

## Grant Application – questions and guidance

This form is for applicants applying for a grant, or for a grant and equity. Information you provided in your Expression of Interest Form has already been filled in.

If you are applying for a grant and equity, you will need to complete the grant application first, and if successful you will then be invited to complete the equity application.

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</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.</p>

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<p>of the data you give us for research purposes to help inform our research work but only as anonymised statistical information.</p>	<p>You can read our privacy policy which explains how data will be stored and used. You can find it via this <a href="#">link</a>.</p>
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## Who is applying?

<p><b>Primary contact</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 update the primary contact details for your Booster application if they have changed since completing the Expression of Interest form.</p> <p>By primary contact, we mean the main person we can contact about your community business and this application.</p> <p>We need this contact name to keep you informed of progress, and if you successfully pass this application stage we may need to contact you to request additional information for the detailed assessment.</p>
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## Your community business details

<p><b>Organisation name</b></p> <p><b>Organisation address line 1</b></p> <p><b>Organisation address line 2</b></p> <p><b>Organisation address line 3</b></p> <p><b>Registered City/Town</b></p> <p><b>Organisation Postcode</b></p> <p><b>Organisation Region</b></p>	<p>Please use the official name and address 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> <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>Please select the region where your community business is based.</p>
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<p><b>Your current legal form</b></p> <p><b>The date you registered your community business</b></p> <p><b>Your company or society registration number</b></p>	<p>This is how your organisation is currently set up, for example, a Community Benefit Society.</p> <p>Please provide the date your organisation was registered in its current form.</p> <p>If your organisation is not registered yet, please give us the date you originally set your community business up.</p>
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## What makes your organisation a community business?

	<p>In your Expression of Interest, you said that your organisation meets or is working towards the following community business values:</p> <ul style="list-style-type: none"> <li>• Rooted in the community</li> <li>• Accountable to the local community</li> <li>• Trade for the benefit of the community</li> <li>• Broad community benefit</li> </ul> <p>Please briefly explain how you do this.</p>
<p><b>Rooted in the community</b></p>	<p>A business started and run by local people, that will benefit the community around it.</p> <p>Tell us a little bit about your community, where it is, how your business got going, and what it does to benefit this community and serve the needs of its people.</p> <p>Community businesses are usually built around the strengths and assets of a place and address the needs of the community of that place. A majority of your staff, volunteers and other stakeholders should be drawn from this area and reflect its diversity.</p> <p>When answering this, think about whether the following statements are true about your community business:</p> <ul style="list-style-type: none"> <li>• My business exists to meet a local need (tell us what that is and how you meet it)</li> <li>• My business is defined by its link to a local area (explain why this is)</li> <li>• My business exists to meet the needs of marginalised people facing particular challenges (explain what the challenge is and how it is being met)</li> </ul>
<p><b>Accountable to the local community</b></p>	<p>The local community has a genuine say in how the business is run.</p> <p>Please tell us how you involve the local community in decisions about how your business operates?</p> <p>You need to describe how your community business gives local people real, ongoing decision making power to shape how your organisation is run and</p>

	<p>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> <p>Ways you could demonstrate accountability to the local community include having open membership, regularly consulting with local people about your activities and plans or involving local people through a community share issue. You may want to include information about how you involve the local community in decisions about how the community business operates? Or if you have local board members, volunteers and staff?</p> <p>When answering this question think about how true the following statements are for your community business:</p> <ul style="list-style-type: none"> <li>• My business was started by members of the local community</li> <li>• My business is led by members of the local community</li> </ul>
<p><b>Trade for the benefit of the local community</b></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> <p>Please describe how your community business generates income through trading. This can be by providing goods or services, or a combination of the two.</p> <p>All or part of your income will come from community activities such as delivering a service for vulnerable people, running community transport, hiring out your space for community activities, providing housing or selling the produce you grow.</p> <p>If you generate a profit/surplus from trading activity what is this used for?</p>
<p><b>Broad community impact</b></p>	<p>Community business engage with a variety of different groups in their community and address different community needs. They may have a</p>

specific focus on a disadvantaged group or support the local community more widely.

Please tell us how your community business benefits and supports a broad range of members of your community and contributes to a broader sense of confidence and pride in your place.

You may run events, activities, or services to meet community needs. Broad community impact is about being open to a range of members of your local community and having multiple impacts.

Tell us how your organisation is inclusive and gives opportunities for people with different abilities and backgrounds to get involved.

## What are you raising money for?

### More about your project

What particular challenges will your project tackle in the area where you are working? How will our investment be spent – what activities will it support?

Please review what you told us in the Expression of Interest about your project or business that you are seeking to fund through a community share issue.

Is there anything more you can tell us about it? What makes it special? Why should we want to fund it? How does it meet our aims and priorities? We are looking for projects that show higher than average levels of community impact, innovation and engagement.

The Booster Fund will give priority to groups that are currently less well represented in the community shares market, in particular younger people; Black, Asian and minoritised ethnicities; and those based in areas of greatest disadvantage. We are also keen to support proposals that focus on climate change and digital inclusion.

