

Help for your co-op – application form preview

Before you start

Information required

You will be asked to include the following information and documents about your organisation so please have the following to hand:

- **Registration number:** This is the number your co-op was given when it registered with the relevant registration body, i.e. Companies House or the Financial Conduct Authority.
- **Legal form**
- **Date of incorporation**
- **Latest financial accounts**, including a Profit and Loss Statement

Eligibility

This programme is for existing co-ops that are already trading and have been incorporated in the UK for more than 18 months.

If this is not your case, here are some other options:

- If you have been incorporated for less than 18 months, or have not started trading, please [apply for our programme for start-ups](#)
- if you are an existing business but you are not registered as a co-op, [apply to our programme for conversions](#)
- If your co-op is registered outside the UK, we cannot support your application unless you are planning to register also in the UK. In such case, please [apply for our programme for conversions](#).

[] I have read the guidance and I am ready to apply

1. Eligibility check

To be eligible for the programme you should meet all the conditions listed below.

Please select all that apply to your organisation:

- **Our organisation is registered as a co-op in the UK.** If not, please return to the previous page to find out what other options are available to you.
- **Our co-op is trading and has been incorporated for more than 18 months.** If not, you should [apply to our programme for start-ups](#).
- We can provide our most recent financial accounts, including our Profit and Loss Statement. As part of this application process, we will ask you to submit your most recent financial accounts. If you have not been trading long enough to have them, please [apply for our programme for start-ups](#).
- **We are available to start the support package within the next six months.** If not, please apply at a later stage. Please note, it usually takes 6-8 weeks to allocate a support package.
- **We have the organisational capacity to conclude the support package within six months of starting.** If not, please apply at a time that you can guarantee you have capacity to make use of the support package. Please note, it usually takes 6-8 weeks to allocate a support package.
- **We are aware that if we are awarded the support package, we will be asked to contribute a £100 (£75 for Co-operatives UK members) commitment fee.** Should you be awarded a support package, you will be asked to pay a fee to ensure your commitment. Co-operatives UK reinvests the funds into future support provision. If this is a barrier to your participation in the programme, please let us know in your application and we will consider waiving the fee.

2. Privacy notice

By completing the application, you agree that the information is a fair and accurate reflection of your organisation and its support needs.

By completing the application form you also agree with our privacy notice below. The information captured in your application form will help Co-operatives UK and our funding partner The Co-operative Bank to review and make a decision on your application for support.

Co-operatives UK is committed to processing information in accordance with the General Data Protection Regulation (GDPR) and in line with our [privacy policy](#).

The personal data collected on this form will be held securely and will only be used for administration purposes. You are welcome to contact us to discuss the data we hold about you at any time. If your application is successful, we will share your personal details with relevant third parties who will be delivering the support.

All our third-party support advisors are required to take appropriate security measures to protect your personal information in line with our privacy policy and they are only permitted to process your personal data for specified purposes and in accordance with our instructions.

Please note that your consent is considered valid from the moment you check the box below and start your application, not when you submit your finished application.

To proceed with the application you must consent to this use of your information. *

I consent []

3. Primary contact

First name*

Last name*

Role within co-op

Email address*

Phone number*

Please include national prefix for non-UK numbers

I am authorised by my organisation to apply for this programme.

This is not a requirement to apply.

- Yes
- No

Your co-op's registered address

Address line 1*

Address line 2

Address line 3

Postcode*

Town/city*

4. About your co-op

Name of your co-op*

Please use the exact name that is registered with the relevant regulatory body, for example Companies House or the Financial Conduct Authority.

What is the purpose of your co-op? *

Summarise in one sentence the purpose of your organisation. (Max 25 words)

Which sector does your organisation operate in? *

- Agriculture, community supported agriculture
- Business, professional and legal services
- Community energy, sustainability and environment
- Community retail, wholesale
- Digital, creative and media
- Employment, training and education
- Finance
- Food services, accommodation, pubs and brewing
- Health and social care
- Housing

- Manufacturing
- Sport and leisure
- Tourism, arts, heritage and community hub
- Transport
- Other, please specify

What are the main activities, products or services of your co-op?

(Max 150 words)

Who are the main users of your products or services?

(Max 150 words)

At what geographical level are your activities, products or services delivered? *

- Neighbourhood
- Local authority or city-wide level
- Regional or single nation (England, Scotland, Wales or Northern Ireland)
- UK-wide or multiple regions/nations
- International

In which region is your organisation based? *

Please indicate the region where your organisation has its registered address.

- North East
- North West
- Yorkshire and Humberside
- East Midlands
- West Midlands
- London

- East of England
- South East
- South West
- Wales
- Scotland
- Northern Ireland
- The Channel Islands

Explain why being a co-op is important for your organisation*.

