CB2 1QA or BS32 0BQ.</p> <p>We will match the postcodes given against the IMD (Multiple deprivation index), which classifies the relative deprivation of postcodes across the UK. This will be one of the criteria used to assess your application.</p> <p>We are looking for projects from all over England that show high levels of community impact, innovation and engagement.</p> <p>The Booster Fund is placing a high priority on supporting organisations working in the most disadvantaged areas (IMD 1-3).</p>

**Which of the following applies to the representation of people of minoritised ethnicities in your organisation?**

The Booster fund is keen to support organisations led by under represented groups, in particular minoritised ethnicities.

By minorities ethnicities we mean individuals and communities who have been minoritised in a UK context through the political and social discrimination and barriers that they face.

Please pick the statement that applies best to your organisation

- **Primarily led by minoritised groups** – at least half of our board and senior management team is made up of people of minoritised groups.
- **Represented by minoritised groups** – at least one member of our board and senior management teams is from a minoritised ethnicity, but people of minoritised ethnicities are not in the majority.
- **Primarily for the benefit of minoritised ethnicities** – not primarily led or represented by minoritised ethnicities but working primarily for the benefit of minoritised ethnicities.
- **Some minoritised ethnicities representation or benefit** – minoritised ethnicities are represented in our team but not in leadership roles, and there are some minority ethnicites among our beneficiaries
- **No minoritised ethnicities representation or benefit** – our board and senior management team does not have any representation from people of minoritised ethnicities and there are no minorities ethnicities among our beneficiaries.

<p><b>To what extent is your community business led by younger people?</b></p>	<p>The Booster Fund is keen to support organisations and projects led by and for young people (less than 35 years of age)</p> <ul style="list-style-type: none"> <li>• <b>Youth led</b> – primarily led by young people, at least half of our board and senior management team are younger people.</li> <li>• <b>Youth represented</b> – primarily represented by young people, at least one member of our board and senior management teams is a younger person, but younger people are not in the majority.</li> <li>• <b>No youth represented, but working for benefit of youth</b> – primarily for the benefit of youth, not led by young people, but largely working for their benefit.</li> <li>• <b>No youth representation or benefit</b> – our board and senior management team does not have any representation from younger people.</li> </ul>
<p><b>Which of the following statements best describes your Board and senior leadership team?</b></p>	<p>We are committed to the advancement of equality, diversity and inclusion. The following questions help us to understand more about your organisation in this context.</p> <p>Please select all that apply.</p> <p><b>We are led by a board and senior leadership team with lived experience of this characteristic (over 51% representation).</b></p> <ul style="list-style-type: none"> <li>• Disability</li> <li>• Ex-offenders</li> <li>• Long-term unemployed</li> <li>• Older people</li> <li>• People experiencing homelessness</li> <li>• People who are economically or educationally disadvantaged</li> <li>• Refugees and migrants</li> <li>• Women and girls</li> <li>• Young People</li> </ul>

**Some of our board and senior leadership team has lived experience of this characteristic (below 51% but above 0%).**

- Disability
- Ex-offenders
- Long-term unemployed
- Older people
- People experiencing homelessness
- People who are economically or educationally disadvantaged
- Refugees and migrants
- Women and girls
- Young People

**Which of the following best describes the groups your work supports and benefits?**

We are committed to the advancement of equality, diversity and inclusion. The following questions help us to understand more about the range of people benefitting from your work.

**This group has high representation in our work.**

- Disability
- Ex-offenders
- Long-term unemployed
- Older people
- People experiencing homelessness
- People who are economically or educationally disadvantaged
- Refugees and migrants
- Women and girls
- Young People

**This group is moderately represented in our work.**

- Disability
- Ex-offenders

- Long-term unemployed
- Older people
- People experiencing homelessness
- People who are economically or educationally disadvantaged
- Refugees and migrants
- Women and girls
- Young People

**This group is not well represented in our work.**

- Disability
- Ex-offenders
- Long-term unemployed
- Older people
- People experiencing homelessness
- People who are economically or educationally disadvantaged
- Refugees and migrants
- Women and girls
- Young People

**This group is not well represented in our work but we have specific services aimed at supporting them or we are taking other active inclusive steps.**

- Disability
- Ex-offenders
- Long-term unemployed
- Older people
- People experiencing homelessness
- People who are economically or educationally disadvantaged
- Refugees and migrants
- Women and girls