If we invest in your project, what activities will our equity support? It may be for things like:

- Converting an established community business do something different
- Inspiring local people to invest in their local businesses
- Member subscriptions

	<ul style="list-style-type: none"> <li>• Opening up new sectors, regions or communities</li> <li>• Partnerships with public institutions</li> <li>• Pioneer share offers</li> <li>• Purchase of land or buildings</li> <li>• Refinancing your business</li> <li>• Raising funds quickly where there is a competitive bid</li> </ul>
<p><b>What impact(s) will your project have on your community?</b></p>	<p>The Booster Fund wants to support projects that have high levels of community impact in a few key areas. Please select up to two options from the list. Hold down the Cntrl key to make more than one selection.</p> <ul style="list-style-type: none"> <li>• Increased employability</li> <li>• Improved health and well-being</li> <li>• Better access to services</li> <li>• Reduced social isolation</li> <li>• Improved environment</li> <li>• Greater community cohesion</li> <li>• Greater community pride and empowerment</li> <li>• Economic regeneration</li> <li>• Improving access to digital products or services</li> <li>• Tackling racial injustices and inequity</li> </ul> <p>For the impact area(s) you selected, please tell us briefly how your community business intends to go about achieving these impacts.</p>
<p><b>Charitable purpose (s) of projects</b></p>	<p>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.</p> <p>In your Expression of Interest form, you identified one or more charitable purposes that your project will meet.</p>

Please describe briefly how your project will meet the charitable purpose(s) you have selected.

## Who are you the people you are trying to help?

### Primary beneficiaries

### Secondary beneficiaries

Who are the main beneficiary groups of your project, that is, who your community is primarily trying to help through this project?

Please select one primary beneficiary from the list below.

Who are your secondary beneficiaries?

Please select any other beneficiaries from the beneficiaries list that your project also targets.

- Children
- Disability (Learning)
- Disability (Physical)
- Ex-offenders
- Homeless
- Living in poverty
- Long-term unemployed
- Black, Asian and minoritised ethnicities
- Older people
- Parents
- People with addiction issues
- People with long-term health conditions
- People with mental health needs
- Refugees and migrants
- Victims of crime
- Young people
- No specific disadvantaged groups
- Other specific target groups

Please describe briefly how your project will meet the charitable purpose(s) you have selected.

<p><b>The Booster programme is particularly interested in supporting minoritised ethnicities and young people.</b></p> <p><b>Please explain how you are working with these groups.</b></p>	<p>Please describe briefly the extent to which minoritised ethnicities and young people form part of your community of benefit. Please tell us how you reach out to them and how you support them through your work.</p> <p>By minoritised ethnicities we mean individuals and minority groups who have been minoritised in a UK context through the political and social discrimination and barriers that they face.</p> <p>By young people we mean people less than 35 years of age.</p>
<p><b>Your grant funding needs</b></p> <p>We expect to award development grants or business development support of between £2,000 and £10,000, averaging around £5,000.</p> <p>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><b>What do you need a development grant for?</b></p>	<p>The grant application is split into two parts:</p> <ol style="list-style-type: none"> <li>1) Getting investment ready</li> </ol> <p>Expert input to help develop your business plan, community engagement work, governance structure, legal registration, and the share offer document</p> <ol style="list-style-type: none"> <li>2) Launching the offer</li> </ol> <p>Applying for the Community Shares Standard Mark and costs associated with promoting the live offer</p> <p>If you want to apply for just Part 1 or Part 2, simply fill in the relevant section and leave the other section blank. It is up to you how you split your total grant request between the two sections.</p> <p>We expected grants awards to average £5,000 (minimum £2,000, maximum £10,000).</p> <p><b>What grant funding are you applying for (Tick all that apply)?</b></p> <ul style="list-style-type: none"> <li>• Part 1: Getting Investment Ready?</li> <li>• Part 2: Launching the offer?</li> </ul>



For all the items you have ticked, please explain:

- What is the activity you need funding for?
- Who will undertake the activity
- When do you expect the activity to take place?
- How much will it cost?
- How have you calculated the cost?

Please tell us if you have an existing relationship with any individual or organisation providing the activity.

## Your share offer

Even if you are only seeking a grant at this time, it would be helpful for us to have a bit more information about your share offer plans

### What stage is your share offer?

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

This will help us confirm how best we may be able to support you. We may be able offer additional business development support to early stage offers.

### What type of share offer do you intend to launch?

Select one.

- Pioneer
- Time-bound
- Open
- Business growth
- Membership offer
- Recovery

The purpose of a pioneer offer is to raise share capital for a new society that will be spent on getting the enterprise investment ready.

Time-bound offers are offers that seek to raise a target amount of capital for a specific investment-ready project within a specified timescale.

Open offers are integral to the capital flow of established societies, enabling people to join or terminate membership, and as members, to invest or withdraw share capital.

The purpose of a business growth offer is for an existing society running a subsequent share offer to raise new investment and grow their membership.