(Max 150 words)

5. About your co-op's structure

Understanding how your organisation is structured, and its scale, will help us identify the co-op experts best suited for your organisation.

What is your co-op's registration number? *

This is the number your organisation was given when it registered with the relevant registration body, i.e. Companies House or the Financial Conduct Authority.

What is the legal form of your co-op? *

- Charitable Incorporated Organisation
- Community Interest Company
- Company
- LLP
- Society
- Scottish Charitable Incorporated Organisation
- Unincorporated
- Limited Partnership

- Act of Parliament
- Royal Charter Company

What is the legal form subcategory for your co-op?

This question only appears if you select Company or Society form the list above.

- Company Limited by guarantee
- Company Limited by shares
- PLC
- Registered Society
- Co-operative Society
- Community Benefit Society
- CIC Ltd by guarantee
- CIC Ltd by shares

What date did your co-op incorporate as this legal form? *

On the form, use the double arrows (<<) to jump to previous years.

How many people are involved in your co-op? *

Please indicate the total number for each category. Type 0 if a category is not applicable to you.

Board members**Employees – total number**

Including board members that are employees.

Employees – Full Time Equivalent

Including board members that are employees.

Volunteers

How many members does your co-op have? *

Please indicate the number of members you have in the categories that are relevant for your co-op and indicate 0 in those that are not relevant.

Worker members

Can also include volunteers and/or contractors.

User members

For example, consumers or receivers of a service.

Supporter or investor members

Other 1 (please specify)

Other 2 (please specify)

Other 3 (please specify)

Is your co-op a member of Co-operatives UK? *

This is not a requirement to participate in this support programme.

- Yes
- No

6. Your co-op's finances

Understanding your organisation's finances and its scale will help us identify the co-op experts best suited for your organisation.

What was your annual turnover as per your last set of accounts? ***How do you expect your turnover to be in the next financial year? ***

- Much higher
- Higher
- Similar to the past year

- Lower
- Much lower

Please indicate which type of external finance you currently have.

Provide an approximate amount for each type or indicate 0 where the funding type is not applicable. *

- Investment in the form of equity
- Loans
- Bonds
- Other (please specify)

Are you expecting to raise more external finance in this financial year? *

Please indicate what type:

- Donations (including crowdfunding)
- Grants and sponsorships
- Investment in the form of community shares
- Investment in the form of equity (not community shares)
- Loans
- Bonds
- No external funding
- Don't know

7. Your support needs

Understanding your needs will help us identify the co-op experts best suited for your organisation.

What do you aim to achieve in the next 18 months? *

Please indicate some milestones or achievements you would like to reach. (Max 150 words)

What are you hoping to achieve through this support package? *

How can the support help you achieve your goals? (Max 150 words)

Which of the following support activities would you like to receive as part of this package? *

We cannot provide all the activities below as part of the support package, so please indicate your top three priorities.

- Reviewing or developing a business plan
- Financial review and planning
- Reviewing or developing our organisational strategy
- Market development strategy (user research, marketing and customer engagement)
- Review and modification of articles or rules
- Reviewing or developing a membership strategy
- Improving our democratic processes (can include sociocracy)
- Defining a fundraising strategy (can include community shares)
- Succession planning
- HR, including redundancy

Have you applied to other business support programmes in the past 12 months? *

If so, please indicate the name of the programme, the type of support it provides, and if you have been awarded the support. (Max 150 words)

Have you already spoken about your needs with someone from Co-operatives UK or a co-op advisor? If so, who?

Is there a co-op advisor you would like to work with as part of this support package?

The support will be delivered by a co-op expert that is part of our [extensive network of advisors located across the UK](#). You may choose your own advisor from the network, or leave it to us to choose the most appropriate for your co-op.

You can indicate more than one. Please explain why you would like to work with them. (Max 150 words)

If your application is successful, we will make every effort to allocate you your preferred support advisor. However, we reserve the right to offer an alternative based on availability, geography, skills and experience.

Is there an existing co-op you would like to receive peer support from as part of this support package? Please explain why. (Max 150 words)

As part of this support package, you can receive up to half a day of peer support from another co-op. If your application is successful, we will make every effort to allocate you your preferred co-op. However, we reserve the right to offer an alternative based on availability, geography, skills and experience.

Are there any barriers to your team's participation?

Please let us know if there are any barriers to your team's participation in this programme or if some of your team members have specific needs that we need to consider when assigning the support package. For example, restrictions on time, or barriers that require the support to be delivered in person or online, etc. (Max 150 words).