	<ul style="list-style-type: none"> <li>• Young People</li> </ul>
<p><b>How is your organisation taking action to address the climate and nature crises?</b></p>	<p>We recognise that community businesses already play a major role including through improving local green spaces, generating renewable energy and promoting community commitment to climate action. This information helps us understand what climate and nature related action your organisation is taking.</p> <p>Please select all that apply.</p> <ul style="list-style-type: none"> <li>• Electric vehicles (for example, EV charging)</li> <li>• Innovative First/Last Mile Delivery (for example, micro depots)</li> <li>• Active travel (for example, Cycling, e-cycling, walking, cycle path networks, bicycle workshops)</li> <li>• Public transport (for example, buses, trains, underground, trams)</li> <li>• Community transport – shared transport (for example, car sharing schemes, electric car sharing schemes, minibus)</li> <li>• Provision of housing (for example, new builds)</li> <li>• Energy efficiency – homes (or example, energy advice, retrofitting, bulk-purchase, skills for energy efficiency)</li> <li>• Energy efficiency (community buildings) (for example. energy advice, retrofitting, bulk-purchase, skills for energy efficiency)</li> <li>• Energy generation and storage (for example, renewable energy –such as hydro, biomass, solar, wind – switching campaigns, batteries, thermal storage)</li> <li>• Energy advice and education (for example, providing education and advice to members of the community. Ranging from helping local businesses to engaging with energy consumers, to providing data services for members)</li> <li>• Energy finance (for example, energy strategy for low carbon development, zero carbon funding, strategic investment)</li> </ul>

	<ul style="list-style-type: none"> <li>• Community food growing (for example, community orchards, allotments, community gardens)</li> <li>• Diet and education (for example, eating habits &amp; diet education)</li> <li>• Community food provision (for example, community food co-operatives)</li> <li>• Farming (community owned / supported) (for example, regenerative agriculture, soil management)</li> <li>• Food waste (for example, food security, behaviour change activities)</li> <li>• Repair and re-use (for example, repair cafes, re-use shops)</li> <li>• Retail &amp; consumerism (for example, behaviour change, circular fashion)</li> <li>• Waste streams (for example, plastic waste, circular economy)</li> <li>• Land use and biodiversity conservation (for example, woodland creation and management, forestry, tree planting, peat bogs, water management, woodland crafts, re-wilding, community ownership of natural land)</li> <li>• Natural world (for example, connecting with the natural world)</li> <li>• Storms, flooding and sea level rise (for example, flood defences)</li> <li>• Temperature extremes (for example, thermal resilience for community buildings)</li> <li>• Droughts (for example, water management programmes)</li> <li>• None of the above</li> </ul>
<p><b>Does the project you are raising funds for target any of the following activities? Please select all that apply.</b></p>	<p>The Booster Fund seeks to support projects that have high levels of community impact, innovation and engagement across all kinds of activities. We are particularly interested in projects that address climate changes issues and digital inclusion/transformation.</p> <p>Please select all that apply.</p> <ul style="list-style-type: none"> <li>• Arts centre, facility or activities</li> </ul>

- Business or workspace
- Care service or facility (for example, nursing home)
- Childcare or nursery provision
- Community centre hub, facility or space
- Community pub
- Community shop
- Community café
- Conservation of the environment
- Construction activities
- Craft, industry and production
- Digital
- Employment,
- Training, business, or education support
- Energy
- Environment or nature
- Finance or credit
- Food catering or production (including farming)
- Health and social care
- Community led housing
- Income or financial inclusion
- Leisure facility (for example, cinema)
- Library
- Media or publishing
- Mental or physical health, care or wellbeing
- Post office
- Sport facility, activities and leisure
- Transport
- Visitor facilities or tourism
- Waste reduction, reuse or recycling
- Other



	<p>This information may help us to point you to other funding that is focussed on particular activities.</p>
<b>Does your project involve a building of historic interest?</b>	<p>Answer Yes or No</p> <p>One of funders of the Booster Fund is the Architectural Heritage Fund. If your project is of historic interest, you may be eligible for higher levels of funding.</p>
<b>How did you hear about the Booster Fund?</b>	<p>Please pick all that apply.</p> <p>It would help us to know how you heard about the Booster Fund.</p>
<b>Diversity and inclusion</b>	<p>As the independent trust that supports community business in England, our funder Power to Change wants to improve the diversity and inclusion of the community business sector. This <a href="#">guide</a> helps you to make your community business more accessible and inclusive for people with disabilities.</p> <p>We'd like to understand a little about your background, so please could you fill in this very quick <a href="#">survey</a>. This is optional and has no bearing on your application.</p>