The primary purpose a membership offer is to recruit members rather than to raise investment capital.

The purpose of a recovery offer is to improve a society's solvency and balance sheet position. This differs from raising capital for a new start up or a new capital project.

You can find out more about the different types of share offer in the Community Shares Handbook, here: [Community Shares Offer Guidance](#)

You can find out more about best practice principles for recovery share offers here: [Recovery Share Offers Guidance](#)

## Land and building information

**Are you aiming to buy or lease property such as land or buildings**

Answer Yes or No

**Is the property on the National Heritage List for England?**

As the Booster Fund is part funded by the Architectural Heritage Fund, we are also interested in heritage projects that are working with a listed building/ a building in a conservation area and are focussed on high street revival and economic resilience.

**Please provide the Listed Building Number**

**Is the property particularly valued by local people for any reason?**

This information is reviewed for either grant or equity applications.

**What is the rough cost of the land or buildings?**

We will seek further detail about the purchase of any property in the full Equity Application.

**Who owns the land or building?**

<p><b>Are you planning an asset transfer (purchase) or lease?</b></p> <p><b>Is it registered as an Asset of Community Value (ACV)?</b></p> <p><b>Is the building in a conservation area?</b></p> <p><b>If the building is not listed/in a conservation area, does the building still have heritage value, that is, is it particularly valued by local people for any reason?</b></p> <p><b>Option to upload supporting documents, eg. 'statement of heritage significance' etc.</b></p>	
<p><b>How much money do you need for your project?</b></p>	
<p><b>How much money do you think need to raise and how much of this can be raised through community shares from your community investors?</b></p> <p><b>Please provide a rough estimate of the amount of equity match funding you will be requesting from the Booster Fund</b></p>	<p>If you are applying for a grant and equity, you will need to submit this Grant Application first. If successful, you may then be invited to complete the full Equity Application.</p> <p>At this point we simply need to get a rough idea of your overall funding needs for you whole project.</p> <p>You will be able to request a different amount of match funding if you are invited to full Equity Application.</p> <p>We expect equity match awards to average £20,000.</p> <p>Two funders support the Booster Fund. Power to Change can make equity awards up to a maximum of £25,000. The Architectural Heritage Fund can award up to £50,000 (as long as funds are available). Projects that meet the eligibility criteria and priorities of both funds could receive a maximum equity match of £75,000, or 50% of the maximum community share capital you hope to raise, whichever is the lesser.</p>
<p><b>Affordability of shares</b></p>	<p>One of the main aims of the Booster Fund is to make community shares as widely affordable as possible to enable those on lower incomes to participate in democratic ownership of their local facilities and services. What measures are you planning to achieve this?</p>

<b>Key milestones</b>	
<p><b>Intended share offer launch date</b></p> <p><b>Intended share offer closing date</b></p> <p><b>Key milestones</b></p> <p><b>Intended date of submission of share offer documents to Booster Panel</b></p>	<p>Please tell us when you intend to launch and close your share offer.</p> <p>Please outline any key development milestones linked to your community share offer plans, for example, planning permission approval, purchase completions.</p> <p>Please tell us when you think you will be ready to submit all your share offer documentation to the Booster Panel for assessment and a decision on the equity match funding.</p>
<p><b>Have you appointed a licensed practitioner to undertake a Community Shares Standard Mark Assessment as part of your grant application?</b></p> <p><b>Have you identified any other practitioners or providers you wish to work with as part of your grant application?</b></p>	<p>Answer yes or no</p> <p>All groups receiving support from the Booster Fund are expected to have been awarded the Community Shares Standard Mark for their community share offer. The Community Shares Unit maintains a Practitioner Directory of Licensed and Registered practitioners capable of awarding the Standard Mark and providing business support to community groups and societies planning to run a community share offer. Read more about the Standard Mark here: <a href="#">Community Shares Standard Mark</a>.</p>
<p><b>Supporting documents</b></p>	
<p><b>If available, please provide supporting documents to give us further information about your organisation and your plans.</b></p>	<p>Documents we are looking for include the following:</p> <ul style="list-style-type: none"> <li>• Business plan and any connected documents (for example, marketing materials)</li> <li>• Share offer document (draft/final)</li> <li>• Any available past annual accounts, ideally going back three years</li> <li>• Budget and cashflow for the current financial year</li> <li>• Latest available management accounts (up to the last full quarter)</li> <li>• Any available impact/project plans or evaluations from your work</li> </ul>

	<ul style="list-style-type: none"><li>• Any available future financial forecasts - ideally a two-year forward looking cashflow</li><li>• Other (if other, please list)</li></ul>
<b>Additional information</b>	<p>If available, please provide the following</p> <ul style="list-style-type: none"><li>• Health &amp; Safety Policy</li><li>• Equality and Diversity Policy</li><li>• Environmental Policy</li><li>• Privacy Policy</li><li>• Conflicts of Interest Policy</li><li>• Safeguarding Policy (if you work with children, young people or vulnerable adults you must supply this policy)</li></ul>