8. Equality, diversity and inclusion

Co-operatives UK is keen to support organisations that are led by, employ or support people that identify with groups that are under-represented or discriminated against in the business and third sector, in the workplace or in their communities. Completion of these questions is voluntary, but encouraged, as diversity will be one of the aspects we will consider when prioritising applications in our assessment process.

Your leadership team

Are there people in your leadership team (board, senior management, etc) who identify with any groups that you consider under-represented or discriminated against in the business or third sector, in the workplace or in your communities? If so, please share a bit more information, for example which groups and what percentage of your leadership team identify with the groups indicated. (Max 150 words)

Your employees

Does your co-op employ people that identify with any groups that you consider under-represented or discriminated against in the business or third sector, in the workplace or in your communities? If so, please share a bit more information, for example which groups and what percentage of your employees identify with the groups indicated. (Max 150 words)

People supported

Does your co-op directly support people that identify with any groups that you consider under-represented or discriminated against in the business or third sector, in the workplace or in your communities? If so, please share a bit more information, for example which groups and what percentage of the people you support identify with the groups indicated. (Max 150 words)

To what extent is your organisation led by young people?

Co-operatives UK is keen to support organisations and projects led by and for young people (less than 35 years of age)

- Youth led – primarily led by young people, at least half of our board and senior management team are young people
- Youth represented – primarily represented by young people, at least one member of our board and senior management teams is a young person, but young people are not in the majority
- No youth represented but working for benefit of youth – primarily for the benefit of youth, not led by young people, but largely working for their benefit
- No youth representation or benefit – our board and senior management team does not have any representation from young people and our activities are not specifically aimed at young people

If you work in a local area, please indicate up to three main postcodes your organisation operates in.

Postcode 1

Postcode 2

Postcode 3

Please provide postcodes in full and in the correct format, for example, M2 1BB, CB2 1QA or BS32 0BQ. We will match the postcodes given against the IMD (Index of Multiple Deprivation), which classifies the relative deprivation of postcodes across the UK.

9. Supporting documents

To be eligible for this programme you must provide your most recent financial accounts, including a Profit & Loss Statement. You are welcome to submit additional documentation, though it is not a requirement.

Please attach supporting documents clearly named [Organisation name-document name]. Documents can be .pdf, .doc, .docx, .xlsx, .xls. Each file can be a maximum 25MB.

Please upload your most recent financial accounts, including a Profit and Loss Statement.

If you have a business plan or slide deck about your organisation, you can upload it here, though this is not a requirement.

Please upload any other documentation you would like to share.

10. Your marketing channels.

Co-operatives UK would like to follow/engage with you on your journey through this process. Please help us do this by providing as many of the below marketing links as you can. These links will also help us to assess your application and understand more about your organisation.

- Website
- Facebook
- Twitter
- LinkedIn
- Instagram
- TikTok
- Vimeo/YouTube
- Other 1
- Other 2

How did you hear about this support? *

Please tick all that apply.

- Co-operatives UK mailing list
- Co-operatives UK website
- Co-operatives UK staff
- Co-operatives UK event or training
- Co-operatives UK social media
- Other social media
- A co-op adviser
- Another co-op
- Word of mouth
- Search engine, e.g. Google
- Other, please specify:

Would you like to subscribe to any of the following Co-operatives UK newsletters?

Please tick all that apply.

- General news
- Policy and campaigning
- Training and events
- Co-op advice
- Support for new co-ops
- UnFound: Co-ops and tech
- Raising funds through community shares

The Co-operative Bank

Through our partnership with The Co-operative Bank, we are pleased to signpost you to the Community DirectPlus Account, which is free to co-ops.

If you are interested in hearing more about The Co-operatives Bank's offer, Co-operatives UK will share your contact details with the Bank so they can contact you directly. Co-operatives UK is not responsible for how quickly the Bank responds to you once we have shared your contact details.

Please select your preference below.*

- Yes, I am happy for The Co-operative Bank to contact me about their free business banking offer for co-op businesses
- No, I would prefer not

Commitment fee

By submitting this form, you agree that if your application is successful, you will pay a fee of £100, or £75 for Co-operatives UK members (including VAT).

This fee is to ensure your commitment to the support package. Please let us know if this is an obstacle to your participation in the programme as we will consider waiving the fee (max 50 words).

13. Submit form

If you are happy with the details completed on this form, you can now submit the form. To check your response before submitting you can use the 'previous page' button.

Once you have submitted you will be sent a confirmation email with a copy of the application.

If you do not receive a confirmation email, please first check your email spam or junk folder. If you've still not received an email, get in touch via support@uk.coop and we can confirm if we have received your application.